

Estimate of the Information Collection Burden for the
Fresh Fruit and Vegetable Program, 7 CFR PART 211, Required by the Child Nutrition and
Special Supplemental Nutrition Program for Women, Infants, and Children Reauthorization Act
of 2004 (OMB #0584-NEW)

This document explains the calculation of the information collection burden for the Fresh Fruit and Vegetable Program required by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children Reauthorization Act of 2004. This is a new collection. The “Estimate of the Information Collection Burden” describes the program details set forth under OMB #0584-NEW.

REPORTING REQUIREMENTS

AFFECTED PUBLIC: STATE AGENCIES (SA)

1. 7 CFR 211.5 states that each State agency (SA) must submit first quarter estimates by each June 1 to FNSRO to receive allocation of funds. FNS estimates there are 54 Sponsors that will each file 1 report for a total of 54 responses ($54 \times 1 = 54$). The estimated average number of burden hours per response is .25 hours resulting in estimated total annual burden hours of 13.5 ($54 \times 0.25 = 13.5$).
2. 7 CFR 211.10(d) states that each SA shall solicit applications for participation. FNS estimates there are 54 Sponsors that will each file 1 application for a total of 54 responses ($54 \times 1 = 54$). The estimated average number of burden hours per response is 1.25 hours resulting in estimated total annual burden hours of 67.5 ($54 \times 1 = 54 \times 1.25 = 67.5$).
3. 7 CFR 211.11(a)(1) states that each SA shall submit an annual FFVP report to FNS (FNS-822). FNS estimates there are 54 Sponsors that will each submit 1 report for a total of 54 responses ($54 \times 1 = 54$). The estimated average number of burden hours per response is 1.5 hours resulting in estimated total annual burden hours of 81 ($54 \times 1.5 = 81$).
4. 7 CFR 211.11(a)(2) and 211.11(a)(3) states that each SA must submit quarterly and annual Financial Status Report (SF-425). FNS estimates there are 54 Sponsors that will each file 5 reports for a total of 270 responses ($54 \times 5 = 270$). The estimated average number of burden hours per response is 1.5 hours resulting in estimated total annual burden hours of 405 ($54 \times 270 \times 1.5 = 405$).

AFFECTED AGENCIES: SCHOOL FOOD AUTHORITIES

5. 7 CFR 211.9(a) states that each SFAs consolidate monthly claims from schools and submit claim forms to SA for reimbursement. FNS estimates there are 4,983 sponsors that will each file 9 reports for a total of 44,847 responses ($4,983 \times 9 = 44,847$). The estimated average number of burden hours per response is 1.5 hours resulting in estimated total annual burden hours of 67,270.5 ($44,847 \times 1.5 = 67,270.5$).
6. 7 CFR 211.14(b) states that each SFA must submit to SA documented corrective action, no later than 30 days from the deadline for completion, of program violations identified on administrative reviews. FNS estimates there are 4,983 sponsors that will each file 1 report for a total of 4,983 responses ($4,983 \times 1 = 4,983$). The estimated average number of burden hours per response is 3 hours resulting in estimated total annual burden hours of 14,949 ($4,983 \times 3 = 14,949$).

AFFECTED AGENCIES: SCHOOLS

7. 7 CFR 211.9(a) and 211.10(e)(10) state that schools submit monthly claims for reimbursement or both food and non-food costs. FNS estimates there are 4,983 sponsors that will each file 9 reports for a total of 44,847 responses ($4,983 \times 9 = 44,847$). The estimated average number of burden hours per response is .5 hours resulting in estimated total annual burden hours of 22,423.5 ($44,847 \times .5 = 22,423.5$).
8. 7 CFR 211.10(d) states that any school interested in the FFVP complete an application including program implementation plan and description of partnership activities. All returning schools must update information. FNS estimates there are 4,983 sponsors that will each complete 1 report (application) for a total of 4,983 responses ($4,983 \times 1 = 4,983$). The estimated average number of burden hours per response is 1.25 hours resulting in estimated total annual burden hours of 6,229.2 ($4,983 \times 1.25 = 6,229.2$).

RECORDKEEPING REQUIREMENTS

AFFECTED PUBLIC: STATE AGENCIES (SA)

1. 7 CFR 211.8(b) states that each State agency (SA) must maintain records as necessary to support reimbursement to SFAs and reports submitted to FNS (FNS-822 and SF-425). FNS estimates that 54 SAs will each maintain 9 reports annually for a total burden hours of 486 ($54 \times 9 = 486$). The estimate average number of burden hours per response is

0.25 resulting in estimated total annual burden hours of 121.5 ($486 \times .25 = 121.5$) ($486 \times .25 = 121.5$).

2. 7 CFR 211.9(g) and 211.11(b) states that each SA maintains claims for reimbursement and records pertaining to financial action/compliance. FNS estimates that 54 SAs will each maintain 1 report annually for a total burden hours of 54 ($54 \times 1 = 54$). The estimate average number of burden hours per response is 0.33 resulting in estimated total annual burden hours of 17.82 ($54 \times .33 = 17.82$).
3. 7 CFR 211.10(d) states that each SA maintains applications for participation. FNS estimates that 54 SAs will each maintain 1 application annually for a total burden hours of 54 ($54 \times 1 = 54$). The estimate average number of burden hours per response is 2.66 resulting in estimated total annual burden hours of 143.64 ($54 \times 2.66 = 143.64$).
4. 7 CFR 211.14 (b)&(d) states that SA maintains evidence of investigations and actions. FNS estimates that 54 SAs will each maintain 1 report annually for a total burden hours of 54 ($54 \times 1 = 54$). The estimate average number of burden hours per response is 0.25 resulting in estimated total annual burden hours of 13.5 ($54 \times .25 = 13.5$).
5. 7 CFR 211.19(c) states that each SA maintains records pertaining to claims against schools. FNS estimates that 54 SAs will each maintain 1 record annually for a total burden hours of 54 ($54 \times 1 = 54$). The estimate average number of burden hours per response is 0.33 resulting in estimated total annual burden hours of 17.82 ($54 \times .33 = 17.82$)

AFFECTED AGENCIES: SCHOOL FOOD AUTHORITIES

1. 7 CFR 211.9(a) and 211.11(b) states that each SFA maintain monthly school claims for reimbursement and supporting documentation. FNS estimates that 4,983 SFAs will each maintain 9 reports annually for a total burden hours of 44,847 ($4,983 \times 9 = 44,847$). The estimate average number of burden hours per response is 5 resulting in estimated total annual burden hours of 22,235 ($44,847 \times 5 = 224,235$).
2. 7 CFR 211.14(b) states that each SFA maintain records to ensure schools are conducting program accordingly (review conducted in conjunction with on-site review required under 210.8). FNS estimates that 4,983 SFAs will each maintain 1 record annually for a total burden hours of 4,983 ($4,983 \times 1 = 4,983$). The estimate average number of burden hours per response is 3 resulting in estimated total annual burden hours of 14,949 ($4,983 \times 3 = 14,949$).

AFFECTED AGENCIES: SCHOOLS

3. 7 CFR 211.10(e)(15) states that each school maintain all records pertaining to the Program for 3 years after the end of the fiscal year. FNS estimates that 4,983 SFAs will each maintain 1 record annually for a total burden hours of 4,983 ($4,983 \times 1 = 4,983$). The estimate average number of burden hours per response is 5 resulting in estimated total annual burden hours of 24,915 ($4,983 \times 5 = 24,915$).