

Estimate of the Information Collection Burden for the
National School Lunch Program

This is a revision of currently approved collection. This document explains the calculation of the information collection burden for the National School Lunch Program OMB # 0584-0006 as submitted for the renewal of the existing regulation. A notice was published in the Federal Register on March 12, 2012 at Vol.77, No 55, P. 16517.

AFFECTED PUBLIC: STATE AGENCIES (SA)

REPORTING REQUIREMENTS

1. 210.5(a) states that SAs request cash to make NSLP reimbursement payments to SFAs. FNS estimates there are 56 SAs that will each file 36 reports annually for a total of 2,013 responses ($56 \times 36 = 2,016$). The estimated average number of burden hours per response is .25 resulting in an estimated total annual burden hours of 504 ($2,016 \times .25 = 504$).
2. 210.8(b)(4) states that SAs request cash to pay additional NSLP funds to SFAs as the result of corrective action taken on SFAs claim (including justification and corrective action with reference to claim reimbursement). FNS estimates there are 56 SAs that will each file 4 reports annually for a total of 224 responses ($56 \times 4 = 224$). The estimated average number of burden hours per response is 2.25 resulting in an estimated total annual burden hours of 504 ($224 \times 2.25 = 504$).
3. 210.18(d)(1), 210.18(d)(2), and 210.18(o)(1) state that SAs report to FNS the names of large SFAs exceeding any one of the CRE critical area review thresholds. FNS estimates there are 56 SAs that will each file 1 report annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is .2 resulting in an estimated total annual burden hours of 11.2 ($56 \times .2 = 11.2$).
4. 210.18(h)(6) states that SA shall confirm that each SFA has a food safety program based on HACCP principles. FNS estimates there are 56 SAs that will each file 93 reports annually for a total of 5,208 responses ($56 \times 93 = 5,208$). The estimated average number of burden hours per response is 1 resulting in an estimated total annual burden hours of 5,208 ($5,208 \times 1 = 5,208$).
5. 210.18(j) states that SAs provides written notification of review findings to SFA, including review findings, preliminary assessment of needed corrective actions, and deadlines for completion, and provides notification of adverse action and right to appeal. FNS estimates there are 56 SAs that will each file 124 reports annually for a total of 6,944 responses ($56 \times 124 = 6,944$). The estimated average number of burden hours per

response is 2 resulting in an estimated total annual burden hours of 13,888 ($6,944 \times 2 = 13,888$).

6. 210.18(n) and 210.18(o)(2) states that SA shall report to FNS the results of reviews by March 1 of each school year, on a form (FNS-640) designated by FNS. FNS estimates there are 56 SAs that will each file 1 report annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is 1 resulting in an estimated total annual burden hours of 56 ($56 \times 1 = 56$).
7. 210.18(q) states that SAs establish appeal procedures for SFAs. FNS estimates there are 56 SAs that will each file 1 reports annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is 7 resulting in an estimated total annual burden hours of 392 ($56 \times 7 = 392$).
8. 210.20(a)(8) states that SAs report the number of food safety inspections conducted to FNS. FNS estimates there are 56 SAs that will each file 1 reports annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is 1.5 resulting in an estimated total annual burden hours of 84 ($56 \times 1.5 = 84$).
9. 210.25 states that SAs submit a Grant Closeout Report to FNS. FNS estimates there are 56 SAs that will each file 2 reports annually for a total of 112 responses ($56 \times 2 = 112$). The estimated average number of burden hours per response is 3.2 resulting in an estimated total annual burden hours of 358.4 ($112 \times 3.2 = 358.4$).

AFFECTED AGENCIES: SCHOOL FOOD AUTHORITIES (SFAs)

1. 210.8(b) states that SFAs submit claims for reimbursement and supporting data to SAs. FNS estimates there are 20,858 SFAs that will each file 12 reports annually for a total of 250,296 responses ($20,858 \times 12 = 250,296$). The estimated average number of burden hours per response is 1.5 hours resulting in estimated total annual burden hours of 375,444 ($250,296 \times 1.5 = 375,444$).
2. 210.8(b)(1) states that SFAs submit revised claims for reimbursement and supporting statements justifying the adjustment. FNS estimates there are 20,858 SFAs that will each file 1 report annually for a total of 2085 responses ($2,085 \times 1 = 2,085$). The estimated average number of burden hours per response is .50 hours resulting in estimated total annual burden hours of 1,042.5 ($2,085 \times .50 = 1,042.5$).
3. 210.8(c)(2) states that SFAs report the total number of children approved for free and reduced priced lunches as of the last day of operation in October. FNS estimates there are 20,858 SFAs that will each file 1 report annually for a total of 20,858 responses

(20,858 x 1 = 20,858). The estimated average number of burden hours per response is .08 hours resulting in estimated total annual burden hours of 1,668.64 (20,858 x .08 = 1,668.64).

4. 210.9(a) and (b) states that SFAs complete applications to operate the NSLP agreement between SA and SFA. Application and agreement are part of the same transaction, so there is only one response for both. FNS estimates there are 10 SFAs that will each file 1 report annually for a total of 10 responses (10 x 1 = 10). The estimated average number of burden hours per response is 1.3 hours resulting in estimated total annual burden hours of 13 (10 x 1.3 = 13).
5. 210.9(b)(20) states that SFAs provide SAs with a listing of elementary schools with at least 50% eligibility. FNS estimates there are 4,969 SFAs that will each file 1 report annually for a total of 4,969 responses (4,969 x 1 = 4,969). The estimated average number of burden hours per response is .5 hours resulting in estimated total annual burden hours of 2,484.5 (4,969 x .5 = 2,484.5).
6. 210.9(b)(20) states that SFAs provide sponsors with a elementary school attendance area boundary information. FNS estimates there are 4,969 SFAs that will each file 2 reports annually for a total of 9,938 responses (4,969 x 2 = 9,938). The estimated average number of burden hours per response is 4 hours resulting in estimated total annual burden hours of 39,752 (9,938x4 = 39,752).
7. 210.9(c)(7) states that SFAs must conduct reviews of each afterschool care program that participates in the NSLP. *Application and agreement are part of the same transaction, so there is only one response for both. FNS estimates there are 241 SFAs that will each file 2 report annually for a total of 482 responses (241 x 2 = 482). The estimated average number of burden hours per response is 1.44 hours resulting in estimated total annual burden hours of 694 (482 x 1.44 = 694).
8. 210.10(h) states that SFAs modify existing menus with more than 30% vegetable protein products. FNS estimates there are 10,000 SFAs that will each file 1 report annually for a total of 10,000 responses (10,000 x 1 = 10,000). The estimated average number of burden hours per response is .02 hours resulting in estimated total annual burden hours of 200 (10,000 x .02 = 200).
9. 210.13(a) states that each SFA must develop a food safety program based on HACCP principles for each food preparation and service facility under its jurisdiction. FNS estimates there are 20,858 SFAs that will each file 1 report annually for a total of 20,858 responses (20,858 x 1 = 20,858). The estimated average number of burden hours per

response is 76 hours resulting in estimated total annual burden hours of 1,585,208 (20,858 x 76 = 1,585,208.).

10. 210.15(a)(7) states that SFAs collect the number of food inspections obtained and report to the state agency. FNS estimates there are 20,858 Sponsors that will each file 1 report annually for a total of 20,858 responses (20,858 x 1 = 20,858). The estimated average number of burden hours per response is .5 hours resulting in estimated total annual burden hours of 10,429 (20,858 x .5 = 10,429).
11. 210.16(a) states that SFAs provide procurement materials to SA for approval. FNS estimates there are 1,648 SFAs that will each file 1 report annually for a total of 1,648 responses (1,648x1=1,648). The estimated average number of burden hours per response is 1.5 hours resulting in estimated total annual burden hours of 2,472 (1,648 x 1.5 = 2,472).
12. 210.19(a)(2) states that SFAs meet the requirements to account for all revenues and expenditures of nonprofit food service. FNS estimates there are 20,858 SFAs that will each file 4 reports annually for a total of 83,432 responses (20,858 x 4 = 83,432). The estimated average number of burden hours per response is .33 hours resulting in estimated total annual burden hours of 83,432 (20,858 x .33 = 27,532.56).

AFFECTED AGENCIES: SCHOOLS

13. 210.9(b) states that schools report daily counts of paid, reduced priced and free lunches served. FNS estimates there are 101,747 schools that will each file 10 reports annually for a total of 1,017,470 responses (101,747 x 10 = 1,017,470). The estimated average number of burden hours per response is .5 hours resulting in estimated total annual burden hours of 508,735 (1,017,470 x .5 = 508,735).
14. 210.19(a)(2) states that school include cafeteria sales (for inclusion in net cash resources). FNS estimates there are 101,747 SFAs that will each file 10 report annually for a total of 20 responses (101,747 x 10 = 1,017,470). The estimated average number of burden hours per response is .33 hours resulting in estimated total annual burden hours of 844,500.1 (1,017,470 x .33 = 335,765).

Burden estimates no longer current:

Section 210.5(d) states that each State agency shall submit a final Report of School Program Operations (FNS-10) to FNS for each month. The final reports shall be postmarked and/or submitted no later than 90 days following the last day of the

month covered by the report. States shall not receive Program funds for any month for which the final report is not submitted within this time limit unless FNS grants an exception.

FNS estimates that there are 57 SAs that will each file 4 reports annually for a total of 228 responses ($57 \times 4 = 228$). The estimated average number of burden hours per response is 3.20 resulting in estimated total burden hours of 729.6 ($228 \times 3.20 = 729.6$).

Section 210.19(b) states that information on schools eligible to receive donated foods available under section 6 of the National School Lunch Act (42 U.S.C. 1755) shall be prepared each year by the State agency with accompanying information on the average daily number of lunches to be served in such schools. This information shall be prepared as early as practicable each school year and forwarded no later than September 1 to the Distributing agency.

FNS estimates that there are 2 SAs that will each file 1 report annually for a total of 2 responses ($2 \times 1 = 2$). The estimated average number of burden hours per response is 3 resulting in estimated total burden hours of 6 ($3 \times 2 = 6$).

In addition, Section 210.19(b) requires that the State agency shall be responsible for promptly revising the information to reflect additions or deletions of eligible schools and for providing such adjustments in participation as are determined necessary by the State agency. Schools shall be consulted by the Distributing agency with respect to the needs of such schools relating to the manner of selection and distribution of commodity assistance.

FNS estimates that there are 2 SAs that will each file 1 report annually for a total of 2 responses ($2 \times 1 = 2$). The estimated average number of burden hours per response is 2 resulting in estimated total burden hours of 4 ($2 \times 2 = 4$).

RECORDKEEPING REQUIREMENTS

AFFECTED PUBLIC: STATE AGENCIES (SA)

1. 210.18 (h)(3) states that SAs maintain records of reviews of Civil Rights compliance by SFAs. FNS estimates that 56 SAs will each file 69 reports annually for a total estimated number of responses of 3,864 ($56 \times 69 = 3,864$). The estimate average number of burden hours per response is .1 resulting in estimated total annual burden hours of 386 ($3,864 \times 0.10 = 386.4$).

2. 210.18(i) states that SAs maintain criteria for selecting school food authorities for follow-up reviews. FNS estimates that 56 SAs will each file 1 reports annually for a estimated number of responses of 56 ($56 \times 1 = 56$). The estimate average number of burden hours per response is 1 resulting in estimated total annual burden hours of 56 ($56 \times 1 = 56$).
3. 210.19 (a)(6) states that SAs maintain contracts awarded by SFAs to FSMCs. FNS estimates that 56 SAs will each file 30 reports annually for a total estimated number of responses of 1,680 ($56 \times 30 = 1,680$). The estimate average number of burden hours per response is 4 resulting in estimated total annual burden hours of 6,720 ($1,680 \times 4 = 6,720$).
4. 210.19 (b) states that SAs maintain records pertaining to annual food preference survey of SFAs. FNS estimates that 56 SAs will each file 1 reports annually for a estimated number of responses of 56 ($56 \times 1 = 56$). The estimate average number of burden hours per response is 3 resulting in estimated total annual burden hours of 56 ($56 \times 3 = 168$).
5. 210.19 (f) states that SAs collect and maintain a listing of all elementary schools in NSLP with at least 50% eligibility. FNS estimates that 56 SAs will each file 1 reports annually for a estimated number of responses of 56 ($56 \times 1 = 56$). The estimate average number of burden hours per response is 2 resulting in estimated total annual burden hours of 56 ($56 \times 2 = 112$).
6. 210.20 (b) (1) & (2) states that SAs maintain accounting records and source documents to control the receipt, custody and disbursement of Federal NSLP funds, including documentation to support reimbursement payments submitted to FNS, approved alternatives and follow-up activity. FNS estimates that 56 SAs will each file 4,133 reports annually for a total estimated number of responses of 231,448 ($56 \times 4,133 = 231,448$). The estimate average number of burden hours per response is .25 resulting in estimated total annual burden hours of 57,862 ($231,448 \times 0.25 = 57,862$).
7. 210.20(b)(12) states that SAs maintain records of food safety inspections obtained by schools. FNS estimates that 56 SAs will each file 372 reports annually for a total estimated number of responses of 20,832 ($56 \times 372 = 20,832$). The estimate average number of burden hours per response is .25 resulting in estimated total annual burden hours of 5,208 ($20,832 \times 0.25 = 5,208$).

AFFECTED PUBLIC: SCHOOL FOOD AUTHORITIES (SFAs)

1. 210.8 (a) and 210.15 (b) (1) states that SFAs maintain documentation of participation data by school, each month's Claim for Reimbursement, and all data used in the claims review process. FNS estimates that 20,858 SFAs will each file 10 reports

- annually for a total estimated number of responses of 208,580 ($20,858 \times 10 = 208,580$). The estimate average number of burden hours per response is 10 resulting in estimated total annual burden hours of 2,085,800 ($208,580 \times 10 = 2,085,800$).
2. 210.9(b)(18) and 210.15(b)(4) states that SFAs maintain currently approved and denied applications for free and reduced-priced meals. FNS estimates that 20,858 SFAs will each file 1 reports annually for a total estimated number of responses of 20,858 ($20,858 \times 1 = 20,858$). The estimate average number of burden hours per response is 2.66 resulting in estimated total annual burden hours of 55,482.28 ($55,482.28 \times 2.66 = 55,482.28$).
 3. 210.17(h) states that SFAs maintain records to account for State funds counted toward the State revenue matching requirements. FNS estimates that 20,858 SFAs will each file 1 reports annually for a total estimated number of responses of 20,858 ($20,858 \times 1 = 20,858$). The estimate average number of burden hours per response is 1 resulting in estimated total annual burden hours of 20,858 ($20,858 \times 1 = 20,858$).

AFFECTED PUBLIC: SCHOOLS

4. 210.10 (a), 210.15(b)(2) (3), and 210.14(a)(1) states that schools maintain production, menu, and nutritional analysis records to demonstrate that meals meet the Dietary Guidelines and other requirements. FNS estimates that 58,231 schools will each file 180 reports annually for a total estimated number of responses of 10,481,580 ($58,231 \times 180 = 10,481,580$). The estimate average number of burden hours per response is .28 resulting in estimated total annual burden hours of 2,934,842.4 ($10,481,580 \times .28 = 2,934,842.4$).
5. 210.10(a)(i)(1) states that schools maintain certification of a child's inability to eat lunch and recommendation for alternate foods. FNS estimates that 101,747 schools that will each file 1 reports annually for a total estimated number of responses of 101,747 ($101,747 \times 1 = 101,747$). The estimate average number of burden hours per response is .5 resulting in estimated total annual burden hours of 50,873.5 ($101,747 \times .5 = 50,873.5$).
6. 210.13(b) states that schools maintain food safety inspections. FNS estimates that 101,747 schools will each file 2 reports annually for a total estimated number of responses of 203,494 ($101,747 \times 2 = 203,494$). The estimate average number of burden hours per response is .083 resulting in estimated total annual burden hours of 16,890 ($101,747 \times .083 = 16,890$).

7. 210.15(b)(1) states that schools maintain records of daily lunches served by category-free, reduced, paid. FNS estimates that 101,747 schools will each file 180 reports annually for a total estimated number of responses of 18,314,460 ($101,747 \times 180 = 18,314,460$). The estimate average number of burden hours per response is .161 resulting in estimated total annual burden hours of 2,948,628 ($18,314,460 \times .161 = 2,948,628$).
8. 210.15(b)(5) states that schools maintain NSLP records for food safety program. FNS estimates that 101,705 schools will each file 180 reports annually for a total estimated number of responses of 18,306,900 ($101,705 \times 180 = 18,306,900$). The estimate average number of burden hours per response is .02 resulting in estimated total annual burden hours of 366,138 ($18,306,900 \times .02 = 366,138$).
9. 220.7 states that schools maintain SBP records for food safety program. FNS estimates that 81,517 schools will each file 180 reports annually for a total estimated number of responses of 14,673,060 ($81,517 \times 180 = 14,673,060$). The estimate average number of burden hours per response is .02 resulting in estimated total annual burden hours of 293,461 ($14,673,060 \times .02 = 293,461$).