

Appendix P. OACS Feasibility Reassessment Burden Table

Respondent Type	Respondent Description	Type of Survey Instrument	Appendix	Sample Size	Respondents					Nonrespondents					Total Burden Hours	
					Number of Respondents	Frequency of Response (Annual)	Total Annual Responses	Average Hours Per Response	Sub-Total Annual Burden	Number of Non-Respondents	Frequency of Response (Annual)	Total Annual Responses	Average Hours Per Response	Sub-Total Annual Burden		
State/Local Government	State official	State Child Nutrition agency director notification letter	E	2	2	1	2	0.08	0.17	0	1	0	0.05	0	0.17	
		State Child Nutrition agency director recruiting email	I	2	2	1	2	0.17	0.33	0	1	0	0.08	0	0.33	
		State Child Nutrition agency director recruiting telephone script	J	2	2	1	2	0.25	0.50	0	1	0	0.25	0	0.50	
		Visit confirmation email	N	4	4	1	4	0.05	0.20	0	1	0	0.08	0	0.20	
		State-level interview (a)(b)	B	4	4	1	4	1.25	5.00	0	1	0	0.05	0	5.00	
		Thank-you letter	O	4	4	1	4	0.05	0.20	0	1	0	0.05	0	0.20	
	School food authority director	SFA director notification letter	F	10	10	1	10	0.05	0.50	0	1	0	0.05	0	0.50	
		SFA director recruiting email	G	10	10	1	10	0.17	1.67	0	1	0	0.17	0	1.67	
		SFA director recruiting telephone script	H	10	10	1	10	0.50	5.00	0	1	0	0.33	0	5.00	
		Visit confirmation email	N	10	10	1	10	0.05	0.50	0	1	0	0.08	0	0.50	
		SFA-level interview (a)(c)	A	10	10	1	10	3.45	34.50	0	1	0	0.05	0	34.50	
		Thank-you letter	O	10	10	1	10	0.05	0.50	0	1	0	0.05	0	0.50	
	District business manager	Visit confirmation email	N	10	10	1	10	0.05	0.50	0	1	0	0.08	0	0.50	
		SFA-level interview (a)	A	10	10	1	10	2.00	20.00	0	1	0	0.05	0	20.00	
		Thank-you letter	O	10	10	1	10	0.05	0.50	0	1	0	0.05	0	0.50	
	<b>Subtotal of State Officials, SFA Directors, and District Business Managers</b>				<b>24</b>	<b>24</b>	<b>5</b>	<b>108</b>	<b>0.65</b>	<b>70.07</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>70.07</b>
	School nutrition manager	Principal/SNM recruiting email	K	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
		SNM recruiting telephone script	L	16	16	1	16	0.17	2.67	0	1	0	0.17	0	2.67	
		Visit confirmation email	N	16	16	1	16	0.05	0.80	0	1	0	0.08	0	0.80	
		SNM interview (a)	C	16	16	1	16	2.50	40.00	0	1	0	0.05	0	40.00	
		Thank-you letter	O	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
		<b>Subtotal of School Nutrition Managers</b>				<b>16</b>	<b>16</b>	<b>5</b>	<b>80</b>	<b>0.54</b>	<b>45.07</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
	School principal	Principal/SNM recruiting email	K	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
		Principal recruiting telephone script	M	16	16	1	16	0.17	2.67	0	1	0	0.17	0	2.67	
		Visit confirmation email	N	16	16	1	16	0.05	0.80	0	1	0	0.08	0	0.80	
		Principal interview (a)	D	16	16	1	16	1.00	16.00	0	1	0	0.05	0	16.00	
		Thank-you letter	O	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
<b>Subtotal of School Principals</b>				<b>16</b>	<b>16</b>	<b>5</b>	<b>80</b>	<b>0.26</b>	<b>21.07</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>21.07</b>	
<b>Overall Grand Total for the Burden Request</b>				<b>56</b>	<b>56</b>	<b>5</b>	<b>268</b>	<b>0.51</b>	<b>136.20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>136.20</b>	

(a) The burden associated with gathering and submitting requested documents is included in the estimated burden for each interview: 0.50 to 1.50 hours for Appendix A, 0.00 to 0.50 hours for Appendix B, and 0.50 hours each for Appendices C and D.

(b) The average hours per respondent reflects 1.50 hours for the Puerto Rico State Child Nutrition agency director, 1.25 hours each for the Puerto Rico State Child Nutrition agency director and the Virgin Islands Division of Finance Director of Accounting and Financial Reporting, and 1.00 hours for the Virgin Islands Department of Education Chief of Staff.

(c) The average hours per respondent reflects 4.5 hours for the central SFA director in Puerto Rico and the two SFA directors in the U.S. Virgin Islands, and 3.0 hours for the seven regional SFA directors in Puerto Rico.

Appendix	Document retrieval and submission burden		Interview burden	Total burden n	
	0.50 to 1.50	1.50 to 3.00	2.00 to 4.50		
A				20	
	1.50	3.00	4.50		1
	1.00	2.00	3.00		7
	1.50	3.00	4.50		2
	0.50	1.50	2.00		10
B	0.50	1.00	1.50		2
	0.50	1.00	1.50		1
	0.25	1.00	1.25		1
	0.00	1.00	1.00		1
	0.25	1.00	1.25		1
C	0.50	2.00	2.50		16
D	0.50	0.50	1.00		16
E	0.00	0.00	0.08		2
F	0.00	0.00	0.05		10
G	0.00	0.00	0.17		10
H	0.00	0.00	0.50		10
I	0.00	0.00	0.08		2
J	0.00	0.00	0.25		2
K	0.00	0.00	0.05		32
L	0.00	0.00	0.17		16
M	0.00	0.00	0.17		16
N	0.00	0.00	0.05		54
O	0.00	0.00	0.05		54

## Appendix Title/Respondent

SFA-Level Interview Guide

*PR central SFA director*

*PR regional SFA directors*

*USVI SFA directors*

*District business managers*

State-Level Interview Guide

*PR State CN Agency director*

*USVI State CN Agency director*

*VIDE Chief of Staff*

*VI Division of Finance Director of Accounting and Financial Reporting*

School Nutrition Manager Interview Guide

Principal Interview Guide

State Child Nutrition Agency Director Notification Letter

SFA Director Notification Letter

SFA Director Recruiting Email

SFA Director Recruiting Telephone Script

State Child Nutrition Agency Director Recruiting Email

State Child Nutrition Agency Director Recruiting Telephone Script

School Nutrition Manager/Principal Recruiting Email

School Nutrition Manager Recruiting Telephone Script

Principal Recruiting Telephone Script

Visit Confirmation Email

Thank-You Letter

*Total SFA director average bur*

*SFA director interview average*

*SFA director document submis*

*Total average burden: 1.25 ho*

*Interview average burden: 1.00*

*Document submission average*

den: 3.45 hours  
burden: 2.30 hours  
sion average burden: 1.15 hours

urs  
0 hour  
burden: 0.25 hours