

**Sample Sizes, Estimated Burden, and Estimated Cost of Respondent Burden for the School Nutrition and Meal Cost Study**

Affected Public	ID	Data Collection Activity	Respondents	Sample	Responsive					Non-Response					Grand Total Annual Burden Estimate (hours)	Hourly Wage Rate	Total Annualized Cost of Respondent Burden
					Estimated Number of Respondents	Freq of Response	Total Annual Responses	Average Burden Hours per Response	Total Annual Burden Estimate (hours)	Estimated Number of Respondents	Freq of Response	Total Annual Responses	Average Burden Hours per Response	Total Annual Burden Estimate (hours)			
State	C2, C15, C16	Email (Study Introduction Email)	State Child Nutrition Directors (Groups 1, 2, 3)	50	50	1	50	0.20	10.00	0	0	0	0.00	0.00	10.00	\$ 42.98	\$ 429.80
State	D4	Telephone Survey (Indirect Cost Survey)	State Education Agency Finance Officers (Group 3)	50	48	1	48	0.33	16.00	2	1	2	0.07	0.13	16.13	\$ 42.98	\$ 693.41
Local and Tribal	C13	Telephone Call (Recruiting Call Script)	Superintendents (Group 2)	98	98	1	98	0.28	27.44	0	0	0	0.00	0.00	27.44	\$ 47.77	\$ 1,310.81
Local and Tribal	C14	Telephone Call (Recruiting Call Script)	Superintendents (Group 3)	298	298	1	298	0.08	24.83	0	0	0	0.00	0.00	24.83	\$ 47.77	\$ 1,186.29
Local and Tribal	C1, C3, C4, C15	Letter (SFA Recruitment Advance and Confirmation Letters)	SFA Directors (Group 2)	74	74	1	74	0.20	14.80	0	0	0	0.00	0.00	14.80	\$ 39.37	\$ 582.68
Local and Tribal	C13	Telephone Call (Recruiting Call Script)	SFA Directors (Group 2)	74	72	1	72	0.28	20.40	2	1	2	0.07	0.13	20.53	\$ 39.37	\$ 808.40
Local and Tribal	D1	Telephone Survey (SFA Director Planning Interview)	SFA Directors (Group 2)	72	72	1	72	0.33	24.00	0	0	0	0.00	0.00	24.00	\$ 39.37	\$ 944.88
Local and Tribal	C1, C5, C6, C7, C16	Letter (SFA Recruitment Advance and Confirmation Letters, Pre-Visit Advance Letter)	SFA Directors (Group 3)	226	226	1	226	0.25	56.50	0	0	0	0.00	0.00	56.50	\$ 39.37	\$ 2,224.41
Local and Tribal	C14	Telephone Call (Recruiting Call Script)	SFA Directors (Group 3)	226	219	1	219	0.78	170.82	7	1	7	0.07	0.47	171.29	\$ 39.37	\$ 6,743.69
Local and Tribal	E1	In-person Interview (SFA Director Cost Interview Prep Forms)	SFA Directors (Group 3)	219	219	1	219	0.50	109.50	0	0	0	0.07	0.00	109.50	\$ 39.37	\$ 4,311.02
Local and Tribal	F1	Self-Administered Web Survey (SFA Director Survey)	SFA Directors (Groups 1, 2, 3)	409	368	1	368	0.83	305.44	41	1	41	0.07	2.73	308.17	\$ 39.37	\$ 12,132.78
Local and Tribal	G1	Email (SFA Director Email Invitation)	SFA Directors (Groups 1, 2, 3)	409	409	1	409	0.02	6.82	0	0	0	0.00	0.00	6.82	\$ 39.37	\$ 268.37

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Local and Tribal	D5	Telephone Survey (Follow-Up SFA Director Prep Form)	SFA Directors/LEA Business Managers (Group 3)	219	209	1	209	0.17	34.83	10	1	10	0.07	0.67	35.5	\$ 39.37	\$ 1,397.64
Local and Tribal	D6, D7, D8	Telephone Survey (Follow-Up SFA Director and Business Manager Cost Interview)	SFA Directors/LEA Business Managers (Group 3)	219	209	1	209	2.00	418	10	1	10	0.07	0.67	418.67	\$ 39.37	\$ 16,482.91
Local and Tribal	E2, E3, E4, E5, E7	In-person Interview (SFA Director and Business Manager Cost Interview)	SFA Directors/LEA Business Managers (Group 3)	219	219	1	219	3.25	711.75	0	0	0	0.00	0.00	711.75	\$ 39.37	\$ 28,021.60
Local and Tribal	H1, H3, H4	Self-Administered Web Survey (Basic Menu Survey, A La Carte Foods Checklist)	Foodservice Managers (Group 2)	316	300	1	300	8.00	2400	16	1	16	0.07	1.07	2,401	\$ 25.28	\$ 60,698.97
Local and Tribal	I	In-person Data Request (Request for Data on Reimbursable Meal Sales) <sup>a</sup>	Foodservice Managers (Group 2)	300	300	1	300	0.17	50	0	0	0	0.00	0.00	50	\$ 25.28	\$ 1,264.00
Local and Tribal	P2	Interviewer-Completed Observation Form (Point of Sale Form) <sup>b</sup>	Foodservice Managers (Group 2)	300	300	1	300	0.08	25	0	0	0	0.00	0.00	25	\$ 25.28	\$ 632.00
Local and Tribal	D2	Telephone Survey (FSM Pre-visit Questionnaire)	Foodservice Managers (Group 3)	947	900	1	900	0.25	225	47	1	47	0.07	3.13	228.13	\$ 25.28	\$ 5,767.21
Local and Tribal	E6	In-person Interview (FSM Cost Interview)	Foodservice Managers (Group 3)	1,026	975	1	975	0.5	487.5	51	1	51	0.07	3.40	490.90	\$ 25.28	\$ 12,409.95
Local and Tribal	H2, H3, H4	Self-Administered Web Survey (Expanded Menu Survey, A La Carte Foods Checklist)	Foodservice Managers (Group 3)	1,026	975	1	975	10.00	9750	51	1	51	0.07	3.40	9,753.40	\$ 25.28	\$ 246,565.95
Local and Tribal	P4	Interviewer-Completed Observation Booklet (Plate Waste Observations) <sup>b</sup>	Foodservice Managers (Group 3)	168	168	1	168	0.17	28	0	0	0	0.00	0.00	28	\$ 25.28	\$ 707.84
Local and Tribal	C8, C9, C15, C16	Letter (FSM Introduction Letter)	Foodservice Managers (Groups 2, 3)	1,263	1,263	1	1,263	0.13	164.19	0	0	0	0.00	0.00	164.19	\$ 25.28	\$ 4,150.72

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Local and Tribal	F2	Self-Administered Web Survey (FSM Survey)	Foodservice Managers (Groups 2, 3)	1,263	1,200	1	1,200	0.33	396	63	1	63	0.07	4.20	400.2	\$ 25.28	\$ 10,117.06
Local and Tribal	P1	Interviewer-Completed Observation Guide (Cafeteria Observation)b	Foodservice Managers (Groups 2, 3)	1,200	1,200	1	1,200	0.33	400.00	0	0	0	0.00	0.00	400.00	\$ 25.28	\$ 10,112.00
Local and Tribal	C10, C11, C15, C16	Letter (Principal Intro Letter to Schools)	Principals (Groups 2, 3)	1,263	1,263	1	1,263	0.13	164.19	0	0	0	0.00	0.00	164.19	\$ 42.38	\$ 6,958.37
Local and Tribal	F3	Self-Administered Web Survey (Principal Survey)	Principals (Groups 2, 3)	1,200	1,080	1	1,080	0.50	540	120	1	120	0.07	8.00	548.00	\$ 42.38	\$ 23,224.24
Local and Tribal	G2	Email (Principal Email Invitation)	Principals (Groups 2, 3)	1,200	1,200	1	1,200	0.02	20.00	0	0	0	0.00	0.00	20.00	\$ 42.38	\$ 847.60
Local and Tribal	C12	Letter (Principal Pre-Visit Advance Letter)	Principals (Group 3)	947	947	1	947	0.05	47.35	0	0	0	0.00	0.00	47.35	\$ 42.38	\$ 2,006.69
Local and Tribal	D3	Telephone Survey (Principal Cost Interview)	Principals (Group 3)	947	900	1	900	0.75	675	47	1	47	0.07	3.13	678.13	\$ 42.38	\$ 28,739.29
Local and Tribal	J, K1, K2, K3	Self-Administered Observation Forms (Competitive Foods Checklist and Form) <sup>a</sup>	School Staff Liaisons (Groups 2, 3)	950	760	1	760	0.83	633.33	190	1	190	0.07	12.67	646.00	\$ 19.85	\$ 12,823.10
<b>Subtotal State, Local &amp; Tribal Governments</b>				<b>17,178</b>	<b>16,521</b>	<b>1</b>	<b>16,521</b>	<b>1.09</b>	<b>17,956.70</b>	<b>657</b>	<b>1.00</b>	<b>657</b>	<b>0.07</b>	<b>43.80</b>	<b>18,000.50</b>	-	<b>\$ 504,563.66</b>
Private Sector for-Profit	C1, C3, C4, C15	Letter (SFA Recruitment Advance and Confirmation Letters)	SFA Directors (Group 2)	27	27	1	27	0.20	5.40	0	0	0	0.00	0	5.40	\$ 39.37	\$ 212.60
Private Sector for-Profit	C13	Telephone Call (Recruiting Call Script)	SFA Directors (Group 2)	27	26	1	26	0.28	7.28	1	1	1	0.07	0.07	7.35	\$ 39.37	\$ 289.24
Private Sector for-Profit	D1	Telephone Survey (SFA Director Planning Interview)	SFA Directors (Group 2)	26	26	1	26	0.33	8.67	0	0	0	0.00	0.00	8.67	\$ 39.37	\$ 341.21

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Private Sector for-Profit	C1, C5, C6, C7, C16	Letter (SFA Recruitment and Advance Confirmation Letters, Pre-Visit Advance Letter)	SFA Directors (Group 3)	81	81	1	81	0.25	20.25	0	0	0	0.00	0	20.25	\$ 39.37	\$ 797.24
Private Sector for-Profit	C14	Telephone Call (Recruiting Call Script)	SFA Directors (Group 3)	81	79	1	79	0.70	55.30	2	1	2	0.07	0.13	55.43	\$ 39.37	\$ 2,182.28
Private Sector or-Profit	E1	In-person Interview (SFA Director Cost Interview Prep Forms)	SFA Directors (Group 3)	79	79	1	79	0.50	39.50	0	0	0	0.00	0.00	39.50	\$ 39.37	\$ 1,555.12
Private Sector for-Profit	F1	Self-Administered Web Survey (SFA Director Survey)	SFA Directors (Groups 1, 2, 3)	149	134	1	134	0.83	111.22	15	1	15	0.07	1	112.22	\$ 39.37	\$ 4,418.10
Private Sector for-Profit	G1	Email (SFA Director Email Invitation)	SFA Directors (Groups 1, 2, 3)	149	149	1	149	0.02	2.48	0	0	0	0.00	0	2.48	\$ 39.37	\$ 97.77
Private Sector or-Profit	D5	Telephone Survey (Follow-Up SFA Director Prep Form)	SFA Directors/LEA Business Managers (Group 3)	79	76	1	76	0.17	12.67	3	1	3	0.07	0.20	12.87	\$ 39.37	\$ 506.56
Private Sector or-Profit	D6, D7, D8	Telephone Survey (Follow-Up SFA Director and Business Manager Cost Interview)	SFA Directors/LEA Business Managers (Group 3)	79	76	1	76	2.00	152.00	3	1	3	0.07	0.20	152.20	\$ 39.37	\$ 5,992.11
Private Sector or-Profit	E2, E3, E4, E5, E7	In-person Interview (SFA Director and Business Manager Cost Interview)	SFA Directors/LEA Business Managers (Group 3)	79	79	1	79	3.25	256.75	0	0	0	0.00	0.00	256.75	\$ 39.37	\$ 10,108.25
<b>Subtotal Private Sector for-Profit Business</b>				<b>856</b>	<b>832</b>	<b>1</b>	<b>832</b>	<b>0.81</b>	<b>671.52</b>	<b>24</b>	<b>1.00</b>	<b>24</b>	<b>0.07</b>	<b>1.60</b>	<b>673</b>	-	<b>\$ 26,500.47</b>
Individual	L1, L2, L3, L4, L5, L6, L7, L8, L9, L10	Letter (Household Advance Letters) and Brochure	Parents (Households)	3,663	3,663	1	3,663	0.18	671.55	0	0	0	0.00	0	671.55	\$ 22.01	\$ 14,780.82
Individual	M1, M2	Consent Form (Parent Passive Consent Response Form)	Parents	3,663	3,663	1	3,663	0.05	183.15	0	0	0	0.00	0	183.15	\$ 22.01	\$ 4,031.13
Individual	N1, N2	Self-Administered Form (Food Diary, Day 1)	Parents	800	800	1	800	0.17	133.33	0	0	0	0.00	0.0	133.33	\$ 22.01	\$ 2,934.67

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Individual	N1, N2	Self-Administered Form (Food Diary, Day 2)	Parents	200	200	1	200	0.17	33.33	0	0	0	0.00	0	33.33	\$ 22.01	\$ 733.67
Individual	N5, N6	In-person or Telephone Interview (Parent Interview)	Parents	2,637	2,400	1	2,400	0.42	1,000.00	237	1	237	0.07	15.80	1,015.80	\$ 22.01	\$ 22,357.76
Individual	N7	In-person Interview (AMPM 24-Hour Dietary Recall, Day 1)	Parents	800	800	1	800	0.25	200.00	0	0	0	0.00	0.0	200.00	\$ 22.01	\$ 4,402.00
Individual	N7	Telephone Survey (AMPM 24-Hour Dietary Recall, Day 2)	Parents	236	200	1	200	0.75	150.00	36	1	36	0.07	2	152.40	\$ 22.01	\$ 3,354.32
Individual	M3, M4	Assent Form (Student Assent Form)	Students	2,747	2,747	1	2,747	0.05	137.35	0	0	0	0.00	0	137.35	\$ -	\$ -
Individual	N3, N4	In-person Interview (Child/Youth Interview)	Students	2,747	2,637	1	2,637	0.17	439.50	110	1	110	0.07	7.33	446.83	\$ -	\$ -
Individual	N7	In-person Interview (AMPM 24-Hour Dietary Recall, Day 1)	Students	2,637	2,637	1	2,637	0.92	2,426.04	0	0	0	0.00	0.00	2,426.04	\$ -	\$ -
Individual	N7	Telephone Survey (AMPM 24-Hour Dietary Recall, Day 2)	Students	708	600	1	600	0.75	450.00	108	1	108	0.07	7.2	457.20	\$ -	\$ -
Individual	O	In-person Measurement (Height and Weight Measurement Form)	Students	2,637	2,637	1	2,637	0.05	131.85	0	0	0	0.00	0.00	131.85	\$ -	\$ -
<b>Subtotal Individuals</b>				<b>23,475</b>	<b>22,984</b>	<b>1</b>	<b>22,984</b>	<b>0.260</b>	<b>5,956.11</b>	<b>491</b>	<b>1</b>	<b>491</b>	<b>0.07</b>	<b>32.73</b>	<b>5,988.84</b>	<b>-</b>	<b>\$ 52,594.36</b>
<b>Grand Total</b>				<b>41,509</b>	<b>40,337</b>	<b>1.00</b>	<b>40,337</b>	<b>0.61</b>	<b>24,584.32</b>	<b>1,172</b>	<b>1.00</b>	<b>1,172</b>	<b>0.07</b>	<b>78.13</b>	<b>24,662.45</b>	<b>-</b>	<b>\$ 583,658.50</b>

<sup>a</sup> Request for Data on Reimbursable Meal Sales (I) will be verbally collected from FSM respondents (or cashiers).

<sup>b</sup> The Cafeteria Observation Guide (P1), Point of Sale Form (P2), and Plate Waste Observation Booklet (P4) are each completed by contractor staff, but require FSM assistance.

Notes: The Milk Form (P3) will be completed by contractor staff and is not reported in the respondent burden table.

For those data collection documents that are grouped together for individual data collection activities, the cumulative burden estimate matching this table is displayed on each associated document.

"Total Annualized Cost of Respondent Burden" is equal to the "Grand Total Annual Burden Estimate (hours)" times an average hourly wage rate.

Average hourly wage rates used included School Foodservice Director or LEA Business Manager - (Education Administrators, All Other) - \$39.37, Foodservice Managers-\$25.28, School Staff Liaisons (Miscellaneous Education, Training, and Library Workers) -\$19.85, Superintendent (Education Administrators, Postsecondary) - \$47.77, Principal (Education Administrators) - \$42.38, Parent (All Occupations) - \$22.01, and State Education Agency Financial Officer (Financial Analyst) - \$42.98. Students (elementary and secondary school students) were assumed to not have an hourly wage rate. Average hourly wage rates are taken from: Bureau of Labor Statistics, Wages by Occupation, May 2012.

LEA = local education agency; SFA = school food authority.