

REPORTING - #0584-0055

Section of Regulation / Form	Title	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	Total Difference
(A)	(B)	(D)	(E)	(F)	(G)	(H)				
STATE AGENCY LEVEL										
226.3(c)	Federal/State agreement	0	0	0.000	0	0.000	50.600		-50.600	-50.600
226.6(b)	Notify institution of approval or disapproval of application within 30 days of receipt of a complete application	56	15	840.000	0.25	210.000	6,600.000		-6,390.000	-6,390.000
226.6(c)	Notice of serious deficiency (decision to disapprove new application or renew existing agreement) to institution	56	5	280.000	0.25	70.000	2,200.000		-2,130.000	-2,130.000
	Notice of serious deficiency to participating institutions	56	10	560.000	0.25	140.000	4,400.000		-4,260.000	-4,260.000
	Submit copies of serious deficiency notices to FNSRO	56	10	560.000	0.25	140.000	275.000		-135.000	-135.000
	Submit copy disqualification notice and supportive documentation to FNSRO	56	5	280.000	0.25	70.000	137.500		-67.500	-67.500
226.6(c)(8) (C)(ii)	Provide FNSRO the required information of each day care home provider terminated for cause	56	12	672.000	0.25	168.000	330.000		-162.000	-162.000
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	10	1	10.000	1	10.000	20.000		-10.000	-10.000
226.6(d)(3)	Establish alternate procedures for review of institutions for which licensing or approval is not available -	10	1	10.000	3	30.000	60.000		-30.000	-30.000
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.	56	16	896.000	0.25	224.000	880.000		-656.000	-656.000
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	56	1	56.000	0.5	28.000	50.600		-22.600	-22.600
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	56	16	896.000	0.25	224.000	880.000		-656.000	-656.000
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	56	16	896.000	0.25	224.000	880.000		-656.000	-656.000
226.6(f)(1) (vii)(E)	Submit to SNAP SA list of providers receiving Tier I benefits based on SNAP participation	56	1	56.000	0.25	14.000	13.750		0.250	0.250
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	56	1	56.000	0.25	14.000	55.000		-41.000	-41.000
226.6(f)(3)(iii)	Provide census data to day care home sponsoring organizations	56	15	840.000	0.25	210.000	275.000		-65.000	-65.000
226.6(f)(5)	Inquire into preference for commodities for new institutions	0	0	0.000	0	0.000	412.500		-412.500	-412.500
226.6(f)(1) (viii)(A)	SAs administering CACFP provide listing of eligible schools to sponsoring organizations	56	15	840.000	0.25	210.000	0.000	210.000	0.000	210.000

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(A)	(B)	(D)	(E)	(F)	(G)	(H)				
226.6 (h)	Submit to State commodity distribution agency list of institutions receiving commodities by June 1	15	1	15.000	0.25	3.750	7.500		-3.750	-3.750
226.6 (i)	Develop standard contract for use between institutions and food service management companies	56	1	56.000	0.25	14.000	110.000		-96.000	-96.000
226.6 (j)	Ensure procurement compliance	0	0	0.000	0	0.000	825.000		-825.000	-825.000
226.6 (k)	Establish/revise appeal procedures	0	0	0.000	0	0.000	36.000		-36.000	-36.000
226.6(k)(4)(i)	Annually submit admin review (appeal) procedures to all institutions	56	356	19936.000	0.0167	332.931	4,895.000		-4,562.069	-4,562.069
226.6(k)(4)(ii)	Submit admin review procedures when applicable action taken	56	5	280.000	0.25	70.000	68.750		1.250	1.250
226.6 (l)	Establish/revise admin review (appeal) procedures for day care home providers- SA must notify the appropriate FNSRO of any change or option to offer an administrative review	18	1	18.000	0.25	4.500	18.000		-13.500	-13.500
226.6 (m)	Provide technical and supervisory assistance to institutions	0	0	0	0	0	231,660		-231,660.000	-231,660.000
226.6(m)(5)	Revise/edit household contact procedures - submit changes to FNSRO.	15	1	15.000	0.25	3.750	15.000		-11.250	-11.250
226.6 (n)	Report findings of irregularities investigations	56	21	1176.000	1.5	1,764.000	1,650.000		114.000	114.000
226.6 (p)	Develop/revise and provide sponsoring organization agreement between sponsor and facilities...report changes to FNSRO	15	1	15.000	0.25	3.750	50.000		-46.250	-46.250
226.7	Revise/edit Financial Management System	0	0	0.000	0	-	2,200.000		-2,200.000	-2,200.000
226.7 (c)	Submit to FNSRO a written plan for correcting serious deficiencies noted in Management Evaluation/Audit	28	1	28.000	5	140.000	1,000.000		-860.000	-860.000
226.7(d) (Form FNS-44)	Submit CACFP Report to FNS 30 and 90 days following the month being reported	56	24	1344.000	1	1,344.000	1,320.000		24.000	24.000
226.7 (h), (i) & (j)	Establish procedures for start ups, advances, and recovery of over-payments	10	1	10.000	2	20.000	40.000		-20.000	-20.000
226.7 (k)	Claims processing	56	12	672.000	1	672.000	98.450		573.550	573.550
226.8 (a)	Audits shall be conducted in accordance with A-133 and 7 CFR part 3052	0	0	0.000	0	-	1,210.000		-1,210.000	-1,210.000
226.8 (b) - (c)	Establish audits funds priorities	0	0	0.000	0	-	50.600		-50.600	-50.600
226.9 (a)	Assign rates of reimbursement for all institutions not less than annually	56	1	56.000	0.25	14.000	13.750		0.250	0.250
226.10 (a)	Provide advance payments to those institutions electing to receive payments	0	0	0.000	0	0.000	50.600		-50.600	-50.600
226.10 (b)	Establish procedues to monitor and reconcile advance payments	0	0	0.000	0	0.000	50.600		-50.600	-50.600
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.	56	12	672.000	2	1344.000	253.000		1,091.000	1,091.000
226.14	Notify institution of disallowed claim and demand repayment	56	35	1960.000	0.0167	32.732	203.500		-170.768	-170.768
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	0	0	0	0	0.000	13.750		-13.750	-13.750

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(A)	(B)	(D)	(E)	(F)	(G)	(H)				
226.23(m)	Enter into a written agreement with the party requesting children's free and reduced price eligibility information.	0	0	0	0	0.000	5.000		-5.000	-5.000
226.24	Property management	0	0	0	0	0	192.5		-192.500	-192.500
TOTAL STATE AGENCY BURDEN		56	607.161	34,001.000	0.228	7,749.413	263,556.950	210.000	-256,017.537	-255,807.537

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(A)	(B)	(D)	(E)	(F)	(G)	(H)				
SPONSOR/INSTITUTION LEVEL										
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.	20,398	1	20,398.00	0.08	1,703.23	9,791.000		-8087.767	-8,087.767
226.6(f)(1)(iii)	Submit current eligibility information on enrolled participants to be used to calculate reimbursement rate	20,398	12	244,776.00	0.50	122,388.00	117,492.000		4896.000	4,896.000
226.6(f)(1)(vii)	Maintain verification that all facilities have adhered to Program training requirements	0	0	0.000	0.00	-	19,582.000		-19582.000	-19,582.000
226.6(f)(1)(viii)(E)	Sponsoring organizations of day care homes must submit a list of family daycare home providers receiving Tier 1 benefits based on SNAP participation	8,358	1	8358.000	0.02	139.58	0.000	139.579	-	139.579
226.6 (1)	Participate in reviews	0	0	0.000	0.00	-	25,848.000		-25848.000	-25,848.000
226.10 and 226.15(i)	Report to SA number of meals claimed for reimbursement	20,398	12	244,776.00	1.90	465,074.40	469,968.000		-4893.600	-4,893.600
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		0.000	0.000
226.15(b)	New institutions submit application for participation	250	1	250.00	8.00	2,000.00	2,000.000		0.000	0.000
	Participating institutions submit documentation required for renewal	20,398	1	20,398.00	0.25	5,099.50	595.000		4504.500	4,504.500
226.16 (d)	Sponsoring organization supervisory responsibilities (pre-approval visits, training, reviews, etc.)	0	0	-	0.00	-	2,038,720.000		-2038720.000	-2,038,720.000
226.16 (g) & (h)	Sponsoring organization disburses advances and program payments within 5 days of receipt from SA	0	0	-	0.00	-	764,520.000		-764520.000	-764,520.000
226.23	Free and reduced price meal requirements	840	1	840.000	0.02	14.028	39,164.000		-39149.972	-39,149.972
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		0.000	0.000
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		0.000	0.000
7 CFR 226.6(n)	CACFP Tiering Assessment: FNS and OIG may make investigations at the request of the State agency, or whenever FNS or OIG determines that investigations are appropriate.	60	1	60	1.50	90.000	90.000		0.000	0.000
SPONSOR/INSTITUTION BURDEN TOTALS		20,398	26.702520	544,678.000	1.097658	597,870.276	3,489,131.536	139.579	-2,891,400.839	-2,891,261.260

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FACILITY LEVEL										
226.11(c); 226.17(b)(9) and 226.17a(p)	Submit daily meal count records to sponsoring organizations monthly	38,608	12	463,296	0.25	115,824	295,152.000		-179,328.000	-179,328.000
226.13 (d)(1) thru (3) & 226.18 (e)	Day care home providers submit daily meal counts to sponsors monthly	127,977	12	1,535,724.000	0.5	767,862.000	2,083,305.000		-1,315,443.000	-1,315,443.000
FACILITY BURDEN TOTALS		166,585	12.000	1,999,020.000	0.442	883,686.000	2,378,457.000		-1,494,771.000	-1,494,771.000
HOUSEHOLD LEVEL										
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	2,178,065	1	2,178,065.000	0.083	180,779.395	167,406.518		13,372.877	13,372.877
HOUSEHOLD BURDEN TOTALS		2,178,065	1.00	2,178,065.000	0.083000	180,779.395	167,406.518	0.000	13,372.877	13,372.877
SUMMARY OF REPORTING BURDEN										
		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	Total Difference
	State Agency Burden	56	607.160714	34,001.000	0.227917	7,749.413	263,556.950	210.000	-256,017.537	-255,807.537
	Sponsor/Institution Burden	20,398	26.702520	544,678.000	1.097658	597,870.276	3,489,131.536	139.579	-2,891,400.839	-2,891,261.260
	Facility Burden	166,585	12.000000	1,999,020.000	0.442060	883,686.000	2,378,457.000	0.000	-1,494,771.000	-1,494,771.000
	Household Burden	2,178,065	1.000000	2,178,065.000	0.083000	180,779.395	167,406.518	0.000	13,372.877	13,372.877
	Total Reporting Burden	2,365,104	2.010805	4,755,764.000	0.351171	1,670,085.084	6,298,552.004	349.579	-4,628,816.499	-4,628,466.920

RECORDKEEPING - #0584-0055

Section of Regulation	Title	Estimated # Recordkeepers	Per Recordkeeper	Total Annual Records (Col. Dx E)	Estimated Avg. # of Hours Per Record	Estimated Total Hours (Col. Fx G)	Previously Approved	Due to Adjustment	Due to program change	Total Difference
(A)	(B)	(D)	(E)	(F)	(G)	(H)				
STATE AGENCY LEVEL										
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.	56	5	280	1.00	280.000	660.000	-380.000		-380.000
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	56	1	56	0.50	28.000	55.000	-27.000		-27.000
	STATE AGENCY BURDEN	56	6.00	336	0.91667	308.000	715.000	-407.000		-407.000
SPONSOR/INSTITUTION LEVEL										
226.10(d) 226.15(e), 226.6(f)(1)(vii)	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.	20,398	3	61,194.000	1.000	61,194.000	234,984.000	-173,790.000		-173,790.000
226.15(e)(3)	Maintain documentation used to classify homes as Tier 1	848	124	105,152.000	0.025	2,628.800	5,980.500	-3,351.700		-3,351.700
226.23(h)(6)	Maintain information to verify homes that qualify as Tier 1 based on provider's income.	848	41	34,768.000	0.025	869.200	2,279.678	-1,410.478		-1,410.478
	SPONSOR/INSTITUTION BURDEN	20,398	9.8595	201,114.00	0.32167	64,692.000	243,244.178	-178,552.178		-178,552.178
FACILITY LEVEL										
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.	166,585	3	499,755	1	499,755	490,449	9,306.000		9,306.000
	FACILITY BURDEN	166,585	3.0000	499,755	1.00	499,755.000	490,449	9,306.000		9,306.000
Summary of Recordkeeping Burden										

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(A)	(B)	(D)	(E)	(F)	(G)	(H)				
		Estimated # Recordkeepers	Per Recordkeeper	Total Annual Records (Col. DxE)	Estimated Avg. # of Hours Per Record	Estimated Total Hours (Col. FxG)	Previously Approved	Due to Adjustment	Due to an change	Total Difference
	State Agency Burden	56.00	6.0000	336.00	0.916667	308.00	715.00	-407.00		-407.000
	Sponsor/Institution Burden	20,398	9.8595	201,114	0.321668	64,692.000	243,244.178	-178,552.178		-178,552.178
	Facility Burden	166,585	3.0000	499,755	1.000000	499,755.000	490,449.000	9,306.000		9,306.000
	Total Recordkeeping Burden	187,039	3.749	701,205	0.80541	564,755.000	734,408.178	-169,653.178		-169,653.178

SUMMARY OF BURDEN #0584-0055

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Total Reporting Burden	2,365,104	2.010805	4,755,764.000	0.351171	1,670,085.084	6,298,552.004	-4,628,816.499	349.579	-4,628,466.920
Total Recordkeeping Burden	187,039	3.748977	701,205	0.8054064	564,755.000	734,408.178	-169,653.178	0.000	-169,653.178
TOTAL BURDEN FOR #0584-0055	2,365,104	2.307285	5,456,969.000	0.409539	2,234,840.084	7,032,960	-4,798,469.677	349.579	-4,798,120.10