

REPORTING BURDEN

REPORTING (CURRENTLY APPROVED WITH REVENUE as Base)

CFR Citation	Title	Form number	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. DxE)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. FxG)	Previously Approved	Due to Program Change -AE15 Rule	Due to an Adjustment	Total Difference
State Agency Level											
210.5(a)	Request for cash to make NSLP reimbursement payments to SFAs		56	0	0	0.00	0.00	0.00			0.00
210.5(d)	Information on the amount of Federal NSLP funds expanded and obligated to date.	FNS-10	56	0	0	0.00	0.00	0.00			0.00
210.7(d)(1)(iv)	SAs review submitted certification materials and notify SFAs of the certification determination		56	372	20,832	2.00	41,664.00	0.00	41,664.00		41,664.00
210.5(d)(2)(ii)	SAs submit a quarterly report to FNS detailing the disbursement of performance-based reimbursement to SFAs.		56	4	224	0.25	56.00	0.00	56.00		56.00
210.8(b)(4)	Request for cash to pay additional NSLP funds to SFAs as the result of corrective action taken on SFAs claim (including justification and corrective action with reference to claim reimbursement).		56	0	0	0.00	0.00	0.00			0.00
210.14(e)(7)	SAs shall report the paid student lunch prices reported by SFAs and submit to FNS.	FNS-828	57	1	57	10.00	570.00	570.00			0.00
210.18(d)(1) 210.18(d)(2) & 210.18(o)(1)	SAs will report to FNS about names of large SFAs exceeding any one of the CRE critical area review thresholds.		56	1	56	0.20	11.20	11.20			0.00
210.18(g) & 210.18(h)	SA shall verify compliance with critical and general areas of review as a part of Coordinated Review process (1 report annually)		57	1	57	33	1,881.00	1,881.00			0.00
210.18(h)(6)	SA shall confirm that each SFA has a food safety program based on HACCP principles		56	0	0	1.00	0.00	0.00			0.00
210.18(j)	SA provides written notification of review findings to SFA, including review findings, preliminary assessment of needed corrective actions, and deadlines for completion, and provides notification of adverse action and right to appeal.		56	124	6,944	2.00	13,888.00	13,888.00			0.00
210.18(n) & 210.18(o)(2)	SA shall report to FNS the results of reviews by March 1 of each school year, on a form designated by FNS.	FNS-640	56	1	56	1.00	56.00	56.00			0.00
210.18(q)	Establish appeal procedures for SFAs		56	0	0	0.00	0.00	0.00			0.00
210.19(b)	Estimated participation in NSLP commodity schools.		56	0	0	0.00	0.00	0.00			0.00

Yellow rows = AE15 Rule

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210.19(b)	Commodity schools' estimation of whether to receive part of their commodity assistance in cash for processing and handling of commodities.		56	0	0	0.00	0.00	0.00			0.00
210.19(f)	SA provides CACFP SAs with a listing of all elementary schools participating in NSLP with at least 50% eligibility.	snack	56	0	0	0.00	0.00	0.00			0.00
210.20(a)(8)	SA report the number of food safety inspections conducted to FNS.		56	1	56	1.50	84.00	84.00			0.00
210.25	Grant Closeout Report	FNS-777	56	2	112	3.2	358.40	358.40			0.00
STATE AGENCY LEVEL TOTALS			56	507.0357	28,394	2.06271	58,568.60	16,848.60	41,720.00	0.00	41,720.00
School Food Authority Level											
210.7(d)(2)	SFAs must submit certification materials to State agency to support receipt of performance based reimbursement		20,858	1	20,858	4.5	93,861.00	0.00	93,861.00		93,861.00
210.7(d)(2)	SFAs must submit an annual attestation of compliance with meal pattern and nutrition requirements		20,858	1	20,858	0.25	5,214.50	0.00	5,214.50		5,214.50
210.8(b)	Submit claim for reimbursement and supporting data		20,858	12	250,296	1.50	375,444.00	375,444.00			0.00
210.8(b)(1)	Submit revised claim for reimbursement and supporting statement justifying the adjustment.		2,085	1	2,085	0.50	1,042.50	1,042.50			0.00
210.8(c)(2)	Report the total number of children approved for free and reduced priced lunches as of the last day of operation in October.		20,858	1	20,858	0.08	1,668.64	1,668.64			0.00
210.9(a) and (b)	Application to operate the NSLP and agreement between SA and SFA. *Application and agreement are part of the same transaction, so there is only one response for both.	FNS-66	10	1	10	1.30	13.00	13.00			0.00
210.9(b)(20)	SFAs provide SAs with a listing of elementary schools with at least 50% eligibility.		4,969	1	4,969	0.50	2,484.50	2,484.50			0.00
210.9(b)(20)	SFAs provide sponsors with a elementary school attendance area boundary information.		4,969	2	9,938	4.00	39,752.00	39,752.00			0.00
210.9(c)(7)	SFAs must conduct reviews of each afterschool care program that participates in the NSLP. *Application and agreement are part of the same transaction, so there is only one response for both.		241	2	482	0.50	241.00	241.00			0.00

Yellow rows = AE15 Rule

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210.10(h)	SFAs modify existing menus with more than 30% vegetable protein products.		10,000	0	0	0.00	0.00	0.00			0.00
210.13(a)	Each SFA must develop a food safety program based on HACCP principles for each food preparation and service facility under its jurisdiction.		20,858	1	0	0.00	0.00	0.00			0.00
210.14(e)(7)	Actual paid student lunch prices must be reported by the SFA to the SA annually for each NSLP school.		20,858	1	20,858	0.25	5,214.50	5,214.50			0.00
210.15(a)(7)	Collect the number of food inspections obtained and report to state agency.		20,858	1	20,858	0.50	10,429.00	10,429.00			0.00
210.16(a)	SFA provide procurement materials to SA for approval.		1,648	0	0	0.00	0.00	0.00			0.00
210.18(k)(2)	SFA shall submit to SA documented corrective action, no later than 30 days from the deadline for completion, for violations of critical or general areas identified on administrative follow-up review.		6,983	1	6,983	6.00	41,898.00	41,898.00			0.00
210.19(a)(2)	SFAs meet the requirements to account for all revenues and expenditures of nonprofit food service.		20,858	0	0	0.00	0.00	0.00			0.00
SCHOOL FOOD AUTHORITY LEVEL TOTALS			20,858	18.1730	379,053	1.5229	577,262.64	478,187.14	99,075.50	0.00	99,075.50

School Level											
210.9(b)	Daily counts of paid, reduced priced and free lunches served.		101,747	10	1,017,470	0.50	508,735.00	508,735.00			0.00
210.19(a)(2)	Cafeteria sales (for inclusion in net cash resources)		101,747	0	0	0.00	0.00	0.00			0.00
SCHOOL LEVEL TOTALS			101,747	10.00000	1,017,470	0.50000	508,735.00	508,735.00	0.00	0.00	0.00

SUMMARY OF REPORTING BURDEN											
State Agency Level			56	507.035714	28,394	2.0627104	58,568.60	16,848.60	41,720.00	0.00	41,720.00
School Food Authority Level			20,858	18.1730271	379,053	1.5229075	577,262.64	478,187.14	99,075.50	0.00	99,075.50
School Level			101,747	10	1,017,470	0.5	508,735.00	508,735.00	0.00	0.00	0.00
Recordkeepers unique to DGA					0						
Total Reporting Burden			122,661	11.6167	1,424,917	0.803251	1,144,566.24	1,003,770.74	140,795.50	0.00	140,795.50

RECORDKEEPING BURDEN

RECORDKEEPING (CURRENTLY APPROVED WITH REVENUE as Base)

CFR Citation	Title	Form number	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records (Col. DxE)	Estimated Avg. # of Hours Per Record	Estimated Total (Col. FxG)	Previously Approved	Due to Program Change - AE15	Due to an Adjustment	Total Difference
State Agency Level											
210.14(e)(7)	SA maintains records of paid reimbursable lunch prices obtained from SFAs		57	365.93	20,858.00	0.2	4,171.996	4,171.996			0.00
210.18(h)(3)	Records of reviews of Civil Rights compliance by SFAs.		56	0	0.00	0	0.00	0.00			0.00
210.18(i)	SA's criteria for selecting school food authorities for follow-up reviews.		56	0	0.00	0	0.00	0.00			0.00
210.18(k),(p) & 210.20(b)(6)	Maintain documentation of corrective action for any degree of violation of general or critical areas identified in an administrative review or on any follow-up review		57	93.23	5,314.11	2	10628.22	10628.22			0.00
210.18(p)	SA records which document the details of all reviews, and the degree of compliance with the critical and general areas of review.		56	0	0.00	0	0.00	0.00			0.00
210.19(a)(1)(i)	Establishes guidelines and approves school Food authorities menu planning alternatives.		56	0	-	0	-	-			0.00
210.10(l)	Modifies menu planning alternatives or develops menu planning alternatives.		56	0	-	0	-	-			0.00
210.19(a)(6)	Contracts awarded by SFAs to FSMCs		56	0	0.00	0	0.00	0.00			0.00
210.19(b)	Records pertaining to annual food preference survey of SFAs.		56	1	56.00	3	168.00	168.00			0.00
210.19(c) & 210.18(p)	Documentation of fiscal action taken to disallow improper claims submitted by SFAs, as determined through claims processing, CRE reviews, and USDA audits. Contracts awarded by SFAs to FSMCs		57	139	7,923.00	0.5	3,961.50	3,961.50			0.00
210.19(f)	SA collects and maintains a listing of all elementary schools in NSLP with at least 50% eligibility.		56	1	56.00	2	112.00	112.00			0.00
210.17(h)	Records to account for State funds counted toward the State revenue matching requirements.		20,858	1	20,858	1	20,858.00	20,858.00			0.00

Yellow rows = AE15 Rule

RECORDKEEPING BURDEN

CFR Citation	Title	Form number	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records (Col. DxE)	Estimated Avg. # of Hours Per Record	Estimated Total (Col. FxG)	Previously Approved	Due to Program Change - AE15	Due to an Adjustment	Total Difference
210.20(b)(1)&(2)	Accounting records and source documents to control the receipt, custody and disbursement of Federal NSLP funds, including documentation to support reimbursement payments submitted to FNS, approved alternatives and follow-up activity.		56	4,133	231,448.00	0.25	57,862.00	57,862.00			0.00
210.20(b)(12)	Maintain records of food safety inspections obtained by schools.		56	372.00	20,832.00	0.25	5,208.00	5,208.00			0.00
STATE AGENCY LEVEL TOTALS			56	5,488.3055	307,345.11	0.3350	102,969.716	102,969.716	0.00	0.00	0.00
School Food Authority Level											
210.7(d)(2)	SFAs maintain documentation to support performance-based reimbursement		20,858	2	41,716	0.25	10,429.00	0.000	10,429.00		10,429.00
210.7(d)(2)	SFAs maintain documentation related to the attestation of compliance submitted to the SA as an attachment to the written agreement required in 210.9(b)		20,858	1	20,858	0.25	5,214.50	0.000	5,214.50		5,214.50
210.8(a) & 210.15(b)(1)	Documentation of participation data by school, each month's Claim for Reimbursement, and all data used in the claims review process.		20,858	10	208,580	10	2,085,800.00	2,085,800.00			0.00
210.9(b)(18) & 210.15(b)(4)	Currently approved and denied applications for free and reduced-priced meals.		20,858	1	20,858	2.66	55,482.28	55,482.28			0.00
210.9(b)(19) & 210.15(b)(4)	Local educational agencies must maintain records for directly certified children receiving SNAP benefits.		20,858	3.000	62,574	0.50	31,287.00	31,287.00			0.00
210.9(b)(19) & 210.15(b)(4)	Local educational agencies must maintain records for children that are certified based on TANF or FDPIR, or are homeless, runaway or migrant.		20,858	1.000	20,858	1.000	20,858.00	20,858.00			0.00
210.1(l)	Adopt menu planning alternatives, modify menu planning alternatives or develop menu planning alternatives and submit them to the State agency for approval		20,858	0	0	0	0.00	0.00			0.00
210.14(e)(1-5)	SFA maintains records of its calculation of the average price of paid reimbursable lunches and adjustments		20,858	1	20,858	5	104,290.00	104,290.00			0.00
210.14(f)	SFAs must maintain records documenting that the revenue generated from the sale of nonprogram foods		20,858	1	20,858	10	208,580.00	208,580.00			0.00

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RECORDKEEPING BURDEN

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210.18(k)(2)	Documentation of corrective action taken on program disclosed by review or audit.		6,983	1	6,983	6	41,898.00	41,898.00			0.00
SCHOOL FOOD AUTHORITY LEVEL TOTALS			20,858	20.33479	424,143	6.0448	2,563,838.78	2,548,195.28	15,643.50	0.00	15,643.50
School Level											
210.10(a), 210.15(b)(2)&(3) and 210.14(a)(1)	Schools shall maintain production, menu, and nutritional analysis records to demonstrate that meals meet the Dietary Guidelines and other requirements.		58,231	180	10,481,580	0.28	2,934,842.40	2,934,842.40			0.00
210.10(a)(i)(1)	Certification of child's inability to eat lunch and recommendation for alternate foods.		101,747	1	101,747	0.08	8,139.76	8,139.76			0.00
210.13(b)	School food safety inspections.		101,747	2	203,494	0.08	16,890.00	16,890.00			0.00
210.15(b)(1)	Records of daily lunches served by category-free, reduced, paid.		101,747	180	18,314,460	0.161	2,948,628.06	2,948,628.06			0.00
210.15(b)(5)	Schools maintain NSLP records from food safety program.		101,705	180	18,306,900	0.02	366,138.00	366,138.00			0.00
220.7	Schools maintain SBP records from food safety program.		81,517	180	14,673,060	0.02	293,461.20	293,461.20			0.00
SCHOOL LEVEL SUBTOTALS			101,747	610.1530	62,081,241	0.1058	6,568,099.422	6,568,099.422	0.00	0.00	0.00
RECORDKEEPING BURDEN											
State Agency Level			56	5488.3055357	307,345.11	0.3350296229	102,969.716	102,969.716	0.000	0.000	0.000
School Food Authority Level			20,858	20.334787611	424,143.00	6.0447508977	2,563,838.780	2,548,195.280	15,643.500	0.000	15,643.500
School Level			101,747	610.15303645	62,081,241.00	0.1057984556	6,568,099.422	6,568,099.422	0.000	0.000	0.000
TOTAL RECORDING KEEPING BURDEN			122,661	512.0839	62,812,729.11	0.14702287	9,234,907.918	9,219,264.418	15,643.500	0.000	15,643.500

*Correction to calculation of responses for recordkeeping. There was an error in the formula.

ICR #0584-0006, 7 CFR Part 210, National School Lunch Program - Increase for Certification of Compliance (AE15)

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
Total Reporting Burden	122,661	11.617	1,424,917.000	0.80325	1,144,566.240
Total Recordkeeping Burden	122,661	512	62,812,729.110	0.14702	9,234,907.91830
TOTAL BURDEN FOR #0584-0006	122,661	523.7006555	64,237,646.110	0.1615793	10,379,474.158

Total Reporting Burden for Certification of Compliance Rule (0584-AE15)	20,914.00	3.001434	62,772.00	2.242967	140,795.50
Total Recordkeeping Burden for Certification of Compliance Rule (0584-AE15)	20,858	3.000000	62,574.00	0.250000	15,643.50
Total for Certification of Compliance Rule (0584-AE15)	41,772.00	3.000718	125,346.00	1.248057	156,439.00

	Responses	Time Burden
Current OMB Inventory	64,357,622.00	10,223,035.00
Burden Revision Requested	64,237,646.11	10,379,474.16
Difference	(119,976)	156,439

*NOTE: Correction to recordkeeping annual response calculation results in a net change of -119,976 (125,346 new responses-(122,661x2) response correction = 119,976)