



TO: Julie Wise  
OMB Desk Officer  
Office of Information and Regulatory Affairs  
Office of Management and Budget

THROUGH: Rachelle Ragland-Greene *Ragland-Greene*  
FNS Clearance Officer  
Food and Nutrition Service

Ruth Brown  
OCIO Desk Officer  
USDA

FROM: Cindy Long *Cindy Long*  
Director  
Child Nutrition Division

SUBJECT: Justification for a Change in Burden Hours - OMB# 0584-0067  
State Administrative Expenses Funds

This justification requests an increase in burden hours for the State Administrative Expenses Funds collection due to additional reporting requirements resulting from the American Recovery and Reinvestment Act (ARRA) of 2009 (Public Law 111-5.) "Insert 6A" of the Division A-Appropriations Provisions, Title 1-Agriculture, Rural Development, Food and Drug Administration, and Related Agencies provided increased funding for equipment which State agencies will award to School Food Authorities participating in Child Nutrition Programs, specifically the National School Lunch Program. An increase in the reporting burden will result from the State agencies' activities related to reporting on the use of these funds by SFAs. State agencies will continue to use Form FNS-777, approved under OMB# 0584-0067, to report on their use of State Administrative funding. As a means of accounting separately for ARRA funding, FNS intends to request that State agencies complete an additional form each quarter, the SF-425 to report on the use of ARRA equipment funds.

This additional reporting will require no change to the form, to the approved data elements it includes, or to the number of respondents; the change in burden is limited to the need to provide two responses each quarter, doubling the number of responses for each respondent (56 State agencies administer the NSLP). We anticipate an increase of 870 burden hours as a result of these increased responses. Each respondent will spend 1.5 hours reporting on the use of these funds. In aggregate, this will increase the total annual number of burden hours for this collection from 13,913 burden hours to 14,783 burden hours.

Attached are copies of the data collection instruments SF-425 and FNS-777.