

Appendix M.1 OMB Burden Table-EXCEL

Affected public	Respondent Type	Instrument	Appendix ID	Respondents						Nonrespondents						Grand Total Estimated Annual Burden (Hours)	Hourly Wage Rate**	Estimated Total Annual Cost to Respondents
				Sample Size	Estimated Number of Respondents	Frequency of Response	Total Responses	Average Time per Response (Hours)	Total Estimated Annual Burden (Hours)	Estimated Number of Nonrespondents	Frequency of Nonresponse	Total Nonresponse	Average Time per Nonresponse (Hours)	Total Estimated Annual Burden (Hours)				
State, Local, and Tribal Government																		
State, local, and Tribal government	Peer Advisory Panel	Interview instrument review	NA	4	4	1	4	2	8.0	0	1	0	0	0	8.0	\$55.30	\$442	
	WIC Director	Advance letter	A.1	78	78	1	78	0.03	2.6	0	1	0	0	0	2.6	\$55.30	\$144	
	WIC Director	Study information sheet	A.2	78	78	1	78	0.05	3.9	0	1	0	0	0	3.9	\$55.30	\$216	
	WIC Director	Prepopulated summary of cost-containment practices	A.3	78	78	1	78	0.25	19.5	0	1	0	0	0	19.5	\$55.30	\$1,078	
	WIC Director	Telephone interview	A.4	78	78	1	78	0.75	58.5	0	1	0	0	0	58.5	\$55.30	\$3,235	
	WIC Director	Advance letter	B.1	12	12	1	12	0.03	0.4	0	1	0	0	0	0.4	\$55.30	\$22	
	WIC Director	Study information sheet	A.2	12	12	1	12	0.05	0.6	0	1	0	0	0	0.6	\$55.30	\$33	
	WIC Director	Follow-up conference call to discuss study and requested data	B.2	12	12	1	12	0.75	9.0	0	1	0	0	0	9.0	\$55.30	\$498	
	WIC Director	Prepopulated summary of cost-containment practices	A.3	12	12	1	12	0.25	3.0	0	1	0	0	0	3.0	\$55.30	\$166	
	WIC Director	Telephone interview	A.4	12	12	1	12	0.83	10.0	0	1	0	0	0	10.0	\$55.30	\$553	
	Database administrator	Administrative cost estimates	C.1	12	12	1	12	1	12.0	0	1	0	0	0	12.0	\$40.51	\$486	
	Database administrator	Certification data-WIC participants	D.1	12	12	2	24	1	24.0	0	1	0	0	0	24.0	\$40.51	\$972	
	Database administrator	Reminder email for certification data-participants	D.2	4	4	2	8	0.05	0.4	0	0	0	0	0	0.4	\$40.51	\$16	

State	Database administrator	Follow-up email and phone call to discuss certification data issues and answer questions-participants	D.3	12	12	2	24	0.5	12.0	0	0	0	0	0	12.0	\$40.51	\$486
	Database administrator	FTP Site Instructions for State Agencies Submitting Data Files	D.4***	12	12	1	12	0.05	0.6	0	0	0	0	0.6	\$40.51	\$24	
	Database administrator	Certification data: former WIC participants	E.1	3	3	2	6	1	6.0	0	0	0	0	6.0	\$40.51	\$243	
	Database administrator	Reminder email for certification data on former participants	E.2	1	1	2	2	0.05	0.1	0	0	0	0	0.1	\$40.51	\$4	
	Database administrator	Follow-up email and phone call to discuss certification data issues and answer questions-former participants	E.3	3	3	2	6	0.5	3.0	0	0	0	0	3.0	\$40.51	\$122	
	Database administrator	EBT data	F.1	12	12	2	24	2	48.0	0	0	0	0	48.0	\$40.51	\$1,944	
	Database administrator	Reminder email for EBT data	F.2	4	4	2	8	0.05	0.4	0	0	0	0	0.4	\$40.51	\$16	
	Database administrator	Follow-up email and phone call to discuss EBT data issues and answer questions	F.3	12	12	2	24	0.5	12.0	0	0	0	0	12.0	\$40.51	\$486	
Subtotal unique State, local, and Tribal government				106	106	4.96	526	0.44	234.0	0	-	0	-	0	234.0		\$11,188

Individuals/Households

Individuals	WIC Participant	Pretest	L.1	10	5	1	5	0.76	3.8	5	1	5	0.05	0.25	4.0	\$7.25	\$29
	WIC Participant	Survey advance letter	G.1	4,284	4,284	1	4,284	0.05	214.2	0	1	0	0	0	214.2	\$7.25	\$1,553
	WIC Participant	Telephone survey	G.2	4,284	3,000	1	3,000	0.5	1500.0	1,284	1	1,284	0.05	64.2	1564.2	\$7.25	\$11,340
	WIC Participant	Survey reminder postcard	G.3	2,570	2,570	1	2,570	0.02	42.9	0	1	0	0	0	42.9	\$7.25	\$311
	WIC Participant	Survey reminder letter	G.4	2,142	2,142	1	2,142	0.03	71.5	0	1	0	0	0	71.5	\$7.25	\$519
	WIC Participant	Survey refusal letter	G.5	1,071	1,071	1	1,071	0.03	35.8	0	1	0	0	0	35.8	\$7.25	\$259

Individuals	Former WIC Participant	Pretest	L.1	6	4	1	4	0.67	2.7	2	1	2	0.05	0.1	2.8	\$7.25	\$20
	Former WIC Participant	Survey advance letter	H.1	625	625	1	625	0.05	31.3	0	1	0	0	0	31.3	\$7.25	\$227
	Former WIC Participant	Telephone survey	H.2	625	375	1	375	0.33	123.8	250	1	250	0.05	12.5	136.3	\$7.25	\$988
	Former WIC Participant	Survey reminder postcard	G.3	375	375	1	375	0.02	6.3	0	1	0	0	0	6.3	\$7.25	\$45
	Former WIC Participant	Survey reminder letter	G.4	313	313	1	313	0.03	10.4	0	1	0	0	0	10.4	\$7.25	\$76
	Former WIC Participant	Survey refusal letter	G.5	156	156	1	156	0.03	5.2	0	1	0	0	0	5.2	\$7.25	\$38
Subtotal of unique individuals/households				4,925	4,918	3,033	14,920	0.14	2,048	1,541	1	1,541	0.05	77	2,125	\$7.25	\$15,405
Grand total				5,031	5,024	3,074	15,446	0.15	2,282	1,541	1	1,541	0.05	77	2,359		\$26,593

** Sources: U.S. Department of Labor Wage and Hour Division (<http://www.dol.gov/whd/minimumwage.htm>). Bureau of Labor Statistics, Occupational Employment Statistics Survey, May 2015 (http://www.bls.gov/oes/current/oes_nat.htm)

*** The Average Time Per Response for Appendix D.4 (0.05 hours) reflects the total time necessary to read two corresponding emails. It takes 2 minutes to read the e-mail containing the FTP site address and user name and 1 minute to read the e-mail containing the FTP password.

Individuals/Participant: Federal minimum wage rate. State, local, or tribal agency director/manager: average hourly earnings of workers in management occupations (11-0000); State, local, or tribal agency database administrators: Average hourly earnings of workers in database administration occupations (15-1141).

16,987

6,565

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	Respondent Type	Instrument	Appendix ID	Sample Size	Estimated Number of Respondents	Frequency of Response	Total Responses	Average Time per Response (Hours)	Total Estimated Annual Burden (Hours)	Estimated Number of Nonrespondents	Frequency of Nonresponse	Total Nonresponse	Average Time per Nonresponse (Hours)	Total Estimated Annual Burden (Hours)				
State, Local, and Tribal Government																		
State, local, and Tribal government	Peer Advisory Panel	Interview instrument review	NA	4	4	1	4	2	8.0	0	1	0	0	0	8.0	\$55.30	\$442	
	WIC Director	Advance letter	A.1	58	58	1	58	0.03	1.9	0	1	0	0	0	1.9	\$55.30	\$107	
	WIC Director	Study information sheet	A.2	58	58	1	58	0.08	4.8	0	1	0	0	0	4.8	\$55.30	\$267	
	WIC Director	Prepopulated summary of cost-containment practices	A.3	58	58	1	58	0.25	14.5	0	1	0	0	0	14.5	\$55.30	\$802	
	WIC Director	Telephone interview	A.4	58	58	1	58	0.75	43.5	0	1	0	0	0	43.5	\$55.30	\$2,406	
	EBT SA WIC Director	Advance letter	B.1	12	12	1	12	0.03	0.4	0	1	0	0	0	0.4	\$55.30	\$22	
	EBT SA WIC Director	Study information sheet	A.2	12	12	1	12	0.08	1.0	0	1	0	0	0	1.0	\$55.30	\$55	
	EBT SA WIC Director	Follow-up conference call to discuss study and requested data	B.2	12	12	1	12	0.75	9.0	0	1	0	0	0	9.0	\$55.30	\$498	
	EBT SA WIC Director	Prepopulated summary of cost-containment practices	A.3	12	12	1	12	0.25	3.0	0	1	0	0	0	3.0	\$55.30	\$166	
	EBT SA WIC Director	Telephone interview	A.4	12	12	1	12	0.83	10.0	0	1	0	0	0	10.0	\$55.30	\$553	
	Database administrator	Administrative cost estimates	C.1	12	12	1	12	1	12.0	0	1	0	0	0	12.0	\$40.51	\$486	
	Database administrator	Certification data-WIC participants	D.1	12	12	2	24	1	24.0	0	1	0	0	0	24.0	\$40.51	\$972	
	Database administrator	Reminder email for certification data-participants	D.2	4	4	2	8	0.05	0.4	0	0	0	0	0	0.4	\$40.51	\$16	
	Database administrator	Follow-up email and phone call to discuss certification data issues and answer questions- participants	D.3	12	12	2	24	0.5	12.0	0	0	0	0	0	12.0	\$40.51	\$486	
Database administrator	FTP Site Instructions for State Agencies Submitting Data Files	D.4***	12	12	1	12	0.05	0.6	0	0	0	0	0	0.6	\$40.51	\$24		
Database administrator	Certification data: former WIC participants	E.1	3	3	2	6	1	6.0	0	0	0	0	0	6.0	\$40.51	\$243		

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	Database administrator	Follow-up email and phone call to discuss verification data issues and answer questions-former participants	E.3	3	3	2	6	0.5	3.0	0	0	0	0	0	0	3.0	\$40.51	\$122
	Database administrator	EBT data	F.1	12	12	2	24	2	48.0	0	0	0	0	0	0	48.0	\$40.51	\$1,944
	Database administrator	Reminder email for EBT data	F.2	4	4	2	8	0.05	0.4	0	0	0	0	0	0	0.4	\$40.51	\$16
	Database administrator	Follow-up email and phone call to discuss EBT data issues and answer questions	F.3	12	12	2	24	0.5	12.0	0	0	0	0	0	0	12.0	\$40.51	\$486
Subtotal unique State, local, and Tribal government				86	86	5.19	446	0.48	214.7	0	-	0	-	0	0	214.7	\$10,118	
Individuals/Households																		
Individuals	WIC Participant	Pretest	L.1	10	5	1	5	0.76	3.8	5	1	5	0.05	0.25	4.0	\$7.25	\$29	
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	Subtotal of unique individuals/households				4,925	4,918	3.03378	14,920	0.14	2,048	1,541	1	1,541	0.05	77	2,125	\$7.25	\$15,405
Grand total				5,011	5,004	3.071	15,366	0.15	2,262	1,541	1	1,541	0.05	77	2,340	\$25,524		

** Sources: U.S. Department of Labor Wage and Hour Division (<http://www.dol.gov/whd/minimumwage.htm>). Bureau of Labor Statistics, Occupational Employment Statistics Survey, May 2015 (http://www.bls.gov/oes/current/oes_nat.htm)

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