OMB Control #0584-0026 7 CFR Part 245 - Food and Nutrition Service Determination of Free and Reduced Price Eligibility

| | | | | | Recordke | eping | | | | | | | |
|-------------------------|-----------------------------|--|-------------|--------------------------------|-----------------------------|-------------------------|---|--------------------------|------------------------------------|----------------------------------|--------------------------|-------------------------|------------------|
| | | | | Α | В | C = (A*B) | D | E= (C*D) | F | | | | G =E-F |
| Program Rule | CFR Citation | Title | Form Number | Estimated # Record- keepers | Records Per Recordkeeper | Total Annual Records | Estimated Avg. # of Hours Per Record | Estimated Total Hours | Current OMB Approved Burden Hrs | Due to Authorizing Statute | Due to Program Change | Due to an Adjustment | Total Difference |
| | State Agency Level | | | | | | | | | | | | |
| F/R Eligibility | 245.4(e) | Puerto Rico and Virgin Islands SAs must maintain records on the survey and fund withdrawal factor (burden previously removed). | | 0 | 0 | C | 0.00 |) (| 0 | | | | 0 |
| Direct Certification | 245.6(b)(1)(iv) | SA must maintain agreements with the SA conducting eligibility determinations for SNAP. | | 54 | 1 | 54 | 1 0.10 | 5 | 5 | | | | 0 |
| F/R Eligibility | 245.11 (h) | SAs maintain requested data on number of schools on Provisions 1, 2, or 3and extensions granted. | | 43 | 155 | 6,665 | 5 0.25 | 1,666 | 1,666 | | | | 0 |
| F/R Eligibility | | SAs maintain annual verification data collected from SFAs. | 742 | 56 | 1 | 56 | 0.20 | 11 | . 11 | | | | 0 |
| CIP | 7 CFR 245.12 (e) and (g) | State agencies that fail to meet the direct certification benchmark must maintain a Continuous Improvement Plan. | | 18 | 1 | 18 | 3 0.50 | 9 | 9 | | | | 0 |
| | | State Agency Level Total | | 56 | 121.30 | 6,793 | 0.25 | 1,691 | 1,691 | | 0 0 | (| 0 |
| | | | | | School Food Aut | hority Level | | | | | | | |
| F/R Eligibility | 245.6 (e) | SFAs must maintain documentation substantiating eligibility determinations for 3 years after the end of the fiscal year. | | 20,858 | 1 | 20,858 | 0.08 | 1,669 | 1,669 | | | - | - |
| F/R Eligibility | 245.9 (g)&(h) | SFAs must retain records of schools implementing Provision 1, 2 or 3 for 3 years after submission of the last Claim for Reimbursement. | | 1,092 | 1 | 1,092 | 2.4715 | 2,699 | 2,699 | | | - | - |
| | | School Food Authority Level Total | | 20,858 | | | 0.20 | 4,368 | 4,368 | (| 0 | 0 | 0 |
| | | | | | School Le | evel | | ı | 1 | | | | |
| | | | | | | - | | - | | | - | | - |
| | | School Level Total | | - | - | - | - | - | - | - | - | - | - |
| | | Total Recordkeeping Burden | | 20,914 | 1.37 | 28,743 | 0.21 | 6,059 | 6,059 | (| 0 | 0 | 0 |

| Program Rule | Estimated # Records F Record-keepers Recordkee | er Total Annual | Estimated Avg. # of Hours Per Record | Estimated Total Hours | Current OMB Approved Burden Hrs | Due to Authorizing Statute | Due to Program Change | Due to an Adjustment | Total Difference | |
|--------------|---|-------------------|--|--------------------------|---------------------------------------|----------------------------------|-----------------------------|-------------------------|---------------------|--|
|--------------|---|-------------------|--|--------------------------|---------------------------------------|----------------------------------|-----------------------------|-------------------------|---------------------|--|

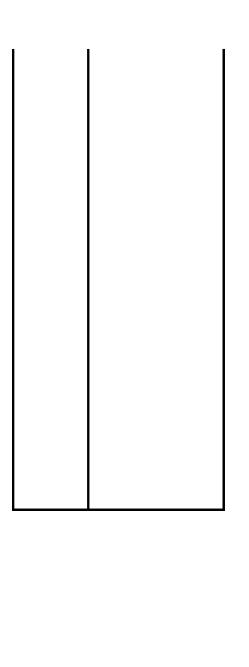
OMB Control #0584-0026 7 CFR Part 245, Determining Eligibility for Free Reduced Price Meals

| | | | , 0, 1, 1, 1, 1, 1 | | g Eligibility f | | uccu i i icc iv | icais | | | | | |
|-----------------------|-----------------------------------|--|--------------------|----------------------------|------------------------------|-------------------------|--|--------------------------|------------------------------------|----------------------------------|--|-------------------------|------------------|
| | | | | Α . | Reporting | C = (A*B) | D | E= (C*D) | F | | | | G=E-F |
| Program Rule | CFR Citation | Title | Form Number | Estimated # Respondents | Responses per Respondents | Total Annual Records | Estimated Avg. # of Hours Per Response | Estimated Total Hours | Current OMB Approved Burden Hrs | Due to Authorizing Statute | Due to Program Change - Independent Review Rule | Due to an Adjustment | Total Difference |
| | | | | St | ate Agency Le | /el | | | | | | | |
| F/R Eligibility | 245.4 (c) | Puerto Rico and Virgin Islands SAs conduct triennial survey to develop factor for withdrawal of funds from Letter of Credit. | | 2 | 0.33 | 0.66 | 70.00 | 46 | 46 | | | 0 | 0 |
| F/R Eligibility | 245.4 (d) | Puerto Rico and Virgin Islands Sas submit survey results and the factor for fund withdrawal to FNS for approval. | | 2 | 0.33 | 0.66 | 5.00 | 3 | 3 | | | 0 | 0 |
| F/R Eligibility | 245.6(i) | SAs and LEAs must obtain written consent from parent or guardian prior to use or disclosure for other uses not specified in the regulation. | | 56 | 1 | 56 | 0.25 | 14 | 14 | | | o | 0 |
| F/R Eligibility | 245.6(j) | SAs enter into written agreement with the agency receiving children's free and reduced price eligibility information. | | 56 | 1 | 56 | 0.25 | 14 | 14 | | | 0 | 0 |
| F/R Eligibility | 245.11(a)(1) and 245.3(a) | SAs issue prototype free and reduced price policy statement and annually announce the family-size income standards to be used in determining eligibility for free or reduced price meals. | | 56 | 1 | 56 | 0.10 | 5.6 | 6 | | | 0 | o |
| F/R Eligibility | 245.11(g) | SAs notify FNS if TANF is comparable to or more restrictive than AFDC. | | 56 | 1 | 56 | 0.10 | 5.6 | 6 | | | 0 | 0 |
| F/R Eligibility | 245.11(h)(4) | SAs submit to FNS upon request, the number of schools on Provision 1, Provision 2 or Provision 3 and extensions. | | 43 | 1 | 43 | 1.50 | 65 | 65 | | | 0 | 0 |
| F/R Eligibility | 245.11(i) | SAs must collect, analyze, and report to FNS annual verification data from SFAs. | 742 | 56 | 1 | 56 | 4.00 | 224 | 224 | | | 0 | 0 |
| CIP | 245.12(e) and (g) | State agencies that fail to meet the direct certification benchmark must develop and submit a Continuous Improvement Plan within 60 days of notification. | | 18 | 1 | 18 | 3.00 | 54 | 54 | | | 0 | 0 |
| Independent Review | 245.11(b)(2) | State agencies must annually report the results of the second reviews conducted by LEAs each school year. | | 56 | 1 | 56 | 0.5 | 28 | 0 | | 28 | ı | 28 |
| | | State Agency Level Total | | 56 ation Agency (I | 7.11 FA) & School F | 398 and Authorit | 1.15 v (SFA) Level | 459 | 431 | 0 | 28 | 0 | 28 |
| F/R Eligibility | 245.6 (c)(6)(i) | SFAs notify households of approval of meal benefit applications. | | 20,858 | 300 | 6,257,400 | 0.02 | 125,148 | 125,148 | | | 0 | 0 |
| F/R Eligibility | 245.6 (c)(6)(ii) | SFAs must notify households in writing that children are eligible for free meals based on direct certification and that no application is required. | | 20,858 | 150 | 3,128,700 | 0.02 | 62,574 | 62,574 | | | 0 | 0 |
| F/R Eligibility | 245.6 (c)(7) | SFAs provide written notice to each household of denied benefits. | | 20,858 | 17 | 354,586 | 0.02 | 7,092 | 7,092 | | | 0 | c |
| F/R Eligibility | 245.6(j) | SFA must enter into written agreement with the agency receiving children's free and reduced price eligibility information. | | 20,858 | 1 | 20,858 | 0.166 | 3,462 | 3,462 | | | 0 | 0 |
| F/R Eligibility | 245.6a (c) | SFAs must determine sample size of households to verify eligibility. | | 20,858 | 1 | 20,858 | 0.33 | 6,883 | 6,883 | | | 0 | 0 |
| F/R Eligibility | 245.6a (f) | SFAs notify households of selection for verification. | | 20,858 | 12 | 250,296 | 0.25 | 62,574 | 62,574 | | | 0 | 0 |
| F/R Eligibility | 245.6a (h) | SFAs must report verification information to SA. | 742 | 20,858 | 1 | 20,858 | 0.75 | 15,644 | 15,644 | | | 0 | c |
| F/R Eligibility | 245.9 (f) | SFAs with schools under Provisions 1, 2, or 3 must identify those schools in its free and reduced price policy statement and certify their eligibility for the first year of operation. | | 1,092 | 1 | 1,092 | 0.25 | 273 | 273 | | | 0 | 0 |
| F/R Eligibility | 245.9 (h) | SFAs with schools under Provision 2 or Provision 3 submit to FNS upon request all data and documentation used in granting extensions. | | 1,092 | 1 | 1,092 | 0.25 | 273 | 273 | | | ٥ | o |
| | 243.10 (a) | SFAs submit to SA for approval a free and reduced price policy statement. | | 20,858 | 1 | 20,858 | 0.07535 | 1,572 | 1,572 | | | 0 | 0 |
| Independent Review | 245.11(c)(3) | Local educational agencies must annually report the results of the second reviews conducted each school year. LEA & SFA Level Total | | 1,400 20,858 | 483.172 | 1,400 | 0.25 | 350 285,844 | 285,494 | 0 | 350 | 0 | 350 |
| | | | | | School Level | | | | | | | | |
| | | School Level Total | | - | | | | | - | | | - | 0 |
| F/R Eligibility | 245.6 (a) | Households complete application form for free or reduced price meal benefits. | | 8,262,043 | Household Leve | 8,262,043 | 0.07 | 578,343 | 578,343 | | | | 0 |
| | 245.6a (a)(7)(i) | Households assemble written evidence for | | 190,000 | 1 | 190,000 | 0.50 | 95,000 | 95,000 | | | | |
| ran resolution. | 245.6a (a)(7)(i) 245.6a (a)(7) | verification of eligibility and send to SFA. Households cooperate with collateral contacts for verification of eligibility. | | 1,900 | 1 | 1,900 | 0.167 | 317 | 317 | | | | 0 |
| | ~ | Household Level Total Total Reporting Burden | | 8,262,043 | 1.02 | 8,453,943 | 0.08 | 673,660 | 673,660 | C | 0 | 0 | 0 |
| | | rotal Reporting Burden | | 8,282,957 | 2.24 | 18,532,339 | 0.05 | 959,964 | 959,586 | 0 | 28 | 0 | 28 |

| Program Rule | Estimated # Respondents | Responses per Respondents | Total Annual Records | Estimated Avg. # of Hours Per Response | Estimated Total Hours | Current OMB Approved Burden Hrs | | Due to Program Change - Independent Review Rule | Due to an Adjustment | Total Difference |
|----------------------|----------------------------|------------------------------|-------------------------|--|--------------------------|---------------------------------------|---|---|-------------------------|---------------------|
| F/R Eligibility | 8,282,957 | 2.24 | 18,530,865 | 0.05 | 959,532 | 959,532 | - | - | 0 | 0 |
| Direct Certification | | - | - | - | - | - | - | - | 0 | - |
| Independent Review | 1,456.0 | 1.0 | 1,456.0 | 0.3 | 378.0 | | | | | 378.0 |
| o | - | - | - | - | - | - | | | | - |

| ICR #0584-0026, 7 CFR Part 245, Free and Reduced Price Eligibility - Summary | | | | | | | | | | |
|--|----------------------------|-----------------------------|--------------------------------------|---|-------------------------------------|--|--|--|--|--|
| | | | | | | | | | | |
| | Estimated # Respondents | Responses Per Respondent | Total Annual Responses (Col. BxC) | Estimated Avg. # of Hours Per Response | Estimated Total Hours (Col. DxE) | | | | | |
| Recordkeeping | | | | | | | | | | |
| State Agency Level | 56 | 121.304 | 6,793 | 0.249 | 1,691 | | | | | |
| School Food Authority Level | 20,858 | 1.052 | 21,950 | 0.199 | 4,368 | | | | | |
| School Level | - | - | - | - | - | | | | | |
| Recordkeeping Total | 20,914 | 1.374 | 28,743 | 0.211 | 6,059 | | | | | |
| Reporting | | | | | | | | | | |
| State Agency Level | 56 | 7.113 | 398 | 1.153 | 459 | | | | | |
| School Food Authority Level | 20,858 | 483.172 | 10,077,998 | 0.028 | 285,844 | | | | | |
| Household Level | 8,262,043 | 1.023 | 8,453,943 | 0.080 | 673,660 | | | | | |
| Reporting Total | 8,282,957 | 2.237 | 18,532,339 | 0.052 | 959,964 | | | | | |
| TOTAL BURDEN | 8,303,871 | 2.235 | 18,561,082 | 0.263 | 966,023 | | | | | |

| Date | User Initials |
|-------------|----------------------|
| 7/11/11 SW | |
| 10/31/11 SW | |
| 3/15/12 SW | |
| 8/27/13 LW | 1 |
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| This has been corrected to incorporate the interim rule for direct certification published April 2011 | | | | | | | |
|---|-----------|--|--|--|--|--|--|
| Ready for submssion to PRAB | | | | | | | |
| Non-Substantive Revision to merge CIP Rule to (| 0584-0026 | | | | | | |
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Comments

This is a DRAFT of the Burden doc using the redesigned template