

Appendix B SAMPLE RESPONDENT BURDEN TABLE

Affected Public	Appendix # for Each Data Collection Activity	Mode	Respondents	Sample	Respondents					Nonresponse					Grand Total Annual Burden Estimate (hours)	Hourly Wage Rate ^a	Total Annualized Cost of Respondent Burden	
					Estimated Number of Respondents	Freq. of Response	Total Annual Responses	Average Burden Hours per Response	Total Annual Burden Estimate (hours)	Estimated Number of Respondents	Freq. of Response	Total Annual Responses	Average Burden Hours per Response	Total Annual Burden Estimate (hours)				
State	C.1a	Email - Study Introduction, Survey Invitation - State Child Nutrition Directors	State Child Nutrition Directors	54	43	1	43	0.25	10.8	11	2	22	0.05	1.08	12	\$42.98	\$511	
	C.1b	Survey - State Child Nutrition (CN) Directors																Self-administered, editable, PDF
Subtotal - State				54	43	1	43	0.25	10.8	11	2.00	22	0.05	1.08	12		\$511	
Local and Tribal	C.2a	Email - Study Introduction, Survey Invitation - School Food Authority (SFA) Directors	School Food Authority (SFA) Directors	48	38	2	77	0.33	25.3	10	2	19	0.05	0.96	26	\$39.37	\$1,036	
	C.2b	Survey - School Food Authority (SFA) Directors																Self-administered, editable, PDF
	C.3a	Email - Study Introduction, Survey Invitation - Food Service Managers (FSM)	Food Service Managers (FSMs)	98	78	2	157	0.17	26.1	20	2	39	0.05	1.96	28	\$25.28	\$710	
	C.3b	Survey- Food Service Managers (FSM)																Self-administered, PDF
	C.3c	Daily Meal Counts Form																Self-administered, paper
	C.3d	School-Level Reimbursable Fruit and Vegetable Form																Self-administered, paper
	D.3	Prototype FFVP/Monthly Reimbursement Claims Form (three months)	Collect document	Collected from FSM	98	98	2	196	0.08	16.3	0	2	0	0.05	0.00	16	\$25.28	\$413
	C.4a	Letter - Study Introduction - Principals	Telephone	Principal	98	98	1	98	0.33	32.3	0	2	0	0.05	0.00	32	\$42.38	\$1,371
	C.4a1	Frequently Asked Questions by Schools																
	C.4b	Telephone Script - Principals / School Staff																
	C.4c	Email - Survey Invitation - Principals	Self-administered, editable, PDF	Principal	98	78	2	157	0.17	26.7	20	2	39	0.05	1.96	29	\$42.38	\$1,213
	C.4d	Survey - Principals																
	C.5a	Letter - Study Introduction, Survey Invitation - Classroom Teachers	Self-administered, paper	Classroom Teacher	244	195	2	390	0.17	65.1	49	2	98	0.05	4.88	70	\$42.38	\$2,964
	C.5b	Survey - Classroom Teachers																
C.6a	Letter/Email - Study Introduction, Schedule Interview - Stakeholders	Semi-structured telephone interview	Stakeholders	60	48	1	48	1.00	48.0	12	2	24	0.05	1.20	49	\$34.34 ^b	\$1,690	
C.6b	Protocol - Qualitative Telephone - Stakeholders																	
Subtotal - Local and Tribal				940	830	1.82	1,515	0.22	337.9	110	2.00	219	0.05	11	349		\$11,873	
Private	C.2a	Email - Study Introduction, Survey Invitation - School Food Authority (SFA) Directors	School Food Authority (SFA) Directors	2	2	2	4	0.33	1.3	0	2	0	0.05	0.00	1	\$39.37	\$52	
	C.2b	Survey - School Food Authority (SFA) Directors																Self-administered, editable, PDF
	C.3a	Email - Study Introduction, Survey Invitation - Food Service Managers (FSM)	Food Service Managers (FSMs)	2	2	2	4	0.17	0.7	0	2	0	0.05	0.00	1	\$25.28	\$17	
	C.3b	Survey- Food Service Managers (FSM)																Self-administered, PDF
	C.3c	Daily Meal Counts Form																Self-administered, paper
	C.3d	School-Level Reimbursable Fruit and Vegetable Form																Self-administered, paper
	D.3	Prototype FFVP/Monthly Reimbursement Claims Form (three months)	Collect document	Collected from FSM	2	2	2	4	0.08	0.3	0	2	0	0.05	0.00	0	\$25.28	\$8
	C.4a	Letter - Study Introduction - Principals	Telephone	Principal	2	2	1	2	0.33	0.7	0	2	0	0.05	0.00	1	\$42.38	\$28
	C.4a1	Frequently Asked Questions by Schools																
	C.4b	Telephone Script - Principals / School Staff																
	C.4c	Email - Survey Invitation - Principals	Self-administered, editable, PDF	Principal	2	2	2	4	0.17	0.7	0	2	0	0.05	0.00	1	\$42.38	\$29
C.4d	Survey - Principals																	
C.5a	Letter - Study Introduction, Survey Invitation - Classroom Teachers	Self-administered, paper	Classroom Teacher	6	5	2	10	0.17	1.6	1	2	2	0.05	0.12	2	\$42.38	\$73	
C.5b	Survey - Classroom Teachers																	
C.6a	Letter/Email - Study Introduction, Schedule Interview - Stakeholders	Semi-structured telephone interview	Stakeholders	3	2	1	2	1.00	2.4	1	2	1	0.05	0.06	2	\$34.34 ^b	\$84	

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					Estimated Number of Respondents	Freq. of Response	Total Annual Responses	Average Burden Hours per Response	Total Annual Burden Estimate (hours)	Estimated Number of Respondents	Freq. of Response	Total Annual Responses				Average Burden Hours per Response	Total Annual Burden Estimate (hours)	
	C.6b	Protocol – Qualitative Telephone – Stakeholders	Semi-structured telephone interview	Stakeholders														
Subtotal - Private					23	21	1.79	38	0.25	9.7	2	2.00	4	0.05	0	10	\$342	
Individual	E.1a1	Letter – Study Introduction, Study Notification “implied consent” (English)	Self-administered, paper	Parent	5,000	3,750	1	3,750	0.17	625.0	1,250	2	2,500	0.05	125.00	750	\$22.01	\$16,508
	E.1a2	Letter – Study Introduction, Study Notification “implied consent” (Spanish)																
	E.1b1	Letter – Study Introduction, Instructions for “active consent” form (English)																
	E.1b2	Letter – Study Introduction, Instructions for “active consent” form (Spanish)																
	E.1c1	Telephone Script – Verbal Consent (English)																
	E.1c2	Telephone Script – Verbal Consent (Spanish)																
	E.2a1	Letter – Study Introduction, Survey Invitation- Parent (English)	Self-administered, paper	Student	5,000	4,000	2	8,000	0.17	1,333.3	1,000	2	2,000	0.05	100.00	1,433	\$22.01	\$31,548
	E.2a2	Letter – Study Introduction, Survey Invitation- Parent (Spanish)																
	E.2b1	Survey – Parent (English)																
	E.2b2	Survey – Parent (Spanish)																
E.3a	Administration Script - Assent and Survey -Student	Self-administered, paper	Student	3,750	3,562	2	7,123	0.33	2,374.3	189	2	377	0.05	18.85	2,393	\$0.00	c	\$0
E.3b1	Assent – Student (English)																	
E.3b2	Assent – Student (Spanish)																	
E.3c	Survey – Student																	
E.4a	Foods Eaten at School Today (FEST) Diary – Training Script	Self-administered, paper	Student	3,000	2,850	2	5,700	0.17	950.0	150	2	300	0.05	15.00	965	\$0.00	c	\$0
E.4b	Foods Eaten at School Today (FEST) Diary Recall																	
E.4c	In-person diary-assisted (FEST) dietary recall for consumption in school only using electronic multiple pass approach																	
Subtotal - Individual					23,350	20,432	1.82	37,113	0.25	9,462.7	2,919	2.00	5,837	0.05	292	9,755		\$48,055
Grand Total					24,367	21,326	1.82	38,709	0.25	9,821.0	3,041	2.00	6,081	0.05	304.07	10,125		\$60,781

Notes: "Total Annualized Cost of Respondent Burden" is equal to the "Grand Total Annual Burden Estimate (hours)" times an average hourly wage rate. The following forms will be completed by contractor staff and are not reported in the respondent burden table: (1) Nutrition Education, Promotional Material, and Menu Collection Form (Appendix D1); and (2) Classroom-Student Level Fruit and Vegetable Observation Form for Snacks and Recall and Plate Waste (Appendix D2).

a. Average hourly wage rates are taken from: Bureau of Labor Statistics, Wages by Occupation, May 2012. Rates used included State Child Nutrition Directors at \$42.98; School Foodservice Director (SFA) or LEA Business Manager - (Education Administrators, All Other) at \$39.37; Principal (Education Administrators) at \$42.38; Stakeholders (hourly wage rate based on 1/10 of the interviews to be conducted with State Child Nutrition Directors at \$42.98; 2/10 with Food Service Managers at \$25.28, 2/10 with SFA Directors at \$39.37, 3/10 with Principals and Teachers at \$42.38, and 2/10 with general population (All Occupations) at \$22.01, for a total of \$34.34. Parent (All Occupations) - \$22.01.

b. Stakeholders (hourly wage rate based on 1/10 of the interviews to be conducted with State Child Nutrition Directors at \$42.98; 2/10 with Food Service Managers at \$25.28, 2/10 with SFA Directors at \$39.37, 3/10 with Principals and Teachers at \$42.38, and 2/10 with general population (All Occupations) at \$22.01, for a total of \$34.34.

c. Students (elementary and secondary school students) were assumed to not have an hourly wage rate.