Recordkeeping C = (A*B) E= (C*D) G =E-F Due to Program Due to Authorizing Current OMB Estimated # Record-Records Per **Total Annual** Estimated Avg. # of Estimated Total Change - Direct Due to an Program Rule CFR Citation Title Form Number Total Difference Hours Per Record Certification Adjustment Recordkeeper Records Hours Approved Burden Hrs Statute Rule State Agency Level Puerto Rico and Virgin Islands SAs must maintain F/R Eligibility 245.4(e) records on the survey and fund withdrawal factor 0.00 (burden previously removed). 245.6(b)(1)(iv) SA must maintain agreements with the SA conducting eligibility determinations for SNAP. Direct 54 54 0.10 SAs maintain requested data on number of schools F/R Eligibility 245.11 (h) 155 6,665 0.25 1,666 1,666 on Provisions 1, 2, or 3and extensions granted. SAs maintain annual verification data collected F/R Eligibility 245.11 (i) 742 56 56 0.20 11 11 State agencies that fail to meet the direct 7 CFR 245.12 CIP certification benchmark must maintain a 18 18 0.50 (e) and (g) State Agency Level Total 56 121.30 6,793 0.25 1,691 1,691 **School Food Authority Level** SFAs must maintain documentation substantiating F/R Eligibility 245.6 (e) eligibility determinations for 3 years after the end 20,858 20,858 0.08 1,669 1,669 of the fiscal year. SFAs must retain records of schools implementing F/R Eligibility 245.9 (g)&(h) Provision 1, 2 or 3 for 3 years after submission of 1,092 1,092 2.4715 2,699 2,699 the last Claim for Reimbursement. School Food Authority Level Total 20,858 1.05 21,950 4,368 4,368 0.20 School Level School Level Total **Total Recordkeeping Burden** 20,914 1.37 28,743 0.21 6,059 6,059 Program Estimated Avg. Current OMB Estimated Due to Change -Estimated # Records Per **Total Annual** Due to an Total Program Rule # of Hours Per Total Hours Approved Burden Authorizing Record-keepers Recordkeeper Records Direct Adjustment Difference Record Hrs Statute Certification

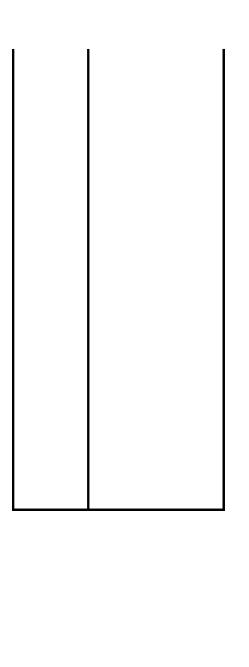
OMB Control #0584-0026 7 CFR Part 245, Determining Eligibility for Free Reduced Price Meals

Reporting													
	A B C+(A*B) D E+(C*D) F G+E-F												
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - Direct Certification Rule	Due to an Adjustment	Total Difference
	State Agency Level Puerto Rico and Virgin Islands SAs conduct triennial												
F/R Eligibility	245.4 (c)	survey to develop factor for withdrawal of funds from Letter of Credit.		2	0.33	0.66	70.00	46	46			0	0
F/R Eligibility	245.4 (d)	Puerto Rico and Virgin Islands Sas submit survey results and the factor for fund withdrawal to FNS for approval.		2	0.33	0.66	5.00	3	3			0	0
F/R Eligibility	245.6(i)	SAs and LEAs must obtain written consent from parent or guardian prior to use or disclosure for other uses not specified in the regulation.		56	1	56	0.25	14	14			0	0
F/R Eligibility	245.6(j)	SAs enter into written agreement with the agency receiving children's free and reduced price eligibility information.		56	1	56	0.25	14	14			0	0
F/R Eligibility	245.11(a)(1) and 245.3(a)	SAs issue prototype free and reduced price policy statement and annually announce the family-size income standards to be used in determining eligibility for free or reduced price meals.		56	1	56	0.10	5.6	6			0	0
F/R Eligibility	245.11(g)	SAs notify FNS if TANF is comparable to or more restrictive than AFDC.		56	1	56	0.10	5.6	6			0	0
F/R Eligibility	245.11(h)(4)	SAs submit to FNS upon request, the number of schools on Provision 1, Provision 2 or Provision 3 and extensions.		43	1	43	1.50	65	65			0	0
F/R Eligibility	245.11(i)	SAs must collect, analyze, and report to FNS annual verification data from SFAs.	742	56	1	56	4.00	224	224			0	0
CIP	245.12(e) and (g)	State agencies that fail to meet the direct certification benchmark must develop and submit a Continuous Improvement Plan within 60 days of notification.		18	1	18	3.00	54	54			0	o
		State Agency Level Total		56	6.11	342	1.26	431	431	0	0	0	0
				9	School Food Au	thority Level							
F/R Eligibility	245.6 (c)(6)(i)	SFAs notify households of approval of meal benefit applications.		20,858	300	6,257,400	0.02	125,148	125,148			0	0
F/R Eligibility	245.6 (c)(6)(ii)	SFAs must notify households in writing that children are eligible for free meals based on direct certification and that no application is required.		20,858	150	3,128,700	0.02	62,574	62,574			0	0
F/R Eligibility	245.6 (c)(7)	SFAs provide written notice to each household of denied benefits.		20,858	17	354,586	0.02	7,092	7,092			0	0
F/R Eligibility	245.6(j)	SFA must enter into written agreement with the agency receiving children's free and reduced price eligibility information.		20,858	1	20,858	0.166	3,462	3,462			0	0
F/R Eligibility	245.6a (c)	SFAs must determine sample size of households to verify eligibility.		20,858	1	20,858	0.33	6,883	6,883			o	o
F/R Eligibility	245.6a (f)	SFAs notify households of selection for verification.		20,858	12	250,296	0.25	62,574	62,574			0	0
F/R Eligibility	245.6a (h)	SFAs must report verification information to SA.	742	20,858	1	20,858	0.75	15,644	15,644			0	0
F/R Eligibility	245.9 (f)	SFAs with schools under Provisions 1, 2, or 3 must identify those schools in its free and reduced price policy statement and certify their eligibility for the first year of operation.		1,092	1	1,092	0.25	273	273			0	0
F/R Eligibility	245.9 (h)	SFAs with schools under Provision 2 or Provision 3 submit to FNS upon request all data and documentation used in granting extensions.		1,092	1	1,092	0.25	273	273			o	0
F/R Eligibility	245.10 (a)	SFAs submit to SA for approval a free and reduced price policy statement.		20,858	483.105	20,858	0.07535	1,572 285,494	1,572			0	0
		School Food Authority Level Total		20,658	School	Level	0.028	203,494	285,494		1	· · · · ·	0
		School Level Total											
		SCHOOL FEEL LOCAL			Househol	d Level							- 0
	245.6 (a)	Households complete application form for free or reduced price meal benefits.		8,262,043	1	8,262,043	0.07	578,343	578,343				0
F/R Eligibility	245.6a (a)(7) (i)	Households assemble written evidence for verification of eligibility and send to SFA.		190,000	1	190,000	0.50	95,000	95,000				0
F/R Eligibility	245.6a (a)(7) (ii)	Households cooperate with collateral contacts for verification of eligibility.		1,900	1	1,900	0.167	317	317				0
		Household Level Total Total Reporting Burden		8,262,043	1.02	8,453,943	0.08	673,660	673,660	C	0	0	0
		Total Reporting Burden		8,282,957	2.24	18,530,883	0.05	959,586	959,586	0	0	0	0

Program Rule	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response		Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - Direct Certification Rule	Due to an Adjustment	Total Difference
F/R Eligibility	8,282,957	2.24	18,530,865	0.05	959,532	959,532	-	-	0	0
Direct Certificat					-				0	
0	-		-							
o			-	-	-	-				-

ICR #0584-0026, 7 CFR Part 245, Free and Reduced Price Eligibility - 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	56	121.304	6,793	0.249	1,691				
School Food Authority Level	20,858	1.052	21,950	0.199	4,368				
School Level	-	-	-	-	-				
Recordkeeping Total	20,914	1.374	28,743	0.211	6,059				
Reporting									
State Agency Level	56	6.113	342	1.260	431				
School Food Authority Level	20,858	483.105	10,076,598	0.028	285,494				
Household Level	8,262,043	1.023	8,453,943	0.080	673,660				
Reporting Total	8,282,957	2.237	18,530,883	0.052	959,586				
TOTAL BURDEN	8,303,871	2.235	18,559,626	0.263	965,645				

Date	User Initials
7/11/11 SW	
10/31/11 SW	
3/15/12 SW	
8/27/13 LW	1
1	



	rim rule for direct certification published April 2011
Ready for submssion to PRAB	
Non-Substantive Revision to merge CIP Rule to (0584-0026

Comments

This is a DRAFT of the Burden doc using the redesigned template