

REPORTING

Section of Regulation	Title	Form number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. Dx E)	Estimated Avg. No. of Hours Per Response	Estimated Total Hours (Col. FxG)
A	B	C	D	E	F	G	H
STATE AGENCY LEVEL							
225.3 (b)	SA, by November 1 of each fiscal year, notify USDA if it intends to administer the Summer Food Service Program.		52	1	52	0.25	13
225.4 (a)	SAs, by Feb. 15 of each year, submit to FNSRO a Program Management and Administration Plan for that fiscal year.		52	1	52	40	2,080
225.6 (b)(2)	SAs inform potential sponsors of procedure for advance and administrative cost payments.		0	0	0	0	0
225.6 (b)(2)	SAs inform sponsors of procedures for applying for start-up payments.		0	0	0	0	0
225.6 (h)(2)	SAs develop a standard contract for use by sponsors and FSMCs		0	0	0	0	0
225.7 (c)	SAs develop and make available to sponsor food specifications and model meal quality standards to be a part of all contracts between vended sponsors and FSMCs.		0	0	0	0	0
225.7 (d)	SAs conduct program monitoring assistance, to include pre-approval visits, sponsor reviews, follow-up reviews, development of monitoring system, maintenance of records, FSMC facility visits, development of forms, and corrective action.		0	0	0	0	0
225.7 (d)(2)	SAs conduct program monitoring assistance for sites.		0	0	0	0	0
225.7(d)(6), 225.7(e)	SAs conduct inspections of food service management company, self-preparation and vended sponsors' food preparation facilities.		0	0	0	0	0

Section of Regulation	Title	Form number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. Dx E)	Estimated Avg. No. of Hours Per Response	Estimated Total Hours (Col. FxG)
A	B	C	D	E	F	G	H
225.7 (f)	SAs establish a financial management system to identify program costs and establish standards for sponsor recordkeeping and reporting.		0	0	0	0	0
225.8(d)(2)	SAs, within 5 days of approval of sponsors, must notify FNSROs of sponsors, approved sites, locations, and days of operation and estimated daily attendance.		52	74	3,848	8	30,784
225.8 (b)	SAs submit to FNS a final report on SFSP operations for each month of operations.	418	52	3	156	2	312
225.8 (d)(1)	SAs, by May 1 of each year, submit to FNSRO a list of names and addresses of potential private nonprofit organizations and for each site, the address, first day of operation, and estimated daily attendance.		52	22	1,144	4	4,576
225.9 (b)(2)	SAs prepare and submit a list sponsors eligible to receive commodities and daily number of eligible means to be served by each sponsor by June 1.		52	1	52	1	52
225.9 (d)(4)	SAs forward the final claim form for reimbursement.		52	222	11,544	0.5	5,772
225.10	SAs arrange for audits of their own operations per 7 CFR Part 3015.		0	0	0	0	0
225.12 (a)	SAs establish claims against sponsors and recover payment not properly payable.		52	7	364	8	2,912
225.13 (a)	SAs establish hearing appeal procedures.		0	0	0	0	0
225.17	SAs make available to sponsors information on procurement standards.		0	0	0	0	0

Section of Regulation	Title	Form number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. Dx E)	Estimated Avg. No. of Hours Per Response	Estimated Total Hours (Col. FxG)
A	B	C	D	E	F	G	H
225.18(b)(2)	SAs notify terminated sponsors in writing.		52	4	208	1	208
225.15(j)	SAs that plan to use or disclose information in ways not permitted must obtain written consent from parent/guardian.		0	0	0	0	0
225.15(k)	SA should enter into written agreement with party requesting disclosure information.		0	0	0	0	0
STATE AGENCY LEVEL TOTALS			52	335.00000	17,420.00000	2.6813433	46,709.00000
SPONSORS LEVEL							
225.6 (c)(1)	Sponsors submit written application TO SAs for participation in SFSP.		3,842	1	3,842	3.33	12,794
226.6(c)(2)	Sponsors submit site information for each site where a food service operation is proposed.		3,842	1	3,842	1	3,842
225.6 (c)(3)	Sponsors must submit a statement of its policy for serving free meals.		3,842	1	3,842	1	3,842
225.6 (e)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.		3,842	1	3,842	0.123	473
225.6 (h) (2) (iii)	Sponsors provide FSMC with a list of approved sites.		1,921	1	1,921	0.5	961
225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.		19	1	19	0.5	10
225.6 (h)(5)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.		1,921	1	1,921	20	38,420

Section of Regulation	Title	Form number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. Dx E)	Estimated Avg. No. of Hours Per Response	Estimated Total Hours (Col. FxG)
A	B	C	D	E	F	G	H
225.15(j)	Sponsors that plan to use or disclose info in ways not permitted by law must obtain written consent from parent/guardian.		0	0	0	0	0
225.15(k)	Sponsors should enter into written agreement with the party eligibility information.		0	0	0	0	0
SPONSORS LEVEL TOTALS			3,842	5.00495	19,229.00000	3.1379908	60,340.42600
CAMP AND OTHER SITES LEVEL							
225.6 (c) (5)	Camps submit copy of hearing procedures.		766	1	766	0.25	192
225.15	Camps and others distribute free meal applications to children enrolled in SFSP.		0	0	0	0	0
CAMP AND OTHER SITES LEVEL TOTALS			766	1.00000	766	0.2500000	192
HOUSEHOLD LEVEL							
225.15 (f)	Households read instructions, complete free meal and return to camps and sites.		100,589	1	100,589	0.5	50,295
225.15(j)	Households provide written consent for sponsors to use or disclose information.		100,589	1	100,589	0.25	25,147
HOUSEHOLD LEVEL TOTALS			100,589	2.00000	201,178.00000	0.3750000	75,441.75000

Section of Regulation	Title	Form number (if Any)	Estimated Number of Respondents	Report Filed Annually	Total Annual Responses (Col. DxE)	Estimated Avg. No. of Hours Per Response	Estimated Total Hours (Col. FxG)
A	B	C	D	E	F	G	H

Summary of Reporting Burden

	State Agency Burden		17,420				46,709
	Sponsors Burden		19,229				60,340
	Camp and Other Sites Burden		766				192
	Household Burden		201,178				75,442
	REPORTING GRAND TOTAL		238,593				182,683