

	Type of respondents	Type of survey instruments	Appendix	Sample Size	Responsive					Non-Responsive					Total Annual hour burden
					Number of respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Number of Non-respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	
State / Local Government	State Directors	Hard copy pre-test	N/A	3	3	1	3	2	6	0	1	0	1.75	0	6.00
	State Directors	Hard copy/ telephone survey	E	53	50	1	50	2	100	3	1	3	0.08	0.25	100.25
	State Directors	Invitation Letter*	D1	53	27	1	27	0.05	1.35	26	1	26	0.00	0	1.35
	State Directors	Follow-up Email - Week 2*	D2	26	13	1	13	0.05	0.65	13	1	13	0.00	0	0.65
	State Directors	Telephone Script - Week 3*	D3	13	7	1	7	0.083	0.583	6	1	6	0.00	0	0.58
	State Directors	Follow-up Email - Week 5*	D2	6	3	1	3	0.05	0.15	3	1	3	0.00	0	0.15
	State Directors	Thank You Letter	D4	50	50	1	50	0.05	2.5	0	0	0	0.00	0	2.50
	SFA Directors	Hard copy survey for pre-test	N/A	7	7	1	7	3	21	0	1	0	2.75	0	21.00
	SFA Directors	Online/hard copy survey	F	1,875	1,500	1	1,500	3	4,500	375	1	375	0.083	31.25	4,531.25
	SFA Directors	Invitation Letter	D5	1,875	563	1	563	0.05	28.15	1,312	1	1,312	0.00	0	28.15
	SFA Directors	Reminder Email or Postcard - Week 2**	D6/D7	1,312	328	1	328	0.05	16.40	984	1	984	0.00	0	16.40
	SFA Directors	Reminder Email or Postcard - Week 3**	D6/D7	984	246	1	246	0.05	12.30	738	1	738	0.00	0	12.30
	SFA Directors	Follow-up Phone Call - Week 4**	D8	738	185	1	185	0.083	15.42	553	0	0	0.00	0	15.42
	SFA Directors	Reminder Email or Postcard - Week 5**	D6/D7	553	111	1	111	0.05	5.55	442	1	442	0.00	0	5.55
	SFA Directors	Reminder Email or Postcard - Week 6**	D6/D7	442	67	1	67	0.05	3.35	375	1	375	0.00	0	3.35
	SFA Directors	Thank You Letter	D9	1,500	1,500	1	1,500	0.05	75.00	0	0	0	0.00	0	75.00
	School Cafeteria Managers	Hard copy survey for pre-test	N/A	3	3	1	3	1.00	3.00	0	1	0	0.50	0	3.00
	School Cafeteria Managers	On-site Food Service Manager Interview	G1	375	375	1	375	0.50	187.50	0	0	0	0.50	0	187.50
	SFA Directors	On-site Collection Invitation Letter	D10	125	125	1	125	0.50	62.50	0	1	0	0.50	0	62.50
	SFA Directors	On-site Confirmation Letter	D11	125	125	1	125	0.17	20.83	0	0	0	0.17	0	20.83
TOTAL				2,316	1,938	2.73	5,288	0.957	5,062.23	378	11.31	4,277	0.007	31.50	5,093.73

*Based on approximately 50% response rate for each contact until target of 50 respondents is reached.

** Based on declining response rate on each subsequent contact until target of 1,500 respondents is reached. Initial response rate is 30%.

Total				
Type of respondents	Type of survey instruments	Annual hour burden	Hourly Wage	Respondent Cost
State Directors	Hard copy pre-test	6.00	\$ 37.72	\$ 226.32
State Directors	Hard copy/ telephone survey	100.25	\$ 37.72	\$ 3,781.43
State Directors	Invitation Letter	1.35	\$ 37.72	\$ 50.92
State Directors	Follow-up Email - Week 2	0.65	\$ 37.72	\$ 24.52
State Directors	Telephone Script - Week 3	0.58	\$ 37.72	\$ 22.00
State Directors	Follow-up Email - Week 5	0.15	\$ 37.72	\$ 5.66
State Directors	Thank You Letter	2.50	\$ 37.72	\$ 94.30
SFA Directors	Hard copy survey for pre-test	21.00	\$ 25.30	\$ 531.30
SFA Directors	Online/hard copy survey	4,531.25	\$ 25.30	\$ 114,640.63
SFA Directors	Invitation Letter	28.15	\$ 25.30	\$ 712.20
SFA Directors	Reminder Email or Postcard- Week 1	16.40	\$ 25.30	\$ 414.92
SFA Directors	Reminder Email or Postcard - Week 2	12.30	\$ 25.30	\$ 311.19
SFA Directors	Follow-up Phone Call - Week 3	15.42	\$ 25.30	\$ 390.04
SFA Directors	Reminder Email or Postcard - Week 5	5.55	\$ 25.30	\$ 140.42
SFA Directors	Reminder Email or Postcard - Week 6	3.35	\$ 25.30	\$ 84.76
SFA Directors	Thank You Letter	75.00	\$ 25.30	\$ 1,897.50
School Cafeteria Managers	Hard copy survey for pre-test	3.00	\$ 15.39	\$ 46.17
School Cafeteria Managers	On-site Food Service Manager Interview	187.50	\$ 15.39	\$ 2,885.63
SFA Directors	Onsite Collection Invitation Letter	62.50	\$ 25.30	\$ 1,581.25
SFA Directors	On-site Confirmation Letter	20.83	\$ 25.30	\$ 527.08
Total		5,093.73		\$ 128,368.22