

ATTACHMENT B: WIC PROGRAM REPORTING AND RECORDKEEPING REQUIREMENTS (OMB #0584-0043)										
Regulatory Section	Information Collected	Estimated Number of Respondents	Annual Responses per Respondent	Total Annual Responses	Number of Burden Hours per Request	Estimated Total Burden Hours	Previous Submission: Total Hours per Person	Difference Due to Program Changes	Difference Due to Adjustments	Explanation of Differences
<b>REPORTING BURDEN ESTIMATES</b>										
<b>Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)</b>										
246.4	State Plan	90.00	1.00	90.00	134.62	12,115.80	12,115.80		0.00	N/A
246.5(b)	Local Agency (LA) applications	918.50	1.00	918.50	2.00	1,837.00	1,839.00		-2.00	Change in number of local agencies.
246.6	LA Agreements	918.50	1.00	918.50	1.50	1,377.75	1,379.25		-1.50	Change in number of local agencies.
246.7(f)(2)(iii)(A)	LA requests for notice extension	306.00	1.00	306.00	0.25	76.50	76.63		-0.13	Change in number of local agencies.
246.7(i)	Cert. data for women	1,837.00	2,001.11	3,676,046.00	0.17	624,927.82	712,936.48		-88,008.66	Decrease in number of women certifications.
246.7(i)	Cert. data for children	1,837.00	3,251.05	5,972,176.50	0.17	1,015,270.01	536,183.40		479,086.61	Increase in number of child certifications. Although the burden has increased due to an increase in the total responses, FNS discovered errors in participation data submitted under the last burden revision and notes an actual decrease in the number of burden hours for the certification of children due to a decrease in the number of child participants.
246.7(i)	Certification data for infants	1,837.00	1,020.06	1,873,845.00	0.17	318,553.65	809,375.78		-490,822.13	Decrease in number of infant certifications.
246.7(j)(9)	SA notification re funding shortfall	4.00	1.00	4.00	0.09	0.36	0.36		0.00	N/A
246.7(k)	Verification of Certification cards	1,837.00	125.64	230,799.57	0.09	20,771.96	24,193.58		-3,421.62	Decrease in number of total certifications.
246.10(b)(1)	Identification of acceptable foods	90.00	1.00	90.00	40.00	3,600.00	3,600.00		0.00	N/A
246.10(b)(2)	Submit APL as food list	54.00	4.00	216.00	0.01	1.79	0.00	1.79		Submission of APL per EBT final rule for updates to NUPC database.
246.10(d)(1)	Medical documentation, 1% of infants	1,837.00	10.20	18,738.45	0.03	562.15	1,428.31		-866.16	Decrease in number of infant certifications. (1% of infants)
246.11(d)(2)	LA nutrition education plan	1,837.00	1.00	1,837.00	40.00	73,480.00	73,560.00		-80.00	Change in number of local agencies
246.12(g)(4)(i)	Vendor food sales data	90.00	28.63	2,577.00	4.00	10,308.00	10,600.00		-292.00	Respondent group = the number of vendors that derive more of their revenue from SNAP than from WIC. The number of respondents decreased.
246.12(g)(4)(ii)(B)	Vendor shelf prices	75.00	1,192.64	89,448.00	2.00	178,896.00	194,484.00		-15,588.00	Decrease in number of vendors results in proportionate decrease in reporting for vendor shelf prices.
246.12(g)(4)(ii)(B)	Vendor shelf prices exemption	1.00	1.00	1.00	16.00	16.00	16.00		0.00	N/A
246.12(i)(1)	Vendor training development	90.00	1.00	90.00	8.00	720.00	720.00		0.00	N/A
246.12(i)(1)	Vendor training	90.00	496.93	44,724.00	2.00	89,448.00	97,242.00		-7,794.00	Decrease in number of vendors results in proportionate decrease in training.
246.12(j)(4)	Vendor compliance investigations	90.00	24.85	2,236.20	2.00	4,472.40	4,862.10		-389.70	Decrease in number of vendors results in proportionate decrease in estimated compliance investigations.
246.12(o)	Complaints	90.00	111.11	10,000.00	1.00	10,000.00	10,000.00		0.00	N/A
246.12(q)	Disposition of food instruments	90.00	1.00	90.00	40.00	3,600.00	3,600.00		0.00	N/A
246.14(d)	ADP proposals	70.00	1.00	70.00	160.00	11,200.00	2,400.00	8,800.00		Increase in the number of State agencies that have transitioned to EBT due to the legislative mandate of state-wide EBT by October 1, 2020.
246.16(d)	Distribution of funds to LAs	90.00	81.64	7,348.00	2.00	14,696.00	14,712.00		-16.00	Change in number of local agencies.
246.17(c)(1)	Termination of SAs & LAs	90.00	0.11	10.00	8.00	80.00	80.00		0.00	N/A
246.19(a)(2)	SA corrective action plans to FNS	22.50	1.00	22.50	40.00	900.00	900.00		0.00	N/A
246.19(b)(5)	Targeted LA reviews	90.00	2.55	229.63	2.00	459.25	459.75		-0.50	Change in number of local agencies.
246.20(a)(2)	SA response to OIG audits	1.00	1.00	1.00	40.00	40.00	160.00		-120.00	Decrease in the number of OIG audits performed each year.
<b>Subtotal Reporting: State and Local Agencies</b>		<b>1,927</b>	<b>6,192</b>	<b>11,932,833</b>	<b>0.20</b>	<b>2,397,410</b>	<b>2,516,924</b>	<b>8,801.79</b>	<b>-128,316</b>	
246.7(i)	Cert. data for women	1,838,023.00	2.00	3,676,046.00	0.05	183,802.30	209,687.20		-25,884.90	Decrease in number of women certifications.
246.7(i)	Cert. data for children	3,981,451.00	1.50	5,972,176.50	0.05	298,608.83	157,701.00		140,907.83	Increase in number of children certifications. Although the burden has increased due to an increase in the total responses, FNS discovered errors in participation data submitted under the last burden revision and notes an actual decrease in the number of burden hours for the certification of children due to a decrease in the number of child participants.
246.7(i)	Certification data for infants	1,873,845.00	1.00	1,873,845.00	0.05	93,692.25	238,051.70		-144,359.45	Decrease in number of infant certifications.
246.10(d)(1)	Medical documentation, 1% of infants	18,738.45	1.00	18,738.45	0.03	562.15	1,428.31		-866.16	Decrease in number of infant certifications. (1% of infants)

246.10(d)(1)	Medical documentation	135,127.93	2.00	270,255.86	0.05	13,512.79	8,960.59	4,552.20	Increase in number of women and infant certifications.
<b>Subtotal Reporting: Applicants</b>		<b>7,693,319</b>	<b>1.5352362</b>	<b>11,811,062</b>	<b>0.05</b>	<b>590,178</b>	<b>615,829</b>	<b>0.00</b>	<b>-25,650</b>
<b>Affected Public: Business: Retail Vendors (WIC-Authorized Food Stores)</b>									
246.12(g)(4)(i)	Vendor food sales data for A50s	2,577.00	1.00	2,577.00	2.00	5,154.00	5,300.00	-146.00	Respondent group = the number of vendors that derive more of their revenue from SNAP than from WIC. The number of respondents decreased.
246.12(g)(4)(ii)(B)	Vendor shelf prices	37,270.00	2.00	74,540.00	2.00	149,080.00	162,070.00	-12,990.00	Decrease in number of retail vendors.
246.12(h)	Vendor applications & Agreements	22,362.00	1.00	22,362.00	1.00	22,362.00	24,310.50	-1,948.50	Decrease in number of retail vendors (% of total).
246.12(h)(8)(i)	Vendor incentive items	859.00	1.00	859.00	1.00	859.00	306.00	553.00	Increase in the number of above 50 percent vendors as well as an increase in the number of SAs that allow incentive items.
<b>Subtotal Reporting: Retail Vendors *</b>		<b>44,724</b>	<b>2.24</b>	<b>100,338</b>	<b>1.77</b>	<b>177,455</b>	<b>191,987</b>	<b>0.00</b>	<b>-14,532</b>
<b>GRAND SUBTOTAL: REPORTING**</b>		<b>7,739,970</b>	<b>3.08</b>	<b>23,844,233</b>	<b>0.13</b>	<b>3,165,043</b>	<b>3,324,740</b>	<b>8,801.79</b>	<b>-168,498</b>
<b>RECORDKEEPING BURDEN ESTIMATES</b>									
<b>Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)</b>									
246.10(d)(1)	Medical documentation	10,000.00	2.00	20,000.00	0.02	320.00	320.00	0.00	N/A
246.12(g)(10)	Vendor infant formula suppliers	90.00	1.00	90.00	50.00	4,500.00	4,500.00	0.00	N/A
246.12(h)(1)(i)	Vendor applications & agreements	22,362.00	1.00	22,362.00	1.00	22,362.00	24,310.50	-1,948.50	Decrease in number of retail vendors results in proportionate decrease in applications and agreements
246.12(h)(8)(i)	Vendor incentive items	859.00	1.00	859.00	1.00	859.00	306.00	553.00	Increase in the number of above 50 percent vendors as well as an increase in the number of SAs that allow incentive items.
246.12(i)(4)	Vendor training content	90.00	1.00	90.00	2.00	180.00	180.00	0.00	N/A
246.12(j)(6)	Routine vendor monitoring	90.00	24.85	2,236.20	1.00	2,236.20	2,431.05	-194.85	Decrease in number of retail vendors results in proportionate decrease in vendor monitoring
246.12(j)(6)(ii)	Vendor compliance Investigations	90.00	24.85	2,236.20	2.00	4,472.40	4,862.10	-389.70	Decrease in number of retail vendors results in proportionate decrease in vendor compliance investigations
246.12(l)(3)	Vendor notice of violations	90.00	25.56	2,300.00	1.00	2,300.00	2,300.00	0.00	N/A
246.23(c)(1)	Disposition of participant claims	90.00	1.00	90.00	5.00	450.00	450.00	0.00	N/A
246.25(a)	Financial ops. & food delivery sys.	1,927.00	12.00	23,124.00	2.00	46,248.00	46,296.00	-48.00	Change in number of local agencies.
246.25(a)	Nutrition ed. for women & children	1,837.00	12,671.69	23,277,896.00	0.017	395,724.23	285,569.54	110,154.69	Increase in certifications. Although the burden has increased due to an increase in the total responses, FNS discovered errors in participation data submitted under the last burden revision and notes an actual decrease in the number of burden hours for the certification of children due to a decrease in the number of child participants.
246.25(a)	Nutrition education for infants	1,837.00	4,080.23	7,495,380.00	0.02	127,421.46	323,750.31	-196,328.85	Decrease in certifications.
246.25(a)	Fair hearings	1,927.00	1.00	1,927.00	0.25	481.75	482.25	-0.50	Change in number of local agencies.
<b>SUBTOTAL: RECORDKEEPING</b>		<b>11,927</b>	<b>2,586.45</b>	<b>30,848,590</b>	<b>0.02</b>	<b>607,555</b>	<b>695,758</b>	<b>0.00</b>	<b>-88,203</b>
<b>GRAND TOTAL: REPORTING AND RECORDKEEPING</b>		<b>7,751,897</b>	<b>7.06</b>	<b>54,692,823</b>	<b>0.07</b>	<b>3,772,598</b>	<b>4,020,497</b>	<b>8,801.79</b>	<b>-256,700</b>
<b>SUMMARY OF REPORTING BURDEN (OMB #0584-0043)</b>									
TOTAL NO. RESPONDENTS		7,739,970			*Total retail vendor data provided from The Integrity Profile (TIP) database on WIC vendor population.				
AVERAGE NO. RESPONSES PER RESPONDENT		3.08							
TOTAL ANNUAL RESPONSES		23,844,233			**In the Grand Subtotal: Reporting, the grand total for the burden hours was adjusted to 3,165,043 to match the ROCIS calculations.				
AVERAGE HOURS PER RESPONSE		0.13			In the Excel calculations, this total is actually 3,165,043.8, which Excel rounds to 3,165,044. ROCIS, however, did not round this total so				
TOTAL ANNUAL BURDEN HOURS REQUESTED		3,165,043			the total hours were adjusted to match.				
CURRENT OMB INVENTORY		3,324,740							
DIFFERENCE		-159,696							
<b>SUMMARY OF RECORDKEEPING BURDEN (OMB #0584-0043)</b>									
TOTAL NO. RECORDKEEPERS		11,927							
AVERAGE NO. RESPONSES PER RESPONDENT		2,586.45							
TOTAL ANNUAL RESPONSES		30,848,590							
AVERAGE HOURS PER RESPONSE		0.02							
TOTAL ANNUAL BURDEN HOURS REQUESTED		607,555							
CURRENT OMB INVENTORY		695,758							
DIFFERENCE		-88,203							
<b>ANNUAL REPORTING &amp; RECORDKEEPING BURDEN (OMB #0584-0043)</b>									
GRAND TOTAL - RESPONSES		54,692,823							

GRAND TOTAL - ANNUAL BURDEN HOURS		3,772,598							
CURRENT OMB INVENTORY		4,020,497							
DIFFERENCE		-247,899							