

Recordkeeping															
Program Rule	CFR Citation	Title	Form Number	A Estimated # Record-keepers	B Records Per Recordkeeper	C = (A*B)	D Total Annual Records	Estimated Avg. # of Hours Per Record	E= (C*D)	F Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - Rule	Due to an Adjustment	G =E-F Total Difference
State Agency Level															
Competitive Foods	210.18(h)(2)(iv)	SA maintains documentation of LEA/SFA compliance with nutrition standards for competitive foods.		56	118	6,608	0.25	1,652	1,652			0	-		
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	59,472			0	-		
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	56			0	-		
Admin Review	210.20(b)(6) & 210.18(o)(f) (k,l,m) & 210.23(c)	SA maintains records of all reviews (including Program violations, corrective action, fiscal action and withholding of payments).	FNS-640	56	118	6,608	8.00	52,878	52,878			0	0		
	210.20(b)(7) & 210.19(c) & 210.18(o)	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	3,304			0	-		
	210.20(b)(10) & 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)(11)	SA maintains records from SFAs of food safety inspections obtained by schools.		56	354	19,824	0.25	4,956	4,956			0	-		
Paid Lunch Revenue	210.20(b)(12) & 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	3,965			(0)	(0)		
Professional Standards	210.20(b)(14)	SA maintains documentation of compliance with professional standards for State directors of School Nutrition Programs.		56	1	56	0.25	14	14			0	-		
*		State Agency Level Total		56	1,419	79,464	1.59	126,465	126,465	0	0	0	0		
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	51,537			0	0		
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	396,440			-	-		
	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	991,100			-	-		
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	4,956			(0)	(0)		
	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	52,727			(0)	(0)		
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	99,110			-	-		
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	198,220			-	-		

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Attachment A 7 CFR Part 210 - National School Lunch Program Burden

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	4,955			0	0
Local Wellness Policy	210.15(b)(9) and 210.30(f)	SFA/LEA must retain records to document compliance with the local school wellness policy requirements in 210.30(f).		19,822	1	19,822	0.25	4,956	0		4,956	-	4,956
*		School Food Authority Level Total		19,822	21	416,262	4.33	1,804,000	1,799,045	0	4,956	(0)	4,955
School Level													
	210.10(m)	School maintains written statements signed by a licensed physician of the need for substitutions and recommending alternate foods.		30,400	1	30,400	0.08	2,432	2,432			-	-
Competitive Foods	210.11(b)(2)	Organizations responsible for food service in schools maintain records.		101,332	1	101,332	0.50	50,666	50,666			-	-
	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	2,735,964			-	-
	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	4,559,940			-	-
	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	243,197			(0)	(0)
*		School Level Total		101,332	481.30	48,771,092	0.16	7,592,199	7,592,199	-	-	(0)	(0)
	Total Recordkeeping Burden			121,210	406	49,266,818	0.19	9,522,664	9,517,709	0	4,956	(0)	4,955

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	8,645,325	0	0	(0)	-

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7 CFR Part 210 - National School Lunch Program

Reporting														
Program Rule	CFR Citation	Title	Form Number	A Estimated # Respondents	B Responses per Respondents	C = (A*B)	D Total Annual Records	E= (C*D)	F	Due to Authorizing Statute	Due to Program Change	Due to an Adjustment	G =E-F	Total Difference
State Agency Level														
Admin Review	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	0	-	0.20	-					0	0
	210.18(i)(3)	SA notifies SFAs in writing of review findings, corrective actions, deadlines, and potential fiscal action with grounds and right to appeal.		56	118	6,608	8.00	52,864	52,864				0	0
	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.		56	1	56	2.00	112	112				0	0
	210.20(a)(5) & 210.18(n)&(o)(2)	SAs shall report to FNS the results of reviews by March 1 of each school year.	FNS-640	56	0	-	2.50	-	140		-140		-140	
	210.20(a)(7)	SA reports to FNS schools' compliance with the food safety inspections requirements.		56	1	56	1.50	84	84					0
	210.20(a)(2)&(3)&(4)&(8)&(9) & 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	120.00	6720	7.90	53060	53200	0	(140)	0	0	-140
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	6,194				0	0
	210.9(c)(7)	SFAs review NSLP afterschool care programs		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	201,193				0	0
	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	4,956				0	0
	210.15(a)(3) & 210.18(j)(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	52,856				0	0
	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	9,911				0	0
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	4,956				0	0
*	School Food Authority Level Total			19,822	14.782	293,008	0.96	280,307	280,307	0	0	0	0	0
School Level														
	210.13(b)	Schools shall post the most recent food safety inspection and provide a copy upon request.		101,332	2	202,664	0.10	20,266	20,266				0	0

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*		School Level Total	101,332	2,000	202,664	0.10	20,266	20,266	-	-	0	0
		Total Reporting Burden	121,210	4.14	502,392	0.70	353,633	353,773	0	(140)	0	(140)

Program Rule	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	Due to an Adjustment	Total Difference
0	121,210.0	3.98	482,569.8	0.72	348,677.6	348,817.0	-	-	-	(139.4)

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Public Notification

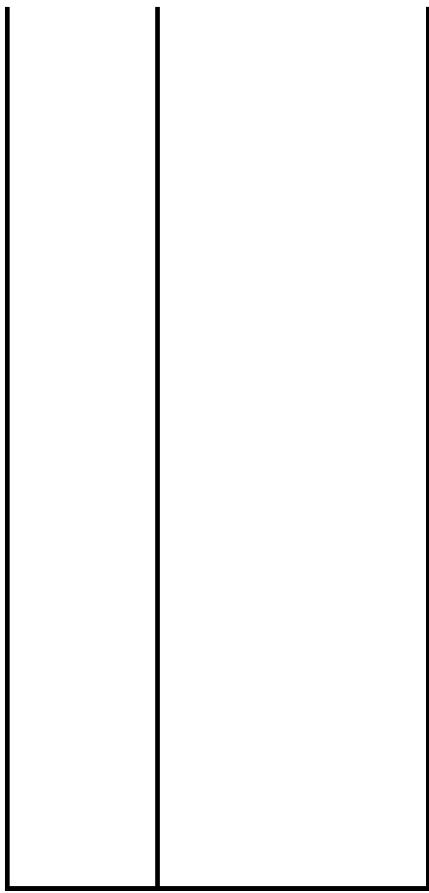
Program Rule	CFR Citation	Title	Form Number	A	B	C = (A * B)	D	E = (C * D)	F	G = E-F			
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - Final Rule	Due to an Adjustment	Total Difference
Admin Review	210.18(m)(1)	SA must post a summary of the most recent administrative review results of SFAs on the SA website and make a copy available upon request.		56	124	6,944	0.25	1,736.0	1,736.0				0
						0		0.0					0
						0		0.0					0
State Agency Level Total				56	124.00	6944	0.25	1736	1736	0	0	0	0
Local Wellness Policy	210.30(a)&(c)(5)	LEA must establish a local wellness policy for all schools participating in school meal. (This is a one time burden averaged over three years).		19,822	1	19,822	5.00	99,110	0		99,110		99,110
Local Wellness Policy	210.30(d)(2) & 220.7	LEA must inform the public annually about the content and implementation of the local school wellness policy and any updates.		19,822	1	19,822	1.00	19,822	0		19,822		19,822
Local Wellness Policy	210.30(d)(3), e(2), e(3)	LEA must conduct triennial assessments of schools' compliance with the local school wellness policy and inform public about progress.		6,607	1	6,607	5.00	33,035	0		33,035		33,035
		Local Educational Agency / School Food Authority Level Total		19,822	2.33	46,251	3.29	151,967	0	0	151,967	0	151,967
		School Level Total		-	-	-	-	-	-	-	-	-	0
		Total Reporting Burden		19,878	2.68	53,195	2.89	153,703	1,736	0	151,967	0	151,967

Program Rule	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
Admin Review	56.0	124.0	6,944.0	0.25	1,736.0	1,736.0				0.0
0	-	-	-	-	-	-				
0	-	-	-	-	-	-				
0	19,822.0	2.33	46,251.0	3.29	151,967.0	0.0				151,967.0

SUMMARY OF BURDEN RECORDKEEPING & REPORTING	
TOTAL NO. RESPONDENTS	121,210
AVERAGE NO. RESPONSES PER RESPONDENT	411.042
TOTAL ANNUAL RESPONSES	49,822,405
AVERAGE HOURS PER RESPONSE	0.20131506
TOTAL BURDEN HOURS	10,030,000
CURRENT OMB INVENTORY	9,873,218
DIFFERENCE (NEW BURDEN REQUESTED)	156,782

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)
Recordkeeping					
State Agency Level	56	1,419	79,464	1.5915	126,465
School Food Authority Level	19,822	21	416,262	4.3338	1,804,000
School Level	101,332	481	48,771,092	0.15567	7,592,199
Recordkeeping Total	121,210	406	49,266,818	0.19328758	9,522,664
Reporting					
State Agency Level	56	120	6,720	7.8958	53,060
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	502,392	0.7038990	353,633
Public Notification					
State Agency Level	56	124	6,944	0.25	1,736
Local Educational Agency Level	19,822	2	46,251	3	151,967
School Level	-	-	-	-	-
Public Notification Total	19,878	3	53,195	3	153,703
TOTAL BURDEN FOR NATIONAL SCHOOL LUNCH PROGRAM	121,210	411.04	49,822,405	0.20	10,030,000

Date	User Initials
7/21/15	SW
3/14/16	SW
11/1/16	CS



Comments

This is the Burden doc using the redesigned template. Revisions made to include merges from rules and moving of forms into This is now the most current verison of the information collection for the NSLP following the Feb 2016 renewal. Merge of 0584-0592 and deletion of FNS-640 reporting burden.

