

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 -AE30 Rule	Due to an Adjustment	Total Difference
<b>State Agency Level</b>											
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	41,664.00			0.00
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	56.00			0.00
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.		0	0	0	0.00	0.00	11.20	-11.200		-11.20
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

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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
<b>STATE AGENCY LEVEL TOTALS</b>			56	506.0357	28,338	2.06639	<b>58,557.40</b>	58,568.60	-11.20	0.00	-11.20
<b>School Food Authority Level</b>											
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	93,861.00			0.00
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	5,214.50			0.00
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

REPORTING BURDEN

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 -AE30 Rule	Due to an Adjustment	Total Difference
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
<b>SCHOOL FOOD AUTHORITY LEVEL TOTALS</b>			20,858	18.1730	379,053	1.5229	<b>577,262.64</b>	577,262.64	0.00	0.00	0.00

<b>School Level</b>											
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
<b>SCHOOL LEVEL TOTALS</b>			101,747	10.00000	1,017,470	0.50000	<b>508,735.00</b>	508,735.00	0.00	0.00	0.00

<b>SUMMARY OF REPORTING BURDEN</b>											
<b>State Agency Level</b>			56	506.035714	28,338	2.0663914	58,557.40	58,568.60	-11.20	0.00	-11.20
<b>School Food Authority Level</b>			20,858	18.1730271	379,053	1.5229075	577,262.64	577,262.64	0.00	0.00	0.00
<b>School Level</b>			101,747	10	1,017,470	0.5	508,735.00	508,735.00	0.00	0.00	0.00
<b>Recordkeepers unique to DGA</b>					0						
<b>Total Reporting Burden</b>			<b>122,661</b>	11.6163	<b>1,424,861</b>	0.803275	<b>1,144,555.04</b>	1,144,566.24	<b>-11.20</b>	0.00	-11.20

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 - AE30	Due to an Adjustment	Total Difference
<b>State Agency Level</b>											
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

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 - AE30	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
210.18(O)	SAs must maintain a copy of the final administrative review report.		56	1.00	56.00	0.25	14.00	0.00	14.00		14.00
<b>STATE AGENCY LEVEL TOTALS</b>			56	5,489.3055	307,401.11	0.3350	<b>102,983.716</b>	102,969.716	14.000	0.000	14.000
<b>School Food Authority Level</b>											
210.7(d)(2)	SFAs maintain documentation to support performance-based reimbursement		20,858	2	41,716	0.25	10,429.00	10,429.000			0.00
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	5,214.500			0.00
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

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 - AE30	Due to an Adjustment	Total Difference
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
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
<b>SCHOOL FOOD AUTHORITY LEVEL TOTALS</b>			20,858	<b>20.33479</b>	424,143	6.0448	<b>2,563,838.78</b>	2,563,838.78	0.00	0.00	0.00
<b>School Level</b>											
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
<b>SCHOOL LEVEL SUBTOTALS</b>			101,747	610.1530	62,081,241	0.1058	<b>6,568,099.422</b>	6,568,099.422	0.00	0.00	0.00
<b>RECORDKEEPING BURDEN</b>											
<b>State Agency Level</b>			56	5489.3055357	307,401.11	0.3350141328	102,983.716	102,969.716	14.000	0.000	14.000
<b>School Food Authority Level</b>			20,858	20.334787611	424,143.00	6.0447508977	2,563,838.780	2,563,838.780	0.000	0.000	0.000
<b>School Level</b>			101,747	610.15303645	62,081,241.00	0.1057984556	6,568,099.422	6,568,099.422	0.000	0.000	0.000
<b>TOTAL RECORDING KEEPING BURDEN</b>			<b>122,661</b>	<b>512.0844</b>	<b>62,812,785.11</b>	<b>0.14702297</b>	<b>9,234,921.918</b>	9,234,907.918	14.000	0.000	14.000

PUBLIC DISCLOSURE BURDEN

PUBLIC DISCLOSURE BURDEN

CFR Citation	Title	Form number	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. Dx E)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. FxG)	Previously Approved	Due to Program Change - DGA Rule	Due to Program Change - Direct Certification Rule	Due to Program Change - Snack Rule	Due to Program Change - Revenue Rule	Due to Program Change - AD60 Rule	Due to Program Change - Admin Rvw Rule	Due to an Adjustment	Total Difference
<b>State Agency Level</b>																
210.18(m)(1)	Establish a state agency requirement to post a summary of the most recent administrative review results of each SFA		56	124.00	6,944.00	0.25	1,736.00	0.00						1,736.00		1,736.00
<b>STATE AGENCY LEVEL TOTALS</b>			56	124.0000	6944.00	0.2500	<b>1,736.000</b>	0.000	0.00	0.00	0.00	0.00	0.00	1,736.00	0.00	1,736.00
<b>PUBLIC DISCLOSURE BURDEN</b>																
<b>State Agency Level</b>			56	124	6,944.00	0.25	1,736.000	0.000	0.000	0.000	0.000	0.000	0.000	1,736.000	0.000	1,736.000
<b>School Food Authority Level</b>			0	#DIV/0!	0.00	#DIV/0!	-	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>School Level</b>			0	#DIV/0!	0.00	#DIV/0!	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL RECORDING KEEPING BURDEN</b>			56	124.0000	<b>6,944.00</b>	0.25000000	<b>1,736.000</b>	0.000	0.000	0.000	0.000	0.000	0.000	1,736.000	0.000	1,736.000

Yellow rows = Burden removed per consultation with OMB  
Green = DGA Rule

**ICR #0584-0006, 7 CFR Part 210, National School Lunch Program -Administrative Reviews (AE30)**

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours
<b>Total Reporting Burden</b>	122,661	12.104	1,424,861.000	0.80327	<b>1,144,555.04</b>
<b>Total Recordkeeping Burden</b>	122,661	513	62,812,785.110	0.14702	<b>9,234,921.92</b>
<b>Total Public Disclosure Burden</b>	56	124	6,944.000	0.25000	<b>1,736.00</b>
<b>TOTAL BURDEN FOR #0584-0006</b>	<b>122,661</b>	<b>523.7572669</b>	<b>64,244,590.110</b>	<b>0.1615889</b>	<b>10,381,212.958</b>

<b>Total Reporting Burden for Administrative Review Rule (0584-AE30)</b>	<b>56</b>	<b>-</b>	<b>(56.00)</b>	<b>-</b>	<b>(11.20)</b>
<b>Total Recordkeeping Burden for Administrative Review Rule (0584-AE30)</b>	<b>56</b>	<b>1.000000</b>	<b>56.00</b>	<b>0.250000</b>	<b>14.00</b>
<b>Total Public Disclosure Burden for Administrative Review Rule (0584-AE30)</b>	<b>56</b>	<b>124.000000</b>	<b>6,944.00</b>	<b>0.250000</b>	<b>1,736.00</b>
<b>Total for Administrative Review Rule (0584-AE30)</b>	<b>56</b>	<b>124.000000</b>	<b>6,944.00</b>	<b>0.250403</b>	<b>1,738.80</b>

	Responses	Time Burden
<b>Current OMB Inventory</b>	64,237,646.00	10,379,474.00
<b>Burden Revision Requested</b>	64,244,590.11	10,381,212.96
<b>Difference</b>	<b>6,944</b>	<b>1,739</b>