

Appendix E Annual Burden Estimate

| Respondent Category | Type of respondents | Instruments [a] | Appendix | Responsive | | | | | | | Non-Responsive | | | | | | Grand Total Annual Burden Estimate (hours) | Hourly Wage Rate | Total Annualized Cost of Respondent Burden |
|---|------------------------------------|--|-----------|-------------------------|---------------------------|-----------------------|-----------------------|------------------------|--------------------|-----------------------|---------------------------|-----------------------|------------------------|--------------------|-----------------------|-----------|--|------------------|--|
| | | | | Sample Size (Districts) | Sample Size (Individuals) | Number of respondents | Frequency of response | Total Annual responses | Hours per response | Annual burden (hours) | Number of Non-respondents | Frequency of response | Total Annual responses | Hours per response | Annual burden (hours) | | | | |
| State Child Nutrition Agency Data Collection | | | | | | | | | | | | | | | | | | | |
| State Government | State Child Nutrition Agency Staff | Site Visit Letter | A-1 | NA | 15 | 15 | 1 | 15 | 0.083 | 1,250 | 0 | 0 | 0 | 0 | 0 | 1,250 | \$ 42.33 | \$ 52.91 | |
| | | Site Visit Scheduling Call | A-2 | NA | 15 | 15 | 1 | 15 | 0.500 | 7,500 | 0 | 0 | 0 | 0 | 0 | 7,500 | \$ 42.33 | \$ 317.48 | |
| | | Site Visit Preparation Guide | A-2a | NA | 15 | 15 | 1 | 15 | 0.250 | 3,750 | 0 | 0 | 0 | 0 | 0 | 3,750 | \$ 42.33 | \$ 158.74 | |
| | | On-Site Interview | A-3a | NA | 45 | 45 | 1 | 45 | 1 | 45 | 0 | 0 | 0 | 0 | 0 | 45 | \$ 42.33 | \$ 1,904.85 | |
| | | On-Site Observations | A-4 | NA | 30 | 30 | 1 | 30 | 0.500 | 15 | 0 | 0 | 0 | 0 | 0 | 15 | \$ 42.33 | \$ 634.95 | |
| | | Site Visit Follow-Up Telephone Interview Email | A-5 | NA | 15 | 15 | 1 | 15 | 0.033 | 0.500 | 0 | 0 | 0 | 0 | 0 | 0.500 | \$ 42.33 | \$ 21.17 | |
| | | Site Visit Follow-Up Telephone Interview | A-6a | NA | 15 | 15 | 1 | 15 | 1 | 15 | 0 | 0 | 0 | 0 | 0 | 15 | \$ 42.33 | \$ 634.95 | |
| | | Administrative Records Request Email | B-1 | NA | 15 | 15 | 2 | 30 | 0.033 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | \$ 42.33 | \$ 42.33 | |
| | | Administrative Records Request | B-2 | NA | 15 | 15 | 2 | 30 | 12 | 360 | 0 | 0 | 0 | 0 | 0 | 360 | \$ 42.33 | \$ 15,238.80 | |
| | | State Cost Data Collection Email | C-1 | NA | 15 | 15 | 4 | 60 | 0.033 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | \$ 42.33 | \$ 84.66 | |
| | | State Cost Data Collection Tracking Log | C-2, C-3a | NA | 15 | 15 | 4 | 60 | 3 | 180 | 0 | 0 | 0 | 0 | 0 | 180 | \$ 42.33 | \$ 7,619.40 | |
| State Cost Data Collection Clarification Call | C-4 | NA | 15 | 15 | 4 | 60 | 0.333 | 20 | 0 | 0 | 0 | 0 | 0 | 20 | \$ 42.33 | \$ 846.60 | | | |
| State Medicaid Agency Data Collection | | | | | | | | | | | | | | | | | | | |
| State Government | State Medicaid Agency Staff | Site Visit Letter | A-1 | NA | 15 | 15 | 1 | 15 | 0.083 | 1,250 | 0 | 0 | 0 | 0 | 0 | 1,250 | \$ 42.33 | \$ 52.91 | |
| | | Site Visit Scheduling Call | A-2 | NA | 15 | 15 | 1 | 15 | 0.500 | 7,500 | 0 | 0 | 0 | 0 | 0 | 7,500 | \$ 42.33 | \$ 317.48 | |
| | | Site Visit Preparation Guide | A-2b | NA | 15 | 15 | 1 | 15 | 0.250 | 3,750 | 0 | 0 | 0 | 0 | 0 | 3,750 | \$ 42.33 | \$ 158.74 | |
| | | On-Site Interview | A-3b | NA | 45 | 45 | 1 | 45 | 1 | 45 | 0 | 0 | 0 | 0 | 0 | 45 | \$ 42.33 | \$ 1,904.85 | |
| | | On-Site Observations | A-4 | NA | 30 | 30 | 1 | 30 | 0.500 | 15 | 0 | 0 | 0 | 0 | 0 | 15 | \$ 42.33 | \$ 634.95 | |
| | | Site Visit Follow-Up Telephone Interview Email | A-5 | NA | 15 | 14 | 1 | 14 | 0.033 | 0.467 | 1 | 1 | 1 | 0.033 | 0.033 | 0.500 | \$ 42.33 | \$ 21.17 | |
| | | Site Visit Follow-Up Telephone Interview | A-6b | NA | 15 | 14 | 1 | 14 | 1 | 14 | 1 | 1 | 1 | 0.167 | 0.167 | 14.167 | \$ 42.33 | \$ 599.68 | |
| | | State Cost Data Collection Email | C-1 | NA | 15 | 14 | 4 | 56 | 0.033 | 1.867 | 1 | 1 | 1 | 0.033 | 0.033 | 1.900 | \$ 42.33 | \$ 80.43 | |
| | | State Cost Data Collection Tracking Log | C-2, C-3b | NA | 15 | 14 | 4 | 56 | 3 | 168 | 1 | 1 | 1 | 0.167 | 0.167 | 168.167 | \$ 42.33 | \$ 7,118.50 | |
| | | State Cost Data Collection Clarification Call | C-4 | NA | 15 | 14 | 4 | 56 | 0.333 | 18.667 | 1 | 1 | 1 | 0.250 | 0.250 | 18.917 | \$ 42.33 | \$ 800.74 | |
| | | Other State Agency Data Collection | | | | | | | | | | | | | | | | | |
| State Government | Other State Agency Staff | Site Visit Letter | A-1 | NA | 3 | 3 | 1 | 3 | 0.083 | 0.250 | 0 | 0 | 0 | 0 | 0 | 0.250 | \$ 42.33 | \$ 10.58 | |
| | | Site Visit Scheduling Call | A-2 | NA | 3 | 3 | 1 | 3 | 0.500 | 1,500 | 0 | 0 | 0 | 0 | 0 | 1,500 | \$ 42.33 | \$ 63.50 | |
| | | Site Visit Preparation Guide | A-2b | NA | 3 | 3 | 1 | 3 | 0.250 | 0.750 | 0 | 0 | 0 | 0 | 0 | 0.750 | \$ 42.33 | \$ 31.75 | |
| | | On-Site Interview | A-3b | NA | 3 | 3 | 1 | 3 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 3 | \$ 42.33 | \$ 126.99 | |
| | | State Cost Data Collection Email | C-1 | NA | 3 | 3 | 4 | 12 | 0.033 | 0.400 | 0 | 0 | 0 | 0 | 0 | 0.400 | \$ 42.33 | \$ 16.93 | |
| | | State Cost Data Collection Tracking Log | C-2, C-3b | NA | 3 | 3 | 4 | 12 | 3 | 36 | 0 | 0 | 0 | 0 | 0 | 36 | \$ 42.33 | \$ 1,523.88 | |
| | | State Cost Data Collection Clarification Call | C-4 | NA | 3 | 3 | 4 | 12 | 0.333 | 4 | 0 | 0 | 0 | 0 | 0 | 4 | \$ 42.33 | \$ 169.32 | |
| School District Data Collection | | | | | | | | | | | | | | | | | | | |
| Local Government | School District Staff | Site Visit Letter | A-1 | 34 | 34 | 34 | 1 | 34 | 0.083 | 2,833 | 0 | 0 | 0 | 0 | 0 | 2,833 | \$ 41.86 | \$ 118.60 | |
| | | Site Visit Scheduling Call | A-2 | 34 | 34 | 34 | 1 | 34 | 0.500 | 17 | 0 | 0 | 0 | 0 | 0 | 17 | \$ 41.86 | \$ 711.62 | |
| | | Site Visit Preparation Guide | A-2c | 34 | 34 | 34 | 1 | 34 | 0.250 | 8,500 | 0 | 0 | 0 | 0 | 0 | 8,500 | \$ 41.86 | \$ 355.81 | |
| | | On-Site Interview | A-3c | 34 | 102 | 102 | 1 | 102 | 1 | 102 | 0 | 0 | 0 | 0 | 0 | 102 | \$ 41.86 | \$ 4,269.72 | |
| | | On-Site Observations | A-4 | 34 | 68 | 68 | 1 | 68 | 0.500 | 34 | 0 | 0 | 0 | 0 | 0 | 34 | \$ 41.86 | \$ 1,423.24 | |
| | | Site Visit Follow-Up Telephone Interview Email | A-5 | 34 | 34 | 31 | 1 | 31 | 0.033 | 1,033 | 3 | 1 | 3 | 0.033 | 0.100 | 1.133 | \$ 41.86 | \$ 47.44 | |

Appendix E Annual Burden Estimate

| | | | | | | | | | | | | | | | | | | | |
|---|--------------|--|--------|----|-----|-----|-------|-------|-------|-------|---|-------|----|-------|-------|---------|----------|--------------|--|
| | | Site Visit Follow-Up Telephone Interview | A-6c | 34 | 34 | 31 | 1 | 31 | 1 | 31 | 3 | 1 | 3 | 0.167 | 0.500 | 31.500 | \$ 41.86 | \$ 1,318.59 | |
| State/Local Government Sub-Total | | | | 34 | 195 | 195 | 5.58 | 1,088 | 1,074 | 1,169 | 4 | 2.75 | 11 | 0.114 | 1.250 | 1170.02 | - | \$ 49,434.23 | |
| Vendor Data Collection | | | | | | | | | | | | | | | | | | | |
| Business | Vendor Staff | Telephone Interview Email | A-2d | NA | 2 | 2 | 1 | 2 | 0.033 | 0.067 | 0 | 0 | 0 | 0 | 0 | 0.067 | \$ 42.25 | \$ 2.82 | |
| | | On-Site or telephone Interview | A-3a/b | NA | 4 | 4 | 1 | 4 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 4 | \$ 42.25 | \$ 169.00 | |
| Business Sub-Total | | | | NA | 4 | 4 | 1.50 | 6 | 0.678 | 4.067 | 0 | 0 | 0 | 0 | 0 | 4.067 | \$ 42.25 | \$ 171.82 | |
| GRAND TOTAL [c] | | | | 34 | 199 | 199 | 5.497 | 1,094 | 1,072 | 1,173 | 4 | 2.750 | 11 | 0.114 | 1.250 | 1,174 | - | \$ 49,606.05 | |

Notes: NA = Not applicable.

Due to rounding of the data in this table, the individual components may not appear to sum exactly to the totals.

[a] Data collection instruments for Child Nutrition, Medicaid, and school district staff are included in appendices. In States where staff of State Agency vendors or third State Agencies play key roles in the DCM-F /RP process, the protocol for Child Nutrition Agency staff or Medicaid Agency staff—depending on which role is most similar—would be tailored for use in interviewing those respondents.

[b] For State government respondents, we used North American Industry Classification System (NAICS) 999200: State Government (SOC Code 11-000) mean wage = \$42.33 per hour in computing the cost of respondent burden. For local government respondents, we used NAICS 999300: Local Government (SOC Code 11-000) mean wage = \$41.86 per hour. For Business respondents, we used SOC Code 15-0000 (Computer and Mathematical Occupations) mean wage \$42.25 per hour in computing the cost of respondent burden. Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey, May 2016. (http://www.bls.gov/oes/current/naics3_999000.htm; <https://www.bls.gov/oes/current/oes150000.htm>)

[c] State Child Nutrition Agency, State Medicaid Agency, other State Agency, and school district staff are all expected to participate in multiple data collection activities, including the site visits, follow-up interviews, and the completion of cost tracking logs and administrative records requests, where applicable. Each individual is counted only once in the total.