Recordkeeping C = (A*B) E= (C*D) G =E-F Due to Program Due to Authorizing Current OMB Estimated # Record-Records Per **Total Annual** Estimated Avg. # of Estimated Total Change - Direct Due to an Program Rule CFR Citation Title Form Number Total Difference Hours Per Record Certification Adjustment Recordkeeper Records Hours Approved Burden Hrs Statute Rule State Agency Level Puerto Rico and Virgin Islands SAs must maintain F/R Eligibility 245.4(e) records on the survey and fund withdrawal factor 0.00 (burden previously removed). 245.6(b)(1)(iv) SA must maintain agreements with the SA conducting eligibility determinations for SNAP. Direct 54 54 0.10 SAs maintain requested data on number of schools F/R Eligibility 245.11 (h) 155 6,665 0.25 1,666 1,666 on Provisions 1, 2, or 3and extensions granted. SAs maintain annual verification data collected F/R Eligibility 245.11 (i) 742 56 56 0.20 11 11 State agencies that fail to meet the direct 7 CFR 245.12 CIP certification benchmark must maintain a 18 18 0.50 (e) and (g) State Agency Level Total 56 121.30 6,793 0.25 1,691 1,691 **School Food Authority Level** SFAs must maintain documentation substantiating F/R Eligibility 245.6 (e) eligibility determinations for 3 years after the end 20,858 20,858 0.08 1,669 1,669 of the fiscal year. SFAs must retain records of schools implementing F/R Eligibility 245.9 (g)&(h) Provision 1, 2 or 3 for 3 years after submission of 1,092 1,092 2.4715 2,699 2,699 the last Claim for Reimbursement. School Food Authority Level Total 20,858 1.05 21,950 4,368 4,368 0.20 School Level School Level Total **Total Recordkeeping Burden** 20,914 1.37 28,743 0.21 6,059 6,059 Program Estimated Avg. Current OMB Estimated Due to Change -Estimated # Records Per **Total Annual** Due to an Total Program Rule # of Hours Per Total Hours Approved Burden Authorizing Record-keepers Recordkeeper Records Direct Adjustment Difference Record Hrs Statute Certification

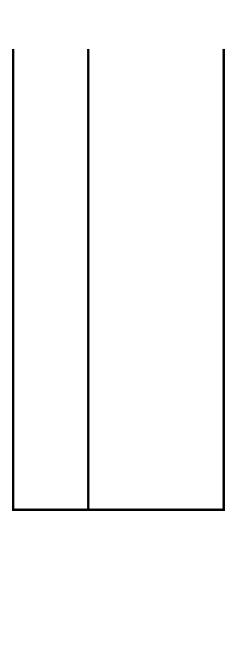
OMB Control #0584-0026 7 CFR Part 245, Determining Eligibility for Free Reduced Price Meals

| Reporting | | | | | | | | | | | | | |
|-----------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------|------------------------------|-------------------------|----------------------------------------------|--------------------------|------------------------------------|----------------------------------|------------------------------------------------------------|-------------------------|------------------|
| | A B 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 Agency Level Puerto Rico and Virgin Islands SAs conduct triennial | | | | | | | | | | | | |
| F/R Eligibility | 245.4 (c) | 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 | | | 0 | 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 | 0 |
| 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 | o |
| | | State Agency Level Total | | 56 | 6.11 | 342 | 1.26 | 431 | 431 | 0 | 0 | 0 | 0 |
| | | | | 9 | School Food Au | thority Level | | | | | | | |
| 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 | 0 |
| 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 | | | o | o |
| 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 | 0 |
| 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 | | | o | 0 |
| F/R Eligibility | 245.10 (a) | SFAs submit to SA for approval a free and reduced price policy statement. | | 20,858 | 483.105 | 20,858 | 0.07535 | 1,572 285,494 | 1,572 | | | 0 | 0 |
| | | School Food Authority Level Total | | 20,658 | School | Level | 0.028 | 203,494 | 285,494 | | 1 | · · · · · | 0 |
| | | School Level Total | | | | | | | | | | | |
| | | SCHOOL FEEL LOCAL | | | Househol | d Level | | | | | | | - 0 |
| | 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 | 578,343 | | | | 0 |
| 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 | 95,000 | | | | 0 |
| 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 | 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 |
| | | Total Reporting Burden | | 8,282,957 | 2.24 | 18,530,883 | 0.05 | 959,586 | 959,586 | 0 | 0 | 0 | 0 |

| Program Rule | Estimated # Respondents | Responses per Respondents | Total Annual Records | Estimated Avg. # of Hours Per Response | | Current OMB Approved Burden Hrs | Due to Authorizing Statute | Due to Program Change - Direct Certification 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 Certificat | | | | | - | | | | 0 | |
| 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 | 6.113 | 342 | 1.260 | 431 | | | | |
| 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 | 18,530,883 | 0.052 | 959,586 | | | | |
| TOTAL BURDEN | 8,303,871 | 2.235 | 18,559,626 | 0.263 | 965,645 | | | | |

| Date | User Initials |
|-------------|----------------------|
| 7/11/11 SW | |
| 10/31/11 SW | |
| 3/15/12 SW | |
| 8/27/13 LW | 1 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 1 | |



| | rim rule for direct certification published April 2011 |
|-------------------------------------------------|--------------------------------------------------------|
| Ready for submssion to PRAB | |
| Non-Substantive Revision to merge CIP Rule to (| 0584-0026 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Comments

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