

Type of respondents	Type of survey instruments	Appendix	Sample Size	Responsive					Non-Responsive					
				Number of respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Number of Non-respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Total Annual hour burden
State CN Directors	Hard copy pre-test	N/A	2	2	1	2	1	2	0	1	0	0.50	0	2.00
State CN Directors	Web-based Survey	C1	52	52	1	52	1	52	0	1	0	0.08	0	52.00
State CN Directors	Administrative Data Request	C2	12	12	1	12	24	288	0	0	0	0.00	0	288.00
State CN Directors	Invitation Letter	B2	52	21	1	21	0.05	1.05	31	1	31	0.00	0	1.05
State CN Directors	Follow-up email*	B3	31	12	1	12	0.05	0.6	19	1	19	0.00	0	0.60
State CN Directors	Reminder Email - Week 2*	B3	19	8	1	8	0.05	0.4	11	1	11	0.00	0	0.40
State CN Directors	Reminder Email - Week 4*	B3	11	4	1	4	0.05	0.2	7	1	7	0.00	0	0.20
State CN Directors	Reminder Email - Week 6*	B3	7	3	1	3	0.05	0.15	4	1	4	0.00	0	0.15
State CN Directors	Telephone Script - Week 7*	B4.1	4	2	1	2	0.083	0.167	2	1	2	0.00	0	0.17
State CN Directors	Telephone Script - Week 8*	B4.1	2	2	1	2	0.083	0.167	0	1	0	0.00	0	0.17
State CN Directors	Thank You Letter	B5	52	52	1	52	0.05	2.6	0	0	0	0.00	0	2.60
State CN Directors	Email Notification & FAQ	B6	52	52	1	52	0.05	2.6	0	0	0	0.00	0	2.60
LEA Foodservice Managers (P)	Hard copy pre-test	N/A	6	6	1	6	1.5	9	0	1	0	0.50	0	9.00
LEA Foodservice Managers (P)	Web-based Survey	D1	483	386	1	386	2	772	97	1	97	0.083	8.08	780.08
LEA Foodservice Managers (P)	Invitation Letter	B7	483	145	1	145	0.05	7.25	338	1	338	0.00	0	7.25
LEA Foodservice Managers (P)	Follow-up email**	B8	338	85	1	85	0.05	4.25	253	1	253	0.00	0	4.25
LEA Foodservice Managers (P)	Reminder Email - Week 2**	B8	253	51	1	51	0.05	2.55	202	1	202	0.00	0	2.55
LEA Foodservice Managers (P)	Reminder Email - Week 5**	B8	202	10	1	10	0.05	0.50	192	1	192	0.00	0	0.50
LEA Foodservice Managers (P)	Reminder Email - Week 7**	B8	192	10	1	10	0.05	0.50	182	1	182	0.00	0	0.50
LEA Foodservice Managers (P)	Telephone Script - Week 8**	B4.2	182	36	1	36	0.083	3.00	146	1	146	0.00	0	3.00
LEA Foodservice Managers (P)	Telephone Script - Week 9**	B4.2	146	29	1	29	0.083	2.42	117	1	117	0.00	0	2.42
LEA Foodservice Managers (P)	Telephone Script - Week 10**	B4.2	117	20	1	20	0.083	1.67	97	1	97	0.00	0	1.67
LEA Foodservice Managers (P)	Thank You Letter	B9	386	386	1	386	0.05	19.30	0	0	0	0.00	0	19.30
LEA Foodservice Managers (NP)	Hard copy pre-test	N/A	3	3	1	3	1.5	4.5	0	1	0	0.50	0	4.50
LEA Foodservice Managers (NP)	Web-based Survey	D2	483	386	1	386	1	386	97	1	97	0.083	8.08	394.08
LEA Foodservice Managers (NP)	Invitation Letter	B7	483	145	1	145	0.05	7.25	338	1	338	0.00	0	7.25
LEA Foodservice Managers (NP)	Follow-up email**	B8	338	85	1	85	0.05	4.25	253	1	253	0.00	0	4.25
LEA Foodservice Managers (NP)	Reminder Email - Week 2**	B8	253	51	1	51	0.05	2.55	202	1	202	0.00	0	2.55
LEA Foodservice Managers (NP)	Reminder Email - Week 5**	B8	202	10	1	10	0.05	0.50	192	1	192	0.00	0	0.50
LEA Foodservice Managers (NP)	Reminder Email - Week 7**	B8	192	10	1	10	0.05	0.50	182	1	182	0.00	0	0.50
LEA Foodservice Managers (NP)	Telephone Script - Week 8**	B4.2	182	36	1	36	0.083	3.00	146	1	146	0.00	0	3.00
LEA Foodservice Managers (NP)	Telephone Script - Week 9**	B4.2	146	29	1	29	0.083	2.42	117	1	117	0.00	0	2.42
LEA Foodservice Managers (NP)	Telephone Script - Week 10**	B4.2	117	20	1	20	0.083	1.67	97	1	97	0.00	0	1.67
LEA Foodservice Managers (NP)	Thank You Letter	B9	386	386	1	386	0.05	19.30	0	0	0	0.00	0	19.30
TOTAL			1,029	835	3.05	2,547	0.630	1,604.30	194	17.12	3,322	0.005	16.17	1,620.47

*Based on 40 percent response rate for email and telephone reminders until target of 52 respondents are reached.

** Based on declining response rates on subsequent contacts until target of 386 respondents is reached. Initial response rate is 30%.

Note: Appendix B1 is an email to FNS Regional Offices (not State or Local governments) and therefore has no burden.

Type of respondents	Type of survey instruments	Total	
		Annual hour burden	Hourly Wage
State CN Directors	Hard copy pre-test	2.00	\$ 45.60
State CN Directors	Web-based Survey	52.00	\$ 45.60
State CN Directors	Administrative Data Collection	288.00	\$ 45.60
State CN Directors	Invitation Letter	1.05	\$ 45.60
State CN Directors	Follow-up email	0.60	\$ 45.60
State CN Directors	Reminder Email - Week 2	0.40	\$ 45.60
State CN Directors	Reminder Email - Week 4	0.20	\$ 45.60
State CN Directors	Reminder Email - Week 6	0.15	\$ 45.60
State CN Directors	Telephone Script - Week 7	0.17	\$ 45.60
State CN Directors	Telephone Script - Week 8	0.17	\$ 45.60
State CN Directors	Thank You Letter	2.60	\$ 45.60
State CN Directors	Email Notification & FAQ	2.60	\$ 45.60
LEA Foodservice Managers (P)	Hard copy pre-test	9.00	\$ 27.26
LEA Foodservice Managers (P)	Web-based Survey	780.08	\$ 27.26
LEA Foodservice Managers (P)	Invitation Letter	7.25	\$ 27.26
LEA Foodservice Managers (P)	Follow-up email	4.25	\$ 27.26
LEA Foodservice Managers (P)	Reminder Email - Week 2	2.55	\$ 27.26
LEA Foodservice Managers (P)	Reminder Email - Week 5	0.50	\$ 27.26
LEA Foodservice Managers (P)	Reminder Email - Week 7	0.50	\$ 27.26
LEA Foodservice Managers (P)	Telephone Script - Week 8	3.00	\$ 27.26
LEA Foodservice Managers (P)	Telephone Script - Week 9	2.42	\$ 27.26
LEA Foodservice Managers (P)	Telephone Script - Week 10	1.67	\$ 27.26
LEA Foodservice Managers (P)	Thank You Letter	19.30	\$ 27.26
LEA Foodservice Managers (NP)	Hard copy pre-test	4.50	\$ 27.26
LEA Foodservice Managers (NP)	Web-based Survey	394.08	\$ 27.26
LEA Foodservice Managers (NP)	Invitation Letter	7.25	\$ 27.26
LEA Foodservice Managers (NP)	Follow-up email	4.25	\$ 27.26
LEA Foodservice Managers (NP)	Reminder Email - Week 2	2.55	\$ 27.26
LEA Foodservice Managers (NP)	Reminder Email - Week 5	0.50	\$ 27.26

LEA Foodservice Managers (NP)	Reminder Email - Week 7	0.50	\$	27.26
LEA Foodservice Managers (NP)	Telephone Script - Week 8	3.00	\$	27.26
LEA Foodservice Managers (NP)	Telephone Script - Week 9	2.42	\$	27.26
LEA Foodservice Managers (NP)	Telephone Script - Week 10	1.67	\$	27.26
LEA Foodservice Managers (NP)	Thank You Letter	19.30	\$	27.26
Total		1,620.47		

Respondent Cost
\$ 91.20
\$ 2,371.20
\$ 13,132.80
\$ 47.88
\$ 27.36
\$ 18.24
\$ 9.12
\$ 6.84
\$ 7.60
\$ 7.60
\$ 118.56
\$ 118.56
\$ 245.34
\$ 21,265.07
\$ 197.64
\$ 115.86
\$ 69.51
\$ 13.63
\$ 13.63
\$ 81.78
\$ 65.88
\$ 45.43
\$ 526.12
\$ 122.67
\$ 10,742.71
\$ 197.64
\$ 115.86
\$ 69.51
\$ 13.63

\$	13.63
\$	81.78
\$	65.88
\$	45.43
\$	526.12
\$	50,591.70

