

Burden Narrative for the Information Collection Burden for the
Child and Adult Care Food Program (OMB #0584-0055)

This document explains the calculation of the information collection burden for the Child and Adult Care Food Program, OMB #0584-0055. Changes to burden are indicated by bold text. Sections not listed in bold text remain unchanged. In this narrative, changes in response time due to improved processes, technology and automation at State agencies, sponsors and facilities are not due to policy or programmatic changes at FNS.

REPORTING REQUIREMENTS

STATE AGENCIES (SA) - The total number of SAs participating has increased from 55 to 56 due to the change in number of SAs participating in the program. This change is not due to a change in FNS policy or program changes.

- 1. Section 226.3(c) states that each State agency desiring to take part in the Program shall enter into a written agreement with the Department for the administration of the Program in the State. This burden is being removed from 0584-0055 as it is a duplication of burden currently captured in collection 0584-0067, Form FNS-74.**
- 2. Section 226.6(b) requires SAs to notify institution of approval or disapproval of application within 30 days of receipt of a complete application.**

FNS estimates 56 SAs will each file 15 reports annually for a total of 840 responses (56 X 15 = 840). The estimated average number of burden hours per response is 0.25 hours resulting in estimated total burden hours of 210 (840 x 0.25). Change in burden is related to the change in the number of SAs and reduction in response time related to improved State agency processes and technology and removal of administrative burden from the prior estimate.

- 3. Section 226.6(c) states that, if the SA determines that a new or renewing institution has committed one or more serious deficiencies, the SA must provide the institution and the responsible principals and responsible individuals with notice of the serious deficiencies.**

FNS estimates 56 SAs will each file 5 reports annually for a total of 280 responses (56 X 5 = 280). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 70 (280 X 0.25 = 70). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology and removal of administrative burden.

- 4. Section 226.6(c) also requires that, if the SA determines that a participating institution has committed one or more serious deficiency (ies), the SA must provide the institution and the responsible principals and responsible individuals with notice of the serious deficiency(ies).**

FNS estimates 56 SAs will each file 10 reports annually for a total of 560 responses (56 X 10 = 560). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 140 (560 X 0.25 = 140). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology and removal of administrative burden.

- 5. Section 226.6(c) requires SAs to submit a copy of each serious deficiency notice to the FNSRO.**

FNS estimates 56 SAs will each file 10 (5 for new or renewing institutions plus 5 for participating institutions) reports annually for a total of 560 responses (56 X 10 = 560). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 140 (560 X 0.25 = 140). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology and removal of administrative burden.

- 6. Section 226.6(c) requires SAs to submit a copy of disqualification notice and supportive documentation to the FNSRO.**

FNS estimates 56 SAs will each file 5 reports annually for a total of 280 responses (56 X 5 = 280). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 70 (280 X 0.25 = 70). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology.

- 7. Section 226.6(c)(8) (C)(ii) states that, within 10 days of receiving a notice of termination and disqualification from a sponsoring organization, the SA must provide the appropriate FNSRO the name, mailing address, and date of birth of each day care home provider whose agreement is terminated for cause.**

FNS estimates 56 SAs will each file 12 reports annually for a total of 672 responses (56 X 12 = 672). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 168 (672 X 0.25 = 168). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology.

- 8. Section 226.6(d)(1) & (e) requires SAs to establish licensing/compliance review procedures for child care centers, day care homes, outside-school hours care centers and adult day centers. Since SAs currently administer the Program in accordance with licensing/ compliance review procedures, the burden associated with this requirement is now to revise/ update the established procedures as necessary.**

FNS estimates 10 SAs will each file 1 report annually for a total of 10 responses (10 X 1 = 10). The estimated average number of burden hours per response is 1.0 resulting in estimated total burden hours of 10 (10 X 1 = 10). Reduction in number of respondents is

due to the number of SAs that now have this procedure in place (due to implementation of published guidance).

9. Section 226.6(d)(3) requires SAs to establish alternate procedures for review of institutions for which licensing or approval is not available.

FNS estimates 10 SAs will each file 1 report annually for a total of 10 responses ($10 \times 1 = 10$). The estimated average number of burden hours per response is 3.0 resulting in estimated total burden hours of 10 ($10 \times 3 = 30$). Reduction in number of respondents is related to many SAs already have this procedure in place (due to implementation of published guidance).

10. Section 226.6(d)(3)(vii)(D) requires SAs to 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.

FNS estimates 56 SAs will each provide 16 reports annually for a total of 896 responses ($56 \times 16 = 896$). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 224 ($896 \times 0.25 = 224$). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology.

11. Section 226.6(f)(1)(ii) requires SAs to 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.

FNS records 56 SAs will each file 1 report annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is 0.5 resulting in estimated total burden hours of 28 ($56 \times 0.5 = 28$). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology and batching distribution.

12. Section 226.6(f)(1)(vii) requires SAs to provide day home sponsoring organizations a list of elementary schools in which at least one-half of the children enrolled receive free/reduced price (f/rp) meals.

FNS estimates 56 SAs will each provide 16 reports annually for a total of 896 responses ($56 \times 16 = 896$). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 224 ($896 \times 0.25 = 224$). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology.

13. Section 226.6(f)(1)(vii)(D) requires SAs to provide day care home sponsoring organizations a listing of State-funded programs that qualify participants in Tier II homes for Tier I reimbursement.

FNS estimates 56 SAs will each provide 16 reports annually for a total of 896 responses ($56 \times 16 = 896$). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 224 ($896 \times 0.25 = 224$). Change in burden is related to change in number of SAs and reduction in response time related to improved State agency processes and technology.

14. Section 226.6(f)(1)(vii)(E) requires SAs to submit to the SNAP SA list of providers receiving Tier I benefits based on SNAP participation.

FNS estimates 56 SAs will each provide 1 report annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 14 ($56 \times 0.25 = 14$). Change in burden is related to change in number of Stage agencies.

15. Section 226.6(f)(1)(ix)(A) SAs to 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.

FNS estimates 56 SAs will each provide 1 report annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 14 ($56 \times 0.25 = 14$). Change in burden is related to change in number of Stage agencies.

16. Section 226.6(f)(3)(iii) requires SAs to provide census data to day care home sponsoring organizations.

FNS estimates 56 SAs will each provide 15 reports annually for a total of 840 responses ($56 \times 15 = 840$). The prior total number of annual reports was an error. The total has been revised to 15. The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 210 ($840 \times 0.25 = 210$). Reduction in response time is related to improved State agency processes and technology. Change in burden is related to change in the number of Stage agencies, the corrected number of annual reports and the decreased response time.

17. Section 226.6(f)(5) requires SAs to inquire into an institution's preference for commodities for new institutions. This task is considered as administrative burden. Therefore, the previously recorded burden hours have been eliminated.

18. Section 226.6(f)(1)(viii)(A) requires SAs administering CACFP provide listing of eligible schools to sponsoring organizations. FNS estimates 56 SAs will each provide 15 reports annually for a total of 840 responses ($56 \times 15 = 840$). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 210 ($840 \times 0.25 = 210$). This is a correction to the prior ICR. This section was previously cited as 226.6(f)(9). Additionally, the burden was removed in the prior ICR by error. As "new" burden is being added, this increase in burden is a program change due to the prior error.

- 19. Section 226.6 (h) requires the SA, by June 1 each year, to submit to the State commodity distribution agency a list of institutions receiving commodities.**

FNS estimates 15 SAs will each provide 1 report annually for a total of 15 responses (15 X 1 = 15). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 3.75 (15 X 0.25 = 3.750). Reduction in time is related reduction in response time (due to improved State agency processes and technology).

- 20. Section 226.6 (i) requires SAs to develop standard contract for use between institutions and food service management companies.**

FNS estimates 56 SAs will each provide 1 report annually for a total of 56 responses (56 X 1 = 56). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 14 (56 X 0.25 = 14). Reduction in time is related to reduction in response time (due to improved State agency processes and technology).

- 21. Section 226.6 (j) states that SAs must require institutions to adhere to the procurement provisions and must determine that all meal procurements with food service management companies are in conformance with bid and contractual requirements. This is an administrative function and hence burden is removed.**

- 22. Section 226.6(k) states that the SA must develop procedures for offering administrative reviews to institutions and responsible principals and responsible individuals. This is a long standing regulatory requirement; the burden currently associated with this requirement involves revising/editing the existing appeal procedures as necessary. This is an administrative function and hence burden is removed.**

- 23. Section 226.6(k)(4)(i) requires SAs to annually submit admin review (appeal) procedures to all institutions.**

FNS estimates 56 SAs will each provide 356 reports annually for a total of 19,936 responses (56 X 356 = 19,936). The estimated average number of burden hours per response is .0167 resulting in estimated total burden hours of 332.93 (19,936 X .0167 = 332.93). Change in burden is related to change in number of State agencies, sponsors and improved State agency processes and technology.

- 24. Section 226.6(k)(4)(ii) requires each SA to submit admin review procedures to institutions when applicable action taken.**

FNS estimates 56 SAs will each provide 5 reports annually for a total of 280 responses (56 X 5 = 280). The estimated average number of burden hours per response is .25 resulting in estimated total burden hours of 70 (280 X .25 = 70). Change in burden is

related to change in number of state agencies and improved State agency processes and technology.

25. Section 226.6(l) mandates that the SA must ensure that, when a sponsoring organization proposes to terminate its Program agreement with a day care home for cause, the day care home is provided an opportunity for an administrative review of the proposed termination. The State agency may do this either by electing to offer a State-level administrative review, or by electing to require the sponsoring organization to offer an administrative review. This requirement had to be enacted by September 25, 2002. The SA must notify the appropriate FNSRO of any change it later makes within 30 days of any subsequent change.

FNS estimates 18 SAs will each provide 1 report annually for a total of 18 responses (18 X 1 = 18). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 4.5 (18 X 0.25 = 4.5). Change in burden is related to improved State agency processes and technology.

26. Section 226.6 (m) requires each SA to provide technical and supervisory assistance to institutions. This is duplicate burden as it is captured elsewhere in recordkeeping (under 226.6). The burden has been reduced to zero.

27. Section 226.6(m)(5) states that, as part of their monitoring of institutions, SAs must establish systems for making household contacts to verify the enrollment and attendance of participating children. Annually, SA must revise/edit household contact policies as necessary.

FNS estimates 15 SAs will each provide 1 report annually for a total of 15 responses (15 X 1 = 15). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 3.75 (15 X 0.25 = 3.75). Change in burden is related to reduction in response time due to improved State agency processes and technology.

28. Section 226.6 (n) mandates that each SA shall promptly investigate complaints received or irregularities noted in connection with the operation of the Program, and shall take appropriate action to correct any irregularities.

The average number of irregularities reported annually has increased to 21. The annual responses per respondent have been increased accordingly. FNS estimates 56 SAs will each provide 21 reports annually for a total of 1176 responses (56 X 21 = 1176). The estimated average number of burden hours per response is 1.5 resulting in estimated total burden hours of 1,764 (1176 X 1.5 = 1,764). Reduction in response time is related to improved State agency processes and technology.

29. Section 226.6 (p) requires SAs to develop/revise and provide sponsoring organization agreement between sponsor and facilities.

FNS estimates 15 SAs will each provide 1 report annually for a total of 15 responses (15 X 1 = 15). The average number of SAs submitting this report has decreased since the last ICR from 25 to 15. This reduction is due to change in historical average. The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 3.75 (15 X 0.25 = 3.75). Change in burden is related to change in number of respondents, increased annual reports and reduction in response time due to improved State agency processes and technology.

30. Section 226.7 mandates that each SA shall maintain an acceptable financial management system, adhere to financial management standards and otherwise carry out financial management policies in accordance with 7 CFR part 3015, 7 CFR part 3016 and 7 CFR part 3019, as applicable. Annually SAs revise/edit Financial Management Systems as needed.

This is an administrative function and hence burden is removed.

31. Section 226.7(c) requires that each SA submit to the FNS regional office a written plan for correcting serious deficiencies noted in management evaluations/audits.

FNS estimates that 28 SAs will each provide 1 report annually for a total of 28 responses (28 X 1 = 28). Change in number of SAs is due to change in historical average number of SAs submitting this plan. The estimated average number of burden hours per response is 5.0 resulting in estimated total burden hours of 140 (28 X 5 = 140). Reduction in time is related to improved State agency processes and technology.

32. Section 226.7(d) requires that each SA submit to FNS the final Report of the Child and Adult Care Food Program (FNS-44) for each month which shall be limited to claims submitted in accordance with Program regulations and which shall be postmarked and/or submitted no later than 90 days following the last day of the month covered by the report. Upward adjustments to a State agency's report shall not be made after 90 days from the month covered by the report unless authorized by FNS.

FNS estimates 56 SAs will each provide 24 reports annually for a total of 1,344 responses (56 X 24 = 1,344). The estimated average number of burden hours per response is 1.0 resulting in estimated total burden hours of 1,344 (1,344 X 1 = 1,344). The increase is due to increase in number of respondents.

33. Sections 226.7 (h), (i) & (j) requires SAs to establish procedures for start-ups, advances, and recovery of over-payments. Annually, SA must revise/edit these policies as necessary.

FNS estimates 10 SAs will each provide 1 report annually for a total of 10 responses (10 X 1 = 10). The estimated average number of burden hours per response is 2.0 resulting in estimated total burden hours of 20 (10 X 2 = 20). Reduction in time is related to improved State agency processes and technology.

34. Section 226.7 (k) requires each State agency to establish procedures for institutions to properly submit claims for reimbursement. Annually, SA must revise/edit these policies as necessary.

FNS estimates 56 SAs will each provide 12 reports (number of reports were corrected with this renewal) annually for a total of 672 responses ($56 \times 12 = 672$). The prior ICR incorrectly listed the number of annual reports as 1. The estimated average number of burden hours per response is 1.0 resulting in estimated total burden hours of 672 ($672 \times 1 = 672$). Reduction in response time is related to improved State agency processes and technology. The increase in burden is related to correction in number of reports required to be submitted. This is not related to a program or policy change.

35. Section 226.8 (a) requires that, unless otherwise exempt, audits at the State and institution levels must be conducted in accordance with Office of Management and Budget circular A-133 and the Department's implementing regulations at part 3052. State agencies must establish audit policy for for-profit institutions. Annually, SA must revise/edit these policies as necessary. This is an administrative function and hence burden is removed.

36. Section 226.8 (b) – (c) requires SA to establish priorities for use of audit funds. The funds provided to the State agency may be made available to institutions to fund a portion of organization-wide audits made in accordance with part 3052. The funds provided to an institution for an organization-wide audit must be determined in accordance with § 3052.230(a). Funds provided may be used by the State agency to conduct program-specific audits of institutions not subject to organization wide audits, or for which the SA considers program specific audits to be needed. The SA may use any funds remaining after all required program-specific audits have been performed to conduct administrative reviews or agreed-upon procedures engagements of institutions. This is an administrative function and hence burden is removed.

37. Section 226.9 (a) requires each SA to assign rates of reimbursement, not less frequently than annually, on the basis of family-size and income information reported by each institution. Assigned rates of reimbursement may be changed more frequently than annually if warranted by changes in family-size and income information. Assigned rates of reimbursement shall be adjusted annually to reflect changes in the national average payment rates.

FNS estimates 56 SAs will each provide 1 report annually for a total of 56 responses ($56 \times 1 = 56$). The estimated average number of burden hours per response is .25 resulting in estimated total burden hours of 14 ($56 \times .25 = 14$). Reduction in burden is related to change in number of SAs.

38. Section 226.10 (a) requires SAs to develop procedures to provide advance payments to those institutions electing to receive payments. This is an administrative function and hence burden is removed.

39. Section 226.10 (b) requires SAs to establish procedures to monitor and reconcile advance payments. This is an administrative function and hence burden is removed.
40. Section 226.10(e) requires that a final Claim for Reimbursement be 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.

FNS estimates 56 SAs will each provide 12 reports annually for a total of 672 responses ($56 \times 12 = 672$). The previous ICR indicated 1 report was submitted annually. This was an error. The correct total is 12. The estimated average number of burden hours per response is 2 resulting in estimated total burden hours of 1344 ($672 \times 2 = 1344$). Change in burden is related to correction of number of reports (increase), increase in number of respondents and reduction in response time due to improved State agency processes and technology.

41. Section 226.14 mandates that SAs disallow any portion of a claim for reimbursement and recover any payment to an institution not properly payable under Program regulations. Annually SAs revise/edit procedures to comply with this requirement.

FNS estimates 56 SAs will each provide 35 reports annually for a total of 1960 responses ($56 \times 35 = 1960$). The previous ICR indicated 1 report was submitted annually. This was an error. The correct total is 35. The estimated average number of burden hours per response is 0.0167 resulting in estimated total burden hours of 32.73 ($1960 \times 0.0167 = 32.73$). Change in burden is due to change in number of respondents and change in response time due to improved State agency processes and technology.

42. Section 226.23(l) requires SAs and child care institutions that plan to use or disclose information about children eligible for free and reduced price meals in ways not specified in the regulations obtain written consent from children's parents or guardians prior to the use or disclosure. This is not a reporting function and hence burden is removed.
43. Section 226.23(m) requires that the SA or child care institution, as appropriate, have a written agreement or MOU with programs or individuals receiving eligibility information, prior to disclosing children's free and reduced price meal eligibility information. For disclosures to Medicaid or State Children's Health Insurance Program (SCHIP), the State agency or child care institution, as appropriate, must have a written agreement with the State or local agency or agencies administering Medicaid or SCHIP prior to disclosing children's free or reduced price meal eligibility information to those agencies. This is not a reporting function and hence burden is removed.
44. Section 226.24 states that institutions and administering agencies shall follow the policies and procedures governing title, use, and disposition of equipment obtained by purchase, whose cost was acquired in whole or part with food service equipment

assistance funds in accordance with 7 CFR part 3016 or 7 CFR part 3019, as applicable. This is an administrative function and hence burden is removed.

REPORTING: SPONSORS/INSTITUTIONS - The total number of sponsors participating has increased from 19,582 to 20,398 due to the change in number of sponsors participating in the program. This change is not due to a change in FNS policy or program changes.

1. Sections 226.6 (d)-(e) and 226.6(f)(1)(vi) require that sponsors and institutions 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.

FNS estimates 20,398 sponsors/institutions will each provide 1 report annually for a total of 20,398 responses ($20,398 \times 1 = 20,398$). The estimated average number of burden hours per response is 0.835 resulting in estimated total burden hours of 1703.23 ($20,398 \times 0.835 = 1703.23$). Change in burden is related to change in number of sponsors and change in response time related to improved State agency processes and technology.

2. Section 226.6(f)(1)(iii) requires sponsors/institutions to submit current eligibility information on enrolled participants to be used to calculate reimbursement rates. FNS estimates 20,398 sponsors/institutions will each provide 12 reports annually for a total of 244,776 responses ($20,398 \times 12 = 244,776$). The estimated average number of burden hours per response is 0.5 resulting in estimated total burden hours of 122,388 ($244,776 \times 0.5 = 122,388$). Change in burden is related to change in number of sponsors.
3. Section 226.6(f)(1)(vii) requires that sponsor/institutions maintain verification that all facilities have adhered to Program training requirements. This line item is captured in record keeping. There is no reporting requirement, hence the burden has been reduced to zero for reporting
4. Section 226.6(f)(1) (viii)(E) requires sponsoring organizations of day care homes to submit a list of family day care home providers receiving Tier I benefits based on SNAP participation.

FNS estimates 8,358 sponsors/institutions will each provide report annually for a total of 8,358 responses ($8,358 \times 1 = 8,358$). The estimated average number of burden hours per response is 0.02 hours resulting in estimated total burden hours of 139.58 ($8,358 \times 0.02 = 139.58$). The burden was omitted from the prior ICR by error. As this is “new” burden, this increase in burden is a program change due to the prior error.

5. Section 226.6 (a)(1) requires that sponsors/institutions participate in regulatory Program reviews. This is an administrative function and hence burden is removed.

6. **Sections 226.10 and 226.15(i) require sponsors/institutions to report to SA number of meals claimed for reimbursement.**

FNS estimates 20,398 sponsors/institutions will each provide 12 reports annually for a total of 244,776 responses ($20,398 \times 12 = 244,776$). The estimated average number of burden hours per response is 1.90 resulting in estimated total burden hours of 465,074 ($244,776 \times 1.90 = 465,074$). Change in burden due to change in number of sponsors and reduction in response time related to improved State agency processes and technology.

7. 226.13 (b)(3)(i) thru (ii) requires sponsoring organizations of family day care homes to establish reimbursement rates for Tier 2 providers with income-eligible children.

FNS estimates 886 sponsors will each provide 5 reports annually for a total of 4,430 responses ($886 \times 5 = 4,430$). The estimated average number of burden hours per response is 0.3 resulting in estimated total burden hours of 1,329 ($4,430 \times 0.3 = 1,329$).

8. Section 226.15(b) requires new institutions to submit an application for participation.

FNS estimates 250 new institutions will each provide 1 report annually for a total of 250 responses ($250 \times 1 = 250$). The estimated average number of burden hours per response is 8.0 resulting in estimated total burden hours of 2,000 ($250 \times 8 = 2,000$).

9. **Section 226.15(b) also requires participating institutions to submit documentation required for renewal.**

FNS estimates 20,398 participating institutions will each provide 1 report annually for a total of 20,398 responses ($20,398 \times 1 = 20,398$). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 5,099.5 ($20,398 \times .25 = 5,099.5$). Change in burden due to change in number of institutions as well as reduction in response time related to improved State agency processes and technology.

10. **Section 226.16(d) states that each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all facilities it sponsors. Each sponsoring organization must employ monitoring staff sufficient to meet the requirements. This is a supervisory function (administrative) and hence burden is removed.**

11. **Sections 226.16 (g) & (h) requires that each sponsoring organization electing to receive advance payments of program funds for day care homes shall disburse the full amount of such payments within five working days of receipt from the SA. Sponsoring organizations shall make payments of program funds to child care centers, adult day care centers, emergency shelters, at-risk afterschool care centers, or outside-school hours care centers within five working days of receipt from the State agency, on the basis of the management plan approved by the State agency. This is administrative and hence burden is removed.**

- 12. Section 226.23 states that independent centers and sponsoring organizations of centers shall develop a policy statement for determining eligibility for free and reduced price meals.**

FNS estimates 840 sponsors/institutions will each provide 1 report annually for a total of 840 responses (840 X 1 = 840). The estimated average number of burden hours per response is 0.2 resulting in estimated total burden hours of 14.028 (840x.02 =14.028). Change in burden is related to change in number of sponsors as well as reduction in response time related to technology).

13. Section 226.23(l) states child care institutions that plan to use or disclose information about children eligible for free and reduced price meals in ways not specified in the regulations must obtain written consent from children's parents or guardians prior to the use or disclosure.

FNS estimates 196 institutions will each provide 1 report annually for a total of 196 responses (196 X 1 = 196). The estimated average number of burden hours per response is 0.08 resulting in estimated total burden hours of 16.268 (196 X 0.08 = 16.268).

14. Section 226.23(m) states that a child care institution should have a written agreement or MOU with programs or individuals receiving eligibility information, prior to disclosing children's free and reduced price meal eligibility information.

FNS estimates 196 institutions will each provide 1 report annually for a total of 196 responses (196 X 1 = 196). The estimated average number of burden hours per response is 0.08 resulting in estimated total burden hours of 16.268 (196 X 0.08 = 16.268).

15. Section 226.6(n) - CACFP Tiering Assessment: FNS prepares an annual national estimate of the share of CACFP-participating family day care homes that are approved for an incorrect level of per meal reimbursement, or reimbursement "tier," for their circumstances. Tiering errors result in improper payments because misclassified family day care homes do not receive the appropriate level of reimbursement for the meals and snacks provided to the children. The assessment also estimates the dollar amount of improper payments attributable to family day care home tiering errors.

While most of the data for the assessment is drawn from previously-collected administrative records and publicly-available Census Group Block eligibility data, in a small number of cases in which accuracy cannot be verified through these data, additional documentation must be requested from family day care home sponsors. FNS authority to collect such data is found in 7 CFR Section 226.6(n) Program irregularities, which states that "FNS and OIG may make investigations at the request of the State agency, or whenever FNS or OIG determines that investigations are appropriate."

FNS estimates 60 institutions will each provide 1 report annually for a total of 60 responses (60 X 1 = 60). The estimated average number of burden hours per response is 1.5 resulting in estimated total burden hours of 90 (60 X 1.5 = 90).

REPORTING REQUIREMENTS: FACILITY LEVEL The total number of facilities participating has increased from 163,483 to 166,585 due to the change in number of facilities participating in the program. This change is not due to a change in FNS policy or program changes.

1. **Sections 226.11(c), 226.17(b)(9) and 226.17a(p) requires facilities to submit daily meal count records to sponsoring organizations monthly.**

FNS estimates 38,608 facilities will each provide 12 reports annually for a total of 463,296 responses (38,608 X 12 = 463,296). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 115,824 (463,296 X 0.25 = 115,824). Change in burden due to change in number of facilities and reduction in response time due to improved State agency technology and automation.

2. **Sections 226.13 (d)(1) thru (3) & 226.18 (e) requires day care home providers to submit daily meal counts to sponsors monthly.**

FNS estimates 127,977 facilities will each provide 12 reports annually for a total of 1,535,724 responses (127,977 X 12 = 1,535,724). The estimated average number of burden hours per response is 0.5 resulting in estimated total burden hours of 767,862 (1,535,724 X 0.5 = 767,862.). Change in burden due to change in number of day care homes and reduction in response time due to automation of documents.

REPORTING REQUIREMENTS: AFFECTED PUBLIC: HOUSEHOLD LEVEL- The total number of households participating has increased from 2,016,946 to 2,178,065 due to the change in number of households participating in the program. This change is not due to a change in FNS policy or program changes.

1. **Sections 226.15(e)(2) & 226.16(e)(3) require households to annually update enrollment documentation, signed by a parent or legal guardian, and include information on child's normal days and hours of care and the meals normally received while in care.**

FNS estimates 2,178,065 households will each provide 1 enrollment document annually for a total of 2,178,065 responses (2,178,065 X 1 = 2,178,065). The estimated average number of burden hours per response is 0.083 resulting in estimated total burden hours of 180,779 (2,178,065 X 0.083 = 180,779). Change in burden is related to change in number of households.

RECORDKEEPING REQUIREMENTS

AFFECTED PUBLIC: STATE AGENCY - The total number of SAs participating has increased from 55 to 56 due to the change in number of SAs participating in the program. This change is not due to a change in FNS policy or program changes.

- 1. Section 226.6 requires SAs to 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.**

FNS estimates 56 SAs will each provide 5 reports annually for a total of 280 responses (56 X 5 = 280). The estimated average number of burden hours per response is 1 resulting in estimated total burden hours of 280 (280 X 1 = 280). Change in burden is due to change in number of record keepers and reduction in response time related to technology.

- 2. Section 226.6(c)(8)(ii) requires each SA to maintain a State agency list that includes a synopsis of information concerning seriously deficient institutions and providers terminated for cause in that State.**

FNS estimates 56 SAs will each provide 1 report annually for a total of 56 responses (56 X 1 = 56). The estimated average number of burden hours per response is 0.5 resulting in estimated total burden hours of 28 (56 X 0.5 = 28). Change in burden is due to change (increase) in number of respondents and reduction in response time related to technology.

RECORDKEEPING – SPONSORS/INSTITUTION LEVEL - The total number of sponsors participating has increased from 19,582 to 20,398 due to the change in number of sponsors participating in the program. This change is not due to a change in FNS policy or program changes.

- 1. Sections 226.10(d) 226.15(e) state that sponsors/institutions 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.**

FNS estimates 20,398 institutions will each provide 3 reports annually for a total of 61,194 responses (20,398 X 3 = 61,194). The estimated average number of burden hours per response is 1.0 resulting in estimated total burden hours of 61,194 (61,194 X 1 = 61,194). Change in burden is due to change (increase) in number of respondents and reduction in response time related to technology.

2. **Section 226.15(e)(3) requires sponsoring organizations to maintain documentation used to classify homes as Tier 1.**

FNS estimates 848 institutions will each provide 124 reports annually for a total of 105,512 responses (848 X 124 = 105,512). The estimated average number of burden hours per response is 0.025 resulting in estimated total burden hours of 2,628.80 (105,512 X 0.025 = 2628.80). Change in burden is due to change in number of record keepers and change in response time.

4. **Section 226.23(h)(6) requires sponsoring organizations to maintain information to verify homes that qualify as Tier 1 based on provider's income.**

FNS estimates 848 institutions will each provide 41 reports annually for a total of 34,768 responses (848 X 41 = 34,768). The estimated average number of burden hours per response is 0.025 resulting in estimated total burden hours of 869.20 (34,768 X 0.025 = 869.200). Change in burden is due to change in number of record keepers and change in response time.

RECORDKEEPING – FACILITIES - The total number of facilities participating has increased from 163,483 to 166,585 due to the change in number of facilities participating in the program. This change is not due to a change in FNS policy or program changes.

1. **Sections 226.15(e), 226.17(c), 226.17a(o), 226.18(g), 226.19(c) and 226.19a(c) require facilities to 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.**

FNS estimates 166,585 facilities will each provide 3 reports annually for a total of 499,755 responses (166,585 X 3 = 499,755). The estimated average number of burden hours per response is 1.0 resulting in estimated total burden hours of 499,755 (499,755 X 1.0 = 499,755). Change in burden is due to change in number of respondents only.