

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 - Revenue Rule	Due to an Adjustment	Total Difference
State Agency Level											
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
210.8(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	0.00	570.00		570.00
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.		56	1	56	0.20	11.20	11.20			0.00
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

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

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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
STATE AGENCY LEVEL TOTALS			56	131.0357	7,338	2.29608	16848.60	16,278.60	570.00	0.00	570.00
School Food Authority Level											
210.8(b)	Submit claim for reimbursement and supporting data		20,858	12	250,296	1.50	375444.00	375444.00			0.00
210.8(b)(1)	Submit revised claim for reimbursement and supporting statement justifying the adjustment.		2,085	1	2,085	0.50	1042.50	1042.50			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	1668.64	1668.64			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	2484.50	2484.50			0.00
210.9(b)(20)	SFAs provide sponsors with a elementary school attendance area boundary information.		4,969	2	9,938	4.00	39752.00	39752.00			0.00

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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
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	5214.50	0.00	5214.50		5214.50
210.15(a)(7)	Collect the number of food inspections obtained and report to state agency.		20,858	1	20,858	0.50	10429.00	10429.00			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	41898.00	41898.00			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
SCHOOL FOOD AUTHORITY LEVEL TOTALS			20,858	16.1730	337,337	1.4175	478,187.14	472,972.64	5214.50	0.00	5214.50
School Level											
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

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SCHOOL LEVEL TOTALS			101,747	10.00000	1,017,470	0.5000	508735.00	508735.00	0.00	0.00	0.00

SUMMARY OF REPORTING BURDEN											
State Agency Level			56	131.035714	7,338	2.2960752	16,848.60	16,278.60	570.00	0.00	570.00
School Food Authority Level			20,858	16.1730271	337,337	1.4175354	478,187.14	472,972.64	5214.50	0.00	5214.50
School Level			101,747	10	1,017,470	0.5	508,735.00	508,735.00	0.00	0.00	0.00
Recordkeepers unique to DGA					0						
Total Reporting Burden			122,661	12.1050	1,484,806	0.676028	1,003,770.74	997,986.24	5784.50	0.00	5784.50

RECORDKEEPING BURDEN

RECORDKEEPING (CURRENTLY APPROVED WITH REVENUE as Base)

CFR Citation	Title	Form number	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records (Col. Dx E)	Estimated Avg. # of Hours Per Record	Estimated Total (Col. FxG)	Previously Approved	Due to Program Change - Revenue Rule	Due to an Adjustment	Total Difference
State Agency Level											
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	-	4,172.00		4,172.00
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

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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 Hours (Col. FxG)	Previously Approved	Due to Program Change - Revenue Rule	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
STATE AGENCY LEVEL TOTALS			56	5,488.3055	307345.11	0.3350	102,969.716	98,797.720	4,172.00	0.00	4,172.00
School Food Authority Level											
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)	Names of children approved for meals based on documentation certifying that the child is included in a household currently approved to receive benefits under SNAP.		20,858	0.000	0	0.00	0.00	0.00			0.00
210.9(b)(19) & 210.15(b)(4)	Names of children approved for meals based on documentation certifying that the child is included in a household currently approved to receive benefits under FDPIR, TANF, or is a homeless child, migrant child, Head Start child, or a runaway child.		20,858	0.000	0	0.000	0.00	0.00			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	0.00	104290.00		104,290.00
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	0.00	208580.00		208,580.00
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

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SCHOOL FOOD AUTHORITY LEVEL TOTALS			20,858	13.33479	278,137	8.9742	2,496,050.28	2,183,180.28	312,870.00	0.00	312,870.00
School Level											
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
SCHOOL LEVEL SUBTOTALS			101,747	610.1530	62,081,241	0.1058	6,568,099.422	6,568,099.422	0.00	0.00	0.00
RECORDKEEPING BURDEN											
State Agency Level			56	5488.3055357	307,345.11	0.3350296229	102,969.716	98,797.720	4,171.996	0.000	4,171.996
School Food Authority Level			20,858	13.334787611	278,137.00	8.9741756041	2,496,050.280	2,183,180.280	312,870.000	0.000	312,870.000
School Level			101,747	610.15303645	62,081,241.00	0.1057984556	6,568,099.422	6,568,099.422	0.000	0.000	0.000
TOTAL RECORDING KEEPING BURDEN			122,661	511.8936	62,789,384.11	0.14599792	9,167,119.418	8,850,077.422	317,041.996	0.000	317,041.996

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ICR #0584-0006, 7 CFR Part 210, National School Lunch Program - Increase for Revenue Rule

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)
Total Reporting Burden	122,661	12.105	1,484,806.000
Total Recordkeeping Burden	122,661	512	62,789,384.110
TOTAL BURDEN FOR #0584-0006	122,661	523.99858	64,274,190.110

Total Reporting Burden for Revenue Rule (Merge from 0584-0565)	20,915	1.000000	20,915.00
Total Recordkeeping Burden for Revenue Rule (Merge from 0584-0565)	20,915	2.991824	62,574.00
Total for Revenue Rule (Merge from 0584-0565)	20,915	3.991824	83,489.00

Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
0.67603	1,003,770.740
0.14600	9,167,119.418
0.1582422	10,170,890.158

0.276572	5,784.50
5.066673	317,042.00
3.866695	322,826.50