

Summary of Information Collections		Title of Information Document <b>Federal Collection Methods for Food Stamp Program Recipient</b>						OMB No. 0584-0446		0584-0446		
								Month/Year		Oct-15		
IDENTIFICATION OF REPORTING AND RECORDKEEPING REQUIREMENTS		ANNUAL BURDEN										
SECTION OF REG	DESCRIPTION	FORM NO(s) (If "none" so state)	REPORTING					RECORDKEEPING				
			NO. OF RESPON-DENTS	NO. OF RESPONSES PER	TOTAL ANNUAL RESPONSES	HOURS PER RESPONSE	TOTAL HOURS (Col. f & g)	NO. OF RECORD-KEEPERS	ANNUAL RECORDS PER	TOTAL RECORDS PER	HOURS PER RECORD	TOTAL RECORD-KEEPING
<b>Households (Debtors)</b>												
<b>A. Due-Process Notice Requirements</b>												
	Reading State Issued Notice	n/a	237,014	1.00	237,014	0.08	19,790.67					
	Informal Inquiries to State	n/a	16,591	1.00	16,591	0.25	4,147.75					
	Formal Appeals to State	n/a	1,421	1.00	1,421	0.50	710.50					
	Reading FNS issued letter to Federal employees	n/a	3,000	1.00	3,000	0.0835	250.5					
	Phone Inquires and informal appeals for FNS letter	n/a	900	1.00	900	0.25	225					
	Formal appeals to FNS	n/a	20	1.00	20	0.5	10					
<b>Totals</b>			<b>237,014</b>	<b>1.09</b>	<b>258,946</b>	<b>0.09706432615</b>	<b>25,134.42</b>					
<b>State Agencies</b>												
<b>A. Due-Process Notice Requirements</b>												
	State Notice Production	n/a	53	4,471.96	237,014	0.02	3,958.13					
	Responding to State Phone/informal Inquires	n/a	53	313.04	16,591	0.25	4,147.75					
	Responding to State Formal Appeals	n/a	53	26.81132	1,421	0.50	710.50					
	Providing documents for formal appeals to FNS	n/a	53	0.3773584	20	0.5	10					
<b>B. State Agency Reporting</b>												
	Certification Letter	n/a	53	1.00	53	0.50	26.50					
<b>C. TOP Automated Data Processing</b>												
	System Compatibility File	n/a	53	1.00	53	11.50	609.50					
	Address File	n/a	53	8.00	424	1.63	693.07					
	Collections File	n/a	53	8.00	424	6.50	2,756.00					
	State Agency Profile	n/a	53	1.00	53	0.25	13.25					
	Testing New System	n/a	5	1.00	5	7.00	35.00					
	Weekly Files	n/a	53	52.00	2,756	1.50	4,134.00	53	52	2,756	0.25	689.00
	Weekly Files - Post TOP Data	n/a	53	52.00	2,756	1.50	4,134.00					
<b>Totals</b>			<b>53</b>	<b>4,935.28</b>	<b>261,570</b>	<b>0.08</b>	<b>21,227.70</b>					
<b>Overall Totals</b>			<b>237,067</b>	<b>2.20</b>	<b>520,516</b>	<b>0.09</b>	<b>46,362</b>			<b>2,756</b>	<b>0.25</b>	<b>689</b>

TOTAL NO. RESPONDENTS	237,067	83-I 13(a)	Total (d) - Respondent is only counted once
AVERAGE NO. OF RESPONSES PER RESPONDENT	2.20		Total (f)/Total (d) = Total (e)
TOTAL ANNUAL RESPONSES	521,205	83-I 13 (b)	Total (f) + total (k) = Sum
AVERAGE HOURS PER RESPONSE	0.09		Total (h)/Total (f) = Total (g)
<b>TOTAL ANNUAL BURDEN (Annual Hours Requested)</b>	<b>47,051</b>	83-I 13(c)	Total (h) + Total (m) = Sum
CURRENT OMB INVENTORY	47,601	83-I 13(d)	
DIFFERENCE	-550	83-I 13(e)	

(237014/Debtor + 53/SA = 237067 Respondents)

State Agency

Household

SECTION OF REG	DESCRIPTION	NO. OF RESPONDENTS	NO. OF RESPONSES PER RESPONDENT	TOTAL ANNUAL RESPONSES	HOURS PER RESPONSE
<b>Households (Debtors)</b>					
<b>A. Due-Process Notice Requirements</b>					
	Reading State Issued Notice	237,014	1.00	237,014	0.08
	Informal Inquiries to State	16,591	1.00	16,591	0.25
	Formal Appeals to State	1,421	1.00	1,421	0.50
	Reading FNS issued letter to Federal employees	3,000	1.00	3,000	0.0835
	Phone Inquires and informal appeals for FNS letter	900	1.00	900	0.25
	Formal appeals to FNS	20	1.00	20	0.5
<b>Totals</b>		<b>237,014</b>	<b>1.09</b>	<b>258,946</b>	<b>0.0970643</b>
<b>State Agencies</b>					
<b>A. Due-Process Notice Requirements</b>					
	State Notice Production	53	4,471.96	237,014	0.02
	Responding to State Phone/informal Inquires	53	313.04	16,591	0.25
	Responding to State Formal Appeals	53	26.81132	1,421	0.50
	Providing documents for formal appeals to FNS	53	0.3773584	20	0.5
<b>B. State Agency Reporting</b>					
	Certification Letter	53	1.00	53	0.50
<b>C. TOP Automated Data Processing</b>					
	System Compatibility File	53	1.00	53	11.50
	Address File	53	8.00	424	1.63
	Collections File	53	8.00	424	6.50
	State Agency Profile	53	1.00	53	0.25
	Testing New System	5	1.00	5	7.00
	Weekly Files	53	52.00	2,756	1.50
	Weekly Files - Post TOP Data	53	52.00	2,756	1.50
<b>Totals</b>		<b>53</b>	<b>4,935.28</b>	<b>261,570</b>	<b>0.08</b>
<b>Overall Totals</b>		<b>237,067</b>	<b>2.20</b>	<b>520,516</b>	<b>0.09</b>

RECORDKEEPING				
NO. OF RECORD-KEEPERS	ANNUAL RECORDS PER	TOTAL RECORDS PER	HOURS PER RECORD	TOTAL RECORD-KEEPING
53	52	2,756	0.25	689.00

		7,798	0.09	699
--	--	-------	------	-----

TOTAL ANNUAL BURDEN HOURS
19,790.67
4,147.75
710.50
250.5
225
10
<b>25,134.42</b>
3,958.13
4,147.75
710.50
10
26.50
609.50
693.07
2,756.00
13.25
35.00
4,134.00
4,134.00
<b>21,227.70</b>
<b>46,362</b>