

SNAP PROGRAM REPORTING AND RECORDKEEPING REQUIREMENTS (OMB #0584-0064)

CFR	Burden Activities	Title	Estimated Number of Respondents	Annual Reports/Records filed	Total Annual Responses	Number of Burden Hours per Response	Estimated Total Burden Hours	Hourly Cost to Respondent	Cost to Respondents	Previous Submission: Burden Hours	Difference Due to Program Changes	Difference Due to Adjustments	Explanation of Differences
Affected Public: State and Local Agencies													
STATE AGENCY UPDATED REPORTING BURDEN BASELINE ESTIMATES													
<i>Application to Participate in SNAP</i>													
273.2	1. Application form (19 Minutes)	Application form - All initial applications	53	211,494.77	11,209,223.00	0.3173	3,556,686.46	\$ 10.15	\$ 36,100,367.55	3,509,730.88		46,955.58	Increase in participation
273.2(e)(1)	2. Interview (30 Minutes)	Interview: Initial interview	53	211,494.77	11,209,223.00	0.5	5,604,611.50	\$ 10.15	\$ 56,886,806.73	0.00		5,604,611.50	Interview not previously included in burden estimate
273.2(f)(1) & (2)	3. Verification (21 Minutes)	Verification:											
		Income	53	211,494.77	11,209,223.00	0.0501	561,582.07	\$ 10.15	\$ 5,700,058.03	0.00		561,582.07	Verification not previously included in burden estimate
		Identity	53	211,494.77	11,209,223.00	0.0501	561,582.07	\$ 10.15	\$ 5,700,058.03	0.00		561,582.07	Verification not previously included in burden estimate
		Alien Eligibility	53	211,494.77	11,209,223.00	0.0501	561,582.07	\$ 10.15	\$ 5,700,058.03	0.00		561,582.07	Verification not previously included in burden estimate
		Social Security Number	53	211,494.77	11,209,223.00	0.0501	561,582.07	\$ 10.15	\$ 5,700,058.03	0.00		561,582.07	Verification not previously included in burden estimate
		Medical expenses (if claimed and to receive income deduction)	53	13,132.08	696,000.24	0.0501	34,869.61	\$ 10.15	\$ 353,926.56	0.00		34,869.61	Verification not previously included in burden estimate
		Residency	53	211,494.77	11,209,223.00	0.0501	561,582.07	\$ 10.15	\$ 5,700,058.03	0.00		561,582.07	Verification not previously included in burden estimate
		Utility expenses (if the State agency does not utilize a standard utility allowance and the applicant wishes to claim expenses)	53	244,509.43	12,959,000.00	0.0501	649,245.90	\$ 10.15	\$ 6,589,845.89	0.00		649,245.90	Verification not previously included in burden estimate
		Hours worked (Able-bodied Adults w/out Dependents)	53	69,890.42	3,704,192.26	0.0501	185,580.03	\$ 10.15	\$ 1,883,637.33	0.00		185,580.03	Verification not previously included in burden estimate
		Legal obligation to pay child support and actual child support payments	53	6,867.92	364,000.00	0.0501	18,236.40	\$ 10.15	\$ 185,099.46	0.00		18,236.40	Verification not previously included in burden estimate
		Disability	53	68,547.17	3,633,000.01	0.0501	182,013.30	\$ 10.15	\$ 1,847,435.00	0.00		182,013.30	Verification not previously included in burden estimate
		Household composition	53	211,494.77	11,209,223.00	0.0501	561,582.07	\$ 10.15	\$ 5,700,058.03	0.00		561,582.07	Verification not previously included in burden estimate
		Questionable Information	53	11,035	584,872.00	0.0501	29,302.09	\$ 10.15	\$ 297,416.18	0.00		29,302.09	Verification not previously included in burden estimate
		Student Work Hours	53	2,296.00	121,688.00	0.0501	6,096.57	\$ 10.15	\$ 61,880.17	0.00		6,096.57	Verification not previously included in burden estimate
<i>Application for Recertification</i>													
273.14(b)	1. Application form (15 Minutes)	Application form - All recertification applications	53	275,842.30	14,619,642.00	0.25	3,654,910.50	\$ 10.15	\$ 37,097,341.58	3,238,956.48		415,954.02	4.2 minute reduction in application review time. Increase in participation.
		Additional Application for Recertification affected by Final Rule 7 CFR 273.12(a)(5), formerly 7 CFR 273.12(a)(1)(vii)	0	0.00	0.00	0.00	0.00	\$ 10.15	\$ -	724,154.00		-724,154.00	A one time burden associated with certain hh that were allowed to be under simplified reporting per the the FSRIA Final Rule. This was a 1 time burden.
273.14(b)(3)	2. Interview (20 Minutes)	Interview: All recertification interviews	53	275,842.30	14,619,642.00	0.334	4,882,960.43	\$ 10.15	\$ 49,562,048.34	0.00		4,882,960.43	Interview not previously included in burden estimate

CFR	Burden Activities	Title	Estimated Number of Respondents	Annual Reports/ Records filed	Total Annual Responses	Number of Burden Hours per Response	Estimated Total Burden Hours	Hourly Cost to Respondent	Cost to Respondents	Previous Submission: Burden Hours	Difference Due to Program Changes	Difference Due to Adjustments	Explanation of Differences
273.2(f)(8)(i)3.	Verification (10 Minutes)	Verification:											
		Income (if source changed or amount changed by more than \$50)	53	137,921.15	7,309,821.00	0.1002	732,444.06	\$ 10.15	\$ 7,434,307.25	0.00		732,444.06	Verification not previously included in burden estimate
		Social Security Number (if Social Security number is new)	53	2,758.42	146,196.42	0.1002	14,648.88	\$ 10.15	\$ 148,686.15	0.00		14,648.88	Verification not previously included in burden estimate
		Medical expenses (unreported and reoccurring expenses that have changed by more than \$25)	53	5,516.85	292,392.84	0.1002	29,297.76	\$ 10.15	\$ 297,372.29	0.00		29,297.76	Verification not previously included in burden estimate
		Legal obligation to pay child support (if there were changes in obligation to pay)	53	13,792.12	730,982.10	0.1002	73,244.41	\$ 10.15	\$ 743,430.73	0.00		73,244.41	Verification not previously included in burden estimate
		Utility expenses (if has changed by more than \$25)	53	13,792.12	730,982.10	0.1002	73,244.41	\$ 10.15	\$ 743,430.73	0.00		73,244.41	Verification not previously included in burden estimate
		Hours worked (Able-bodied Adults w/out Dependents)	53	137,921.15	7,309,821.00	0.1002	732,444.06	\$ 10.15	\$ 7,434,307.25	0.00		732,444.06	Verification not previously included in burden estimate
		Other information which has changed may be verified	53	137,921.15	7,309,821.00	0.1002	732,444.06	\$ 10.15	\$ 7,434,307.25	0.00		732,444.06	Verification not previously included in burden estimate

CFR	Burden Activities	Title	Estimated Number of Respondents	Annual Reports/ Records filed	Total Annual Responses	Number of Burden Hours per Response	Estimated Total Burden Hours	Hourly Cost to Respondent	Cost to Respondents	Previous Submission: Burden Hours	Difference Due to Program Changes	Difference Due to Adjustments	Explanation of Differences
	Periodic Reports												
273.21	MA,MN	Monthly Reports	2	364,434.00	728,868.00	0.1169	85,204.67	\$ 10.15	\$ 864,827.39	282,161.88		-196,957.21	Decrease in burden time estimate and decrease in number of states with monthly reporting
273.12(a)(4)	CA	Quarterly Report	1	1,733,336.00	1,733,336.00	0.1336	231,573.69	\$ 10.15	\$ 2,350,472.95	479,681.40		-248,107.71	Decrease in burden time estimate and decrease in number of households reporting to state
273.12(a)(5)	51SA	Simplified or Periodic Report	51	369,638.35	18,851,555.85	0.1837	3,463,030.81	\$ 10.15	\$ 35,149,762.72	1,941,962.94		1,521,067.87	Increase in burden time estimate and households reporting to state
273.12(a)(1)	24 SA	Change Report	24	134,810.67	3,235,456.08	0.1837	594,353.28	\$ 10.15	\$ 6,032,685.81	299,671.74		294,681.54	Increase in burden time estimate and households reporting to state
	Notices												
273.10(g)(1) (i) & (ii)	All Initial and Recertification Applications	Notice of Eligibility or Denial	53	712,253.57	37,749,439.21	0.0334	1,260,831.27	\$ 10.15	\$ 12,797,437.39	632,689.74		628,141.53	Increase in number of households receiving notice
273.12(a)(4) (iii) & 273.12(a)(5) (iii)(D)		Notice of Missing or Incomplete Report	53	1,149.85	60,942.05	0.0334	2,035.46	\$ 10.15	\$ 20,659.96	1,053.75		981.71	Increase in number of households receiving notice
273.2(h)(1) (i)(D) & 273.14(b)(3) (iii)		Notice of Missed Interviews	53	44,514.17	2,359,251.01	0.0167	39,399.49	\$ 10.15	\$ 399,904.84	37,627.60		1,771.89	Increase in number of households receiving notice
273.14(b)(1)	Total Participating Households	Notice of Expiration of Certification	53	416,736.06	22,087,011.18	0.0334	737,706.17	\$ 10.15	\$ 7,487,717.66	303,652.17		434,054.00	Increase in number of households receiving notice
273.13(a)		Notice of Adverse Action (NOAA)	53	31,227.23	1,655,043.19	0.0334	55,278.44	\$ 10.15	\$ 561,076.19	28,617.45		26,660.99	Increase in number of households receiving notice
273.12(a)(4) (v) & 273.13(b)		Adequate Notice	53	6,899.15	365,654.95	0.0334	12,212.88	\$ 10.15	\$ 123,960.68	6,322.56		5,890.32	Increase in number of households receiving notice
273.12(c)(3) (i)		Request for Contact	53	31,227.23	1,655,043.19	0.0334	55,278.44	\$ 10.15	\$ 561,076.19	28,617.45		26,660.99	Increase in number of households receiving notice
273.29		Transitional Benefits Notice	0	0	0.00	0	0.00	\$ 10.15	\$ -	0.00		0.00	
	State Agency Reporting Subtotal		53	4,816,744.11	255,287,437.68	0.1218	31,098,677.48	\$	\$ 315,651,576.42	11,514,900.04	0	19,583,777	
STATE AND LOCAL AGENCY UPDATED RECORDKEEPING BURDEN BASELINE ESTIMATES													
272.1(f)		Case Files	2,724	46,693.210	127,192,304.04	0.03	3,815,769.12	\$ 10.15	\$ 38,730,056.58	3,815,769.21		-0.09	Rounding
272.4(e)		Monitoring Duplicate Participation	2,724	17,098.413	46,576,077.01	0.00416666	194,066.68	\$ 10.15	\$ 1,969,776.77	194,066.68		0.00	
	State Agency Recordkeeping Subtotal		2,724	63,791.62	173,768,381.05	0.02	4,009,835.79824	\$	\$ 40,699,833.35	4,009,835.89	0.00	-0.09	
	State Agency Reporting & Recordkeeping Subtotal		2,777	154,503	429,055,818.73	0.08	35,108,513.28	\$	\$ 356,351,409.77	15,524,735.93	0	19,583,777	

CFR	Burden Activities	Title	Estimated Number of Respondents	Annual Reports/ Records filed	Total Annual Responses	Number of Burden Hours per Response	Estimated Total Burden Hours	Hourly Cost to Respondent	Cost to Respondents	Previous Submission: Burden Hours	Difference Due to Program Changes	Difference Due to Adjustments	Explanation of Differences
Affected Public: Households													
HOUSEHOLD UPDATED BURDEN BASELINE ESTIMATES													
	Application to Participate in SNAP												
273.2	1. Application form (19 Minutes)	Application form - All initial applications	11,209,223	1	11,209,223.00	0.3173	3,556,686.46	\$ 7.25	\$ 25,785,976.82	3,509,730.88		46,955.58	Increase in participation
273.2(e)(1)	2. Interview (30 Minutes)	Interview - All initial interviews	11,209,223	1	11,209,223.00	0.5	5,604,611.50	\$ 7.25	\$ 40,633,433.38	0.00		5,604,611.50	Interview not previously included in burden estimate
	Travel Time	Travel associated with in office interview - 100% applicant HH	11,209,223	1	11,209,223.00	2	22,418,446.00	\$ 7.25	\$ 162,533,733.50	0.00		22,418,446.00	Travel time not previously included in burden estimate
OMB M-10-29		BP Deepwater Horizon Oil Spill Reporting	11,209,223	0	0.00	0.000000	0.00	\$ 7.25	\$ -	4,600.00		-4,600.00	One time burden associated with applications collected during the BP Deepwater Oil spill.
273.2(f)(1) & (2)	3. Verification (29 Minutes)												
		Income	11,209,223	1	11,209,223.00	0.0668	748,776.10	\$ 7.25	\$ 5,428,626.70	0.00		748,776.10	Verification not previously included in burden estimate
		Identity	11,209,223	1	11,209,223.00	0.0668	748,776.10	\$ 7.25	\$ 5,428,626.70	0.00		748,776.10	Verification not previously included in burden estimate
		Alien Eligibility	11,209,223	1	11,209,223.00	0.0668	748,776.10	\$ 7.25	\$ 5,428,626.70	0.00		748,776.10	Verification not previously included in burden estimate
		Social Security Number	11,209,223	1	11,209,223.00	0.0668	748,776.10	\$ 7.25	\$ 5,428,626.70	0.00		748,776.10	Verification not previously included in burden estimate
		Medical expenses (if claimed and to receive income deduction)	696,000	1	696,000.00	0.0668	46,492.80	\$ 7.25	\$ 337,072.80	0.00		46,492.80	Verification not previously included in burden estimate
		Residency	11,209,223	1	11,209,223.00	0.0668	748,776.10	\$ 7.25	\$ 5,428,626.70	0.00		748,776.10	Verification not previously included in burden estimate
		Utility expenses (if the State agency does not utilize a standard utility allowance and the applicant wishes to claim expenses)	12,959,000	1	12,959,000.00	0.0668	865,661.20	\$ 7.25	\$ 6,276,043.70	0.00		865,661.20	Verification not previously included in burden estimate
		Hours worked (Able-bodied Adults w/out Dependents and students)	3,704,192	1	3,704,192.00	0.0668	247,440.03	\$ 7.25	\$ 1,793,940.19	0.00		247,440.03	Verification not previously included in burden estimate
		Legal obligation to pay child support and actual child support payments	364,000	1	364,000.00	0.0668	24,315.20	\$ 7.25	\$ 176,285.20	0.00		24,315.20	Verification not previously included in burden estimate
		Disability	3,633,000	1	3,633,000.00	0.0668	242,684.40	\$ 7.25	\$ 1,759,461.90	0.00		242,684.40	Verification not previously included in burden estimate
		Household composition	11,209,223	1	11,209,223.00	0.0668	748,776.10	\$ 7.25	\$ 5,428,626.70	0.00		748,776.10	Verification not previously included in burden estimate
		Questionable Information	584,872	1	584,872.00	0.0668	39,069.45	\$ 7.25	\$ 283,253.51	0.00		39,069.45	Verification not previously included in burden estimate
		Student Work Hours (Not mandatory verification, but to meet exemption per 273.5(b)(5), household must provide supporting documentation on hours worked.)	121,688	1	121,688.00	0.0668	8,128.76	\$ 7.25	\$ 58,933.50	0.00		8,128.76	Verification not previously included in burden estimate

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Application for Recertification of SNAP													
273.14(b)	1. Application form (15 Minutes)	Application form - All recertification applications	14,619,642	1	14,619,642.00	0.25	3,654,910.50	\$ 7.25	\$ 26,498,101.13	3,238,956.48		415,954.02	4.2 minute reduction in application review time. Increase in participation.
		Additional Application for Recertification affected by Final Rule 7 CFR 273.12(a)(5), formerly 7 CFR 273.12(a)(1)(vii)	0	0.00	0.00	0.00	0.00	\$ 7.25	\$ -	526,425.02		-526,425.02	A one time burden associated with certain hh that were allowed to be under simplified reporting per the the FSRIA Final Rule. This was a 1 time burden.
273.14(b)(3)	2. Interview (20 Minutes)	Interview - All recertification interviews	14,619,642	1	14,619,642.00	0.334	4,882,960.43	\$ 7.25	\$ 35,401,463.10	0.00		4,882,960.43	Interview not previously included in burden estimate
	Travel Time	Travel associated with in office interview - 100% recertification HH	14,619,642	1	14,619,642.00	2	29,239,284.00	\$ 7.25	\$ 211,984,809.00	0.00		29,239,284.00	Travel time not previously included in burden estimate
273.2(f)(8)(i)	3. Verification (10 Minutes)												
		Income (if source changed or amount changed by more than \$50)	7,309,821	1	7,309,821.00	0.1002	732,444.06	\$ 7.25	\$ 5,310,219.47	0.00		732,444.06	Verification not previously included in burden estimate
		Social Security Number (if Social Security number is new)	146,196	1	146,196.42	0.1002	14,648.88	\$ 7.25	\$ 106,204.39	0.00		14,648.88	Verification not previously included in burden estimate
		Medical expenses (unreported and recurring expenses that have changed by more than \$25)	292,393	1	292,392.84	0.1002	29,297.76	\$ 7.25	\$ 212,408.78	0.00		29,297.76	Verification not previously included in burden estimate
		Legal obligation to pay child support (if there were changes in obligation to pay)	730,982	1	730,982.10	0.1002	73,244.41	\$ 7.25	\$ 531,021.95	0.00		73,244.41	Verification not previously included in burden estimate
		Utility expenses (if has changed by more than \$25)	730,982	1	730,982.10	0.1002	73,244.41	\$ 7.25	\$ 531,021.95	0.00		73,244.41	Verification not previously included in burden estimate
		Hours worked (Able-bodied Adults w/out Dependents)	7,309,821	1	7,309,821.00	0.1002	732,444.06	\$ 7.25	\$ 5,310,219.47	0.00		732,444.06	Verification not previously included in burden estimate
		Other information which has changed may be verified	7,309,821	1	7,309,821.00	0.1002	732,444.06	\$ 7.25	\$ 5,310,219.47	0.00		732,444.06	Verification not previously included in burden estimate
Periodic Reports													
273.21	MA,MN	Monthly Report	728,868	11	8,017,548.00	0.1169	937,251.36	\$ 7.25	\$ 6,795,072.37	188,107.92		749,143.44	Increase in number of households receiving notice
273.12(a)(4)	CA	Quarterly Report	1,733,336	3	5,200,008.00	0.1336	694,721.07	\$ 7.25	\$ 5,036,727.75	311,792.91		382,928.16	Increase in number of households receiving notice
273.12(a)(5)	51SA	Simplified or Periodic Report	18,851,556	1	18,851,556.00	0.167	3,148,209.85	\$ 7.25	\$ 22,824,521.43	1,402,528.79		1,745,681.06	Increase in number of households receiving notice and time to prepare notice
273.12(a)(1)	24 SA	Change Report	3,235,456	1	3,235,456.00	0.167	540,321.15	\$ 7.25	\$ 3,917,328.35	133,187.44		407,133.71	Increase in number of households receiving notice and time to prepare notice
Notices													
273.2(h)(1)(i)(D) & 273.14(b)(3)(ii)		Notice of Missed Interviews	2,123,326	1	2,123,326.00	0.0167	35,459.54	\$ 7.25	\$ 257,081.70	33,864.84		1,594.70	Increase in number of households receiving notice

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273.13(a)		Notice of Adverse Action	82,753	1	82,753.00	0.0167	1,381.98	\$ 7.25	\$ 10,019.32	953.92		428.06	Increase in number of households receiving notice
273.12(a)(4) (v) & 273.13(b)		Adequate Notice	14,626	1	14,626.00	0.0167	244.25	\$ 7.25	\$ 1,770.84	168.60		75.65	Increase in number of households receiving notice
273.12(c)(3) (i)		Request for Contact	1,324,034	1	1,324,034.00	0.0334	44,222.74	\$ 7.25	\$ 320,614.83	22,893.96		21,328.78	Increase in number of households receiving notice
	Household Subtotal - Burden Activities with Adjusted Baseline		14,619,642	15.6969650	229,484,008.46	0.3622	83,112,926.89		\$ 602,568,719.95	9,373,210.75	0.00	73,739,716.14	

SUMMARY OF BURDEN - #0584-0064

Affected Public	(a) Description of Collection Activity	(b) Form Number	(c) No. Respondents	(d) No. Responses Per Respondent	(e) Total Annual Responses (cxd)	(f) Hours Per Response	(g) Burden (exf)	Total
Reporting								
Individuals	Application to participate in the FSP		10,967,909	1.00	10,967,909.00	0.320		3,509,730.88
Households	Application for Recertification		10,121,739	1.00	10,121,739.00	0.320		3,238,956.48
	Additional Application for Recertification affected by Final Rule 7 CFR 273.12(a)(5), formerly 7 CFR 273.12(a)(1)(vii)		3,940,307	1.00	3,940,307.00	0.1336		526,425.02
	Monthly Report		142,506	11.00	1,567,566.00	0.120		188,107.92
	Quarterly Report		799,469	3.00	2,398,407.00	0.130		311,792.91
	Semiannual or Simplified Reporting		10,788,683	1.00	10,788,683.00	0.130		1,402,528.79
	Change Report		1,664,843	1.00	1,664,843.00	0.080		133,187.44
	Notice of Missed Interviews		1,693,242	1.00	1,693,242.00	0.020		33,864.84
	Notice of Adverse Action (NOAA)		47,696	1.00	47,695.75	0.020		953.92
	Adequate Notice		8,430	1.00	8,430.00	0.020		168.60
	Request for Contact		763,132	1.00	763,132.00	0.030		22,893.96
	BP Deepwater Horizon Oil Spill Reporting (Per OMB M-10-29)		10,967,909	0.00	0.00	0.004		4,600.00
	Total Individual/Household Burden		14,908,216	2.94884068	43,961,953.75000	0.21321		9,373,210.75020

Reporting								
State Agencies	Application to participate in the FSP		53	206,941.68	10,967,909.00	0.32		3,509,730.88
	Application for Recertification		53	190,976.21	10,121,739.00	0.32		3,238,956.48
	Additional Application for Recertification affected by Final Rule 7 CFR 273.12(a)(5), formerly 7 CFR 273.12(a)(1)(vii)		50	78,809	3,940,323.00	0.1838		724,154.00
	Monthly Reports		53	29,576.72	1,567,566.00	0.18		282,161.88
	Quarterly Report		1	2,398,407.00	2,398,407.00	0.20		479,681.40
	Semiannual or Simplified Report		47	229,546.45	10,788,683.00	0.18		1,941,962.94
	Change Report		53	31,412.13	1,664,843.00	0.18		299,671.74
	Notice of Eligibility or Denial		53	397,918.08	21,089,658.00	0.03		632,689.74
	Notice of Late Incomplete Report		53	662.74	35,125.00	0.03		1,053.75
	Notice of Missed Interviews		53	35,497.74	1,881,380.00	0.020		37,627.60
	Notice of Expiration of Certification		53	190,976.21	10,121,739.00	0.030		303,652.17
	Notice of Adverse Action (NOAA)		53	17,998.40	953,915.00	0.030		28,617.45
	Adequate Notice		53	3,976.45	210,752.00	0.03		6,322.56
	Request for Contact		53	17,998.40	953,915.00	0.03		28,617.45
	Reporting		53	1,447,093.47169	76,695,954.00	0.15014		11,514,900.04005510

Affected Public	(a) Description of Record keeping Activity	(b) No. of Recordkeeper	(c) Annual hours per Recordkeeper	(d) Total Annual Recordkeeping hours (bxc)
Recordkeeping				
State and local agencies	Case Files	2,724	46,693.210	127,192,307.040
	Monitoring Duplicate Participation	2,724	17,098.413	46,576,077.012
	Recordkeeping	2,724	63,791.624	173,768,384.052

h		Total No. Respondents	Total Annual Responses	Total Burden
BURDEN FOR THIS COLLECTION 0064		14,910,993	294,426,291.80	24,897,946.68

		Total No. Respondents	Total Annual Responses	Total Burden
BURDEN FOR THIS COLLECTION 0496				Merged to 0496

		Total No. Respondents	Total Annual Responses	Total Burden
BURDEN FOR THIS COLLECTION 0083				Merged to 0083

		Total No. Respondents	Total Annual Responses	Total Burden
BURDEN FOR THIS REQUEST		14,910,993	294,426,291.80	24,897,946.68