	Recordkeeping												
				А	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 - Direct Certification Rule	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	O	0				o
Direct Certification	245.6(b)(1)(iv)	SA must maintain agreements with the SA conducting eligibility determinations for SNAP.		54	1	54	0.10	5	0		5		5
F/R Eligibility		SAs maintain requested data on number of schools on Provisions 1, 2, or 3and extensions granted.		43	155	6,665	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
		State Agency Level Total		56			0.25	1,682	1,677	(5	0	5
	ı				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	o			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	4,368			(1,669)	(1,669)
		School Food Authority Level Total		20,858	1.05		0.20	4,368	4,368	0	0	(0)	(0)
					School Le	evel							
						-	-	-					
		School Level Total		-		-	-	-	-	-	-	-	-
		Total Recordkeeping Burden		20,914	1.37	28,725	0.21	6,050	6,045	0	5	(0)	5

Program Rule	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record		Current OMB Approved Burden Hrs	Due to Authorizing Statute	Program Change - Direct Certification	Due to an Adjustment	Total Difference
F/R Eligibility	20,914	1.37	28,671	0.21	6,045	6,045	0	0	(0)	(0)
Direct Certificat	54.0	1.00	54.0	0.10	5.3	-	-	5.3	-	5.3
o	-	0.00	-	0.00	-	-	-	-	-	-
0	-	0.00	-	0.00	-	-	-	-	-	-

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

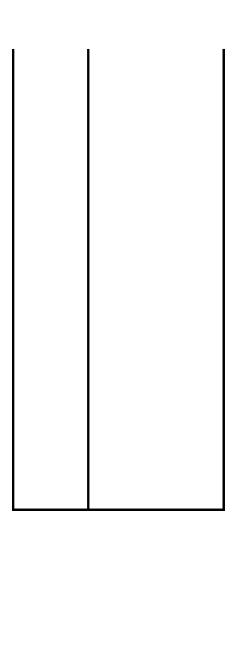
					Repor	ting							
				А	В	C = (A*B)	D	E= (C*D)	F				G =E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - Direct Certification Rule	Due to an Adjustment	Total Difference
					State Ager	ıcy Level							
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	166			-120	-120
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	2			1	1
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			0	o
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	4.6			1	1
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	4.6			1	1
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	172			-108	-108
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	0			224	224
		State Agency Level Total		56	5.79	324	1.16	377	377	0	0	(0)	0
F/R Eligibility	245.6 (c)(6)(i)	SFAs notify households of approval of meal benefit applications.		20,858	School Food Au 300	6,257,400		125,148	o			125,148	125,148
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	1,731			60,843	60,843
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	192,922			-185,830	-185,830
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	3,463			-1	-1
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	10,429			5,215	5,215
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			0	o
F/R Eligibility	245.10 (a)	SFAs submit to SA for approval a free and reduced price policy statement.		20,858	1	20,858	0.07535	1,572	1,731			-160	-160
		School Food Authority Level Total		20,858	483.105	10,076,598	0.028	285,494	280,280	0	0	5,215	5,215
					School	Level							
		School Level Total			Househol	d Level	-	-	-		-	-	0
F/R Eligibility	245.6 (a)	Households complete application form for free or reduced price meal benefits.		8,262,043	1	8,262,043	0.07	578,343	657,300		78,957		-78,957
F/R Eligibility	245.6a (a)(7) (i)	Households assemble written evidence for verification of eligibility and send to SFA.		190,000	1	190,000	0.50	95,000	129,000		34,000		-34,000
F/R Eligibility	245.6a (a)(7) (ii)	Households cooperate with collateral contacts for verification of eligibility.		1,900	1	1,900	0.167	317	430		113		-113
		Household Level Total		8,262,043	1.02	8,453,943	0.08	673,660	786,730	0	113,070	0	-113,070
		Total Reporting Burden		8,282,957	2.24	18,530,865	0.05	959,532	1,067,387		113,070	5,215	(107,855)

Program Rule	Estimated # Respondents	Responses per Respondents		Estimated Avg. # of Hours Per Response		Current OMB Approved Burden Hrs	Due to Authorizing Statute	Program Change - Direct Certification	Due to an Adjustment	Total Difference
F/R Eligibility	8,282,957	2.24	18,530,865	0.05	959,532	1,067,387	-	113,070.0	5,215	(107,855)
Direct Certificat	-	-	-	-	-		-	-	0	-
0	-	-	-	-	-	-				-
0	-	-	-	-	-	-				-

SUMMARY OF BURDEN RECORDKEEPING & REPORTING	
TOTAL NO. RESPONDENTS	8,303,871
AVERAGE NO. RESPONSES PER RESPONDENT	2.235
TOTAL ANNUAL RESPONSES	18,559,590
AVERAGE HOURS PER RESPONSE	0.05202604
TOTAL BURDEN HOURS FOR PART 245 WITH REVISIONS	965,582
CURRENT OMB INVENTORY FOR PART 245	1,073,432
DIFFERENCE (BURDEN REVISIONS REQUESTED)	-107,850

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	120.982	6,775	0.248	1,682					
School Food Authority Level	20,858	1.052	21,950	0.199	4,368					
School Level	-	-	-	-	-					
Recordkeeping Total	20,914	1.373	28,725	0.211	6,050					
Reporting										
State Agency Level	56	5.791	324	1.163	377					
School Food Authority Level	20,858	483.105	10,076,598	0.028	285,494					
Household Level	8,262,043	1.023	8,453,943	0.080	673,660					
Reporting Total	8,282,957	2.237	18,530,865	0.052	959,532					
TOTAL BURDEN	8,303,871	2.235	18,559,590	0.262	965,582					

Date	User Initials
7/11/11	
10/31/11	SW
3/15/12	
	•



Comments
This is a DRAFT of the Burden doc using the redesigned template
This has been corrected to incorporate the interim rule for direct certification published April 2011
Ready for submssion to PRAB