

Appendix A.1 - Respondent Burden Table

Estimates of Respondent Burden

Affected Public	Respondent Type	Data Collection Activity	Appendix	Original Sample Size	Responsive				Non-Responsive				Estimated Total Annual Hour Burden			
					Estimated Number of Respondents	Frequency of Response	Estimated Total Annual Responses	Hours Per Response	Estimated Annual Burden (Hours)	Estimated Number of Non-Respondents	Frequency of Response	Estimated Total Annual Non-Responses		Hours Per Non-Response	Estimated Annual Burden (Hours)	
State, local or tribal Government	State Agencies	Email Notification from Regional Offices to CACFP State Agencies	A.2	51	51	1	51	0.13	6.63	0	1	0	0.02	0.00	6.63	
		Frequently Asked Questions (FAQs)	A.19	51	51	1	51	0.08	4.08	0	1	0	0.02	0.00	4.08	
Subtotal: State, local, or tribal Government				51	51	2	102	0.11	10.71	0	1	0	0.02	0.00	10.71	
Business or other for-profit and non-profit institutions	ADCC Sponsoring Organization Point of Contact	Email Notification about the study for Pretest Recruitment	A.1 in A.18	3	3	1	3	0.13	0.39	0	1	0	0.02	0.00	0.39	
		Email Notification about the study	A.3	400	400	1	400	0.13	52.00	0	1	0	0.02	0.00	52.00	
		Frequently Asked Questions (FAQs)	A.19	403	403	1	403	0.08	32.24	0	1	0	0.02	0.00	32.24	
	ADCC Program Directors	Pretest - Recruitment Email	A.2 in A.18	6	3	1	3	0.05	0.15	3	1	3	0.02	0.06	0.21	
		Pretest - Recruitment Phone Calls	A.3 in A.18	3	2	1	2	0.08	0.16	1	1	1	0.04	0.04	0.20	
		Pretest - Survey Testing (Hard Copy)	A.4 in A.18	6	5	1	5	1.00	5.00	1	1	1	0.02	0.02	5.02	
		Initial Survey Recruitment Email (Web Survey with Link)	A.4	700	140	1	140	0.05	7.00	560	1	560	0.02	11.20	18.20	
		Initial Hard Copy Survey Recruitment (Hard Copy Survey)	A.5	100	20	1	20	0.05	1.00	80	1	80	0.02	1.60	2.60	
		Survey Reminder Email 1 (Web Survey with Link)	A.6	560	112	1	112	0.05	5.60	448	1	448	0.02	8.96	14.56	
		Survey Reminder Email 2 (Web Survey with Link)	A.7	448	90	1	90	0.05	4.48	358	1	358	0.02	7.17	11.65	
		Survey Reminder Email 3 (Web Survey with Link)	A.8	280	56	1	56	0.05	2.80	224	1	224	0.02	4.48	7.28	
		Hard Copy Survey Reminders (for those who never clicked the link)	A.5	112	22	1	22	0.05	1.12	90	1	90	0.02	1.79	2.91	
		Hard Copy Survey Reminders (for those who received an initial hard copy)	A.9	80	16	1	16	0.05	0.80	64	1	64	0.02	1.28	2.08	
		Survey Reminder Email 4 (Web Survey with Link)	A.10	224	38	1	38	0.05	1.89	186	1	186	0.02	3.72	5.60	
		Telephone Reminder 1 (Web Survey)	A.11	448	90	1	90	0.08	7.19	358	1	358	0.04	14.34	21.53	
		Telephone Reminder 2 (Web Survey)	A.11	280	56	1	56	0.08	4.48	224	1	224	0.04	8.96	13.44	
		Post-Survey Response Clarification Email	A.12	64	51	1	51	0.08	4.10	13	1	13	0.02	0.26	4.35	
		Post-Survey Response Clarification Phone Call	A.13	13	10	1	10	0.12	1.23	3	1	3	0.03	0.08	1.31	
		Survey (completed by web)	A.16, A.17	700	568	1	568	0.33	187.53	132	1	132	0.02	2.63	190.17	
		Survey (completed by paper hard copy)	A.15	212	58	1	58	0.33	19.27	154	1	154	0.02	3.07	22.34	
Survey (completed by phone)	A.16, A.17	146	14	1	14	0.42	5.88	132	1	132	0.02	2.64	8.52			
Frequently Asked Questions (FAQs)	A.19	806	806	1	806	0.08	64.48	0	1	0	0.02	0.00	64.48			
Subtotal: Business or other for-profit and non-profit institutions				1209	1049	1	2964	0.14	408.79	160	1	3030	0.02	72.29	481.08	
Total Burden				Total	1,260	1,100	2.79	3,066	0.14	419.50	160	18.92	3,030	0.02	72.29	491.79

Note: For the total in the column labeled "Estimated Number of Non-Respondents," only those who will never respond are included in the total.

Note: For the nine ADCC program operators selected for pretesting, four are sponsored ADCCs and five are independent.