

OMB Control #0584-0280
Food and Nutrition Service 7 CFR Part 225 - Summer Food Service Program (SFSP)

Reporting

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Due to Authorizing Statute	Due to Program Change - HHFKA	Due to Adjustment
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs			
State Agency Level												
SFSP	225.3(b)	SA, by November 1 of each fiscal year, notify USDA if it intends to administer the Summer Food Service Program.		53	1	53	0.25	13.25	13			0.25
SFSP	225.4(a)	SAs, by Feb. 15 of each year, submit to FNSRO a Program Management and Administration Plan for that fiscal year.		53	1	53	1.00	53	2,080			-2027.00
SFSP	225.6(b)(2)	SAs in form potential sponsors of procedure for advance and administrative cost payments.		0	0	0	0.00	0	0			0.00
SFSP	225.6 (b)(2)	SAs inform sponsors of procedures for applying for start-up payments.		0	0	0	0.00	0	0			0.00
SFSP	225.6 (h)(2)	SAs develop a standard contract for use by sponsors and FSMCs		0	0	0	0.00	0	0			0.00
SFSP	225.7 (c)	SAs develop and make available to sponsor food specifications and model meal quality standards to be a part of all contracts between vended sponsors and FSMCs.		0	0	0	0.00	0	0			0.00
SFSP	225.7 (d)	SAs conduct program monitoring assistance, to include pre-approval visits, sponsor reviews, follow-up reviews, development of monitoring system, FSMC facility visits, development of forms, and corrective action.		0	0	0	0.00	0	0			0.00
SFSP	225.7 (d) (2)	SAs conduct program monitoring assistance for sites.		0	0	0	0.00	0	0			0.00
SFSP	225.7 (d) (6), 225.7 (e)	SAs conduct inspections of food service management company, self-preparation and vended sponsors' food preparation facilities.		0	0	0	0.00	0	0			0.00
SFSP	225.7 (f)	SAs establish a financial management system to identify program costs and establish standards for sponsor recordkeeping and reporting.		0	0	0	0.00	0	0			0.00
SFSP	225.8(d)(2)	SAs, within 5 days of approval of sponsors, must notify FNSROs of sponsors, approved sites, locations, and days of operation and estimated daily attendance.		53	90	4,770	1.00	4,770	30,784			-26014.00
SFSP	225.8(b)	SAs submit to FNS a final report on SFSP operations for each month of operations.	FNS-418	53	3	159	2.00	318	312			6.00
SFSP	225.8(d)(1)	SAs submit to FNSRO a list of names and addresses of potential private nonprofit organizations and for each site, the address, first day of operation, and estimated daily attendance by May 1 each year.		53	1	53	1.00	53	4,576			-4523.00
SFSP	225.9(b)(2)	SAs prepare and submit a list sponsors eligible to receive commodities and daily number of eligible means to be served by each sponsor by June 1.		53	1	53	1.00	53.00	52			1.00
SFSP	225.9(d)(4)	SAs forward reimbursements for valid claims.		53	270	14,310	0.50	7,155	5,772			1383.00
SFSP	225.10	SAs arrange for audits of their own operations per 7 CFR Part 3015.		0	0	0	0.00	0	0			0.00

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SFSP	225.12(a)	SAs establish claims against sponsors and recover payment not properly payable.	53	9	477	4.00	1,908	2,912			-1004.00
SFSP	225.13 (a)	SAs establish hearing appeal procedures.	0	0	0	0.00	0	0			0.00
SFSP	225.17	SAs make available to sponsors information on procurement standards.	0	0	0	0.00	0	0			0.00
SFSP	225.18(b)(2)	SAs notify terminated sponsors in writing.	53	5	265	1.00	265	208			57.00
SFSP	225.15(j)	SAs that plan to use or disclose information in ways not permitted must obtain written consent from parent/guardian.	0	0	0	0.00	0	0			0.00
SFSP	225.15(k)	SAs should enter into written agreement with party requesting disclosure information.	0	0	0	0.00	0	0			0.00
State Agency Level Total			53	381.00	20,193	0.722441	14,588	46,709	0	0	-32120.75
Sponsors Level											
SFSP	225.6 (c)(1)	Sponsors submit written application to SAs for participation in SFSP.	4,754	1	4,754	3.30	15688.20	12,794			2,894
SFSP	225.6(c)(2)	Sponsors submit site information for each site where a food service operation is proposed.	4,754	1	4,754	1.00	4,754	3,842			912
SFSP	225.6(c)(3)	Sponsors must submit a statement of its policy for serving free meals.	475	1	475	0.01	5	3,842			-3,837
SFSP	225.6(e)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.	475	1	475	0.12	58	473			-415
SFSP	225.6(h)(2)(iii)	Sponsors provide FSMC with a list of approved sites.	1,426	1	1,426	0.50	713.00	961			-248
SFSP	225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.	47	1	47	0.50	23.50	10			14
SFSP	225.6(h)(5) 225.6 (h)(2)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.	1,426	1	1,426	20.00	28,520	38,420			-9,900
SFSP	225.15(j)	Sponsors that plan to use or disclose info in ways not permitted by law must obtain written consent from parent/guardian.	0	0	0	0.00	0	0			0
SFSP	225.15(k)	Sponsors should enter into written agreement with the party eligibility information.	0	0	0	0.00	0	0			0
Sponsors Level Totals			4,754	2.80963	13,357.000	3.7255278	49,761.875	60,341.00000	0	0	-10,579
Camp and Other Sites Level											
SFSP	225.6(c)(5)	Camps submit copy of hearing procedures.	791	1	791	0.25	197.750	192			6.25
SFSP	225.15	Camps and other distribute free meal applications to children enrolled in SFSP.	0	0	0	0.00	0	0			0
Camps and Other Sites Level Totals			791	1.00000	791	0.2500000	197.750	192	-	-	6
Household Level											
SFSP	225.15(f)	Households read instructions, complete free meal and return to camps and sites.	100,589	1	100,589	0.50	50,294.500	50,295			0
SFSP	225.15(j)	Households provide written consent for sponsors to use or disclose information.	100,589	1	100,589	0.25	25,147.250	25,147			0
Household Level Totals			100,589	2.00000	201,178.00000	0.3750000	75,441.750	75,441.55000	0	0	0
Total Reporting Burden			106,187	2.217965	235,519	##	139,989.625	182,683	0	0	(42,700)

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Program Rule	Estimated # Respondents	Responses per Respondents	Number of Responses	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - HHFKA	Due to Adjustment
SA burden	53.0	381.0	20,193.0	0.7	14,588.25	46,709.0	-	-	(32,121)
Sponsor burden	4,754.0	2.8	13,357.0	3.7	49,761.88	60,341.0			(10,579.1)
Camps and other sites burden	791.0	1.0	791.0	0.3	197.75	191.5			6.3

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G =E:F
Total Difference
0.25
-2027
0
0
0
0
0
0
0
0
-26014
6
-4523
1
1383
0

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-1004
0
0
57
0
0
-32,120.75
2894.20
912
-3,837
-415
-248
14
-9,900
0
0
-10579.1
6.25
0
6
0
0
0.20000
(42,693)

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Total Difference
(32,120.8)
(10,579.1)
6.3

Recordkeeping

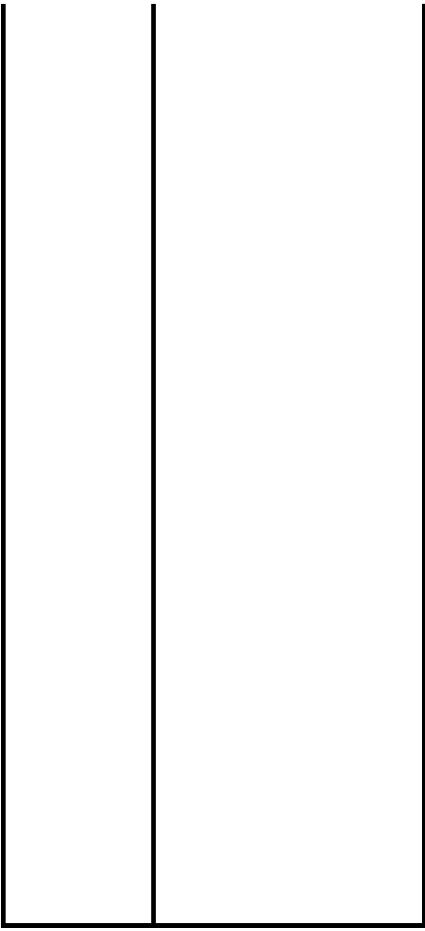
Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	G = E-F		
				Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change	Due to an Adjustment
State Agency Level												
SFSP	225.8 (a), 225.13(d)	SAs maintain complete and accurate accounting records appeals for three years.										
		1. Reviews		53	39	2067	0.08	165.360	0		165.360	0
		2. Appeals		53	2	106	0.08	8.480	0		8.480	0
		3. Accounting		53	90	4770	0.08	381.600	0		381.600	0
SFSP	225.15(j)	SAs that plan to use or disclose information in ways not permitted must obtain written consent parent/guardian.		0	0	0	0.00	0	0		0.000	0
SFSP	225.15(k)	SA should enter into written agreement with party requesting disclosure information.		0	0	0	0.00	0	0		0.000	0
SFSP	225.18(i)(2)	SA documents the process used to determine the data and report that process to FNS on or before March 1 of each year.		0	0	0	0.00	0	0		0.000	0
State Agency Level Totals				53	131.00000	6,943.00000	0.0800000	555.440	0.00000	0.00000	555.44000	0.00000
Sponsor Level												
SFSP	225.15 (c), 225.15 (a), 225.9(g)	Sponsors must maintain records which justify all costs and meals claimed.		4,754	1	4,754	0.08	380	0	-	380.320	-
SFSP	225.15(j)	Sponsors that plan to use or disclose info in ways not permitted by law must obtain written consent from parent/guardian.		0	0	0	0.00	0	0		0.000	-
SFSP	225.15(k)	Sponsors should enter into written agreement with the party requesting eligibility information		0	0	0	0.00	0	0	-	0.000	
SFSP	225.16(b)	Camps and sponsors must maintain copies of the documentation establishing the eligibility of child receiving meals and all other meal service requirement information.		4,754	90	427,860	0.08	34,229	0		34228.800	
Sponsor Level Totals				4,754	91.000	432,614.000	0.080	34,609	0	0	34,609	0
Camp and Other Sites Level												
SFSP	225.6(c)(5)(xii)	Camps must maintain a written record of hearing for 3 years.		791	1	791	0.3	237			237.300	237
Camp and Other Sites Level Total				791	1.00000	791.00000	0.30000	237.30000	-	-	237	-
Total Recordkeeping Burden				5,598	78.66	440,348	0.08	35,402	0	0	35,402	0

Program Rule	Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change	Due to an Adjustment	Total Difference
SA burden	53	131.00	6,943	0.08	555	0	0	555	0	0
Sponsor burden	4,754.0	91.0	432,614.0	0.1	34,609.1	-		34,609.1		-
Camps and sites burden	791.0	1.0	791.0	0.3	237.3	-		237.3		-

ICR #0584-0280, 7 CFR Part 225, Summer Food Service Program (SFSP) - Summary

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
Recordkeeping					
State Agency Level	53	131	6,943	0.080	555
School Food Authority Level	4,754	91	432,614	0.080	34,609
Site Level	791	1	791	0.300	237
Recordkeeping Total	5,598	78.66166	440,348	0.0803952	35,402
Reporting					
State Agency Level	53	381	20,193	0.722	14,588
School Food Authority Level	4,754	3	13,357	3.726	49,762
Site Level	791	1	791	0.250	198
Household Level	100,589	2	201,178	0.375	75,442
Reporting Total	106,187	2.217965	235,519	0.594388	139,990
TOTAL BURDEN FOR SFSP	106,187	6.36488	675,867	0.259506	175,391.485

Date	User Initials



Comments

participating SFSP sponsors.

