OMB Control #0584-0026 7 CFR Part 245 - Food and Nutrition Service Determination of Free and Reduced Price Eligibility

Recordkeeping C = (A*B) E= (C*D) G =E-F Due to Estimated # Record-Records Per **Total Annual** Estimated Avg. # of Estimated Total Current OMB Due to Program Due to an Program Rule CFR Citation Title Form Number Total Difference Recordkeeper Hours Per Record Approved Burden Hrs Adjustment keepers 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 (burden previously removed). 0.00 245.6(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) 43 155 6,665 0.25 1,666 1,666 on Provisions 1, 2, or 3and extensions granted. SAs maintain annual verification data collected 245.11 (i) 742 56 56 F/R Eligibility 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) Continuous Improvement Plan. State Agency Level Total 56 121.30 0.25 1,691 1,691 School Food Authority Level SFAs must maintain documentation substantiating 20,858 F/R Eligibility 245.6 (e) eligibility determinations for 3 years after the end 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 0.20 4,368 4,368 0 0 **School Level** School Level Total **Total Recordkeeping Burden** 20,914 28,743 0.21 6,059 6,059

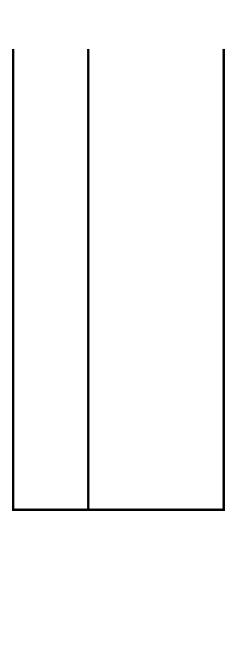
| Program Rule | Estimated # Records Per Record-keepers Recordkeepe | Total Annual Records | Estimated Avg. # of Hours Per Record | Estimated Total Hours | Current OMB Approved Burden Hrs | Due to Authorizing Statute | Due to Program Change | Due to an Adjustment | Total Difference | |
|--------------|---|-------------------------|--|--------------------------|---------------------------------------|----------------------------------|-----------------------------|-------------------------|---------------------|--|
|--------------|---|-------------------------|--|--------------------------|---------------------------------------|----------------------------------|-----------------------------|-------------------------|---------------------|--|

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+ | | | | | | | | | | |
| 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 an Adjustment | Total Difference |
| | l | Buorto Bico and Vissia Islands SAs conduct trionalal | | State Agency | Level | ı | | | | | l |
| 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 | 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 | o | 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 | C |
| 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 | o | c |
| 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 | | 4.00 | 0 | 224 | -224 | -224 |
| 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 |
| Independent Review | 245.11(b)(2) | State agencies must annually report the results of the second reviews conducted by LEAs each school year. | 742a | 56 | 1 | | 0.5 | 0 | 28 | -28 | -28 |
| | | State Agency Level Total | Local Education Agen | cy (LEA) & Scho | ol Food Autho | zity (SEA) Level | 0.72 | 207 | 459 | (252) | -252 |
| | | | Local Laucation / Gen | cy (EE) (a suite | 011 000 7101110 | 110, (0171, 2010) | | | | | |
| 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 | o | 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 | c |
| 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 | o | c |
| 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 | c |
| 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 | c |
| 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 | | 0.75 | 0 | 15,644 | -15,644 | -15,644 |
| 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 | c |
| 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 | 1,572 | 0 | c |
| Independent Review | 245.11(c)(3) | Local educational agencies must annually report the results of the second reviews conducted each school year. LEA & SFA Level Total | 742a | 1,400 | 482.105 | 10.000 | 0.25 | 269.851 | 350 285.845 | -350 -15.994 | -350 |
| | | LEA & STA LEVEL TOTAL | | School Let | | 10,055,740 | 0.027 | 209,651 | 200,845 | -15,994 | -15,994 |
| | | School Level Total | | | | | | | | | 0 |
| | | | | Household I | .evel | | | | | | |
| 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 | 578,343 | | 0 |
| F/R Eligibility | 245.6a (a)(7)(i) | | | 190,000 | 1 | 190,000 | 0.50 | 95,000 | 95,000 | | o |
| F/R Eligibility | 245.6a (a)(7) (ii) | Households cooperate with collateral contacts for verification of eligibility. Household Level Total | | 1,900 8,262,043 | 1.02 | 1,900 8,453,943 | 0.167 | 317 673,660 | 317 673,660 | 0 | 0 |
| | | Total Reporting Burden | | 8,282,957 | 2.23 | 18,509,969 | 0.05 | 943,718 | 959,964 | (16,246) | (16,246) |

| 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 | 5.113 | 286 | 0.724 | 207 | | | | |
| School Food Authority Level | 20,858 | 482.105 | 10,055,740 | 0.027 | 269,851 | | | | |
| Household Level | 8,262,043 | 1.023 | 8,453,943 | 0.080 | 673,660 | | | | |
| Reporting Total | 8,282,957 | 2.235 | 18,509,969 | 0.051 | 943,718 | | | | |
| TOTAL BURDEN | 8,303,871 | 2.233 | 18,538,712 | 0.262 | 949,777 | | | | |

| Date | User Initials |
|-------------|----------------------|
| 7/11/11 SW | |
| 10/31/11 SW | |
| 3/15/12 SW | |
| 8/27/13 LW | 1 |
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| This has been corrected to incorporate the interim rule for direct certification published April 2011 | | | | | | |
|---|-----------|--|--|--|--|--|
| Ready for submssion to PRAB | | | | | | |
| Non-Substantive Revision to merge CIP Rule to (| 0584-0026 | | | | | |
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Comments

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