



United States  
Department of  
Agriculture

December 21, 2016

Food and  
Nutrition  
Service

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TO: Stephanie Tatham, OMB Desk Officer  
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Office of Management and Budget

THROUGH: Ruth Brown, Department IC Clearance Officer  
United States Department of Agriculture  
Office of Chief Information Office

FROM: Christina Sandberg *C.S.*  
FNS Information Collection Officer, Planning & Regulatory Affairs Office  
Food and Nutrition Service

SUBJECT: Justification for adding data elements not included in the OMB Control No: 0584-0601 CACFP Sponsor and Provider Characteristics Study

Through this memorandum, we are requesting a non-substantive change to the CACFP Sponsor and Provider Characteristics Study, OMB Control No. 0584-0601; expiration date April 30, 2018.

The CACFP Sponsor and Provider Characteristics Study includes two major components. The objective of the first component is to produce national estimates of the characteristics of all CACFP sponsors and providers that serve children. The objective of the second component is to produce national estimates of the characteristics of one important CACFP sub-group: sponsors and centers that participate in the CACFP At-Risk Afterschool Center Program.

Through this non-substantive revision, FNS is seeking approval to add data elements that were not included in the State letters or sponsor and provider survey instruments. These data elements will allow FNS to more fully understand the population of children who are served by CACFP. The research questions to be addressed by the new data are:

1. What are the tiering rates for Family Day Care Homes (FDCHs)? What is the category eligibility distribution by percentage?
2. What percentage of children enrolled in CACFP Tier II FDCHs receive meals at the Tier I rates? and
3. What are the counts and percentages of participation in the CACFP of centers by meal reimbursement category (free, reduced-price, and paid)?

The respondent group for this study is still State agencies and private industry (for profit and non-profit organizations). This is a one-time data collection. To capture the data elements needed to respond to the research questions above, FNS is proposing to add four new web surveys, which will be sent to the State agencies and the sponsors and providers, into the collection.

Information to address RQ.1 and RQ.2 will be obtained from a web survey of the sponsors of the 308 FDCHs that responded to the original web survey (Exhibit 2). Information to address RQ.3 will be obtained from 342 child care centers that responded to the original web survey, 200 independent centers and 142 sponsored centers (Exhibit 4). In addition to these 342 child care centers, 201 mixed at-risk centers (i.e., centers with a regular CACFP component and an At-Risk component) responded

to the survey as part of the at-risk component of the study. Since mixed at-risk centers also include a regular child care center, data to address RQ.3 will also be obtained for the regular child care part of these 201 mixed at-risk centers. The requisite data for the 201 at-risk centers will be collected from the 20 States that participated in the study (Exhibit 6). In two additional States (where the State CACFP agency indicated that they could not provide the requisite data for the mixed at-risk centers in their State), we will collect this information from a total of 16 sponsors of mixed at-risk centers (Exhibit 8).

This data collection does not add additional respondents because we are going back to the same people/entities who responded to the original survey (excluding the Head Start centers). The state CACFP agencies, FDCH sponsors, child care centers, and sponsors of mixed at-risk centers will respond once to these web surveys. FNS estimates that it will take between two minutes to 1 hour to complete these submissions. As a result of this change, FNS estimates that 232 burden hours and 1,372 responses will be added to this collection. Upon approval, FNS estimates that this collection will have a total of 4,186 burden hours and 5,696 responses. A summary of the burden related to this change appears in the table below. For further details, including the new total burden for this collection, please see the Excel burden table in Exhibit 9.

<b>CACFP Sponsor and Provider Characteristics Study: Additional Respondent Burden</b>						
<b>Respondent</b>	<b>Exhibit Number</b>	<b>Estimated Number of Respondents</b>	<b>Responses Per Respondent</b>	<b>Total Annual Responses</b>	<b>Estimated Average Number of Hours/Response</b>	<b>Estimate of Total Hours<sup>a</sup></b>
FDCH Sponsors	Exhibit 1: FDCH Sponsor Email	308	1	308	0.03	9
FDCH Sponsors	Exhibits 2: FDCH Sponsor Web Survey	308	1	308	0.33	102
Child Care Centers and Sponsors	Exhibit 3: Independent Child Care Center and Sponsored Child Care Center Email	342	1	342	0.03	10
Child Care Centers and Sponsors	Exhibit 4: Independent Child Care Center and Sponsored Child Care Center Web Survey	342	1	342	0.25	86
State CACFP Agencies	Exhibit 5: State Agency Email	20	1	20	0.03	1
State CACFP Agencies	Exhibit 6: State Agency Web Survey	20	1	20	1.0	20
Sponsors of At-Risk Centers	Exhibit 7: At-Risk Sponsor Email	16	1	16	0.03	0
Sponsors of At-Risk Centers	Exhibit 8: At-Risk Sponsor Web Survey	16	1	16	0.25	4
<b>Total Additional Burden</b>		<b>686</b>	<b>2</b>	<b>1,372</b>	<b>0.17</b>	<b>232</b>

<sup>a</sup>Detail may not sum due to rounding.

If you have any questions regarding this request, please contact Christina Sandberg, FNS Information Collection Officer for the Food and Nutrition Service, Planning & Regulatory Affairs Office at (703) 305-2337.

The following exhibits are attached:

- Exhibit 1: Family Day Care Home Sponsor Email
- Exhibit 2: Family Day Care Home Sponsor Web Survey
- Exhibit 3: Independent Child Care Center and Sponsored Child Care Center Email

- Exhibit 4: Independent Child Care Center and Sponsored Child Care Center Web Survey
- Exhibit 5: State Agency Email
- Exhibit 6: State Agency Web Survey
- Exhibit 7: At-Risk Sponsor Email
- Exhibit 8: At-Risk Sponsor Web Survey
- Exhibit 9: Estimates of Respondent Burden