

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. Fx G)	Previously Approved	Due to Program Change	Due to an Adjustment
(A)	(B)	(D)	(E)	(F)	(G)	(H)			
<b>STATE AGENCY LEVEL</b>									
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	0.000		
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	6,600.000		
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	2,200.000		
	Notice of serious deficiency to participating institutions	55	10	550.000	8	4,400.000	4,400.000		
	Submit copies of serious deficiency notices to FNSRO	55	10	550.000	0.5	275.000	275.000		
	Submit copy disqualification notice and supportive documentation to FNSRO	55	5	275.000	0.5	137.500	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	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	20.000		
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	60.000		
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	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	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	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	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	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	55.000		
226.6(f)(2)	Require management plans	0	0	0.000	0	0.000	0.000		
226.6(f)(3)(iii)	Provide census data to day care home sponsoring organizations	55	5	275.000	1	275.000	275.000		
226.6(f)(5)	Inquire into preference for commodities for new institutions	55	15	825.000	0.5	412.500	412.500		
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	0.000		
226.6(f)(9)	SAs adminstering CACFP provide listing of eligible schools to soponsoring organizations	0	0	0.000	0	0.000	0.000		
226.6(f)(9)	SAs administering CACFP provide census data to sponsoring organizations	0	0	0.000	0	0.000	0.000		
226.6 (g)	SA annually notifies each eligible nonparticipating institution of the availability of the program	0	0	0.000	0	0.000	0.000		
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	7.500		
226.6 ( i )	Develop standard contract for use between institutions and food service management companies	55	1	55.000	2	110.000	110.000		
226.6 ( j )	Ensure procurement compliance	55	3	165.000	5	825.000	825.000		
226.6 ( k )	Establish/revise appeal procedures	18	1	18.000	2	36.000	36.000		
226.6(k)(4)(i)	Annually submit admin review (appeal) procedures to all institutions	55	356	19580.000	0.25	4895.000	4,895.000		
226.6(k)(4)(ii)	Submit admin review procedures when applicable action taken	55	5	275.000	0.25	68.750	68.750		
226.6(l)	Establish/revise admin review (appeal) procedures for day care home providers	18	1	18.000	1	18.000	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	231,660.000			
226.6(m)(5)	Revise/edit household contact procedures	15	1	15.000	1	15.000	15.000			
226.6 (n)	Investigate irregularities	55	10	550.000	3	1,650.000	1,650.000			
226.6 (p)	Develop/revise and provide sponsoring organization agreement between sponsor and facilities	25	1	25.000	2	50.000	50.000			
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	1,000.000			
226.7(d)	Submit FNS 44, 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	1,320.000			
	<b>Submit to FNS a quarterly Financial Status Report (SF-425, formerly FNS-269) on the use of Program funds</b>	<b>BURDEN CONTAINED UNDER OMB #0348-0061</b>								
226.7 (h), (i) & (j)	Establish procedures for start ups, advances, and recovery of over-payments	10	1	10.000	4	40.000	40.000			
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	0.000			
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	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	5.000		
226.24	Property management	55	1	55.000	3.5	192.500	192.500		
<b>TOTAL STATE AGENCY BURDEN</b>		55	660.109	<b>36,306.000</b>	7.259	<b>263,556.950</b>	263,556.950	0.000	0.000

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
<b>SPONSOR/INSTITUTION LEVEL</b>									
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	9,791.000	0.000	
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	0.000		
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	0.000	
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	19,582.000		
226.6 (1)	Participate in reviews	6,462	1	6,462.000	4.00	25,848.000	25,848.000		
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	469,968.000		
226.13 (b)	Sponsoring organizations collect and report meals by category to SA each month	0	0	0.000	0.00	0.000	0.000		
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	1,329.000		
226.15(b)	New institutions submit application for participation	250	1	250.00	8.00	2,000.00	2,000.000		
226.15(b)	<b>Participating institutions submit documentation required for renewal</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>595.000</b>	<b>-595.000</b>	
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	764,520.000		
226.23	Free and reduced price meal requirements	19,582	1	19,582.000	2.00	39,164.000	39,164.000		

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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	16.268		
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	16.268		
7 CFR 226.6(n)	FNS and OIG may make investigations at the request of the State agency, or whenever FNS or OIG determines that investigations are appropriate; This burden specifically addresses CACFP Tiering Assessment	242	1	242	0.37	90.000	90.000		
<b>SPONSOR/INSTITUTION BURDEN TOTALS</b>		19,582	37.060464	<b>725,718.000</b>	4.807014	<b>3,488,536.536</b>	3,489,131.536	-595.000	0.000

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
<b>FACILITY LEVEL</b>									
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	295,152.000		
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	2,083,305.000		
<b>FACILITY BURDEN TOTALS</b>		163,483	13.000	<b>2,125,279.000</b>	1.119	<b>2,378,457.000</b>	2,378,457.000	0.000	0.000

<b>HOUSEHOLD LEVEL</b>									
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	167,406.518		
226.23 (e)	Free and reduced price eligibility	0	0	0.000	0	0.000	0.000		
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	0.000		
226.23(l)	Provide written consent prior to use or disclosure of information not permitted by statute.	0	0	0.000	0	0.000	0.000		
<b>HOUSEHOLD BURDEN TOTALS</b>		2,016,946	1.00	<b>2,016,946.000</b>	0.083000	<b>167,406.518</b>	167,406.518	0.000	0.000

<b>SUMMARY OF REPORTING BURDEN</b>									
	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	
<b>State Agency Burden</b>	55	660.109091	<b>36,306.000</b>	7.259322	263,556.950	263,556.950	0.000	0.000	
<b>Sponsor/Institution Burden</b>	19,582	37.060464	<b>725,718.000</b>	4.807014	3,488,536.536	3,489,131.536	-595.000	0.000	
<b>Facility Burden</b>	163,483	13.000000	<b>2,125,279.000</b>	1.119127	2,378,457.000	2,378,457.000	0.000	0.000	

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(A)	(B)	(D)	(E)	(F)	(G)	(H)			
	<b>Household Burden</b>	2,016,946	1.000000	2,016,946.000	0.083000	167,406.518	167,406.518	0.000	0.000
	<b>Total Reporting Burden</b>	<b>2,200,066</b>	2.229237	<b>4,904,469.000</b>	1.284126	<b>6,297,957.004</b>	6,298,552.004	-595.000	0.000









Total Difference
0.000

Total Difference

0.000
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<b>-595.000</b>
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REMOVED per 0584-AE12

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Total Difference
-595,000

Total Difference

0.000

0.000

Total Difference
0.000
-595.000
0.000

Total Difference
0.000
-595.000



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)				
<b>STATE AGENCY LEVEL</b>										
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	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	55.000			
<b>STATE AGENCY BURDEN</b>		<b>55</b>	<b>6.00</b>	<b>330</b>	<b>2.16667</b>	<b>715.000</b>	<b>715.000</b>	<b>0.000</b>		<b>0.000</b>
<b>SPONSOR/INSTITUTION LEVEL</b>										
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	234,984.000	0.000		0.000
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	2,279.678			
<b>SPONSOR/INSTITUTION BURDEN</b>		<b>19,582</b>	<b>8.4747</b>	<b>165,952.00</b>	<b>1.46575</b>	<b>243,244.178</b>	<b>243,244.178</b>	<b>0.000</b>		<b>0.000</b>
<b>FACILITY LEVEL</b>										
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	490,449			
<b>FACILITY BURDEN</b>		<b>163,483</b>	<b>3.0000</b>	<b>490,449</b>	<b>1.00</b>	<b>490,449.000</b>	<b>490,449</b>			

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)				
<b>Summary of Recordkeeping Burden</b>						733,693.178				
		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
	<b>State Agency Burden</b>	55.00	6.00	330.00	2.17	715.00	715.00	0.00		0.000
	<b>Sponsor/Institution Burden</b>	19,582	8.4747	165,952	1.47	243,244.178	243,244.178	0.000		0.000
	<b>Facility Burden</b>	163,483	3.0000	490,449	1.00	490,449.000	490,449.000	0.000		
	<b>Total Recordkeeping Burden</b>	183,120	3.586	656,731	1.11828	734,408.178	734,408.178	0.000		0.000

SUMMARY OF BURDEN #0584-0055

	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
<b>Total Reporting Burden</b>	2,200,066	2.229237	4,904,469.000	1.284126	<b>6,297,957.004</b>	6,298,552.004	-595.000	0.000
<b>Total Recordkeeping Burden</b>	0	0	0	1.11828	<b>734,408.178</b>	734,408.178	0.000	
<b>TOTAL BURDEN FOR #0584-0055</b>	<b>2,200,066</b>	2.229237	<b>4,904,469.000</b>	1.433869	<b>7,032,365.182</b>	7,032,960.182	-595.000	

<b>Revisions per Proposed Rule 0584-AE12</b>	
Previously Approved Responses	4904588
Program Change to Responses	-119
Revised Responses	4904469
Previously Approved Hours	7,032,960.182
Program Change to Hours	-595
Revised Hours	7,032,365.182

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Total Difference
-595.000
0.000
-595.000