

ATTACHMENT A: WIC PROGRAM REPORTING AND RECORDKEEPING REQUIREMENTS (OMB #0584-0043)										
Regulatory Section	Information Collected	Estimated Number of Respondents	Annual Responses per Respondent	Total Annual Responses	Number of Burden Hours per Request	Estimated Total Burden Hours	Previous Submission: Total Hours per Person	Difference Due to Program Changes	Difference Due to Adjustments	Explanation of Differences
REPORTING BURDEN ESTIMATES										
Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)										
246.4	State Plan	90.00	1.00	90.00	134.62	12,115.80	12,116.00		-0.20	Rounding
246.5(b)	Local Agency (LA) applications	919.50	1.00	919.50	2.00	1,839.00	1,870.00		-31.00	Change in number of local agencies.
246.6	LA Agreements	919.50	1.00	919.50	1.50	1,379.25	1,403.00		-23.75	Change in number of local agencies.
246.7(f)(2)(iii)(A)	LA requests for notice extension	306.50	1.00	306.50	0.25	76.63	78.00		-1.38	Change in number of local agencies.
246.7(i)	Cert. data for women	1,839.00	2,280.45	4,193,744.00	0.17	712,936.48	662,710.66		50,225.82	Increase in number of women certifications.
246.7(i)	Cert. data for children	1,839.00	1,715.07	3,154,020.00	0.17	536,183.40	1,357,089.26	-205,226.47	-615,679.40	Decrease in number of children certifications (adjustment) and number of responses required per program change.
246.7(i)	Certification data for infants	1,839.00	2,588.93	4,761,034.00	0.17	809,375.78	346,089.00		463,286.78	Increase due to increase in number of infants being certified.
246.7(j)(9)	SA notification re funding shortfall	4.00	1.00	4.00	0.09	0.36	0.36	0.00	0.00	N/A
246.7(k)	Verification of Certification cards	1,839.00	146.18	268,817.61	0.09	24,193.58	15,004.00		9,189.58	Increase in number of total certifications.
246.10(b)(1)	Identification of acceptable foods	90.00	1.00	90.00	40.00	3,600.00	3,600.00	0.00	0.00	N/A
246.10(d)(1)	Medical documentation, 1% of infants	1,839.00	25.89	47,610.34	0.03	1,428.31	611.00		817.31	Increase in number of infant certifications. (1% of infants)
246.11(d)(2)	LA nutrition education plan	1,839.00	1.00	1,839.00	40.00	73,560.00	74,800.00		-1,240.00	Change in number of local agencies
246.12(g)(4)(i)	Vendor food sales data	90.00	29.44	2,650.00	4.00	10,600.00	22,560.00		-11,960.00	Respondent group = the number of vendors that derive more of their revenue from SNAP than from WIC. The number of respondents decreased.
246.12(g)(4)(ii)(B)	Vendor shelf prices	75.00	1,296.56	97,242.00	2.00	194,484.00	156,666.00		37,818.00	Increase in number of vendors results in proportionate increase in reporting for vendor shelf prices.
246.12(g)(4)(ii)(B)	Vendor shelf prices exemption	1.00	1.00	1.00	16.00	16.00	240.00		-224.00	Decrease in State Agencies requesting exemptions
246.12(i)(1)	Vendor training development	90.00	1.00	90.00	8.00	720.00	720.00	0.00	0.00	N/A
246.12(i)(1)	Vendor training	90.00	540.23	48,621.00	2.00	97,242.00	94,000.00		3,242.00	Increase in number of vendors results in proportionate increase in training.
246.12(j)(4)	Vendor compliance investigations	90.00	27.01	2,431.05	2.00	4,862.10	4,700.00		162.10	Increase in number of vendors results in proportionate increase in estimated compliance investigations.
246.12(o)	Complaints	90.00	111.11	10,000.00	1.00	10,000.00	10,000.00	0.00	0.00	N/A
246.12(q)	Disposition of food instruments	90.00	1.00	90.00	40.00	3,600.00	3,600.00	0.00	0.00	N/A
246.14(d)	ADP proposals	15.00	1.00	15.00	160.00	2,400.00	2,400.00	0.00	0.00	N/A
246.16(d)	Distribution of funds to LAs	90.00	81.73	7,356.00	2.00	14,712.00	14,960.00		-248.00	Change in number of local agencies.
246.17(c)(1)	Termination of SAs & LAs	90.00	0.11	10.00	8.00	80.00	80.00	0.00	0.00	N/A
246.19(a)(2)	SA corrective action plans to FNS	22.50	1.00	22.50	40.00	900.00	920.00		-20.00	Rounding
246.19(b)(5)	Targeted LA reviews	90.00	2.55	229.88	2.00	459.75	468.00		-8.25	Change in number of local agencies.
246.20(a)(2)	SA response to OIG audits	4.00	1.00	4.00	40.00	160.00	160.00	0.00	0.00	N/A
Subtotal Reporting: State and Local Agencies		1,929	6,531	12,598,157	0.20	2,516,924	2,786,845	-205,226	-64,694	

Affected Public: Individuals and Households: Applicants for Program Benefits									
246.7(i)	Cert. data for women	2,096,872.00	2.00	4,193,744.00	0.05	209,687.20	194,914.90	14,772.30	Increase in number of women certifications.
246.7(i)	Cert. data for children	2,102,680.00	1.50	3,154,020.00	0.05	157,701.00	0.00	157,701.00	Correction to calculation method.
246.7(i)	Certification data for infants	4,761,034.00	1.00	4,761,034.00	0.05	238,051.70	97,457.00	140,594.70	Increase in number of infant certifications.
246.10(d)(1)	Medical documentation, 1% of infants	47,610.34	1.00	47,610.34	0.03	1,428.31	611.00	817.31	Increase in number of infant certifications. (1% of infants)
246.10(d)(1)	Medical documentation	131,601.39	2.00	263,202.78	0.05	13,160.14	14,599.00	-1,438.86	Correction to calculation method. And decrease in number of children certifications.
Subtotal Reporting: Applicants		8,960,587	1.39	12,419,611	0.05	620,028	307,582	0	312,446
Affected Public: Business: Retail Vendors (WIC-Authorized Food Stores)									
246.12(g)(4)(i)	Vendor food sales data for A50s	2,650.00	1.00	2,650.00	2.00	5,300.00	11,280.00	-5,980.00	Respondent group = the number of vendors that derive more of their revenue from SNAP than from WIC. The number of respondents decreased.
246.12(g)(4)(ii)(B)	Vendor shelf prices	40,517.50	2.00	81,035.00	2.00	162,070.00	156,667.00	5,403.00	Increase in number of retail vendors.
246.12(h)	Vendor applications & agreements	24,310.50	1.00	24,310.50	1.00	24,310.50	23,500.00	810.50	Increase in number of retail vendors (% of total).
246.12(h)(8)(i)	Vendor incentive items	306.00	1.00	306.00	1.00	306.00	850.00	-544.00	Reduction in the number of above 50 percent vendors as well as a reduction in the number of SAs that allow incentive items.
Subtotal Reporting: Retail Vendors		48,621	2.23	108,302	1.77	191,987	192,297	0	-311
GRAND SUBTOTAL: REPORTING		9,011,137	2.79	25,126,069	0.13	3,328,939	3,286,724	-205,226	247,442

RECORDKEEPING BURDEN ESTIMATES										
Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)										
246.10(d)(1)	Medical documentation	10,000.00	2.00	20,000.00	0.02	320.00	320.00	0.00	0.00	N/A
246.12(g)(11)	Vendor infant formula suppliers	90.00	1.00	90.00	50.00	4,500.00	4,500.00	0.00	0.00	N/A
246.12(h)(1)(i)	Vendor applications & agreements	24,310.50	1.00	24,310.50	1.00	24,310.50	23,500.00		810.50	Increase in number of retail vendors results in proportionate increase in applications and agreements
246.12(h)(8)(i)	Vendor incentive items	306.00	1.00	306.00	1.00	306.00	850.00		-544.00	Reduction in the number of above 50 percent vendors as well as a reduction in the number of SAs that allow incentive items.
246.12(i)(4)	Vendor training content	90.00	1.00	90.00	2.00	180.00	180.00	0.00	0.00	N/A
246.12(j)(6)	Routine vendor monitoring	90.00	27.01	2,431.05	1.00	2,431.05	2,350.00		81.05	Increase in number of retail vendors results in proportionate increase in vendor monitoring
246.12(j)(6)(ii)	Vendor compliance investigations	90.00	27.01	2,431.05	2.00	4,862.10	4,700.00		162.10	Increase in number of retail vendors results in proportionate increase in vendor compliance investigations
246.12(l)(3)	Vendor notice of violations	90.00	25.56	2,300.00	1.00	2,300.00	2,300.00	0.00	0.00	N/A
246.23(c)(1)	Disposition of participant claims	90.00	1.00	90.00	5.00	450.00	450.00	0.00	0.00	N/A
246.25(a)	Financial ops. & food delivery sys.	1,929.00	12.00	23,148.00	2.00	46,296.00	47,040.00		-744.00	Change in number of local agencies.
246.25(a)	Nutrition ed. for women & children	1,839.00	9,134.43	16,798,208.00	0.02	285,569.54	201,980.00		83,589.54	Correction to calculation method. Also increased due to increase in certifications.
246.25(a)	Nutrition education for infants	1,839.00	10,355.70	19,044,136.00	0.02	323,750.31	34,609.00		289,141.31	Correction to calculation method. Also increased due to increase in certifications.
246.25(a)	Fair hearings	1,929.00	1.00	1,929.00	0.25	482.25	490.00		-7.75	Change in number of local agencies.
SUBTOTAL: RECORDKEEPING		11,929	3,011.10	35,919,470	0.02	695,758	323,269	0	372,489	
GRAND TOTAL: REPORTING AND RECORDKEEPING		9,023,066	3,013.89	61,045,539	0.15	4,024,697	3,609,993	-205,226	619,930	
SUMMARY OF REPORTING BURDEN (OMB #0584-0043)										
TOTAL NO. RESPONDENTS				9,011,137			9,023,066			
AVERAGE NO. RESPONSES PER RESPONDENT				2.79						
TOTAL ANNUAL RESPONSES				25,126,069						
AVERAGE HOURS PER RESPONSE				0.13						
TOTAL ANNUAL BURDEN HOURS REQUESTED				3,328,939						
CURRENT OMB INVENTORY				3,286,724						
DIFFERENCE				42,215						
SUMMARY OF RECORDKEEPING BURDEN (OMB #0584-0043)										
TOTAL NO. RECORDKEEPERS				11,929						
AVERAGE NO. RESPONSES PER RESPONDENT				3,011.10						
TOTAL ANNUAL RESPONSES				35,919,470						
AVERAGE HOURS PER RESPONSE				0.02						
TOTAL ANNUAL BURDEN HOURS REQUESTED				695,758						
CURRENT OMB INVENTORY				323,269						
DIFFERENCE				372,489						
ANNUAL REPORTING & RECORDKEEPING BURDEN (OMB #0584-0043)										
GRAND TOTAL - RESPONSES				61,045,539						
GRAND TOTAL - ANNUAL BURDEN HOURS				4,024,697						
CURRENT OMB INVENTORY				3,609,994						
DIFFERENCE				414,703						

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Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)

Regulation Section	TITLE	Estimated Number of Respondents	Number of Responses per Respondent	Total Annual Responses	Number of Burden Hours Per Response	Estimated Total Burden Hours	Previous Submission Total PersonHours	Difference Due To Program Changes	Difference Due To Adjustments
REPORTING BURDEN ESTIMATES									
246.4	State Plan	90	1	90	134.62	12,116	10,740		-
246.5(b)	Local Agency (LA) applications	935	1	935	2.00	1,870	1,870	-	-
246.6	LA Agreements	935	1	935	1.50	1,403	1,403	-	-
246.7(f)(2)(iii)(A)	LA requests for notice extension	312	1	312	0.25	78	78	-	-
246.7(i)	Cert. data for women & children	1,870	6,353.57	11,881,176	0.17	2,019,800	2,019,800	-	-
"	Certification data for infants	1,870	1,089	2,035,813	0.17	346,089	346,089	-	-
246.7(j)(9)	SA notification re funding shortfall	4	1	4	0.09	0.3600	0.3600	-	-
246.7(k)	Verification of Certification cards	1,870	89	166,707	0.09	15,004	15,004	-	-
246.10(b)(1)	Identification of Acceptable Foods	90	1	90	40.00	3,600	3,600	-	-
246.10(d)(1)	Medical documentation	1,870	11	20,358	0.03	611	611	-	-
246.11(d)(2)	LA nutrition education plan	1,870	1	1,870	40.00	74,800	74,800	-	-
246.12(g)(4)(i)	Vendor food sales data	90	62.66	5,640	4.00	22,560	11,280	-	-
246.12(g)(4)(ii)(B)	Vendor shelf prices	75	1,044.44	78,333	2.00	156,666	94,000	-	-
246.12(g)(4)(ii)(B)	Vendor shelf prices exemption	15	1	15	16.00	240	-	-	-
246.12(i)(1)	Vendor training development	90	1	90	8.00	720	720	-	-
"	Vendor training	90	522.22	47,000	2.00	94,000	94,000	-	-
246.12(j)(4)	Vendor compliance investigations	90	26.11	2,350	2.00	4,700	4,700	-	-
246.12(o)	Complaints	90	111.11	10,000	1.00	10,000	10,000	-	-
246.12(q)	Disposition of food instruments	90	1	90	40.00	3,600	3,600	-	-
246.14(d)(1)	ADP proposals	15	1	15	160.00	2,400	2,400	-	-
246.16(d)	Distribution of funds to LAs	90	83.11	7,480	2.00	14,960	14,960	-	-
246.17(c)(1)	Termination of SAs & LAs	90	0.1111	10	8.00	80	80	-	-
246.19(a)	SA corrective action plans to FNS	23	1	23	40.00	920	920	-	-
246.19(b)(5)	Targeted LA reviews	90	2.5973	234	2.00	468	468	-	-
246.20(a)(2)	SA response to OIG audits	4	1	4	40.00	160	160	-	-
Subtotal - REPORTING		1,960	9,408	14,259,573	545.92	2,786,847	2,711,283		-
RECORDKEEPING BURDEN ESTIMATES									
246.10(d)(4)	Medical Documentation	10,000	2	20,000	0.016	320	-	320	-
246.12(g)(11)	Vendor infant formula suppliers	90	1	90	50.00	4,500	4,500	-	-
246.12(h)(1)(i)	Vendor applications & agreements	90	261.11	23,500	1.00	23,500	23,500	-	-
246.12(h)(8)	Vendor incentive items	16	53.1	850	1.00	850	850	-	-
246.12(i)(4)	Vendor training content	90	1	90	2.00	180	180	-	-
246.12(j)(6)	Routine vendor monitoring	90	522.22	2,350	1.00	2,350	2,350	-	-
246.12(j)(6)	Vendor compliance investigations	90	522	2,350	2.00	4,700	4,700	-	-
246.12(l)(3)	Vendor notice of violations	90	25.55	2,300	1.00	2,300	2,300	-	-
246.23(c)(1)	Disposition of participant claims	90	1	90	5.00	450	450	-	-
246.25(a)	Financial ops. & food delivery sys.	1,960	12	23,520	2.00	47,040	47,040	-	-
246.25(a)	Nutrition ed. for women & children	1,870	6,353.57	11,881,176	0.017	201,980	201,980	-	-
"	Nutrition education for infants	1,870	1,088.67	2,035,813	0.017	34,609	34,609	-	-
246.25(a)	Fair hearings	1,960	1	1,960	0.25	490	490	-	-
Subtotal - RECORDKEEPING		1,960	8,844	13,994,088	65.30	323,268	322,949	320	-
GRAND SUBTOTAL		1,960	18,252	28,253,660	611.22	3,110,115	3,034,232	320	-
Affected Public: Applicants for Program Benefits									
246.7(i)	Cert. data for women & children	1,949,149	2	3,898,298	0.05	194,915	194,915	-	-
"	Certification data for infants	1,949,149	1	1,949,149	0.05	97,457	97,457	-	-
246.10©	1% of infants addl. documentation	19,491	1	20,358	0.03	611	611	-	-
246.10(d)	Medical documentation	145,985	2.0	291,970	0.05	14,599		14,599	-
Subtotal - Reporting Requirements		1,949,149	6	6,159,775	0.18	307,582	292,983	14,599	-
Affected Public: Retail Vendors (Food Stores)									
246.12(g)(4)(i)	Vendor food sales data	5,640	1	5,640	2.00	11,280	5,640	-	-
246.12(g)(4)(ii)(B)	Vendor shelf prices	39,167	2	78,334	2.00	156,667	94,000	-	-
246.12(h)	Vendor applications & agreements	23,500	1	23,500	1.00	23,500	23,500	-	-
246.12(h)(8)	Vendor incentive items	850	1	850	1.00	850	850	-	-
Subtotal - Reporting Requirements		39,167	5	108,324	6.00	192,297	123,990		-
GRAND TOTAL		1,990,276	18,263.06	34,521,759	617.399	3,609,994	3,451,206	14,919	
SUMMARY OF BURDEN (OMB #0584-0043)									
TOTAL NO. RESPONDENTS		1,990,276							
AVERAGE NO. RESPONSES PER RESPONDENT		17.35							
TOTAL ANNUAL RESPONSES		34,521,759							
AVERAGE HOURS PER RESPONSE		0.10							
TOTAL ANNUAL BURDEN HOURS REQUESTED		3,609,994							
CURRENT OMB INVENTORY		3,451,206							
DIFFERENCE		14,919							