

Recordkeeping

| Program Rule | CFR Citation | Title | Form Number | A | B | C = (A*B) | D | E = (C*D) | F | G = E-F | | | |
|---|---------------------|--|-------------|----------------------------|--------------------------|----------------------|--------------------------------------|-----------------------|---------------------------------|----------------------------|------------------------------------|----------------------|------------------|
| | | | | 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 - Final Rule | Due to an Adjustment | Total Difference |
| State Agency Level | | | | | | | | | | | | | |
| F/R Eligibility | 245.4(e) & 245.9(j) | Puerto Rico and Virgin Islands SAs must maintain records on the survey and fund withdrawal factor (burden previously removed). | | 0 | 0.33 | 0 | 0.10 | 0.00 | 0 | | | | 0 |
| 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 | 5 | | | | 0 |
| F/R Eligibility | 245.12(h)(4) | SA maintains annual October data on number of schools on Provisions 1, 2, or 3 and extensions granted. | | 43 | 155 | 6,665 | 0.25 | 1,666 | 1,666 | | | | 0 |
| F/R Eligibility | 245.12(i) | SA maintains annual verification data collected from SFAs (for FNS-742). | | 54 | 1 | 54 | 0.20 | 10.53 | 11 | | | | 0 |
| CIP | 7 CFR 245.13(g) | State agencies that fail to meet the direct certification benchmark must maintain a Continuous Improvement Plan. | | 18 | 1 | 18 | 0.50 | 9 | 9 | | | | 0 |
| State Agency Level Total | | | | 54 | 125.76 | 6,791 | 0.25 | 1,691 | 1,691 | 0 | 0 | 0 | 0 |
| Local Educational Agency / School Food Authority Level | | | | | | | | | | | | | |
| F/R Eligibility | 245.6(e) | LEAs must maintain documentation substantiating eligibility determinations for 3 years after the end of the fiscal year. | | 19,600 | 1 | 19,600 | 0.08 | 1,568 | 1,669 | | | (101) | (101) |
| 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 | 2,699 | | | | (0) |
| Local Educational Agency / School Food Authority Level Total | | | | 19,600 | 1.06 | 20,692 | 0.21 | 4,267 | 4,368 | 0 | 0 | (101) | (101) |
| Total Recordkeeping Burden | | | | 19,654 | 1.40 | 27,483 | 0.22 | 5,958 | 6,059 | 0 | 0 | (101) | (101) |

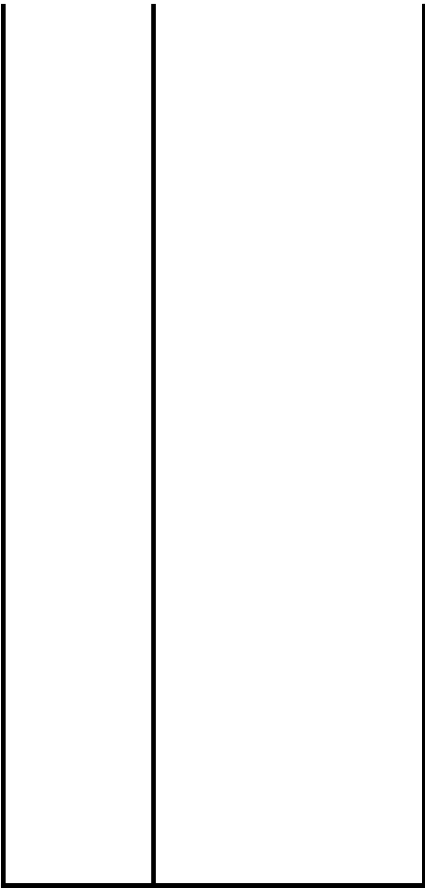
| Program Rule | Estimated # Record-keepers | Records Per Recordkeeper | Total Annual Records | Estimated Avg. # of Hours Per Record | Estimated Total Hours | Current OMB Approved Burden Hrs | Due to Authorizing Statute | Due to Program Change - Final Rule | Due to an Adjustment | Total Difference |
|----------------------|----------------------------|--------------------------|----------------------|--------------------------------------|-----------------------|---------------------------------|----------------------------|------------------------------------|----------------------|------------------|
| F/R Eligibility | 19,654 | 1.39 | 27,411 | 0.22 | 5,944 | 6,045 | 0 | 0 | (101) | (101) |
| Direct Certification | 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 | - | - | - | - | - | - |

| 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 #0584-0026, 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 | 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 | SW |
| 10/31/11 | SW |
| 3/15/12 | SW |
| 10/9/15 | SW |
| 10/14/15 | SW |
| 12/4/15 | SW |



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 submission 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)

