

Appendix M: EPICCS Burden Table

Respondent Category	Type of respondents	Instruments	Appendix	Responsive						Non-Responsive					Grand Total Annual Burden Estimate (hours)	Hourly Wage Rate	Total Annualized Cost of Respondent Burden <sup>6</sup>
				Sample Size <sup>a</sup>	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)			
Individuals / Household	Program Non-participants	Cognitive Tests	-	8	8	1	8	1.000	8.0	0	1	0	0.000	0.0	8.0	\$ 7.25	\$ 58.00
		Methods Test	-	9	9	1	9	1.000	9.0	0	1	0	0.000	0.0	9.0	\$ 7.25	\$ 65.25
	Program Participants	NAMES Introductory Letter	B16 B17	6,750	6,750	1	6,750	0.033	225.0	0	1	0	0.000	0.0	225.0	\$ 7.25	\$ 1,631.25
		NAMES Brochure	B18 B19	6,750	6,750	1	6,750	0.050	337.5	0	1	0	0.000	0.0	337.5	\$ 7.25	\$ 2,446.88
		NAMES Recruitment Call Script	B20 B21	6,750	6,075	1	6,075	0.167	1,012.5	675	1	675	0.050	33.8	1,046.3	\$ 7.25	\$ 7,585.31
		NAMES Appointment Reminder Letter	C21 C22	6,075	5,400	1	5,400	0.083	450.0	675	1	675	0.033	22.5	472.5	\$ 7.25	\$ 3,425.63
		NAMES Survey Income Worksheet	C23 C24	6,075	5,400	1	5,400	0.417	2,250.0	675	1	675	0.017	11.3	2,261.3	\$ 7.25	\$ 16,394.06
		NAMES Survey Consent Form	C19 C20	6,075	5,400	1	5,400	0.083	450.0	675	1	675	0.000	0.0	450.0	\$ 7.25	\$ 3,262.50
		NAMES Survey	C25 C26	6,075	5,400	1	5,400	0.750	4,050.0	675	1	675	0.000	0.0	4,050.0	\$ 7.25	\$ 29,362.50
		NAMES Survey Income Show Card	C27 C28	6,075	5,400	1	5,400	0.033	180.0	675	1	675	0.000	0.0	180.0	\$ 7.25	\$ 1,305.00
NAMES Survey Incentive Received Form	C29 C30	6,767	5,400	1	5,400	0.033	180.0	675	1	675	0.000	0.0	180.0	\$ 7.25	\$ 1,305.00		
Individuals/ Household Sub-Total				6,767	6,767	7.68	51,992	0.176	9,152	675	7.00	4,725	0.014	67.5	9,219.50		\$ 66,841.38
State CN Agency	State Director <sup>d</sup>	Study Notification Letter & Administrative Data Request	B1	25	25	1	25	1.000	25.0	0	0	0	0.000	0.0	25.0	\$ 43.61	\$ 1,090.25
		State Instructions for Submission of Administrative Data	B2	25	25	1	25	0.167	25.0	0	0	0	0.000	0.0	25.0	\$ 43.61	\$ 1,090.25
		State User Account Sheet	B3	25	25	1	25	0.033	25.0	0	0	0	0.000	0.0	25.0	\$ 43.61	\$ 1,090.25
		Guidelines for Administrative Data Request	B4	25	25	1	25	0.167	25.0	0	0	0	0.000	0.0	25.0	\$ 43.61	\$ 1,090.25
		Confirmation Email	B5	25	25	1	25	0.083	25.0	0	0	0	0.000	0.0	25.0	\$ 43.61	\$ 1,090.25
		State Sample Selection Notification Letter	B6	25	25	1	25	0.083	25.0	0	0	0	0.000	0.0	25.0	\$ 43.61	\$ 1,090.25
		Template letter from State to Sponsor	B7	25	25	1	25	0.083	25.0	0	0	0	0.000	0.0	25.0	\$ 43.61	\$ 1,090.25
	Data Manager <sup>e</sup>	State Meal Claim Request	C18	25	25	1	25	4.000	100.0	0	0	0	0.000	0.0	100.0	\$ 39.56	\$ 3,956.00
State Government Sub-Total				50	50	4.00	200	1.375	275.0	0	0.00	0	0.000	0.0	275.00		\$ 11,587.75
Program Non-participants	Sponsor/Center Consultation	-	4	4	1	4	1.000	4.0	0	1	0	0.000	0.0	4.0	\$ 22.57	\$ 90.28	
	Study Letter of Endorsement	B8	474	474	1	474	0.083	39.5	0	1	0	0.000	0.0	39.50	\$ 25.09	\$ 991.06	
	Sponsor Notification Letter	B9, B10	474	474	1	474	0.083	39.5	0	1	0	0.000	0.0	39.50	\$ 25.09	\$ 991.06	
	Fact Sheet	B13	474	474	1	474	0.167	79	0	1	0	0.000	0.0	79.00	\$ 25.09	\$ 1,982.11	
	Call Guide and Worksheet for Sponsors	B14	474	450	1	450	0.250	112.5	24	1	24	0.000	0.0	112.50	\$ 25.09	\$ 2,822.63	
	Template letter from Sponsor to Sampled Center	B11	474	450	1	450	0.167	75	24	1	24	0.000	0.0	75.00	\$ 25.09	\$ 1,881.75	
Sponsoring Organization	Sponsor Director <sup>f</sup>	Sponsor/Center Pre-visit Interview	C2	450	450	1	450	0.500	225.0	0	1	0	0.083	0.0	225.0	\$ 25.09	\$ 5,645.25
		Interact with Data Collector - Access to Income Eligibility Application Records - Round 1	C4	450	450	1	450	0.250	112.5	0	0	0	0.000	0.0	112.5	\$ 25.09	\$ 2,822.63
		Interact with Data Collector - Access to Income Eligibility Application Records - Round 2	C4	450	450	1	450	0.250	112.5	0	0	0	0.000	0.0	112.5	\$ 25.09	\$ 2,822.63
		Interact with Data Collector - Access to Income Eligibility Application Records- Round 3	C4	450	450	1	450	0.250	112.5	0	0	0	0.000	0.0	112.5	\$ 25.09	\$ 2,822.63
		Sponsor Survey Cover Letter	C13	450	450	1	450	0.083	37.5	0	0	0	0.000	0.0	37.5	\$ 25.09	\$ 940.88
	Sponsor Survey	C14 C15	450	450	1	450	0.500	225.0	0	0	0	0.000	0.0	225.0	\$ 25.09	\$ 5,645.25	
	Data Manager <sup>g</sup>	Sponsor/Independent Center Meal Claim to State	C11 C12	450	450	1	450	2.000	900.0	0	0	0	0.000	0.0	900.0	\$ 39.56	\$ 35,604.00
Program Non-participants	Center Study Notification Letter	B12	474	474	1	474	0.250	118.5	0	1	0	0.000	0.0	118.5	\$ 22.57	\$ 2,674.55	
	Fact Sheet	B13	474	474	1	474	0.250	118.5	0	1	0	0.000	0.0	118.5	\$ 22.57	\$ 2,674.55	
	Call Guide and Worksheet for Centers	B15	474	450	1	450	0.500	225.0	24	1	24	0.000	0.0	225.0	\$ 22.57	\$ 5,078.25	
	Sponsor/Center Pre-visit Interview	C2	450	450	1	450	0.500	225.0	0	1	0	0.083	0.0	225.0	\$ 22.57	\$ 5,078.25	

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					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)			
Child Care Center	Center Director / Manager <sup>c</sup>	Interact with Data Collector - Access to Income Eligibility Application Records - Round 1	C4	450	450	1	450	0.250	112.5	0	0	0	0.000	0.0	112.5	\$ 22.57	\$ 2,539.13
		Interact with Data Collector - Access to Center Enrollment Records	C3	450	450	1	450	0.083	37.5	0	0	0	0.000	0.0	37.5	\$ 22.57	\$ 846.38
		Interact with Data Collector - Access to Center Attendance Records	C8	450	450	1	450	0.083	37.5	0	0	0	0.000	0.0	37.5	\$ 22.57	\$ 846.38
		Interact with Data Collector - Access to Center Meal Count Records	C9	450	450	1	450	0.083	37.5	0	0	0	0.000	0.0	37.5	\$ 22.57	\$ 846.38
		Interact with Data Collector - Access to Center Meal Claims Records	C10	450	450	1	450	0.083	37.5	0	0	0	0.000	0.0	37.5	\$ 22.57	\$ 846.38
		Interact with Data Collector for Meals Observation	C5 C6	450	450	1	450	0.250	112.5	0	0	0	0.000	0.0	112.5	\$ 22.57	\$ 2,539.13
		Round 2 Scheduling Call Guide	C4a	450	450	1	450	0.167	75.0	0	0	0	0.000	0.0	75.0	\$ 22.57	\$ 1,692.75
		Interact with Data Collector - Access to Income Eligibility Application Records - Round 2	C4	450	450	1	450	0.250	112.5	0	0	0	0.000	0.0	112.5	\$ 22.57	\$ 2,539.13
		Round 3 Scheduling Call Guide	C4a	450	450	1	450	0.167	75.0	0	0	0	0.000	0.0	75.0	\$ 22.57	\$ 1,692.75
		Interact with Data Collector - Access to Income Eligibility Application Records - Round 3	C4	450	450	1	450	0.250	112.5	0	0	0	0.000	0.0	112.5	\$ 22.57	\$ 2,539.13
		Compile Requested Data File on Extended Attendance Data	C16	450	450	1	450	1.000	450.0	0	0	0	0.000	0.0	450.0	\$ 22.57	\$ 10,156.50
		Compile Requested Data File on Meal Counts for Observation Month	C17	450	450	1	450	1.00	450.0	0	0	0	0.000	0.0	450.0	\$ 22.57	\$ 10,156.50
Profit/ Non-profit Business Subtotal					1,402	1,402	9.08	12,724	0.347	4,411.5	48	1.50	72	0.000	0.0	4,411.50	\$ 117,808.22
<b>TOTAL</b>					<b>8,219</b>	<b>8,219</b>	<b>7.90</b>	<b>64,916</b>	<b>0.213</b>	<b>13,838.5</b>	<b>723</b>	<b>6.63</b>	<b>4,797</b>	<b>0.014</b>	<b>67.5</b>	<b>13,906</b>	<b>\$ 196,237.34</b>

**Footnotes:**

<sup>a</sup> Sample numbers are always rounded up to the next whole number (for example, 473.68 becomes 474).

<sup>b</sup> Costs are rounded up to the next whole cent.

<sup>c</sup> Federal minimum wage for household level: <http://www.dol.gov/whd/minimumwage.htm>

<sup>d</sup> Job category "Management Occupations;" code #11-9031 "Education Administrators, Preschool and Childcare Center/Program;" industry "State Government" for State Director, mean hourly wage \$43.61

<sup>e</sup> Job category "Computer and Mathematical Occupations;" code #15-1141 "Database Administrators" for Data Manager at the State and Sponsor levels, mean hourly wage \$39.56

<sup>f</sup> Job category "Management Occupations;" code #11-9031 "Education Administrators, Preschool and Childcare Center/Program;" industry "Civic and Social Organizations" for Sponsor Director, mean hourly wage \$25.09

<sup>g</sup> Job category "Management Occupations;" code #11-9031 "Education Administrators, Preschool and Childcare Center/Program;" industry "Child Day Care Services" for Child Care Center Director/Manager, mean hourly wage \$22.57