

## Attachment 1: Burden Narrative

### Reporting Requirements--Part 240 Cash In Lieu of Donated Foods

All reporting requirements under this Part are contained under ICR #0584-0055 and #0584-0002.

### Recordkeeping Requirements--Part 240 Cash In Lieu of Donated Foods

240.4, Cash in Lieu of Donated Foods – Nonresidential Child and Adult Care Institutions. State agencies and Child and Adult Care Institutions must keep records of the amount of cash received in lieu of commodities. The total annual recordkeeping burden for this requirement is 45,668 hours (168 + 45,500). Burdens for each respondent type are outlined below:

*State Agencies:* we estimate that 56 State agencies will maintain 12 responses per year, for a total of 672 records. At 0.25 hours per record, the total annual recordkeeping burden for this requirement is estimated to be 168.00 hours. This burden is recorded in the State, Local, Tribal (SLT) worksheet. (There is no change in burden.)

*Private Institutions:* an estimated 500 private institutions will each keep 364 records, for a total of 182,000 records. Thus, at 0.25 hours per record, the total annual recordkeeping burden for this requirement is 45,500.00 hours. This burden is recorded in the Private for Profit (PFP) worksheet. **(There is rounding adjustment to burden.)**

240.5, Cash in Lieu of Donated Foods – Commodity Schools. State agencies and the school food authorities of commodity schools must keep records of the amount of cash received in lieu of commodities. 3 agencies receive cash in lieu of commodities. Each agency will submit 12 monthly reports per year. Each report is estimated to take 0.25 hours to complete, for a total recordkeeping burden of 9.00 hours. This burden is recorded in the SLT worksheet. (There is no change in burden.)

240.6, Funds for States that Have Phased Out Food Distribution Facilities. State agencies that have phased out receipt of commodities and receive cash instead, along with the school food authorities in those States, keep records of the amount of cash received. The total recordkeeping burden for this section is 1,316.00 hours, which equals approximately 94 reports by 56 agencies, with each taking 0.25 hours to maintain. This burden is recorded in the SLT worksheet. **(There is rounding adjustment to burden.)**

**Reporting Requirements--Part 247  
Commodity Supplemental Food Program (CSFP)**

247.4(a)(1), Federal/State Agreements (FNS-74). State distributing agencies enter into an agreement with USDA to administer TEFAP. This burden is contained in OMB #0584-0067, and is referenced in the SLT worksheet of the burden table. (There is no change in burden.)

247.4(a)(2)&(b)&(c), State/Local Agreements. State agencies enter into agreements with recipient agencies approved to participate in the program. These agreements are ongoing. We estimate that these agreements take 2 hours to complete. The duration of agreements between State and recipient agencies are determined by the State agency, and the duration of agreements between recipient agencies and other agencies is determined by the recipient agency. We estimate that an average of 50 agreements between State and recipient agencies, and between recipient agencies and other agencies, are completed each year. The total burden for completion of State and recipient agency agreements is therefore 100.00 hours. This burden is recorded in the SLT Worksheet. (There is no change in burden.)

247.6(a)-(c), State Plan. The State agency must submit a State Plan to initiate or continue program operations. The State Plan is permanent, with amendments submitted as needed. We estimate that, on average, 1 State agency per year submits a State Plan, which requires 50.00 hours to develop. This burden is recorded in the SLT Worksheet. (There is no change in burden.)

247.6(d), State Plan Amendments. State Plans are permanent, with amendments submitted as needed. Since participating State agencies must submit amendments to request additional caseload for the following year, and to make any other changes in the Plan, we estimate that approximately 40 State agencies per year submit an amendment to the Plan. We estimate each amendment submission takes about 5 hours. Thus, the total burden for the submission of amendments to the State Plan is approximately 200.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The estimated number of State agencies has increased from 35 to 40 due to change in historical average. This results in a 25 hour burden adjustment.**

247.7(a), Applications of Recipient agencies. Recipient agencies submit a written application to participate in the program. We estimate that 30 recipient agencies will submit a written application to participate in the program each year and that the application will take 2 hours to complete. Therefore, the total reporting burden is 60.00 hours. This burden is recorded in the SLT worksheet of the burden table. (There is no change in burden.)

247.8, Applications & 247.16(a), Certifications/Recertifications. Individuals submit applications to recipient agencies to apply for the program. We estimate that, on average,

573,000 elderly individuals participate in the program, each requiring 15 minutes (0.25 hours) to be certified/recertified for a 6-month period. Thus, the burden hours for the twice-annual recertification of elderly individuals are  $573,000 \times 2 = 1,146,000 \times .25 \text{ hrs.} = 286,500.00$  hours. This burden is recorded in the Individuals worksheet of the burden table. **The estimated number of elderly program participants has increased from 457,000 to 573,000 resulting in an adjustment of 58,000 burden hours.**

We also estimate that, on average, 15,000 women, infants, and children participate in the program, and each individual requires 0.25 hours to be recertified for a 6-month period. Thus, the burden hours for the twice-annual recertification of WIC participants are  $15,000 \times 2 = 30,000 \times .25 \text{ hrs.} = 7,500$  hours. This burden is recorded in the Individuals worksheet of the burden table. **The estimated number of WIC program participants has decreased from 47,586 to 15,000, resulting in an adjustment of -40,086 burden hours.**

The total certification/recertification burden for all participants (elderly, women, infants, and children) is therefore  $286,500 \text{ hrs.} + 7,500 \text{ hrs.} = 294,000.00$  hours. These burdens are recorded in the Individuals worksheet of the burden table.

247.19(a), Agreement to Prevent Dual Participation. Recipient agencies sign written agreements to prevent participation of individuals at more than one CSFP distribution site, or in both CSFP and the Special Supplemental Food Program for Women, Infants, and Children (WIC). We estimate that 60 recipient agencies will sign written agreements each year. Each agreement will take about 1 hour to complete, for a total burden of 60.00 hours. This burden is recorded in the SLT worksheet of the burden table. (There is no change in burden.)

247.23 (b), State Provision of Administrative Funds. The amount of administrative funds that State agencies may retain is determined by a specific formula and may not exceed \$30,000. States may submit a request to FNS, with justification, to retain additional funds. We estimate that 5 agencies will submit one request per year. Since each request takes 5 hours to complete, the total estimated burden is 25.00 hours. This burden is recorded in the SLT worksheet of the burden table. **Due to improved processes and automation at the State agency level, the time to complete each request was reduced from 150 hours to 5 hours. This results in an adjustment of -725 hours.**

247.26, Closeout Procedures. FNS recovers the unused funds at the end of the fiscal year when a CSFP State agency does not use all of the funds allocated to it. State agencies submit preliminary and final closeout reports for each fiscal year. 42 State agencies will submit reports, spending about 8 hours on each report, for a total reporting burden of 336.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The current number of CSFP SAs (respondents) is 42, an increase from 20. This results in an adjustment of 176 hours.**

247.29(a)&(b)(2)(ii), Receipt, Disposal, and Inventory of Donated Foods. State agencies submit Form FNS-153 on a monthly basis, detailing the receipt, disposal, and inventory of donated foods. The FNS-153 also records participation for each category of persons receiving benefits. The data from FNS-153 plays an integral role in determining prorata shares of caseload ceiling and administrative funding levels for States, as well as serving as a basis for determining current food inventory levels and purchasing needs. It is also used for making budgetary projections. Approximately 42 State agencies will submit a monthly report, totaling 12 reports for each agency per year. Each report will take about 6 hours to complete. Thus, the total reporting burden is about 3,024.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The current number of CSFP SAs (respondents) is 42, an increase from 20. This results in an adjustment of 1,512 hours.**

247.29(a)&(b)(3), Civil Rights Participation Data. Recipient agencies submit racial/ethnic participation data on an annual basis, utilizing Form FNS-191, Racial/Ethnic Group Participation. This information collection is contained in OMB docket # 0584-0025. This burden is referenced in the SLT worksheet of the burden table. (There is no change in burden.)

247.31(c), Audit Responses. State agencies submit to FNS responses to audits, including corrective action plans. Annually, approximately 42 agencies will submit 4 responses each. Each response will take about 30 hours to complete. The burden for this requirement will total about 5,040.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The current number of SAs (respondents) is 42, an increase from 20. Due to a change in estimated historical average, the estimated time per response has decreased from 40 to 30 hours. This results in a 1,840 hour burden adjustment.**

247.34, Management Reviews. State agencies are required to conduct on-site reviews of recipient agencies once every 2 years. On average, about 42 State agencies conduct on-site reviews of recipient agencies at least 2 times per year. In total, we estimate 84 reviews are conducted per year. We estimate each management review takes approximately 8 hours to complete. Thus, the total burden for management evaluations is 84 x 8 hrs. = 672.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The current number of SAs (respondents) is 42, an increase from 35. This results in an adjustment of 96 hours.**

### **Recordkeeping Requirements--Part 247 Commodity Supplemental Food Program (CSFP)**

247.27(b)(4), Record of Use of Funds. State agencies maintain records to account for expenditures of program funds. 42 agencies will maintain a monthly record, for a total of 504 records annually. Each record will take about 3 minutes to maintain. Thus, the total

recordkeeping burden is 25.20 hours. This burden is recorded in the SLT worksheet of the burden table. **The current number of SAs (respondents) is 42, an increase from 20. This results in an adjustment of 13 hours.**

247.28(b), Records of Receipt, Disposal, and Inventory of Donated Foods. State and recipient agencies maintain records attesting to the receipt, disposal, and inventory of donated foods, including determination of liability for improper use of, or loss of donated foods, and information regarding applicant eligibility. The total annual recordkeeping burden for this requirement is 131.40 hours (25.20 + 106.20). Burdens for each respondent type are outlined below:

*State Agencies:* we estimate that 42 State agencies will maintain records monthly (12 per year). Each record is expected to take 3 minutes (0.05 hours) to maintain. The total annual estimated burden is 25.20 hours. This burden is recorded in the SLT worksheet of the burden table. **The current number of SAs (respondents) is 42, a decrease from the previously reported 56. This results in an adjustment of -11 hours.**

*Recipient agencies:* we also estimate that 177 recipient agencies will maintain records monthly (12 per year), to total 2,124 records per year. With each record taking 3 minutes (0.05 hours) to maintain, the total estimated annual burden for recipient agencies is 106.20 hours. This burden is recorded in the PNP worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

247.29(a), Records of Fair Hearing Proceedings. State agencies keep records of fair hearing proceedings. Approximately 42 agencies will each hold about 36 fair hearing proceedings each year, for an annual total of 1,512 responses each year. The recordkeeping burden is estimated at 3 minutes (0.05 hrs.) for each proceeding. The total recordkeeping burden for fair hearing proceedings is thus 75.60 hours. This burden is recorded in the SLT worksheet of the burden table. **The current number of SAs (respondents) is 42, an increase from 20. This results in an adjustment of 40 hours.**

247.30(d)(3), Records of Participant Claims. The recipient agency must pursue a claim against a participant to recover the value of benefits improperly received or used if it determines that the participant, or the parent or caretaker of the participant, received or used the commodities through fraud. The recipient agency must maintain all records regarding claims actions taken against participants. We estimate that 56 recipient agencies will initiate 8 claims per year, for a total of 448 claims actions against participants each year. The recordkeeping burden is estimated at 5 minutes (0.08 hrs.) for each claims action. The total recordkeeping burden for claims is thus 35.84 hours. This burden is recorded in the PNP worksheet of the burden table. **This burden was previously recorded on the SLT worksheet. It has been moved to PNP to associate burden to the correct respondent type. The estimated recordkeepers changed from**

**8.9 to 8, resulting in a net difference of -4 burden hours. However, each respondent type will show an adjustment. (PNP increase of 36 burden hours, SLT decrease of 40 hours, net difference -4 burden hours.)**

### **Reporting Requirements--Part 250 General Food Distribution Program Regulations**

250.1(c). Notification of Suspected Embezzlement, Misuse, Theft, etc. State agencies report to FNS any suspected violations of anti-fraud provisions of section 12(g) of the National School Lunch Act or Section 4(c) of the Agriculture and Consumer Protection Act of 1973. We estimate that 57 State agencies will notify FNS Regional Offices of suspected violations each year. Each notification will take about 0.33 hours to complete. The total reporting burden for this burden is therefore 18.81 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. There is no net change to burden. However, each respondent type will show an adjustment. (SLT increase of 18.81 burden hours, PNP decrease of 18.81 hours, net difference 0 burden hours.)**

250.4(a). USDA Agreements with Distributing Agencies. The State distributing agency must enter into an agreement with FNS (the Federal-State Agreement, form FNS-74) in order to receive, store, and distribute donated foods. This burden is accounted for in OMB #0584-0067. This burden is referenced in the SLT worksheet of the burden table. (There is no change in burden.)

250.4(b). Subdistributing Agency Agreements with Distributing Agencies. Subdistributing agencies must enter into a written agreement with the State Distributing agency. These agreements are permanent. We estimate that four new subdistributing agencies will sign agreements with State distributing agencies each year, for a total of 4 annual responses. With each agreement taking approximately 2 hours, the estimated annual reporting burden for this activity is 8.00 hours. This burden is recorded in the PNP worksheet of the burden table. **The burden calculation for 250.4(b) and 250.4(c) was previously combined. They have now been separated to provide a more accurate estimate. The 8 hours of burden for 250.4(b) are contained in the existing burden resulting in no change.**

250.4(c). Recipient Agency Agreements. Recipient Agencies must enter into a written agreement with the State distributing agency. These agreements are permanent. The burden calculation for 250.4(b) and 250.4(c) was previously combined. They have now been separated to provide a more accurate estimate. Further, the burden estimate for recipient agencies and school food authorities were previously combined in the PNP worksheet of the burden table. The burden for school food authorities, as government entities, has been separated out and moved to the SLT worksheet. **Due to changes in the calculation method, the total burden estimate has been adjusted by -53 burden**

hours.

*Household Recipient Agencies:* Approximately 20 recipient agencies in household programs will sign agreements with State distributing agencies each year. With each agreement taking approximately 2 hours to complete, the estimated annual reporting burden for this activity is 40.00 hours. This burden is recorded in the PNP worksheet of the burden table. **(The PNP burden has been reduced by 513 hours.)**

*Child Nutrition Program Recipient Agencies:* Approximately 230 recipient agencies in child nutrition programs will sign agreements with State distributing agencies each year. With each agreement taking approximately 2 hours to complete, the estimated annual reporting burden for this activity is 460.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The SLT burden is 460 hours. (The net change is a reduction of -53 burden hours (460 - 513 = -53 burden hours.))**

250.10(a) & 250.58(a), Recipient Agency Input for Availability of Donated Foods.

Distributing agencies must provide recipient agencies the opportunity to provide input in determining the full list of donated foods available to them for ordering. Both recipient agencies in household programs and school food authorities in child nutrition programs report this information. **This is new burden due to rulemaking (program change).**

*Household Recipient Agencies:* Approximately 285 recipient agencies in household programs will provide input annually, with each response taking .25 hours. Therefore the annual reporting burden is 71.25 hours. This burden is recorded in the PNP worksheet of the burden table.

*Child Nutrition Program Recipient Agencies:* Approximately 10,926 recipient agencies in child nutrition programs will provide input annually, with each response taking .25 hours. Therefore the annual reporting burden is 2,731.50 hours. This burden is recorded in the SLT worksheet of the burden table.

250.10(b), Distributing Agency Provision of Donated Food Information to Recipient Agencies.

State distributing agencies must provide recipient agencies, at their request, information that will assist them in ordering or utilizing donated foods. We estimate that the 100 State distributing agencies will respond to their recipient agencies with this information on average 225 times per year. With each response taking 3 minutes (0.05 hours), the total annual burden for this activity is 1,125 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.11(a), Destination Data for Delivery of Donated Foods. Distributing agencies arrange for delivery of donated foods to storage facilities. State distributing agencies

complete Form FNS-7, Destination Data for Delivery of Donated Foods, for submission to the Kansas City Commodity Office. The form is used in all commodity programs and contains information on the destination point for commodity shipments, including the optimal day and time for deliveries, and the means of shipment. It is submitted whenever changes in destination data are made. The information provided on the form is necessary to ensure that food deliveries are made efficiently. We estimate that 100 agencies will each provide about 5 responses each year. Thus, approximately 500 responses will be provided annually with each taking about 3 minutes (0.05 hours) to complete, for a total reporting burden of 25 hours. This burden is recorded in the SLT worksheet of the burden table. **The estimated number of Distributing agencies is currently 100, which is a reduction from 180. Additionally, due to electronic submission, the estimated burden time has been reduced from .5 to .05 hours. This results in an adjustment of 605 hours.**

250.11(b), Receipt of Shipments (FNS-57). Distributing or Recipient agencies, or other consignees, must provide notification of the receipt of donated food shipments to FNS through electronic means, and must maintain an electronic record of receipt of all donated food shipments. The disposition of donated foods in a shipment that are out-of condition, or that are not in accordance of ordered amounts must also be reported. Burdens of Distributing or Recipient agencies and consignees are estimated to be 18252.72 hours per year, and are delineated below.

*Commercial Entities:* Commercial Consignee Receipt of Shipments. 2,812 commercial entities (storage facilities) will receipt for shipments 303 times per year for a total of 852,036 annual responses. With each response taking 1 minute (0.02 hours), the total annual estimated burden for this activity is 17,040.72 hours. This burden is recorded in the PFP worksheet of the burden table. **This is new burden due to rulemaking (program change).**

*State Agencies:* Distributing Agency Receipt of Shipments. 100 State distributing agencies will receipt for shipments 303 times per year for a total of 30,300 annual responses. With each response taking 0.02 hours, the total annual estimated burden for this activity is 606.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The estimated number of Distributing agencies is currently 100, which is a reduction from 330. This results in an adjustment of -1394 hours.**

*Recipient agencies:* Recipient Agency Receipt of Shipments. 100 Recipient agencies in child nutrition programs will receipt for shipments 303 times per year for a total of 30,300 annual responses. With each response taking 0.02 hours, the total annual estimated burden for this activity is 606.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden due to rulemaking (program change).**



250.12(b), Distributing Agency Reporting of Donated Food Losses to FNS. State distributing agencies must report donated food losses to FNS, in accordance with applicable FNS instructions and guidance. We estimate that each year 35 State distributing agencies will report donated food losses to FNS once per year. Each reporting activity is estimated to take 0.25 hours, for a total reporting burden of 8.75 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.12(c), Distributing Agency Request to Maintain Excess Inventories. State distributing agencies request approval and submit justification in instances when more than a six-month inventory is needed at the State level in TEFAP or NSLP, or more than a three-month inventory is needed in CSFP or FDPIR. We estimate that 100 State distributing agencies will request approval, and submit justification, to maintain excess inventories once per year. With each submission taking one hour, the total annual reporting burden for this activity is 100.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated respondents changed from 97 to 100 and the response time decreased from 2 hours to 1 hour, resulting in a net difference of -94 burden hours. However, each respondent type will show an adjustment. (SLT increase of 100 burden hours, PNP decrease of 194 hours, net difference -94 burden hours.)**

250.12(e), Distributing Agency Request for FNS Approval to Transfer Donated Foods from One Program to Another. Distributing agencies must request FNS approval when transferring donated foods from one program to another. We estimate that each year 15 distributing agencies will request these types of transfers once per year. These 15 requests are estimated to take 0.25 hours each, for a total annual reporting burden of 3.75 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.12(f), Commercial Entity Agreements (Storage Facilities, Carriers, Etc.). State distributing agencies may obtain the services of commercial enterprises, such as storage facilities to store and distribute donated foods, or a carrier to transport donated foods. The State distributing agency must enter into a written contract with these entities which may not exceed five years in duration, including any extensions or renewals. We estimate that 63 storage facilities and carriers will either sign new agreements or renew agreements with distributing agencies each year. With each response taking 2 hours, the estimated total burden for this activity is 126.00 hours. This burden is recorded in the PFP worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.13(c) & 250.18(d), Distributing Agency Storage and Distribution Charge. State distributing agencies must request FNS approval prior to implementing any change in distribution charges, and may be required to submit documentation to justify the

efficiency and cost effectiveness of its storage and distribution system at other times. We estimate that 20 State distributing agencies will make changes which require the submission of this information each year. Submissions will take 0.25 hours each. Therefore, the total estimated annual reporting burden is 5.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated responses changed from 32 to 20, resulting in a net difference of -2 burden hours. However, each respondent type will show an adjustment. (SLT increase of 5 burden hours, PNP decrease of 8 hours, net difference -3 burden hours.)**

250.13(d), Distributing Agency Justification of Cost of Storage and Distribution Systems. FNS may occasionally require a State distributing agency to submit documentation to justify the efficiency and cost-effectiveness of its storage and distribution system, or may require a re-evaluation of such a system. We estimate that 1 State distributing agency will submit a cost comparison each year. This comparison will take 10 hours to complete. Thus, the reporting total for this requirement is 10.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated respondents changed from 6 to 1, resulting in a net difference of -50 burden hours. However, each respondent type will show an adjustment. (SLT increase of 10 burden hours, PNP decrease of 60 hours, net difference -50 burden hours.)**

250.14(b) & 250.15(b), Recipient Agency in Household Programs Reporting of Donated Food Losses. Recipient agencies in household programs must notify the State distributing agency of donated food losses. 70 recipient agencies in household programs will report donated food losses once per year. With each reporting taking 0.25 hours each, the total estimated annual reporting burden for this activity is 17.50 hours per year. This burden is recorded in the PNP worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.14(c), Child Nutrition Programs and Charitable Institutions Recipient Agency Reporting of Donated Food Losses. Recipient agencies in child nutrition programs and charitable institutions must notify the State distributing agency of donated food losses. Approximately 560 recipient will report losses once per year. With each reporting taking 0.25 hours each, the total reporting burden for this activity is 140.00 hours per year. This burden is recorded in the SLT worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.14(d), Requests for Approval to Transfer Donated Foods. Both State distributing agencies and recipient agencies must request approval before transferring donated foods in certain circumstances. Specific requirements are provided below.

*State Agencies: Distributing Agency Request for FNS Approval for Recipient Agencies' Transfers of Donated Foods.* State distributing agencies must request FNS approval to permit a Recipient agency in a household program to transfer donated foods to a Recipient agency in a different program, even if the same Recipient agency administers both programs. We estimate that 10 State distributing agencies will request this type of transfer once per year, resulting in 10 transfers annually. With each transfer taking approximately 0.25 hours to request, the total annual reporting burden for this activity is 2.50 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden due to rulemaking (program change).**

*Recipient agencies: Recipient Agency Requests for Distributing Agency Approval of Donated Foods Transfers to Another Recipient Agency.* A Recipient agency operating a household program must request approval from the State distributing agency to transfer donated foods at its storage facilities to another Recipient agency. We estimate that 211 recipient agencies will request this type of transfer once per year, resulting in 211 transfers each year. With each request taking 0.25 hours, the total annual reporting burden for this activity is 52.75 hours. This burden is recorded in the PNP worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.15(c) Recall Response Reporting. State distributing agencies and recipient agencies have reporting responsibilities in the event of a food recall, as delineated below.

*State Agencies: Distributing Agency Recall Response Reporting.* As instructed by the WBSCM Training Manual, in the event a food recall affects products provided by FNS for nutrition assistance programs the State distributing agency which ordered the product is responsible for reporting the status of the product and its disposition. The WBSCM application provides basic information about the product and quantity provided to the State. We estimate a total of 4 recalls per year affecting 15 State distributing agencies with a single product affected. The time required to locate and report on the affected product is 24 hours per recall. Thus, the reporting burden is 1,440.00 hours. This burden is recorded in the SLT worksheet of the burden table. (There is no change in burden.)

*Recipient agencies in Household Programs: Recipient Agency Recall Response Reporting.* In the event a food recall affects products provided by FNS for nutrition assistance programs, recipient agencies in household programs are responsible for reporting the status of the product and its disposition. We estimate a total of 75 recipient agencies will respond to one recall per year, with a single product affected. The time required to locate and report on the affected product is 4 hours per recall. Thus, the reporting burden is 300.00 hours. This burden is recorded in the PNP worksheet of the burden table. **This is new burden due to rulemaking (program change).**

Recipient agencies in Child Nutrition Programs: Recipient Agency Recall Response Reporting. In the event a food recall affects products provided by FNS for nutrition assistance programs, recipient agencies in child nutrition programs are responsible for reporting the status of the product and its disposition. We estimate a total 485 recipient agencies will respond to one recall per year, with a single product affected. The time required to locate and report on the affected product is 4 hours per recall. Thus, the reporting burden is 1,940.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.15(d), Distributing Agency Reporting of Complaints to FNS. State distributing agencies must provide information regarding complaints that cannot be resolved at the State level to FNS, in accordance with guidance and procedures provided by FNS. We estimate that 78 State agencies will file approximately 8 reports each regarding complaints, for a total of 624 reports. Each report will take about 6 minutes (0.10 hours) to complete, for a total reporting burden of 62.40 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. There is no net change to burden. However, each respondent type will show an adjustment. (SLT increase of 62.4 burden hours, PNP decrease of 62.4 hours, net difference 0 burden hours.)**

250.17(a), Excess Operating Funds Justification. State distributing agencies in child nutrition programs must provide sufficient justification for maintaining funds in the operating account in amounts exceeding the previous year's highest 3 months' expenditures. We estimate that 5 State distributing agencies will provide justification for maintaining excess funds each year. This justification will take about 0.33 hours to complete, for a total burden of 1.65 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. There is no net change to burden. However, each respondent type will show an adjustment. (SLT increase of 1.65 burden hours, PNP decrease of 1.65 hours, net difference 0 burden hours.)**

250.17(c), Donated Food Account Deposits and Expenditures. State distributing agencies must obtain FNS approval for any single deposit into, or expenditure from, the donated food account in excess of \$25,000. We estimate that the 10 Distributing agencies will request such approval each year. Each of the 10 requests per year will take 0.25 hours to make. As a result, the total reporting burden for this activity is 2.50 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.18(a). Commodity Inventory Reporting. State distributing agencies must submit to FNS reports relating to the inventory and distribution of donated foods. The estimated annual reporting burden for this activity is 3,980.00 hours (3,450 hours for FDPIR and 530 hours for TEFAP and Child Nutrition Programs). These burdens are recorded in the SLT worksheet of the burden table. Reporting requirements for FDPIR and TEFAP and Child Nutrition Programs are delineated below:

Food Distribution Program on Indian Reservations (FDPIR). We estimate that 115 FDPIR Indian Tribal Organizations (State distributing agencies) will report this information 12 times per year, with reporting taking 2.5 hours per month. Accordingly, the estimated annual reporting burden for this activity is 3,450.00 hours. **The current estimate of FDPIR ITOs (respondents) is 115, an increase from 97. This results in an adjustment of 540 hours.**

The Emergency Food Assistance Program (TEFAP) and Child Nutrition Programs. Approximately 106 TEFAP and Child Nutrition Program State distributing agencies will report this information twice a year, with reporting taking 2.5 hours each time. As a result, the estimated annual reporting burden for this activity is 530.00 hours. **Due to change in historical average, the estimated number of respondents increased from 30 to 106 and the response time increased from .67 to 2.5 hours. This resulted in an adjustment of 490 burden hours.**

250.18(b). Processors' Performance Reports. When commercial food processors contract with State distributing, subdistributing, or recipient agencies to convert donated foods into other end products or repackage the foods, processors submit a performance report for each contract to distributing agencies. The performance report lists: the type, and quantity of, end products purchased by, and delivered to, recipient agencies; complete donated-food inventory at the beginning and end of the reporting month; and, information regarding the utilization of the donated foods. The reports are received by the contracting agencies to ascertain if performance complies with the regulations and the terms of the contract. Approximately 500 respondents are expected to submit 9 performance reports per year. Each performance report is expected to take 1 hour to complete, for a total annual burden of 4,500.00 hours. This burden is recorded in the PFP worksheet of the burden table. (There is no change in burden.)

250.20(c). Multi-State and In-State Processors' Responses to CPA Audit Deficiencies. Multi-State and in-State processors must submit a copy of the CPA audit to the State distributing agency and develop a written response addressing deficiencies which have been identified through CPA audit findings. We estimate that 50 multi-State and in-State processors will respond 2 times per year. Each response will likely take 4 hours, for a total reporting burden of 400.00 hours. This burden is recorded in the PFP worksheet of the burden table. **The current estimate of respondents is 50, an increase from 30. This results in an adjustment of 160 hours.**

250.21, Distributing Agency's Management Evaluation System. State distributing agencies establish evaluation and review procedures for their distribution programs. State distributing agencies submit a report of review findings to each entity reviewed. State distributing agencies also submit a copy of the processor's review report in instances when the distributing agency has delegated the responsibility of sales verification to the processor. 97 agencies will submit reports each year detailing findings of evaluation and review of distribution programs and processors. Each report will take about 0.33 hours to complete, for a total reporting burden of 32.01 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. There is no net change to burden. However, each respondent type will show an adjustment. (SLT increase of 32.01 burden hours, PNP decrease of 32.01 hours, net difference 0 burden hours.)**

250.22(b), Corrective Action Plans. State distributing agencies must submit a corrective action plan to FNS whenever they are found to be substantially out of compliance with the performance standards in 250.22(a), or with other regulatory requirements. The plan must identify the corrective actions to be taken, and timeframe for completion of such actions. We estimate that 15 State distributing agencies will be required to submit a corrective action plan each year. With each corrective action plan taking 4 hours to submit, the annual reporting burden for this activity is estimated to be 60 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.30(c), Processor/Processing Agreements. Processing companies enter into a processing contract with either State distributing agencies or recipient agencies. We expect 250 processors will either sign or renew contracts annually. With each contract taking 2.00 hours to complete, the estimated annual reporting burden for this activity is 2500.00 hours. This burden is recorded in the PFP worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to PFP to associate burden to the correct respondent type. The estimated respondents changed from 30 to 250 and the estimated annual responses was corrected from 5.4 to 5.0, resulting in a net difference of 2176 burden hours. However, each respondent type will show an adjustment. (PFP increase of 2500 burden hours, PNP decrease of 324 hours, net difference 2176 burden hours.)**

250.30(k), Processing Refund Applications. When end products are sold to recipient agencies, these agencies submit refund applications to the processor within 30 days from the close of the month in which the sales were made. Approximately 4,700 respondents will submit 3 responses per year which take 0.50 hours to complete. The estimated total burden for this activity is 7,050.00 hours. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated number of SFA agreements with processors**

(respondents) has increased from 2,350 to 4,700. This results in a net adjustment of 3,032 burden hours. However, each respondent type will show an adjustment (SLT increase of 7,050 burden hours, PNP decrease of 4,018.50 hours.)

250.30(1), Processing Contract Preparation - Approval and Submission to FNS. State distributing agencies that enter into or approve a processing contract provide a copy of the contract to the processor and to FNS. We expect 57 State distributing agencies will provide copies of contracts to the processor and FNS approximately 8 times per year for an annual total of 456 instances. The estimated time for each response is 2 hours, for a total of 912 burden hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. Due to change in historical estimate, the estimated responses changed from 228 to 456, resulting in a net difference of 456 burden hours. However, each respondent type will show an adjustment. (SLT increase of 912 burden hours, PNP decrease of 456 hours, net difference 456 burden hours.)**

250.30(s), Processing Manual. State distributing agencies develop and provide a processing manual or similar procedural material for guidance to processors, recipient agencies, and contracting agencies at the time of approval of the initial agreement by the State distributing agency, when regulatory or policy changes have been made, or upon request. 57 State distributing agencies are expected to develop one processing manual, or update the manual, each year. It is expected to take approximately 0.33 hours for each manual for a total annual burden of 18.81 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. There is no net change to burden. However, each respondent type will show an adjustment. (SLT increase of 18.81 burden hours, PNP decrease of 18.81 hours, net difference 0 burden hours.)**

250.53 Contract provisions. In some school districts, recipient agencies enter into a written agreement with food service management companies to conduct food service operations. Food service management companies are required to credit recipient agencies for all donated foods not less frequently than annually. We estimate that 6,783 have contracts with food service management companies. We estimate the burden needed to meet the contract requirements to be 1 hour. We estimate that each food service management company will submit one response per year, so that the total annual reporting burden for food service management company contracts is 6,783 hours x 1 response per year, to equal 6,783 burden hours annually. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated number of SFA agreements with food service management companies has increased from 2,783 to 6,783. This results in a net adjustment of 4,000 burden hours. However, each respondent type will show an adjustment (SLT increase of 6,783.00 burden hours, PNP decrease of 2,783.00**

hours.)

250.58 Ordering Donated Food. Through the Web Based Supply Chain Management System (WBSCM) State distributing agencies use standard Internet ordering features (catalogs, shopping cart) to submit orders for donated foods electronically. This includes all ordering done using the FNS-52 or FNS-53 forms and requires an estimated annual reporting burden of 9034.60 hours. These burdens are recorded in the SLT worksheet of the burden table. The burden hours delineated between direct shipment and processing diversion orders versus multi-food orders is delineated below:

Direct Delivery of Donated Food. We estimate that 158 State distributing agencies each submit 542 direct shipment or processing diversion orders (FNS-52 equivalent) per year (one for each food ordered) for a total of 85,636 orders. Each submission takes an estimated 0.10 hours to complete. Thus the reporting burden for this provision is 8,563.60 hours. **Due to change in historical average, the estimated number of respondents increased from 110 to 158 and the orders (annual responses) increased from 70,620 to 85,636. This resulted in an adjustment of 1,502 burden hours.**

Multi-Food Requisition. We estimate that 157 State distributing agencies each submit 30 multi-food orders (FNS-53 equivalent) per year for a total of 4,710 orders. Each submission takes an estimated .10 hours to complete. Thus, the reporting burden for this provision is 471.00 hours. **Due to change in historical average, the estimated number of respondents increased from 145 to 157. This resulted in an adjustment of 36 burden hours.**

250.69(a) & 250.70(a), Congregate Meals in a Disaster or Situation of Distress. In a disaster, the State distributing agency must notify FNS if congregate meals are being provided, and the period of time that such assistance is expected to be needed. In a situation of distress, the State distributing agency must request FNS approval to provide congregate meals for any period of time. We estimate that annually 5 State distributing agencies will need to report or request approval for congregate meals in either a disaster or situation of distress, with each report or request taking 0.25 hours. As a result the total estimated annual burden for this requirement is 1.25 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.69(b) & 250.70(b), Household Distribution in a Disaster or Situation of Distress. In a disaster or situation of distress, the State distributing agency must request FNS approval to provide household distributions of donated foods for any period of time. We estimate that annually 5 State distributing agencies will need to request approval for household distributions in either a disaster or situation of distress, with each report or request taking



0.25 hours. As a result the total estimated annual burden for this requirement is 1.25 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.69(c) & 250.70(c), Submission of Emergency Feeding Organization Applications During Disasters and Situations of Distress. During disasters or situations of distress, Emergency Feeding Organizations must submit Applications to the State distributing agency, which in turn must submit the application to FNS for review and approval. Burdens associated with these activities are delineated below:

*State Agencies:* Distributing Agency Submission of Emergency Feeding Organization Application to FNS for Disasters and Situations of Distress. These sections require State distributing agencies to submit Emergency Feeding Organization applications to FNS for review and approval as Disaster organizations during a disaster or situation of distress. We estimate that 5 distributing agencies will submit 5 emergency feeding organization applications each. With each application taking .5 hour for submission, the total annual burden for this requirement is 12.50 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

*Recipient agencies:* Emergency Feeding Organization Applications During Disasters and Situations of Distress. In a disaster or situation of distress, these sections require Emergency Feeding Organizations feeding disaster victims to submit applications to the State Distributing agency. We estimate that 25 organizations will submit applications to State agencies each year. Each application will take an estimated 1 hours to complete. The total burden for this requirement is 25.00 hours. This burden is recorded in the PNP worksheet of the burden table. **Due to change in historical average, the estimated number of respondents decreased from 500 to 25 and estimated response time increased from .2 hours to 1 hour. This resulted in an adjustment of 15 burden hours.**

250.69(d) & 250.70(d), Disaster Agency Reporting of Household Information. There are certain reporting requirements regarding household information required in disasters and situations of distress if the issuance of D-SNAP benefits has been approved, as delineated below:

*Recipient agencies:* Disaster Organization Reporting of Household Information. The State distributing agency must ensure that the disaster organization obtains household information and reports it to the distributing agency. We estimate that 100 disaster agencies will report information for 25 households annually. With each reporting taking 0.02 hours, the estimated total annual activity for this burden is 50.00 hours. This burden is recorded in the PNP worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

*Individuals:* Household Information Reporting for Disasters and Situations of Distress. Households must report certain information and make a certification of need. We estimate that 2,500 households will report this information once annually. Taking 0.02 hours per response, the total annual reporting burden for this information is 50.00 hours. This burden is recorded in the Individuals worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.69(f)-(g) & 250.70(f)-(g), Distributing Agency Report of Donated Foods Distributed for Disaster Relief and Request for Replacement Foods. These sections require State distributing agencies to submit a summary report to the FNS Regional Office and request replacement of donated foods within 30 days following termination of a disaster or situation of distress on Form FNS-292 “Report of Commodity Distribution for Disaster Relief.” The ICR burden hours associated with Form FNS-292 are reported in a separate ICR package under OMB # 0584-0067. This burden is referenced in the SLT worksheet of the burden table. (There is no change in burden.)

### **Recordkeeping Requirements--Part 250 General Food Distribution Regulations**

250.11(b), Receipt of Shipments. State distributing agencies, recipient agencies, or other consignees must maintain an electronic record of receipt of all donated food shipments. Burdens of distributing or recipient agencies and consignees are delineated below:

*State Agencies:* Distributing Agency Records of Receipt of Shipments. 100 State distributing agencies will maintain records for 303 shipments per year for a total of 30,300 annual records. With each activity taking 0.02 hours, the total annual estimated burden for this activity is 606 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden due to rulemaking (program change).**

*Recipient agencies:* Recipient Agency Receipt of Shipments. 100 recipient agencies in child nutrition programs will maintain records for 303 shipments per year for a total of 30,300 annual records. With each activity taking 0.02 hours, the total annual estimated burden for this activity is 606.00 hours. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The method of calculation for this burden has changed. It was previously combined with other burden in 250.12(b) of PNP. The change in calculation methodology results in a net reduction of 266 burden hours. However, each respondent type will show an adjustment (SLT increase of 606 burden hours, PNP decrease of 872.08 hours.)**

*Commercial Entities:* Commercial Consignee Records of Receipt of Shipments.

2812 commercial entities (storage facilities) will maintain records for 303 shipments per year for a total of 852,036 annual records. With each activity taking 0.02 hours, the total annual estimated burden for this activity is 17,040.72 hours. This burden is recorded in the PFP worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.12(b), Distributing Agency Maintenance of Inventory Record of Donated Foods. State distributing agencies must maintain a separate inventory record of donated foods to ensure that donated foods are distributed timely and used while still in optimal condition. We estimate that each of the 263 State distributing agencies will maintain one inventory record. With each record taking 0.08 hours to maintain the total estimated recordkeeping burden for this activity is 21.04 hours per year. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.12(b) & 250.21(b)(2), Storage Facility Reviews. The State distributing agency must conduct on-site reviews and physical inventories of all storage facilities (including commercial facilities under contract with the distributing or subdistributing agency) on an annual basis, and maintain related records. 263 distributing agencies maintain two records per year. Each record takes 0.08 hours to maintain, for a total estimated burden of 42.08 hours per year. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated respondents changed from 97 to 263, resulting in a net difference of 26.56 burden hours. However, each respondent type will show an adjustment. (SLT increase of 42.08 burden hours, PNP decrease of 15.52 hours, net difference 26.56 burden hours.)**

250.12(e), Distributing Agency Maintenance of Records of Transfers and Related Inspections. Distributing agencies must maintain a record of all transfers from its inventories, and any related inspections. 25 State distributing agencies will request these types of transfers once per year, resulting in 25 records per year. Each record is estimated to take 0.08 hours to maintain, for a total annual recordkeeping burden of 2.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

250.13(b), Distributing Agency Maintenance of Records Related to Costs Incurred in Storing and Distributing Donated Foods, Related Administrative Costs, and Funds Used. The Distributing agency must maintain a record of costs incurred in storing and distributing donated foods and related administrative costs, and the source of funds used to pay such costs. We estimate that in this previously unaccounted for burden, 100 distributing agencies will maintain one record each for a total of 100 records annually. With each record taking 0.02 hours to maintain, the total recordkeeping burden for this

activity is 2.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden due to rulemaking (program change).**

250.14(b), Household Program Subdistributing or Recipient Agency Maintenance of Inventory Record of Donated Foods. Subdistributing and recipient agencies in household programs must maintain a separate inventory record of donated foods to ensure that donated foods are distributed timely and used while still in optimal condition. We estimate that each of the 310 subdistributing and recipient agencies of household programs will maintain one inventory record. With each record taking 0.08 hours to maintain the total recordkeeping burden for this activity is 24.80 hours per year. This burden is recorded in the PNP worksheet of the burden table. The method of calculation for this burden has changed. It was previously combined with other burden in 250.12(b). (However, there is no change in burden.)

250.15(d), Distributing Agency Complaint Records. State distributing agencies must maintain evidence of investigations and actions on serious irregularities involving commodities. We estimate that 263 agencies will maintain complaint records, requiring 0.33 hours per agency, for a total estimated annual recordkeeping burden of 86.79 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated respondents changed from 97 to 263, resulting in a net difference of 55 burden hours. However, each respondent type will show an adjustment. (SLT increase of 87 burden hours, PNP decrease of 32 hours, net difference 55 burden hours.)**

250.17(a), Distributing Agency Operating Funds. Distributing agencies in child nutrition programs must maintain an operating account for funds obtained from the distribution charge imposed on Recipient agencies in child nutrition programs. We estimate that 52 State distributing agencies will maintain one account per year. Each account requires a recordkeeping burden of 0.08 hours for a total estimated annual recordkeeping burden of 4.16 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. There has been a change in calculation method to delineate between operating funds (250.17(a) and Donated Food Account (250.17(c) below). There has been a decrease in the estimated annual responses from 105,000 to 315 (52 annual responses for 250.17(a) + 263 annual responses for 250.17(c) =315). This results in a net difference of -8,375 burden hours. However, each respondent type and citation will show an adjustment. (SLT 250.17(a) increase of 4 burden hours, SLT 250.17(c) increase of 21 burden hours, PNP decrease of 8400 hours, net difference -8,375 burden hours.)**

250.17(c), Distributing Agency Donated Food Account, State distributing agencies must maintain funds obtained from sources incidental to donated foods distribution in a

donated food account to be used to pay costs incurred in the storage and distribution of donated foods, and related administrative costs. We estimate that 263 State distributing agencies will maintain one account per year. Each account requires a recordkeeping burden of 0.08 hours for a total annual recordkeeping burden of 21.04 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. See 250.17(a) summary above for net change to burden.**

250.19(a), Recordkeeping of Agreements, Reports, and Other Records. Distributing agencies, recipient agencies, and other entities must maintain records of agreements and contracts, reports, audits, and claim actions, funds obtained as an incident of donated food distribution, and other records. In addition, distributing agencies must maintain a record of the value of donated foods each of its school food authorities receives and processors must maintain records documenting the sale of end products to recipient agencies. Specific recordkeeping requirements are provided below:

*State, Local, and Tribal:* These burden hours are recorded in the SLT worksheet of the burden table.

- Agreements with FNS. Distributing agencies must maintain a copy of their signed agreement (FNS-74) with FNS. This burden is addressed in the ICR Docket #0584-0067. (There is no change in burden.)
- Commercial Entity Agreements (Storage Facilities, Carriers, Etc.). Distributing agencies must maintain a copy of their signed agreement with commercial entities, including storage facilities and carriers. We estimate that Distributing agencies will have an agreement with 127 commercial entities in total. With each agreement taking 0.08 hours to maintain, the total annual recordkeeping burden for this activity is 10.16 hours. **This is new burden that was previously omitted from the ICR.**
- Commodity Offer Value Method. State distributing agencies must document and maintain on file the method used to determine the values of the commodities offered to schools and nonresidential child and adult care institutions. Each of 52 State distributing agencies maintains two records per year. Since each record takes 0.08 hours to maintain, the burden to maintain this documentation is 8.32 hours per year. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated annual responses increased from 68 to 104, resulting in a net difference of 3 burden hours. However, each respondent type will show an adjustment. (SLT increase of 8 burden hours,**

**PNP decrease of 5 hours, net difference 3 burden hours.)**

- Management Evaluation and Review Records. State distributing agencies must maintain a copy of each report of review findings for all programs receiving commodities, including recipient agencies, processors, warehouses, and food service management companies. Approximately 263 State distributing agencies will maintain copies of the report findings at 0.33 hours per agency, for a total burden of 86.79 hours. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated respondents changed from 88 to 263, resulting in a net difference of 58 burden hours. However, each respondent type will show an adjustment. (SLT increase of 87 burden hours, PNP decrease of 29 hours, net difference 58 burden hours.)**
- Multi-State and In-State Processor Audits. State distributing agencies must maintain a copy of audits and accompanying corrective action plans submitted by multi-State and in-State processors. We estimate that 52 distributing agencies will receive 2 audits per year. With each audit taking 0.08 hours to maintain, the total recordkeeping burden for this activity is 8.32 hours. **This is new burden due to rulemaking (program change).**

Recipient/Subdistributing Agency Agreements – Child Nutrition Programs Recipient Agencies. Recipient agencies in child nutrition programs must maintain a copy of their signed agreement with State distributing agencies. With an estimated total of 20,866 recipient agencies nationally, we estimate that each agency will maintain one agreement for a total of 20,866 records each year. With each record taking 0.05 hours to maintain, the total recordkeeping burden for this activity is 1,043.30 hours per year. **This burden was previously combined as one with other burden hours in 250.16 & 250.30 of PNP. Further, burden hours applicable to child nutrition programs and household programs have been separated into the appropriate categories. As a result of the change to calculation methodology, there is no net change to burden,. However, each respondent type will show an adjustment. (SLT increase of 1,043.30 burden hours, PNP decrease of 1,043.30 hours, net difference of 0 burden hours).**

- Recipient/Subdistributing Agency Agreements – Distributing Agencies. State distributing agencies must maintain a copy of their signed agreement with their recipient and subdistributing agencies. With an estimated total of 21,151 recipient and subdistributing agencies nationally, we estimate that each of the 263 distributing agencies will

maintain on average 80.42 agreements annually, for a total of 21,150.46 records each year. With each record taking 0.05 hours to maintain, the total burden for this activity is 1,057.52 hours. **This is new burden due to rulemaking (program change).**

- Records Related to the Receipt, Distribution, and Inventory of Donated Foods – Distributing Agency maintenance. State distributing agencies must maintain records relating to the receipt, distribution, and inventory of donated foods. These records must address end products processed from donated foods, and determinations of liability for improper use of, or damage to, foods resulting from the pursuit of claims. With 263 distributing agencies maintaining 15 records per year, we estimate that 3,945 records will be maintained annually. With each record taking 0.08 hours to maintain, the total recordkeeping burden for this activity will be 315.60 hours per year. **This is new burden due to rulemaking (program change).**
  
- Records Related to the Receipt, Distribution, and Inventory of Donated Foods – Child Nutrition Programs Recipient Agencies. Recipient and agencies in child nutrition programs must maintain records relating to the receipt, distribution, and inventory of donated foods. These records must address end products processed from donated foods, and determinations of liability for improper use of, or damage to, foods resulting from the pursuit of claims. With 20,866 recipient agencies maintaining 15 records per year, we estimate that 312,990 records will be maintained annually. With each record taking 0.08 hours to maintain, the total recordkeeping burden for this activity will be 25,039.20 hours per year. **This burden was previously located in 250.16 & 250.30 of PNP. The estimated number of respondents increased from 10,926 to 20,866 and the annual responses increased from 110,725 to 20,866. As a result of the changes to the calculation methodology, each respondent type will show an adjustment. (SLT increase of 25,039.20 burden hours, PNP decrease of 6,436.70 hours, net difference of 18602.50 burden hours).**

*Recipient agencies:* These burden hours are recorded in the PNP worksheet of the burden table

- Commercial Entity Agreements. Recipient and subdistributing agencies must maintain a copy of their signed agreement with commercial entities, such as storage facilities or carriers. We estimate that 125 recipient and subdistributing agencies will maintain such agreements each year. With each agreement taking 0.08 hours to maintain, the total reporting burden for this activity is 10.00 hours. (There is no change in burden.)

- Recipient/Subdistributing Agency Agreements – Household Programs. Recipient and subdistributing agencies in household programs must maintain a copy of their signed agreement with State distributing agencies. With an estimated total of 285 recipient and subdistributing agencies nationally, we estimate that each agency will maintain one agreement for a total of 285 records each year. With each record taking 0.05 hours to maintain, the total recordkeeping burden for this activity is 14.25 hours per year. This burden was previously combined as one with other burden hours in 250.16 & 250.30. Some of those burden hours have been moved to SLT. However, there is no change to this burden.)

Records Related to the Receipt, Distribution, and Inventory of Donated Foods – Household Programs. Recipient and Subdistributing agencies in household programs must maintain records relating to the receipt, distribution, and inventory of donated foods. These records must address determinations of liability for improper use of, or damage to, foods resulting from the pursuit of claims. With 285 subdistributing and recipient agencies maintaining 15 records per year, we estimate that 4,275 records will be maintained annually. With each record taking 0.08 hours to maintain, the total recordkeeping burden for this activity will be 342.00 hours per year. **This is new burden that was previously omitted from the ICR.**

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*Commercial Entities:* These burden hours are recorded in the PFP worksheet of the burden table

- Multi-State and In-State Processor CPA Audits. Multi-State and in-State processors must maintain records pertaining to donated food acquisition, storage, distribution as well as financial information for required periodic CPA audits. Approximately 250 multi-State and in-State processors are expected to maintain records of audits 2 times per year. Record maintenance is expected to take 0.25 hours for a total annual burden of 125.00 hours. **Due to change in historical average, the estimated number of respondents increased from 15 to 250 and the estimated response time decreased from .35 to .25 per record. This resulted in an adjustment of 115 burden hours.**
- Records Related to Processors’ Receipt, Distribution, and Inventory of Donated Foods. All processors contracting with a State distributing agency or recipient agency to process commodities must maintain accurate and complete records for review pertaining to the receipt,



distribution, use, and inventory of donated foods. Approximately 250 processors will maintain records, at about 0.5 hours per processor, for a total estimated annual burden of 125.00 hours. **Due to change in historical average, the estimated number of respondents increased from 15 to 250. This resulted in an adjustment of 97 burden hours.**

250.30(c)(1). Processing Contracts. State distributing agencies and recipient agencies must sign contracts with companies which further process commodity foods. Burdens for each are delineated below:

*State Agencies: Distributing Agency Processing Contracts.* Approximately 52 State distributing agencies are expected to maintain 5 records of processing contracts each year. With these records taking 0.08 hours each to maintain, the total annual burden is estimated to be 20.80 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated respondents changed from 30 to 52 and frequency of response decreased from 5.5 to 5, resulting in a net difference of 7.5 burden hours. However, each respondent type will show an adjustment. (SLT increase of 20.8 burden hours, PNP decrease of 13.3 hours, net difference 58 burden hours.)**

*Recipient Agencies in Child Nutrition Programs: Recipient Agency Processing Contracts.* Approximately 6,783 recipient agencies in child nutrition programs are expected to maintain 5 records of processing contracts each year. With these records taking 0.05 hours each to maintain, the total annual burden is estimated to be 1,695.75 hours. **This is new burden that was previously omitted from the ICR.**

*Commercial Entities: Recipient Agency Processing Contracts.* Approximately 6,783 recipient agencies are expected to maintain 5 records of processing contracts each year. With these records taking 0.05 hours each to maintain, the total annual burden is estimated to be 1,695.75 hours. This burden is recorded in the PNP worksheet of the burden table. (There is no change in burden.)

250.53 & 250.54 Recipient Agency Recordkeeping and Reviews of Food Service Management Companies. Recipient agencies in child nutrition programs must maintain a copy of contracts with food service management companies. Recipient agencies must document how the donated food used by food service management companies was credited, as well as the value that was credited. We estimate that 6,783 recipient agencies have contracts with food service management companies, and the recordkeeping burden for each is 0.25 hours. The recordkeeping burden for recipient agencies is 1695.75 hours. This burden has been moved from the PNP worksheet of the burden table to the SLT worksheet. **The estimated number of respondents has increased from 2,783 to 6,783.**

**This results in a net adjustment of 1,000 burden hours. However, each respondent type will show an adjustment. (SLT increase of 1,695 burden hours, PNP decrease of 695.75 burden hours.)**

250.67(a) Agreements with Correctional Institutions. This section requires State distributing agencies to maintain agreements with correctional institutions, including a written statement certifying that correctional institutions receiving commodities conduct a rehabilitation program for the majority of inmates. We estimate that 52 State distributing agencies will maintain 6 records each. With each record taking 5 minutes (0.08 hrs.) to maintain, the total annual estimated burden for this activity is 24.96 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated responses increased from 300 to 312, resulting in a net difference of .96 burden hours. However, each respondent type will show an adjustment. (SLT increase of 24.96 burden hours, PNP decrease of 24 hours, net difference .96 burden hours.)**

250.69(f)-(g) & 250.70(f)-(g), Records for Disasters and Situations of Distress. These sections require Distributing agencies to maintain records and other information relating to disasters and situations of distress. Burden hours for these activities are recorded in the SLT worksheet of the burden table and are delineated below:

Applications to Become Disaster Organizations and Related Records. State distributing agencies are required to maintain records, including applications for the receipt and distribution of donated foods for victims of disasters and situations of distress. We estimate that each of 5 State distributing agencies will maintain 400 records. With each record taking 0.02 minutes to maintain, the estimated total annual recordkeeping burden for this activity is 40.00 hours. **This is new burden that was previously omitted from the ICR.**

Distributing Agency Report of Donated Foods Distributed for Disaster Relief and Request for Replacement Foods. State distributing agencies must maintain records of the Form FNS-292, "Report of Commodity Distribution for Disaster Relief." The ICRburden hours associated with Form FNS-292 are reported in a separate ICR package under OMB # 0584-0067. (There is no change in burden.)

### **Reporting Requirements--Part 251 The Emergency Food Assistance Program (TEFAP)**

251.2(c)(1) TEFAP Federal-State Agreements. State distributing agencies enter into an agreement with USDA to administer TEFAP. This burden is contained in OMB #0584-0067, and is referenced in the SLT worksheet of the burden table. (There is no change in burden.)

251.2(c)(2), TEFAP Eligible Recipient Agency Agreements. Recipient agencies enter into an agreement with Distributing agencies to administer TEFAP. We estimate that annually 50 ERAs will amend their agreements one time. With each amendment taking 1 hour, the estimated annual reporting burden for this activity is 50.00 hours. This burden is recorded in the PNP worksheet of the burden table. **The estimated agencies changed from 56 to 50 and the estimated response time decreased from 2 hours to 1 hour, resulting in a net difference of -62 burden hours.**

251.4(g), Availability and Control of Donated Commodities. State distributing agencies must document transfers of donated commodities from one ERA to another. We estimate that 54 agencies transfer donated commodities from one ERA to another per year. Documentation for each transfer will take approximately 2 hours, for a total reporting burden of 108.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated agencies changed from 56 to 54 resulting in a net difference of -4 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 108 burden hours, PNP decrease of 112 hours, net difference -4 burden hours.)**

251.4(j), Inter-Agency Agreements. State distributing agencies must enter into interagency cooperative agreements to jointly provide commodities to an ERA, or to transfer commodities to an ERA when such organization serves needy persons in a contiguous area that crosses State borders. We estimate that an average of 2 agencies will enter Inter-Agency agreements each year. Each agreement will take about 0.5 hours to complete, for a total burden of 1.00 hour. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. There is no net change to burden. However, each respondent type will show an adjustment. (SLT increase of 1 burden hours, PNP decrease of 1 hours, net difference 0 burden hours.)**

251.4(l), Commodity Losses and Claim Determinations. State distributing agencies must initiate claims action for lost, damaged, or improperly distributed commodities and reimburse the FNS Regional Office if they are the responsible party. We estimate that about 54 State distributing agencies will initiate 2 claims each year. Each claim will take about 8 hours to complete, for a total reporting burden of 864.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated agencies changed to 54, from 100 respondents, and the frequency of response increased from 1 to 2. The result is a net difference of 64 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 864 burden hours, PNP decrease of 800 hours, net difference 64 burden hours.)**

251.6(b) State Agency Distribution Plan. State distributing agencies must submit a plan to the FNS Regional Office that designates the State agency responsible for distributing the commodities; identifies the administrative funding provided; describes the plan of operation; describes the standards of eligibility for recipient agencies; and, describes the criteria to be used by recipient agencies for determining household eligibility. State plans are permanent, but States must submit a revised plan when there is a change to their operation or programmatic activities. On average, 14 agencies will submit revisions to plans each year. State plan revisions will take about 8 hours to complete. Thus, the total reporting burden is 112.00 hours for this activity. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The estimated response time decreased from 19 to 8 hours (due to being a revision of the plan instead of the initial creation). The result is a net difference of 54 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 112 burden hours, PNP decrease of 266 hours, net difference 54 burden hours.)**

251.9(e) & 251.10(d)(1), State Agency Matching Contribution and Use of Program Funds. On a quarterly basis, State distributing agencies must identify funds obligated and disbursed to cover administrative costs associated with the program at the State and local level. State distributing agencies also submit a final report. State distributing agencies identify their matching administrative contribution on Form FNS-667 “Report of TEFAP Administrative Costs.” The Form FNS-667 is used in TEFAP in place of the Standard Form 269. On average, 54 agencies will complete this activity 5 times each year, for a total of 270 responses. Each response will take about 3.5 hours to complete. The total burden for this activity is 945.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The respondents changed from 55 to 54, resulting in a net difference of -17.5 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 945 burden hours, PNP decrease of 962.5 hours, net difference -17.5 burden hours.)**

251.10(e), Monitoring of Eligible Recipient Agencies (ERAs) and Distribution Sites. Each State distributing agency must perform an annual review of at least 25% of all recipient agencies they have signed an agreement with. The frequency of reviews of ERAs that have signed agreements with other ERAs is one-tenth or 20, whichever is fewer. A report to the ERA of review findings is only required if deficiencies are noted. An average of 54 State distributing agencies will perform this activity each year, taking 2 hours per review. The total estimated annual burden for monitoring is 108.00 hours per year. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

**Recordkeeping Requirements--Part 251  
The Emergency Food Assistance Program (TEFAP)**

251.2(c)(1) Federal-State Agreements. The State distributing agency must keep a copy of the agreement it has made with the Department to administer TEFAP. 54 State distributing agencies will keep agreements. With each record taking 5 minutes (0.08 hours) to maintain, the estimated annual recordkeeping burden for this activity is 4.32 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The respondents changed from 56 to 54, resulting is a net difference of -.16 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 4.32 burden hours, PNP decrease of 4.48 hours, net difference -.16 burden hours.)**

251.2(c)(2), TEFAP Eligible Recipient Agency (ERA) Agreements. The State distributing agency must keep a copy of its agreement with eligible recipient agencies to administer TEFAP at the local level. 54 State distributing agencies will maintain agreements for 30 ERAs each, with each agreement taking approximately 0.08 hours to maintain. The estimated annual recordkeeping burden for this activity is 129.60 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The annual responses changed from 1600 to 1620, resulting is a net difference of 1.6 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 129.6 burden hours, PNP decrease of 128 hours, net difference 1.6 burden hours.)**

251.4(g), Documentation of Transfer of Section 32 Commodities. State distributing agencies document transfers of Section 32 commodities by ERAs or recipient agencies to other ERAs or recipient agencies. Records will be maintained by 54 agencies with each record taking 0.33 hours to maintain, for a total burden of 17.82 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The respondents changed from 56 to 54, resulting is a net difference of -.66 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 17.82 burden hours, PNP decrease of 18.48 hours, net difference -.66 burden hours.)**

251.4(j), Inter-Agency Agreements. State distributing agencies keep a copy of all agreements addressing the joint provision or transfer of commodities to ERAs that serve persons in contiguous areas crossing State borders. On average, 2 agencies will enter into inter-agency agreements per year. The recordkeeping burden for this activity is expected to take 0.08 hours for each of 2 agencies, for total burden of 0.16 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to**

**the correct respondent type. There is no net change to burden. However, each respondent type will show an adjustment. (SLT increase of .16 burden hours, PNP decrease of .16 hours, net difference 0 burden hours.)**

251.4(l)(5), Claims and Adjustments. State distributing agencies maintain records and substantiating documents on all claims actions and adjustments including documentation of those cases in which no claim was asserted because of the minimal amount involved. 54 agencies will maintain records on claims actions and adjustments. This will take 2 hours per agency, for a total of 108.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This burden was previously recorded on the PNP worksheet. It has been moved to SLT to associate burden to the correct respondent type. The respondents changed from 56 to 54, resulting is a net difference of -4 burden hours. However, each respondent type will show the total adjustment. (SLT increase of 108 burden hours, PNP decrease of 112 hours, net difference -4 burden hours.)**

251.10(a)(1), Receipt, Disposal, and Inventory of Commodities. State distributing agencies, subdistributing agencies, and ERAs maintain records to document the receipt, disposal, and inventory of commodities received under Part 251. This requirement includes the maintenance of Forms FNS-155, FNS-52, FNS-7 and FNS-57. These responsibilities are delineated below for each type of respondent:

*State Agencies: Distributing agencies.* 54 State distributing agencies will maintain 15 records annually, taking 0.08 hours per record. Thus, the estimated annual recordkeeping burden for this activity is expected to be 64.80 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

*Recipient agencies: Subdistributing Agencies and ERAs.* 133 subdistributing agencies and ERAs will maintain 15 record annually, taking 0.08 hours per record. Thus, the estimated annual recordkeeping burden for this activity is expected to be 159.60 hours. This burden is recorded in the PNP worksheet of the burden table. **The method of calculation for this burden has changed and is reflected in the revised estimates for annual responses and hours per record. The net adjustment is a reduction of 158 burden hours.**

251.10(a)(2), Funds Paid to ERAs for Storage and Distribution. State distributing agencies maintain records to document the amount of funds paid to ERAs for the actual storage and distribution costs incurred by them. State distributing agencies must also ensure that ERAs maintain the required records. The recordkeeping burdens for these responsibilities are delineated below for each type of respondent:

*State Agencies: Distributing agencies.* 54 State distributing agencies will maintain 12 records annually, taking 0.08 hours per record. Thus, the estimated

annual recordkeeping burden for this activity is expected to be 51.84 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

*Recipient agencies:* ERAs. 108 ERAs will maintain 15 records annually, taking 0.08 hours per record. Thus, the estimated annual recordkeeping burden for this activity is expected to be 129.60 hours. This burden is recorded in the PNP worksheet of the burden table. **The method of calculation for this burden has changed and is reflected in the revised estimates for annual responses and hours per record. The net adjustment is an increase of 111 burden hours.**

251.10(a)(3), Eligibility Determination and Collection of Participating Household Information. Each distribution site must collect and maintain records of each household receiving commodities for home consumption. The records must contain: the name of the household member receiving the commodities; the address of the household; the number of persons in the household; and, the basis for determining that the household is eligible for commodities. 1,600 sites will maintain records of households receiving commodities. These records will take 419.9 hours to maintain per agency, for a total recordkeeping burden of 671,840.00 hours. This burden is recorded in the PNP worksheet of the burden table. (There is no change in burden.)

### **Reporting Requirements**

#### **Part 253--Food Distribution Program on Indian Reservations (FDPIR) and Part 254-- Food Distribution Program for Indian Households in Oklahoma (FDPIHO)**

Part 253 contains a general provision under Section 253.5(h) requiring that the State agencies keep records and submit reports and other information related to the Food Distribution Program on Indian Reservations as required by FNS. All of the ICR reporting requirements in Part 253 also apply to Part 254 (Indian Households in Oklahoma). The reporting requirements follow:

253.5(a) & 254.3(a), Plan of Operation. The Indian Tribal Organization (ITO) or State agency submits a plan of operation to the FNS Regional Office for approval. The plan describes: the means by which the ITO or State agency will provide for the storage and distribution of commodities; the method of determining household eligibility; a description of survey instruments to determine commodity preferences of households; and, other steps taken to assure that the program will be administered in an efficient manner. Plans of operation are ongoing and amended as necessary. 24 ITOs and State agencies will submit or amend their plan of operations at least once each year. Each plan or amendment will take about 3 hours to complete, for a total burden of 72.72 hours. This burden is recorded in the SLT worksheet of the burden table. **(There is rounding adjustment to burden of -.07 burden hours.)**

253.5(i) & 254.3(a), Monitoring and Reviews of Program Operations. The ITO or State agency must review program operations annually, document deficiencies, and implement corrective action. 115 agencies will conduct an annual review of program operation taking approximately 2 hours to complete. Thus, the total burden for this activity is expected to be 230.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The estimated respondents changed from 97 to 115, resulting in a net difference of 36 burden hours.**

253.7 & 254.3(a), Certification of Households to Participate. Households complete an application to participate in the program and recertify at intervals determined by the State agency or ITO, but which generally may not exceed 12 months. The State agency or ITO reviews the certification or recertification application to determine household eligibility. Reporting responsibilities for State agencies and ITOs, as well as individuals are delineated below:

*State Agencies:* State agencies or ITOs. 115 State agencies or ITOs will each certify or recertify approximately 180 households each year. Each certification or recertification will take about 0.5 hours to complete. Therefore, the total reporting burden for this activity is expected to be 10,350.00 hours. This burden is recorded in the SLT worksheet of the burden table. **This is new burden that was previously omitted from the ICR.**

*Individuals:* Households. 20,700 households will certify or recertify each year. With each certification or recertification taking 0.5 hours to complete, the total annual reporting burden for this activity is expected to be 10,350.00 hours. This burden is recorded in the Individuals worksheet of the burden table. **The estimated annual responses increased from 7,085 to 20,700 and estimated response time decreased from .6 to .5 hours, resulting in a net difference of 6,099 burden hours.**

253.8(f) & 254.3(a), Damaged or Out-of-Condition Commodities. 115 ITOs and State agencies report damaged and out-of-condition donated foods to the FNS Regional Office utilizing Form FNS-57. These donated foods may be replaced after the conditions set forth in Section 250.11(c) are met. Approximately 115 State agencies or ITOs will report damaged or out-of-condition donated foods twice per year. Each report will require about 0.25 hours to complete, for a total estimated annual reporting burden of 57.50 hours. This burden is reported in the SLT worksheet of the burden table. **The respondents increased from 97 to 115 and frequency of response increased from 1.55 to 2 annually, resulting in a net difference of 20 burden hours.**



**Recordkeeping Requirements**  
**Part 253--Food Distribution Program on Indian Reservations (FDPIR) and**  
**Part 254-- Food Distribution Program for Indian Households in Oklahoma**  
**(FDPIHO)**

253.5(h) & 254.3(a), Recordkeeping of Reports. Records of required information collections are maintained for a period of 3 years including certifications, applications, and documentation of the granting or denial of household eligibility. Below is a breakout of the burden for these miscellaneous recordkeeping items, which are recorded in the SLT worksheet of the burden table:

Plans of Operations. 115 ITOs and State agencies will maintain 1 document each, for a total estimated annual recordkeeping burden of 9.20 hours (0.08 hours per Plan of Operation). **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 1.4 burden hours.**

Household Applications. 115 ITOs and State agencies will maintain records of an estimated 180 household applications per agency, for a total of 20,700 household applications. The total estimated annual recordkeeping burden for household applications is 1,656.00 hours (0.08 hours per application). **The estimated recordkeepers increased from 97 to 115 and estimated annual responses decreased from 80,000 to 20,700, resulting in a net difference of -4744 burden hours.**

Reporting Changes. 115 ITOs and State agencies will need to keep documentation of changes in certification status. Approximately 5,750 changes will occur each year (50 per agency). Thus, the total estimated annual recordkeeping burden for this item is 460.00 hours (0.08 hours per change). **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 72 burden hours.**

Disposal of Out of Condition Commodities. Approximately 25 ITOs and State agencies will dispose of out of condition commodities and will keep records of those commodities disposed. The total burden estimated annual recordkeeping burden for this activity is 2 hours, or 0.08 hours per record. (There is no change to burden.)

ITO Applications. 115 ITOs and State agencies must maintain copies of their applications. The total burden for this activity is 9.20 hours (0.08 hours per record). **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 1.4 burden hours.**

Commodity Inventories. 115 ITOs and State agencies must maintain records of monthly inventories, for a total of 1,380 Responses per year. The total

recordkeeping burden for inventories is 110.40 hours (0.08 hours per inventory record). **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 17 burden hours.**

Damaged or Out of Condition Commodities. 115 ITOs and State agencies will submit 2 reports per year of damaged or out of condition commodities. Therefore, the total estimated annual recordkeeping burden for this activity is 18.40 hours (0.08 hours per report). **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 6.4 burden hours.**

253.5(j) & 254.3(a), Investigations and Complaints. The ITO or State agency must keep a record of investigations and actions taken in response to complaints received relating to the handling, distribution, receipt, or use of commodities. 115 ITOs and State agencies will keep records of complaints. Each agency will spend about 3 hours maintaining records related to investigations and complaints, for a total burden of 345.00 hours. This burden is recorded in the SLT worksheet of the burden table. **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 54 burden hours.**

253.7(h) & 254.3(a), Fair Hearings. Records of fair hearings affecting household eligibility for commodities must be maintained by ITOs and State agencies. 115 ITOs and State agencies will maintain records of fair hearings. Each ITO or State agency will spend approximately 0.25 hours maintaining these records, for a total burden of 28.75 hours. This burden is recorded in the SLT worksheet of the burden table. **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 4.5 burden hours.**

253.11(b) & 254.3(a), Management of Administrative Funds. ITOs and State agencies must maintain records account for all administrative funds received from the Department. 115 ITOs or State agencies will keep records on administrative funds. Each agency will spend about 0.5 hours keeping these records, for a total recordkeeping burden of 57.50 hours. This burden is recorded in the SLT worksheet of the burden table. **The estimated recordkeepers increased from 97 to 115, resulting in a net difference of 9 burden hours.**

#### **Standard Forms Used in USDA's Commodity Programs:**

In addition to the Agency-developed forms above, FNS also uses OMB Standard Forms SF-269, SF-269A, SF-424, and SF-1034 in the commodity programs. The burden hours associated with the activities reported on these forms are cleared in other OMB packets and are not included in the total burden hours listed in this statement. However, at OMB's request, a description of the forms is listed below:

247.13(b) & 247.18(a), Receipt and Disbursement of Administrative Funds. State agencies in CSFP submit Form SF-269, Financial Status Report, on a monthly basis to report disposition of administrative funds, and also at the close of the fiscal year to report cumulative expenditures.

250.69(h) & 250.70(h), Distributing Agency Request for Reimbursement of Transportation Costs. These sections require State distributing agencies to submit a public voucher (SF-1034) in order to request reimbursement for any costs incurred in transporting donated foods within the State, or from one State to another, for use in disasters or situation of distress.

253.4(d), Application by an Indian Tribal Organization (ITO) or State agency. An ITO wishing to administer FDPIR on one or more Indian reservations completes an application, utilizing Form SF-424, "Application for Federal Assistance," and submits it to the FNS Regional Office, along with pertinent information. The application includes projected administrative costs for the program, of which 75 percent may be met by Federal grant. Applications are completed annually using Form SF-424.

253.5(a) & 254.4(a), Financial Status Reports. ITOs and State agencies must submit quarterly financial reports regarding their use of administrative funds, submitted on Standard Forms SF-269 and 269A.

253.9(h)(2), Accounting for Funds Received. ITOs or State agencies receiving funds for FDPIR through a Letter of Credit submit to the FNS Regional Office quarterly reports, utilizing Form SF-269 "Financial Status Report," to document the use of such funds.