Recordkeeping C = (A*B) E= (C*D) G =E-F Due to Due to Program Estimated # Record-Records Per Total Annual Estimated Avg. # of Estimated Total Current OMB Due to an Change - Final Rule Program Rule **CFR Citation** Title Form Number Authorizing Total Difference Recordkeeper Hours Per Record Approved Burden Hrs Adjustment keepers Records Hours Statute State Agency Level Puerto Rico and Virgin Islands SAs must maintain 245.4(e) & F/R Eligibility records on the survey and fund withdrawal factor 0.33 0.10 0.00 245.9(j) (burden previously removed). 245.6(b)(1)(iv) SA must maintain agreements with the SA conducting eligibility determinations for SNAP. Direct Certification 0.10 SA maintains annual October data on number of F/R Eligibility 245.12(h)(4) schools on Provisions 1, 2, or 3 and extensions 43 155 6,665 0.25 1,666 1,666 granted. SA maintains annual verification data collected F/R Eligibility 245.12(i) 54 10.53 54 0.20 11 from SFAs (for FNS-742). State agencies that fail to meet the direct 7 CFR CIP certification benchmark must maintain a 18 0.50 18 245.13(g) Continuous Improvement Plan. State Agency Level Total 54 125.76 6,791 0.25 1,691 1,691 Local Educational Agency / School Food Authority Level LEAs must maintain documentation substantiating eligibility determinations for 3 years after the end F/R Eligibility 245.6(e) 19,600 1,669 (101) 19,600 0.08 1,568 (101) 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. Local Educational Agency / School Food Authority Level Total 19,600 20,692 4,267 4.368 (101) 1.06 0.21 0 (101) **Total Recordkeeping Burden** 19,654 27,483 0.22 5,958 6,059 (101) (101)

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	Due to Program Change - Final Rule	Due to an Adjustment	Total Difference
F/R Eligibility	19,654	1.39	27,411	0.22	5,944	6,045	0	0	(101)	(101)
Direct Certificat	54.0	1.00	54.0	0.10	5.3	5.3	-	0.0	-	(0.0)
0	-	0.00	-	0.00	-	-	-	-	-	-
CIP	18.0	1.00	18.0	0.50	9.0	9.0	-	-	-	-
Ind. Review of	-	0.00	-	0.00	-	-	-	-	-	-
CEP	2,854.0	0.00	-	0.00	-	-	-	-	-	-

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

					Repor	ting							
				A	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 (Final Rule)	Due to an Adjustment	Total Difference
	State Agency (SA) 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.			0.33	0.00	70.00	0	46			-46	-46
F/R Eligibility	245.4(b&d)	Puerto Rico and Virgin Islands SAs submit survey design, results and the factor for fund withdrawal to FNS for approval.			0.33	0.00	5.00	0	3			-3	-3
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.		54	1	54	0.25	13.5	14			-0.5	-0.5
F/R Eligibility	245.6(j)	SAs enter into written agreement with the agency receiving children's free and reduced price eligibility information.		54	1	54	0.25	13.5	14			-0.5	-0.5
F/R Eligibility	245.12(g)	SAs notify FNS when there is a change in the State's TANF Program that would no longer make households automatically eligible for free meals.		54	1	54	0.10	5.4	5.6			-0.2	-0.2
F/R Eligibility	245.12(h)(4)	SAs submit to FNS <u>upon request</u> , the number of schools on Provision 1, Provision 2 or Provision 3 and extensions.		43	1	43	1.50	64.5	64.5				0
CIP	245.13(e)	SAs that fail to meet the direct certification benchmark must develop and submit a <i>Continuous Improvement</i> <i>Plan</i> within 90 days of notification.		18	1	18	3.00	54	. 54				0
F/R Eligibility	245.3(a) and 245.12(a)(2)	SAs publicly announce the annual family-size income standards to be used in determining eligibility for free or reduced price meals.		0	0	0	0.00	0.0	0.0				0
	245.6a (h) 245.11(b)(2) 245.11(c)(3) 245.11(i)	SA reporting burden for electronic reports accounted for in the Food Program Reporting System (FPRS) ICR #0584-0594.	FNS-742, FNS- 874										
		State Agency Level Total		54 Educational Ag	4.13	223	0.68	151 (CEA)	201	0	0	(50)	-50
		LEAs notify households of approval of meal benefit	Local										
F/R Eligibility	245.6(c)(6)(i)	applications.		19,600	275	5,390,000	0.02	107,800	125,148			-17,348	-17,348
F/R Eligibility	245.6(c)(6)(ii)	LEAs must notify households in writing that children are eligible for free meals based on direct certification and that no application is required.		19,600	260	5,096,000	0.02	101,920	62,574			39,346	39,346
F/R Eligibility	245.6 (c)(7)	LEAs provide written notice to each household of denied benefits.		19,600	10	196,000	0.02	3,920	7,092			-3,172	-3,172
F/R Eligibility	245.6(j)	SFA must have a written agreement with an agency to disclose children's free and reduced price eligibility information.		2,000	1	2,000	0.500	1,000	3,462			-2,462	-2,462
F/R Eligibility	245.6a (f)	LEAs notify households of selection for verification.		19,600	8	156,800	0.25	39,200	62,574			-23,374	-23,374
F/R Eligibility	245.6a (j)	confirm eligibility with 10 days notice for receiving		19,600	2	39,200	0.10	3,920	6,883			-2,963	-2,963
F/R Eligibility	245.9 (f)	a reduction or termination of benefits. 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.		1,160	1	1,160	0.25	290	273			17	17
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.		1,160	0.25	290	0.25	73	273			-200	-200
F/R Eligibility	245.10 (a)	LEAs submit to SA for approval a free and reduced price policy statement.		19,600	1	19,600	0.08	1,568	1,572			-4	-4
		Local Educational Agency / School Food Authority Level Total		19,600	556.176	10,901,050	0.024	259,691	269,851	0	0	-10,160	-10,160
		Authority Level Total			Househol								
F/R Eligibility	245.6 (a)	Households complete application form for free or reduced price meal benefits.		5,390,000	1	5,390,000	0.11	592,900	578,343			14,557	14,557
F/R Eligibility	245.6a (a)(7)	Households assemble written evidence for verification of eligibility and send to LEA.		160,000	1	160,000	0.50	80,000	95,000			-15,000	-15,000
F/R Eligibility	245.6a (a)(7) (ii)	Households cooperate with collateral contacts for verification of eligibility.		1,000	1	1,000	0.10	100	317			-217	-217
		Household Level Total		5,390,000	1.03	5,551,000	0.12	673,000	673,660	0	0	-660	-660
		Total Reporting Burden											

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 (Final Rule)	Due to an Adjustment	Total Difference
F/R Eligibility	5,409,654	3.04	16,452,255	0.06	932,788	943,658	-	-	(10,870)	(10,870)
Direct Certificat	-	-	-	-	-	-	-	-	0	-
CIP	18.0	1.0	18.0	3.0	54.0	54.0				-
Ind. Review of	-	-	-	-	-	-				-
CEP	8,454.0	-	-	-	-	-				-
0	-	-	-	-	-	-				-

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

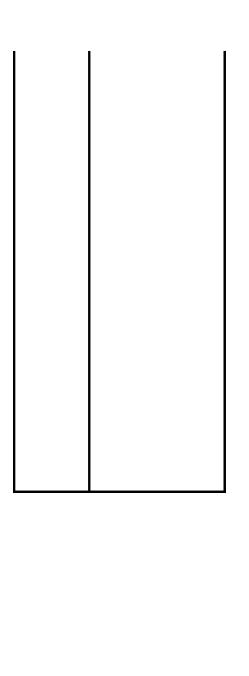
	Public Notification																							
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - Final Rule	Due to an Adjustment	Total Difference											
	State Agency Level																							
F/R Eligibility	245.3(a) & 245.12(a)(2)	Each SA shall by July 1 announce family-size income standards to be used by LEAs in making eligibility determinations for free or reduced price meals and for free milk.		54	1	54	0.10	5.4	5.6				0											
		State Agency Level Total		54				5	6	C	0	0	0											
				Local Educatio	nal Agency / Se	chool Food A	uthority Level																	
F/R Eligibility	245.5 & 245.9 & 245.3(b)	LEAs publicly announce criteria for determining eligibility of children for free and reduced price meals (or free milk) or participation in Provision 1, 2, or 3 in an annual media release.		19,822	1	19,822	0.25	4,956	0				4,956											
F/R Eligibility		LEAs publicly announce method to make an oral or written request for a hearing.		19,822	1	19,822	0.10	1,982	0				1,982											
		Local Educational Agency / School Food Authority Level Total		19,822	2.00	39,644	0.18	6,938	0		0 0	0	6,938											
		Total Public Notification Burden		19,876	2.00	39,698	0.17	6,943	6		0	0	6,938											

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 - Final Rule	Due to an Adjustment	Total Difference
F/R Eligibility	39,698.0	1.0	39,698	0.17	6,943	6	-	-	-	6,938
Ind. Review of	-	-	-	-	-	-	-	-	-	-
Direct Certificat	-	-	-	-	-	-	-	-	-	-
CIP	-	-	-	-	-	-	-	-	-	-
CEP	54.0	-	-	-	-	-	-	-	-	-

SUMMARY OF BURDEN RECORDKEEPING & REPORTING & PUBLIC	NOTIFICATION
TOTAL NO. RESPONDENTS	5,409,876
AVERAGE NO. RESPONSES PER RESPONDENT	3.054
TOTAL ANNUAL RESPONSES	16,519,454
AVERAGE HOURS PER RESPONSE	0.057
TOTAL BURDEN HOURS FOR PART 245 WITH REVISIONS	945,743
CURRENT OMB INVENTORY FOR PART 245	949,777
DIFFERENCE (BURDEN REVISIONS REQUESTED)	-4,034

ICR #0584-002	26, 7 CFR Par	t 245, Free an	nd Reduced Price Elig	gibility - 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	54	125.76	6,791	0.25	1,691
Local Educational Agency Level	19,600	1.06	20,692	0.21	4,267
Recordkeeping Total	19,654	1.40	27,483	0.22	5,958
Reporting					
State Agency Level	54	4.13	223	0.68	151
Local Educational Agency Level	19,600	556.176	10,901,050	0.024	259,691
Household Level	5,390,000	1.03	5,551,000	0.12	673,000
Reporting Total	5,409,654	3.04	16,452,273	0.06	932,842
Public Notification					
State Agency Level	54	1	54	0.10	5
Local Educational Agency Level	19,822	2	39,644	0.18	6,938
Public Notification Total	19,876	2.00	39,698	0.17	6,943
TOTAL BURDEN	5,409,876	3.054	16,519,454	0.057	945,743

Date	User Initials
7/11/11	
10/31/11	
3/15/12	
10/9/15 10/14/15	
10/14/15	
12/4/13	300



This has been corrected to incorporate the interim rule for direct certification published April 2011 Ready for submssion to PRAB Draft being prepared for submission to PRAO Draft notice sent to PRAO Burden revised to remove CEP (since final rule might not precede the renewal)
Draft being prepared for submission to PRAO Draft notice sent to PRAO
Draft notice sent to PRAO
Burden revised to remove CEP (since final rule might not precede the renewal)

Comments