

REPORTING - #0584-0055

Section of Regulation	Title	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. Dx E)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. FxG)	Previously Approved	Due to Program Change	Due to an Adjustment
(A)	(B)	(D)	(E)	(F)	(G)	(H)			
STATE AGENCY LEVEL									
226.3(c)	Federal/State agreement	55	1	55.000	0.92	50.600	50.600		
226.4	SA submits request for letter of credit	0	0	0.000	0	0.000	330.000		
226.6(b)	Notify institution of approval or disapproval of application within 30 days of receipt of a complete application	55	15	825.000	8	6,600.000	825.000		
226.6(c)	Notice of serious deficiency (decision to disapprove new application or renew existing agreement) to institution	55	5	275.000	8	2,200.000	1,320.000		
	Notice of serious deficiency to participating institutions	55	10	550.000	8	4,400.000			
	Submit copies of serious deficiency notices to FNSRO	55	10	550.000	0.5	275.000			
	Submit copy disqualification notice and supportive documentation to FNSRO	55	5	275.000	0.5	137.500			
226.6(c)(8)(C)(ii)	Provide FNSRO the required information of each day care home provider terminated for cause	55	12	660.000	0.5	330.000			
226.6(d)(1) & (e)	Establish licensing/compliance review procedures for child care centers, day care homes, outside-school hours care centers and adult day centers	20	1	20.000	1	20.000	55.000		
226.6(d)(3)	Establish alternate procedures for review of institutions for which licensing or approval is not available	20	1	20.000	3	60.000	1,540.000		
226.6(d)(3)(vii)(D)	Provide day care home sponsors a listing of State-funded programs, participation in which by a parent or child will qualify a meal served to a child in a tier II home for the tier I rate of reimbursement.	55	16	880.000	1	880.000			
226.6(f)(1)(ii)	Provide all institutions a copy of the income standards to be used by institutions for determining the eligibility of participants for free and reduced-price meals under the Program	55	1	55.000	0.92	50.600			
226.6(f)(1)(vii)	Provide day home sponsoring organizations a list of elementary schools in which at least one-half of the children enrolled receive f/rp meals	55	16	880.000	1	880.000			

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
226.6(f)(1)(vii)(D)	Provide day care home sponsoring organizations a listing of State-funded programs that qualify participants in Tier II homes for Tier I reimbursement	55	16	880.000	1	880.000			
226.6(f)(1)(vii)(E)	Submit to SNAP SA list of providers receiving Tier I benefits based on SNAP participation	55	1	55.000	0.25	13.750			
226.6(f)(1)(ix)(A)	Provide at-risk-afterschool care centers and sponsoring organizations the list of schools in which one-half of children enrolled are eligible for f/rp meals	55	1	55.000	1	55.000			
226.6(f)(2)	Require management plans	0	0	0.000	0	0.000	50.600		
226.6(f)(3)(iii)	Provide census data to day care home sponsoring organizations	55	5	275.000	1	275.000	126.500		
226.6(f)(5)	Inquire into preference for commodities for new institutions	55	15	825.000	0.5	412.500	50.600		
226.6(f)(7)	SA informs institutions of free and reduced proce policy and provide copy of income standards	0	0	0.000	0	0.000	50.600		
226.6(f)(9)	SAs administering CACFP provide listing of eligible schools to sponorsing organizations	0	0	0.000	0	0.000	1,265.000		
226.6(f)(9)	SAs administering CACFP provide census data to sponsoring organizations	0	0	0.000	0	0.000	126.500		
226.6 (g)	SA annually notifies each eligible nonparticipating institution of the availability of the program	0	0	0.000	0	0.000	2,035.000		
226.6 (h)	Submit to State commodity distribution agency list of institutions receiving commodities by June 1	15	1	15.000	0.5	7.500	203.500		
226.6 (i)	Develop standard contract for use between instiutions and food service management companies	55	1	55.000	2	110.000	440.000		
226.6 (j)	Ensure procurement compliance	55	3	165.000	5	825.000	275.000		
226.6 (k)	Establish/revise appeal procedures	18	1	18.000	2	36.000	407.000		
226.6(k)(4)(i)	Annually submit admin review (appeal) procedures to all instiutions	55	356	19580.000	0.25	4895.000			
226.6(k)(4)(ii)	Submit admin review procedures when applicable action taken	55	5	275.000	0.25	68.750			
226.6(l)	Establish/revise admin review (appeal) procedures for day care home providers	18	1	18.000	1	18.000			

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
226.6 (m)	Provide technical and supervisory assistance to institutions	55	117	6435.000	36.0	231,660.000	126,060.000		
226.6(m)(5)	Revise/edit household contact procedures	15	1	15.000	1	15.000	2,200.000		
226.6 (n)	Investigate irregularities	55	10	550.000	3	1,650.000	407.000		
226.6 (p)	Develop/revise and provide sponsoring organization agreement between sponsor and facilities	25	1	25.000	2	50.000	2,018.500		
226.7	Revise/edit Financial Management System	55	1	55.000	40	2,200.000	2,200.000		
226.7 (c)	Submit to FNSRO a written plan for correcting serious deficiencies noted in Management Evaluation/Audit	25	1	25.000	40	1,000.000	407.000		
226.7(d)	Submit FNS 24, Report of the CACFP, to FNS 30 and 90 days following the month being reported (current burden contained in 0584-0078)	55	24	1320.000	1	1320.000			
	Submit to FNS a quarterly Financial Status Report (SF-425, formerly FNS-269) on the use of Program funds	BURDEN CONTAINED UNDER OMB #0348-0061							
226.7 (h), (i) & (j)	Establish procedures for start ups, advances, and recovery of over-payments	10	1	10.000	4	40.000	352.000		
226.7 (k)	Process claims	55	1	55.000	1.79	98.450	98.450		
226.8 (a)	Audits shall be conducted in accordance with A-133 and 7 CFR part 3052	55	1	55.000	22	1,210.000	1,210.000		
226.8 (b) - (c)	Establish audits funds priorities	55	1	55.000	0.92	50.600	50.600		
226.9 (a)	Assign rates of reimbursement for all institutions not less than annually	55	1	55.000	0.25	13.750	13.750		
226.10 (a)	Provide advance payments to those institutions electing to receive payments	55	1	55.000	0.92	50.600	50.600		
226.10 (b)	Establish procedues to monitor and reconcile advance payments	55	1	55.000	0.92	50.600	50.600		
226.10 (e)	Corrective action on claims prior to January 1	0	0	0.000	0	0.000	253.000		
226.10(e)	Final Claim for Reimbursement postmarked and/or submitted to the State agency not later than 60 days following the last day of the full month covered by the claim.	55	1	55.000	4.6	253.000			
226.14	Notify institution of disallowed claim and demand repayment	55	1	55.000	3.7	203.500	203.500		

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
226.23(l)	Obtain written consent from the child's parents or guardians prior to use or disclose if using or disclosing information in ways not permitted by statute	55	1	55	0.25	13.750	13.750		
226.23(m)	Enter into a written agreement with the party questioning children's free and reduced price eligibility information.	5	1	5	1	5.000	13.750		
226.24	Property management	55	1	55.000	3.5	192.500	333.850		
TOTAL STATE AGENCY BURDEN		55	659.109	36,251.000	7.270	263,556.950	145,087.250	0.000	0.000

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
SPONSOR/INSTITUTION LEVEL									
226.6(b)	Institutions submit documentation sufficient to determine that each at-risk afterschool care center meets program eligibility or area eligibility requirements.	0	0	0.000	0.00	0.000	0.000	0.000	
226.6 (d)-(e) and 226.6(f) (1)(vi)	Submit documentation to demonstrate that child care centers, outside-school-hours care centers, at-risk afterschool care centers, day care homes, and adult day care centers are in compliance with licensing/approval criteria.	19,582	1	19,582.00	0.50	9,791.00	3,822.600	5,968.400	
226.6(c)(1)(2)	Sponsoring organizations must provide a copy of the serious deficiency notice to the SA	0	0	0.000	0.00	0.000	16,992.000		
226.6(f)(1)(iii)	Submit current eligibility information on enrolled participants to be used to calculate reimbursement rate	19,582	12	234,984.00	0.50	117,492.00		117,492.000	
226.6 (f) (10)	Sponsoring organizations submit tier 1 and 2 enrollment information to SAs	0	0	0.000	0.00	0.000	0.000		
226.6(f)(1)(vii)	Submit verification that all facilities have adhered to Program training requirements	19,582	1	19,582.00	1.00	19,582.00			
226.6 (1)	Participate in reviews	6,462	1	6,462.000	4.00	25,848.000	50,968.000		
226.10 and 226.15(i)	Report to SA number of meals claimed for reimbursement	19,582	12	234,984.00	2.00	469,968.00	23,880.000	446,088.000	
226.13 (b)	Sponsoring organizations collect and report meals by category to SA each month	0	0	0.000	0.00	0.000	23,880.000		
226.13 (b)(3)(i) thru (ii)	Establish reimbursement rates for Tier 2 providers with income-eligible children	886	5	4,430.000	0.30	1,329.000	53,730.000		
226.15(b)	New institutions submit application for participation	250	1	250.00	8.00	2,000.00			
	Participating institutions submit documentation required for renewal	119	1	119.00	5.00	595.00			
226.16 (d)	Sponsoring organization supervisory responsibilities (pre-approval visits, training, reviews, etc.)	12,742	1	12,742.000	160.00	2,038,720.000	2,038,720.000		
226.16 (g) & (h)	Sponsoring organization disburses advances and program payments within 5 days of receipt from SA	12,742	12	152,904.000	5.00	764,520.000	509,680.000		
226.23	Free and reduced price meal requirements	19,582	1	19,582.000	2.00	39,164.000	36,632.000		

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
226.23(l)	Obtain written consent from the child's parents or guardians prior to use or disclosure if using or disclosing information in ways not permitted by statute	196	1	196	0.08	16.268	1,761.592		
226.23(m)	Enter into a written agreement with the party requesting children's free and reduced price eligibility information.	196	1	196	0.08	16.268	5,306.000		
SPONSOR/INSTITUTION BURDEN TOTALS		19,582	37.054182	725,595.000	4.808525	3,489,041.536	2,765,372.192	569,548.400	0.000

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
FACILITY LEVEL									
226.11(c); 226.17(b)(9) and 226.17a(p)	Submit daily meal count records to sponsoring organizations monthly	24,596	12	295,152	1	295,152			
226.13 (d)(1) thru (3) & 226.18 (e)	Day care home providers submit daily meal counts to sponsors monthly	138,887	12	1,666,644.000	1.25	2,083,305.000	2,478,765.000		
FACILITY BURDEN TOTALS		163,483	13.000	2,125,279.000	1.119	2,378,457.000	2,478,765.000	0.000	0.000

HOUSEHOLD LEVEL									
226.15(e)(2) & 226.16(e)(3)	Enrollment documentation shall be updated annually, signed by a parent or legal guardian, and include information on child's normal days & hours of care and the meals normally received while in care	2,016,946	1	2,016,946.000	0.083	167,406.518	2,478,765.000		
226.23 (e)	Free and reduced price eligibility	0	0	0.000	0	0.000	72,285.400		
226.23 (e)(1)	Households of children enrolled in tier II day care homes complete free and reduced price application	0	0	0.000	0	0.000	1,802.175		
226.23(l)	Provide written consent prior to use or disclosure of information not permitted by statute.	0	0	0.000	0	0.000	73,655.777		
HOUSEHOLD BURDEN TOTALS		2,016,946	1.00	2,016,946.000	0.083000	167,406.518	2,626,508.352	0.000	0.000

SUMMARY OF REPORTING BURDEN									
	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. DxE)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. FxG)	Previously Approved	Due to Program Change	Due to an Adjustment	
State Agency Burden	55	659.109091	36,251.000	7.270336	263,556.950	145,087.250	0.000	0.000	
Sponsor/Institution Burden	19,582	37.054182	725,595.000	4.808525	3,489,041.536	2,765,372.192	569,548.400	0.000	
Facility Burden	163,483	13.000000	2,125,279.000	1.119127	2,378,457.000	2,478,765.000	0.000	0.000	

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
	Household Burden	2,016,946	1.000000	2,016,946.000	0.083000	167,406.518	2,626,508.352	0.000	0.000
	Total Reporting Burden	2,200,066	2.229056	4,904,071.000	1.284333	6,298,462.004	8,015,732.794	569,548.400	0.000

Total Difference
0.000

Total Difference
569,548.400



Total Difference
0.000

0.000

Option, not a requirement

Total Difference
0.000
569,548.400
0.000

Total Difference
0.000
569,548.400

RECORDKEEPING - #0584-0055

Section of Regulation	Title	Estimated # Recordkeepers	Per Recordkeeper	Total Annual Records (Col. DxE)	Estimated Avg. # of Hours Per Record	Estimated Total Hours (Col. FxG)	Previously Approved	Due to Program Change	Due to an Adjustment	Total Difference
(A)	(B)	(D)	(E)	(F)	(G)	(H)				
STATE AGENCY LEVEL										
226.6	Collect and maintain on file CACFP agreements, records received from applicant and participating institutions and documentation of administrative review and Program assistance activities, results, and corrective actions.	55	5	275	2.40	660.000				
226.6(c)(8)(ii)	Maintain a State agency list that includes a synopsis of information concerning seriously deficient institutions and providers terminated for cause in that State	55	1	55	1.00	55.000				
STATE AGENCY BURDEN		55	6.00	330	2.16667	715.000	104.500	610.500		610.500
SPONSOR/INSTITUTION LEVEL										
226.10(d) 226.15(e)	Collect and maintain for a period of 3 years and the current year Program applications, enrollment documents, income eligibility forms, attendance records, menus, meal counts, invoices and receipts, claims for reimbursement, licenses, administrative and operating costs records, training documentation, and any other records required by the SA.	19,582	3	58,746.000	4.000	234,984.000	109,142.646	125,841.354		125,841.354
226.15(e)(3)	Maintain documentation used to classify homes as Tier 1	886	90	79,740.000	0.075	5,980.500	5,980.500			
226.15(e)(3)	Sponsoring organizations collect free and reduced price applications from enrolled children in tier 2 that are not provider's own at least once a year and maintain eligibility determination of each child.	0	0	0.000	0.000	0.000	0.000			
226.23(h)(6)	Maintain information to verify homes that qualify as Tier 1 based on provider's income.	886	31	27,466.000	0.083	2,279.678	2,485.518			
SPONSOR/INSTITUTION BURDEN		19,582	8.4747	165,952.00	1.46575	243,244.178	117,608.664	125,841.354		125,841.354
FACILITY LEVEL										
226.15(e) 226.17(c) 226.17a(o) 226.18(g) 226.19(c) 226.19a(c)	Collect and maintain for a period of 3 years and the current year Program applications, enrollment documents, income eligibility forms, attendance records, menus, meal counts, invoices and receipts, claims for reimbursement, licenses, administrative and operating costs records, training documentation, and any other records required by the SA.	163,483	3	490,449	1	490,449	5,981			
FACILITY BURDEN		163,483	3.0000	490,449	1.00	490,449.000				

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(A)	(B)	(D)	(E)	(F)	(G)	(H)				
Summary of Recordkeeping Burden										
		Estimated # Recordkeepers	Per Recordkeeper	Total Annual Records (Col. DxE)	Estimated Avg. # of Hours Per Record	Estimated Total Hours (Col. FxG)	Previously Approved	Due to Program Change	Due to an Adjustment	Total Difference
	State Agency Burden	55.00	6.00	330.00	2.17	715.00	104.50	610.50		610.500
	Sponsor/Institution Burden	19,582	8.4747	165,952	1.47	243,244.178	117,608.664	125,635.514		125,635.514
	Facility Burden	163,483	3.0000	490,449	1.00	490,449.000	5,980.500	0.000		
	Total Recordkeeping Burden	183,120	3.586	656,731	1.11828	734,408.178	117,713.164	126,246.014		126,246.014

SUMMARY OF BURDEN #0584-0055

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Total Reporting Burden	2,200,066	2.229056	4,904,071.000	1.284333	6,298,462.004	8,015,732.794	569,548.400	0.000	569,548.400
Total Recordkeeping Burden	0	0	0	1.11828	734,408.178	117,713.164	126,246.014		126,246.014
TOTAL BURDEN FOR #0584-0055	2,200,066	2.229056	4,904,071.000	1.434088	7,032,870.182	8,133,445.958	695,794.414		695,794.414