

OMB Control #0584-0026
7 CFR Part 245, Determining Eligibility for Free Reduced Price Meals

Reporting														
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	
State Agency (SA) Level														
F/R Eligibility	245.6(i)	SAs and LEAs must obtain written consent from parent or guardian prior to use or disclosure for other uses not specified in the regulation.		54	1	54	0.25	13.5	14				0.0	0.0
F/R Eligibility	245.6(j)	SAs enter into written agreement with the agency receiving children's free and reduced price eligibility information.		54	1	54	0.25	13.5	14				0.0	0.0
Community Eligibility	245.9(f)(6)	State agency to notify LEAs of their community eligibility status as applicable		54	85	4590	0.050	229.50	0.00	0.00	229.50	0	230	0
F/R Eligibility	245.12(g)	SAs notify FNS when there is a change in the State's TANF Program that would no longer make households automatically eligible for free meals.		54	1	54	0.10	5.4	5.4				0.0	0.0
F/R Eligibility	245.12(h)(4)	SAs submit to FNS upon request, the number of schools on Provision 1, Provision 2 or Provision 3 and extensions.		43	1	43	1.50	64.5	64.5					0
CIP	245.13(e)	SAs that fail to meet the direct certification benchmark must develop and submit a Continuous Improvement Plan within 90 days of notification.		18	1	18	3.00	54	54					0
	245.6a (h) 245.11(b)(2) 245.11(c)(3) 245.11(i)	SA reporting burden for electronic reports accounted for in the Food Program Reporting System (FPRS) ICR #0584-0594.	FNS-742, FNS-874											
State Agency Level Total				54	89.13	4813	0.08	380	151	0	230	0	230	
Local Educational Agency (LEA) / School Food Authority Level (SFA)														
CEP	245.6(c)(6)(i)	LEAs notify households of approval of meal benefit applications.		19,600	271	5,311,600	0.02	106,232	107,800			-1,568	0	-1,568
CEP	245.6(c)(6)(ii)	LEAs must notify households in writing that children are eligible for free meals based on direct certification and that no application is required.		19,600	250	4,900,000	0.02	98,000	101,920				-3,920	-3,920
F/R Eligibility	245.6 (c)(7)	LEAs provide written notice to each household of denied benefits.		19,600	10	196,000	0.02	3,920	3,920				0	0
F/R Eligibility	245.6(j)	SFA must have a written agreement with an agency to disclose children's free and reduced price eligibility information.		2,000	1	2,000	0.500	1,000	1,000				0	0
F/R Eligibility	245.6a (f)	LEAs notify households of selection for verification.		19,600	8	156,800	0.25	39,200	39,200				0	0
F/R Eligibility	245.6a (j)	LEAs must provide households that failed to confirm eligibility with 10 days notice for receiving a reduction or termination of benefits.		19,600	2	39,200	0.10	3,920	3,920				0	0
F/R Eligibility	245.9 (f)	SFAs with schools under Provisions 1, 2, or 3 must identify those schools in its free and reduced price policy statement and certify their eligibility for the first year of operation.		1,160	1	1,160	0.25	290	290				0	0
Community Eligibility	245.9(f)(4)(i)	LEAs to submit to State agency documentation of acceptable identified student percentage of LEA/school electing the provision		2000	0.25	500	0.2500	125.00	0.00	0.00	125.00	0.00	125	125
Community Eligibility	245.9(f)(5)	LEA to submit to the State agency for publication a list of eligible and potentially eligible schools and their eligibility status; unless otherwise exempted by State agency		5,159	1	5,159	0.0800	412.72	0.00	0.00	412.72	0.00	413	413
Community Eligibility	245.9(g)	LEAs to amend free and reduced policy statement and certify that schools meet eligibility criteria		3000	1	3000	0.100	300.00	0.00	0.00	300.00	0.00	300	300
F/R Eligibility	245.9 (h)	SFAs with schools under Provision 2 or Provision 3 submit to FNS upon request all data and documentation used in granting extensions.		1,160	0.25	290	0.25	73	73				0	0
F/R Eligibility	245.10 (a)	LEAs submit to SA for approval a free and reduced price policy statement.		19,600	1	19,600	0.08	1,568	1,568				0	0
Local Educational Agency / School Food Authority Level Total				19,600	542.618	10,635,309	0.024	255,040	259,691	0	-730	-3,920	-4,658	
Household Level														
F/R Eligibility	245.6 (a)	Households complete application form for free or reduced price meal benefits.		5,375,000	1	5,375,000	0.11	591,250	592,900				-1,650	-1,650
F/R Eligibility	245.6a (a)(7) (i)	Households assemble written evidence for verification of eligibility and send to LEA.		159,500	1	159,500	0.50	79,750	80,000				-250	-250
F/R Eligibility	245.6a (a)(7) (ii)	Households cooperate with collateral contacts for verification of eligibility.		1,000	1	1,000	0.10	100	100				0	0
Household Level Total				5,375,000	1.03	5,335,500	0.12	671,100	673,000	0	0	-1,900	-1,900	
Total Reporting Burden				5,394,654	3.00	16,175,622	0.06	926,521	932,842	0	(501)	(5,820)	(6,321)	

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													
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
Community eligibility	245.9(f)(4)(ii)	State Agency to review and confirm LEAs eligibility to participate in provision		54	9	486	0.08	39	0	0	39	0	39
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	134.76	7,277	0.24	1,730	1,691	0	39	0	39
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	1,568		-	-	-
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.		0	1	0	2.4715	0	2,699		(2,699)		(2,699)
Community eligibility	245.9(h)(3)	LEA to maintain documentation related to methodology used to calculate the identified student percentage and determine eligibility		3000	1	3000	0.91	2,730	0	0	2,730	0	2,730
Local Educational Agency / School Food Authority Level Total				19,600	1.15	22,600	0.19	4,298	4,267	0	31	0	31
Total Recordkeeping Burden				19,654	1.52	29,877	0.20	6,028	5,958	0	70	0	70

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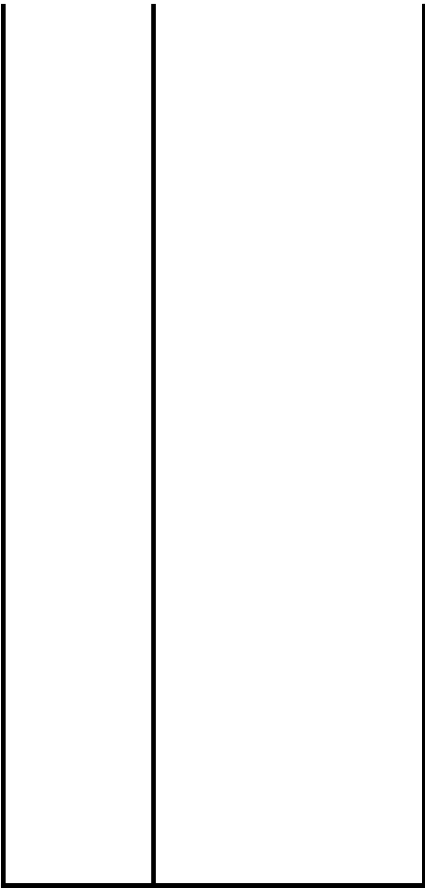
Public Notification													
				A	B	C = (A*B)	D	E = (C*D)	F				G = E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change - Final Rule	Due to an Adjustment	Total Difference
State Agency Level													
F/R Eligibility	245.3(a) & 245.12(a)(2)	Each SA shall by July 1 announce family-size income standards to be used by LEAs in making eligibility determinations for free or reduced price meals and for free milk.		54	1	54	0.10	5.4	5.4				0
Community Eligibility	245.9(f)(7)	State agency to make publically available the names of LEAs and schools receiving notifications		54	1	54	0.170	9	0.00	0.00	9.18	0	9
State Agency Level Total				54	2.00	108	0.14	15	5	0	9	0	9
Local Educational Agency / School Food Authority Level													
F/R Eligibility	245.5 & 245.9 & 245.3(b)	LEAs publicly announce criteria for determining eligibility of children for free and reduced price meals (or free milk) or participation in Provision 1, 2, or 3 in an annual media release.		19,822	1	19,822	0.25	4,956	4,956				0
F/R Eligibility	245.7(a)(2)(i)	LEAs publicly announce method to make an oral or written request for a hearing.		19,822	1	19,822	0.10	1,982	1,982				0
Local Educational Agency / School Food Authority Level Total				19,822	2.00	39,644	0.18	6,938	6,938	0	0	0	0
Total Public Notification Burden				19,876	2.00	39,752	0.17	6,952	6,943	0	9	0	9

SUMMARY OF BURDEN RECORDKEEPING & REPORTING & PUBLIC NOTIFICATION	
TOTAL NO. RESPONDENTS	5,394,876
AVERAGE NO. RESPONSES PER RESPONDENT	3.011
TOTAL ANNUAL RESPONSES	16,245,251
AVERAGE HOURS PER RESPONSE	0.058
TOTAL BURDEN HOURS FOR PART 245 WITH REVISIONS	939,501
CURRENT OMB INVENTORY FOR PART 245	945,743
DIFFERENCE (BURDEN REVISIONS REQUESTED)	-6,242

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	134.76	7,277	0.24	1,730
Local Educational Agency Level	19,600	1.15	22,600	0.19	4,298
Recordkeeping Total	19,654	1.52	29,877	0.20	6,028
Reporting					
State Agency Level	54	89.13	4,813	0.08	380
Local Educational Agency Level	19,600	542.618	10,635,309	0.024	255,040
Household Level	5,375,000	1.03	5,535,500	0.12	671,100
Reporting Total	5,394,654	3.00	16,175,622	0.06	926,521
Public Notification					
State Agency Level	54	2	108	0.14	15
Local Educational Agency Level	19,822	2	39,644	0.18	6,938
Public Notification Total	19,876	2.00	39,752	0.17	6,952
TOTAL BURDEN	5,394,876	3.011	16,245,251	0.058	939,501

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)

