

REPORTING											
Section of Regulation	Title	Form Number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. DxE)	Estimated Avg. No. of Manhours Per Response	Estimated Total Manhours (Col. FxG)	Previously Approved	Program Change	Adjustment	Total Difference
A	B	C	D	E	F	G	H				
STATE AGENCY LEVEL											
245.4 (d)	Puerto Rico and Virgin Islands SAs develop survey design for triennial survey, and submit to FNS for approval.		2	0.33	0.660	3	1.980	6.000		-4.020	-4.020
245.4 (c)	Puerto Rico and Virgin islands conduct survey to develop factor for withdrawal of funds from Letter of Credit; submit survey results and withdrawal factors to FNS for approval.		2	1	2.000	83	166.000	166.000		0.000	0.000
245.6(i)	SAs that plan to use or disclose information in ways not permitted by statute must obtain written consent from parent or guardian prior to use or disclosure.		56	1	56.000	0.25	14.000	27.000		-13.000	-13.000
245.6(j)	SA enter into written agreement with the party requesting children's F/RP eligibility information.		56	1	56.000	0.25	14.000	27.000		-13.000	-13.000
245.11(h)(4)	SAs submit to FNS upon request, all data and documentation used in granting extensions under Provision 2 or Provision 3.		43	1	43.000	4	172.000	216.000		-44.000	-44.000
245.11(a)(1)	SAs issue prototype free and reduced price policy statement.		56	1	56.000	0.083	4.648	13.500		-8.852	-8.852
245.11(g)	SA notifies FNS that TANF is comparable to or more restrictive than AFDC.		56	1	56.000	0.083	4.648	624.000		-619.352	-619.352
STATE AGENCY LEVEL TOTALS			56	4.8154	269.660	1.3991	377.276	1,079.500	0	-702.224	-702.224
SCHOOL FOOD AUTHORITY/SPONSOR LEVEL											
245.6 (c)(6)(ii)	SFAs using direct certification must provide households with written notice that children are eligible for free meals.		20,858	1	20,858.000	0.083	1,731.214	160,521.360		-158,790.146	-158,790.146
245.6a (c)	SFAs calculate the number of households to verify.		20,858	1	20,858.000	0.33	6,883.140	5,392.860		1,490.280	1,490.280
245.6a(f)(1)	SFAs notify households of selection for verification.		20,858	12	250,296.000	0.25	62,574.000	16,342.000		46,232.000	46,232.000
245.6a (c)	SFAs report verification information to SA.	742	20,858	1	20,858.000	0.5	10,429.000	32,684.000		-22,255.000	-22,255.000

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245.6(j)	SFA must enter into written agreement with the party requesting children's free and reduced price eligibility information.		20,858	2	41,716.000	0.083	3,462.428	3,437.860		24.568	24.568
245.9 (h)	SFAs of schools under Provision 2 or Provision 3 submit to FNS upon request all data and documentation used in granting extensions.		1,092	1	1092.000	0.25	273.000	125.000		148.000	148.000
245.9 (c)	SFAs of schools under Provisions 1, 2, and 3 must identify those schools in its free and reduced price policy statement and certify their eligibility for the first year of operation.		1,092	1	1092.000	0.25	273.000	12.100		260.900	260.900
245.10 (a)	SFAs submit to SA for approval free and reduced policy statement.		20,858	1	20858.000	0.083	1731.214	0.000			1,731.214
School Food Authority/Sponsor Level Totals			20,858	20.0000	377,628.000	1.829	87,356.996	218,515.180	0.000	-132,889.398	(131,158.184)
SCHOOL/SITE LEVEL											
245.6 (c) (7)	Schools provide written notice to each family of denied benefits.		96,461	8	771,688.000	0.25	192,922.000	52,520.000			140402.000
School/Site Level Totals			96,461	8.000	771,688.000	0.250	192,922.000	52,520.000			140,402.000

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HOUSEHOLD LEVEL											
245.6a (b)(1)	Households assemble written evidence and send to SFA.		258,000	1	258,000.000	0.5	129,000.000	71,898.500			57101.500
245.6a (b)(2)	Households cooperate with collateral contacts.		2,580	1	2,580.000	0.167	430.860	2,041.241			-1610.381
245.6 (a)	Households complete application form.		9,390,000	1	9,390,000.000	0.07	657,300.000	289,716.700			367583.300
Household Level Totals			9,390,000	3.000000	9,650,580.000	0.081522	786,730.860	363,656.441	0.000	0.000	423,074.419

Summary of Reporting Burden											
State Agency Burden					269.660		377.276	1,079.500	0.000	-702.224	-702.224
School Food Authority/Sponsor Burden					377,628.000		87,356.996	218,515.180	0.000	-132,889.398	-131,158.184
School/Site Burden					771,688.000		192,922.000	52,520.000	0.000	0.000	140,402.000
Household Burden					9,650,580.000		786,730.860	363,656.441	0.000	0.000	423,074.419
Reporting Total					10,800,165.660		1,067,387.132	635,771.121	0.000	-133,591.622	431,616.011

RECORDKEEPING

Section of Regulation	Affected Public	Title	Estimated Number of Respondents	Reports Maintained Annually	Total Annual Responses	Estimated # of hours per Response	Estimated Total
RECORDKEEPING							
245.9(g)	State Agency	Claim Reimbursement Records	43	1	43.000	0.25	10.75
245.11(h)	State Agency	Records of Participating Schools	43	155	6,665.000	0.25	1,666.25
245.9(g) & (h)	School Food Authority	Claim Reimbursement Records	1,092.00	1	1,092.000	4	4,368.00
RECORDKEEPING GRAND TOTAL			1,135.00		7,800.000		6,045.00