

	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
<b>TOTAL</b>				<b>2,316</b>	<b>1,938</b>	<b>2.73</b>	<b>5,288</b>	<b>0.957</b>	<b>5,062.23</b>	<b>378</b>	<b>11.31</b>	<b>4,277</b>	<b>0.007</b>	<b>31.50</b>	<b>5,093.73</b>

\*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%.

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