

## Recordkeeping

A														B	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 - Rule	Due to an Adjustment	Total Difference								
State Agency Level																					
	210.19(f)	SA provides the CACFP SA with a list of all NSLP schools with at least 50% or more children eligible for free or reduced price meals by February 1 each year. MOVE TO REPORTING		56	0	-	2.00	-	112			(112)	(112)								
FNS-10	210.20(b)(1&2) & 210.23(c) & 210.5	SA maintains accounting records and source documents to control the receipt, custody and disbursement of Federal NSLP funds and documentation supporting all SFA claims paid by the SA.	FNS-10	56	354	19,824	3.00	59,472	57,862			1,610	1,610								
FNS-13	210.20(b)(3) & 210.17(g)&(h)	SA maintains documentation to support the amount of State funds reported used for State revenue matching requirements.	FNS-13	56	1	56	1.00	56	20,858			(20,802)	(20,802)								
FNS-640	210.20(b)(6) & 210.18(p)(f) (k,l,m) & 210.23(c)	SA maintains records of all reviews and audits (including Program violations, corrective action, fiscal action and withholding of payments).	FNS-640	56	118	6,608	8.00	52,864	10,628			42,236	42,236								
	210.20(b)(8) & 210.19(c) & 210.18(p)	SA maintains documentation of fiscal action taken to disallow improper claims submitted by SFAs, as determined through claims processing, reviews, and USDA audits.		56	118	6,608	0.50	3,304	3,962			(658)	(658)								
	210.20(b)(11) & 210.19(b)	SA shall prepare records on schools eligible to received USDA donated foods.		56	1	56	3.00	168	168			0	-								
	210.20(b)(12)	SA maintains records from SFAs of food safety inspections obtained by schools.		56	354	19,824	0.25	4,956	5,208			(252)	(252)								
Paid Lunch Revenue	210.20(b)(13) & 210.14(e)(7)	SA maintains records of paid reimbursable lunch prices obtained from SFAs.	FNS-828	56	354	19,824	0.20	3,965	4,172			(207)	(207)								
Professional Standards	210.20(b)(15)	SA maintains documentation of compliance with professional standards for State directors of School Nutrition Programs.		56	1	56	0.25	14	28			(14)	(14)								
Competitive Foods	210.18(h)(6)	SA maintains documentation of LEA/SFA compliance with nutrition standards for competitive foods.		56	118	6,608	0.25	1,652	1,739			(87)	(87)								
		State Agency Level Total		56	1,419	79,464	1.59	126,451	104,737	0	0	21,714	21,714								
School Food Authority/Local Education Agency Level																					
	210.9(b)(19)	SFA maintains files of children directly certified.		19,822	4	79,288	0.65	51,537	52,145			(608)	(608)								
Competitive Foods	210.11(b)(2)	LEAs & SFAs maintain documentation of compliance with nutrition standards for all competitive food for sale to students.		19,822	1	19,822	20.00	396,440	417,160			(20,720)	(20,720)								
	210.15(b)(1) & 210.8(a)(5)	SFA maintains documentation of participation data by school to support monthly Claim for Reimbursement and data used in the claims review process.		19,822	10	198,220	5.00	991,100	2,085,800			(1,094,700)	(1,094,700)								
Six Cents Certification	210.15(b)(2) & 210.7(d)(2)	SFAs maintain documentation to support performance based reimbursement and the attestation of compliance.		19,822	1	19,822	0.25	4,956	15,644			(10,688)	(10,688)								
	210.15(b)(4) & 210.9(b) (18&20)	SFA maintains files of school meal applications.		19,822	1	19,822	2.66	52,727	55,482			(2,755)	(2,755)								
Paid Lunch Revenue	210.15(b)(6) & 210.14(e)	SFA maintains calculations of average paid lunch prices and adjustments.		19,822	1	19,822	5.00	99,110	104,290			(5,180)	(5,180)								
Paid Lunch Revenue	210.15(b)(7) & 210.14(f)	SFA documents revenue from sale of nonprogram foods accrues to the nonprofit school food service account and is compliant with requirements.		19,822	1	19,822	10.00	198,220	208,580			(10,360)	(10,360)								
Professional Standards	210.15(b)(8); 210.30(g)	SFA maintains documentation of compliance with professional standards for school nutrition directors, managers and personnel.		19,822	1	19,822	0.25	4,955	5,215			(260)	(260)								

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	210.18(k)(2)	SA maintains documented corrective action for review by FNS. - MOVED/MERGED INTO SA TASK		6,607		-	6.00	-	41,898			(41,898)	(41,898)
						-		-				-	-
.		<b>School Food Authority Level Total</b>		19,822	20	396,440	4.54	1,799,045	2,986,214	0	0	(1,187,169)	(1,187,169)
<b>School Level</b>													
	210.10(m)	School maintains written statements signed by a license physician of the need for substitutions and recommending alternate foods.		30,400	1	30,400	0.08	2,432	8,140			(5,708)	(5,708)
Competitive Foods	210.11(b)(2)	Organizations responsible for food service in schools maintain records.		101,332	1	101,332	0.50	50,666	508,735			(458,069)	(458,069)
	210.15(b)(1)	School maintains documentation of participation data by school to support the Claim for Reimbursement.		101,332	180	18,239,760	0.15	2,735,964	2,948,628			(212,664)	(212,664)
	210.15(b)(2)(3) & 210.10(a)(3)	Schools maintain production and menu records.		101,332	180	18,239,760	0.25	4,559,940	2,934,842			1,625,098	1,625,098
	210.15(b)(5) & 210.13(b&c)	School maintains food safety records and records from most recent food safety inspection.		101,332	120	12,159,840	0.02	243,197	366,138			(122,941)	(122,941)
	220.7	DUPLICATE OF BURDEN (SBP SCHOOLS ARE SAME AS NSLP SCHOOLS) - REMOVE		81,517	-	-	0.02	-	293,461			(293,461)	(293,461)
	210.13(b)	Schools shall post the most recent food safety inspection and provide a copy upon request. MOVED TO REPORTING		101,747	-	-	0.08	-	16,890			(16,890)	(16,890)
Professional Standards	210.15(b)(8); 210.30	DUPLICATE OF SFA BURDEN - REMOVE		101,747	-	-	0.25	-	25,437			(25,437)	(25,437)
						-		-					
						-		-					-
.		<b>School Level Total</b>		101,332	481.30	48,771,092	0.16	7,592,199	7,102,271	-	-	489,928	489,928
		<b>Total Recordkeeping Burden</b>		121,210	406	49,246,996	0.19	9,517,695	10,193,222	0	0	(675,527)	(675,527)

Program Rule	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 - Rule	Due to an Adjustment	Total Difference
	121,210	404.20	48,993,578	0.18	8,645,325	8,812,874	0	0	(167,549)	(167,549)

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													
	210.5(d)(2) & 210.20(a)(2)	SA submits quarterly report on amounts of Federal Program funds expended and obligated.	FNS-777	0	4	-	0.25	-	56			-56	-56
	210.7(d)(1)(iv)	SAs review submitted certification materials and notify SFAs of the certification determination		0	372	-	2.00	-	41,664			-41664	-41664
	210.20(a)(9) & 210.14(e)(7)	State agencies shall report prices charged by each SFA for paid lunches to FNS	FNS-828	0	1	-	10.00	-	570			-570	-570
	210.18(d)(2) & 210.18(i) & 210.18(o)(1) & 210.20(a)(5)	State agencies shall report to FNS of the names of large school food authorities exceeding administrative review thresholds.		56	1	56	0.20	11	11				0
	210.18(j)	SA notifies SFAs in writing of review findings, corrective actions, deadlines, and potential fiscal action with right to appeal.		56	118	6,608	8.00	52,864	15,769			37095	37,095
	210.19(f)	SA provides the CACFP SA with a list of all NSLP schools with at least 50% or more children eligible for free or reduced price meals by February 1 each year. MOVED FROM RECORDKEEPING		56	1	56	2.00	112	0			112	112
	210.20(a)(6) & 210.18(n)&(o) (2)	SAs shall report to FNS the results of reviews by March 1 of each school year.	FNS-640	56	1	56	1.00	56	56				0
	210.20(a)(8)	SA reports to FNS schools' compliance with the food safety inspections requirements.		56	1	56	1.50	84	84				0
	210.25	Grant closeout report		0	2	-	3.20	-	358			-358	-358
	210.20(a) (2)&(3)&(4)&(9) &(10) & 210.5(d)(1)&(2) & 210.14(e)(7) & 210.17(g)	SA reporting burden for electronic reports accounted for in the Food Program Reporting System (FPRS) ICR #0584-0594.	FNS-10, FNS-13, FNS-777, FNS-828										
		State Agency Level Total		56	122.00	6832	7.78	53127	58568	0	0	(5,441)	-5441
School Food Authority/Local Education Agency Level													
	210.9(b)(21)	SFA provides SA with list of all schools with at least 50% free or reduced-price enrolled children and the attendance boundaries for those schools upon request of a CACFP sponsor of homes.		19,822	1.25	24,778	0.25	6,194	42,236			-36,042	-36,042
	210.9(c)(7)	SFAs review NSLP afterschool care prgrgrams		482	2	964	0.25	241	241			0	0
	210.15(a)(1) & 210.8(b)&(c)	SFA submits to the SA monthly claims for reimbursement and eligibility data for enrolled children for October.		19,822	10.15	201,193	1.00	201,193	378,155			-176,962	-176,962
	210.15(a) (2)&(4) & 210.9(a&b) & 210.7(d)(2)	SFA submits to the SA an application, agreement, Free and Reduced Price Policy Statement, commodity preference, and annual certifications.		19,822	1	19,822	0.25	4,956	5,228			-273	-273
	210.15(a)(3) & 210.18(k)(2)	SFA submits to the SA a written response to reviews documenting corrective action for Program deficiencies.		6,607	1	6,607	8.00	52,856	41,898			10,958	10,958
	210.15(a)(7)	SFA reports to the SA the number of safety inspections obtained by each school.		19,822	1	19,822	0.50	9,911	10,429			-518	-518
Paid Lunch Revenue	210.15(a)(8) & 210.14(e)(7)	School food authorities shall report prices of paid lunches for each school to the State agency.		19,822	1	19,822	0.25	4,956	5,214			-259	-259
	210.7(d)(2)	School food authorities submit certification documentation to the State agency for performance based reimbursement.		20,858	0	0	4.50	0	93,861			-93,861	-93,861
		School Food Authority Level Total		19,822	14.782	293,008	0.96	280,307	577,262	0	0	-296,955	-296,955
School Level													
	210.9(b)	Daily meal counts recorded by category. DUPLICATE OF RECORD KEEPING BURDEN.		101,747	0	0	0.50	0	508,735			-508,735	-508,735
	210.13(b)	Schools shall post the most recent food safety inspection and provide a copy upon request. MOVED FROM RECORDKEEPING "This portion of the burden is listed in ROCIS under third-party disclosure		101,332	2	202,664	0.10	20,266	0			20,266	20,266
		School Level Total		101,332	2.000	202,664	0.10	20,266	508,735	-	-	(488,469)	(488,469)
		Total Reporting Burden		121,210	4.15	502,504	0.70	353,700	1,144,565	0	0	(790,865)	(790,865)

[illegible]

SUMMARY OF BURDEN RECORDKEEPING & REPORTING	
TOTAL NO. RESPONDENTS	121,210
AVERAGE NO. RESPONSES PER RESPONDENT	410.441
TOTAL ANNUAL RESPONSES	49,749,500
AVERAGE HOURS PER RESPONSE	0.19842199
TOTAL BURDEN HOURS	9,871,395
CURRENT OMB INVENTORY	11,337,787
DIFFERENCE (NEW BURDEN REQUESTED)	-1,466,392

ICR #0584-0006, National School Lunch Program 7 CFR Part 210 - Summary					
	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
<b>Recordkeeping</b>					
State Agency Level	56	1,419	79,464	1.5913	126,451
School Food Authority Level	19,822	20	396,440	4.5380	1,799,045
School Level	101,332	481	48,771,092	0.15567	7,592,199
Recordkeeping Total	121,210	406	49,246,996	0.19326447	9,517,695
<b>Reporting</b>					
State Agency Level	56	122	6,832	7.7762	53,127
School Food Authority Level	19,822	15	293,008	0.956653	280,307
School Level	101,332	2	202,664	0.1000	20,266
Reporting Total	121,210	4	502,504	0.7038758	353,700
TOTAL BURDEN FOR NATIONAL SCHOOL LUNCH PROGRAM	121,210	410.44	49,749,500	0.20	9,871,395

Date	User Initials	Comments
7/21/15	SW	This is the Burden doc using the redesigned template. Revisions made to include two impending merges from two rules.
7/22/15	SW	Other adjustments to burden also made to remove requirements no longer active such as certification.
8/21/15	SW	Submitted burden chart to PRAO with 60 day notice.

