

Respondent Type	Respondent Description	Data Collection Activity	Appendix	Original Sample Size	Responsive					Non-Responsive					Estimated Total Annual Hour Burden
					Estimated number of respondents	Frequency of Response	Total Annual Responses	Hours per Response	Estimated Annual Burden (hours)	Estimated number of non-respondents*	Frequency of Response	Total Annual Responses	Hours per Response	Estimated Annual Burden (hours)	
State/local government	State Child Nutrition (CN) Directors	Recruitment email from FNS to State Child Nutrition Directors	K	55	55	1.00	55	0.06	3.30	0	0.00	0	0.00	0.00	3.30
		Recruitment email from Study Team to State Child Nutrition Directors ¹	L	55	55	1.00	55	1.00	55.00	0	0.00	0	0.00	0.00	55.00
		Pre-Census Recruitment Email from State Child Nutrition Directors to SFAs	M.1	55	55	1.00	55	0.50	27.50	0	0.00	0	0.00	0.00	27.50
		Census Reminder Emails from State Child Nutrition Directors to SFAs	N.1	55	55	2.00	110	0.50	55.00	0	0.00	0	0.00	0.00	55.00
	State Agriculture Directors	Recruitment email from FNS to State Department of Agriculture	O	55	55	1.00	55	0.50	27.50	0	0.00	0	0.00	0.00	27.50
		Subtotal (States)		55	55	6.00	330	0.51	168.30	0	0.00	0	0.00	0.00	168.30
	SFA Directors: Public Schools	Pre-Census recruitment email from State Child Nutrition Directors to SFAs	M.2	15,000	12,000	1.00	12,000	0.06	720.00	3,000	1.00	3,000	0.03	90.00	810.00
		Census introductory email from Study Team to SFAs	P	15,000	12,000	1.00	12,000	0.06	720.00	3,000	1.00	3,000	0.03	90.00	810.00
		Census preparation worksheet	R	15,000	7,500	1.00	7,500	0.50	3,750.00	7,500	1.00	7,500	0.03	225.00	3,975.00
		Census survey pretest ³		6	6	1.00	6	1.50	9.00	0	0.00	-	0.00	0.00	9.00
		Census survey	D, E	15,000	12,000	1.00	12,000	0.50	6,000.00	3,000	1.00	3,000	0.05	150.00	6,150.00
		Census Frequently Asked Questions (FAQ)	Q	12,000	12,000	1.00	12,000	0.25	3,000.00	3,000	1.00	3,000	0.03	90.00	3,090.00
		Census reminder email #1	P	12,000	2,400	1.00	2,400	0.05	120.00	9,600	1.00	9,600	0.03	288.00	408.00
		Census reminder email #2	P	9,600	1,920	1.00	1,920	0.05	96.00	7,680	1.00	7,680	0.03	230.40	326.40
		Census reminder email #3	P	7,680	1,536	1.00	1,536	0.05	76.80	6,144	1.00	6,144	0.03	184.32	261.12
		Census reminder email #4	P	6,144	1,229	1.00	1,229	0.05	61.44	4,915	1.00	4,915	0.03	147.46	208.90
		Census reminder email #5	P	4,915	983	1.00	983	0.05	49.15	3,932	1.00	3,932	0.03	117.96	167.12
		Census reminder email #6	P	3,932	786	1.00	786	0.05	39.32	3,146	1.00	3,146	0.03	94.37	133.69
		Census reminder email #7	P	3,146	629	1.00	629	0.05	31.46	2,517	1.00	2,517	0.03	75.50	106.95
		Census reminder email #8	P	2,517	506	1.00	506	0.05	25.29	2,011	1.00	2,011	0.03	60.32	85.61
		Census reminder emails from State Child Nutrition Directors to SFAs	N.2	15,000	12,000	2.00	24,000	0.06	1,440.00	3,000	2.00	6,000	0.03	180.00	1,620.00
		Census follow-up telephone script #1	S	2,011	402	1.00	402	0.05	20.11	1,609	1.00	1,609	0.03	48.26	68.37
	Census follow-up telephone script #2	S	1,609	322	1.00	322	0.05	16.09	1,287	1.00	1,287	0.03	38.61	54.69	
Census thank you email	T	12,000	12,000	1.00	12,000	0.03	360.00	0	0.00	0	0.00	0.00	360.00		
Subtotal (SFAs: Public Schools)		15,000	12,000	8.52	102,219	0.16	16,534.66	3,000	22.78	68,340	0.03	2,110.20	18,644.85		
Subtotal (All State/local government)		15,055	12,055	8.51	102,549	0.16	16,702.96	3,000	22.78	68,340	0.03	2,110.20	18,813.15		
Business	SFA Directors: Private Schools	Pre-Census recruitment email from State Child Nutrition Directors to SFAs	M.2	5,000	4,000	1.00	4,000	0.06	240.00	1,000	1.00	1,000	0.03	30.00	270.00
		Census introductory email from Study Team to SFAs	P	5,000	4,000	1.00	4,000	0.06	240.00	1,000	1.00	1,000	0.03	30.00	270.00
		Census preparation worksheet	R	5,000	2,500	1.00	2,500	0.50	1,250.00	2,500	1.00	2,500	0.03	75.00	1,325.00
		Census survey	D, E	5,000	4,000	1.00	4,000	0.50	2,000.00	1,000	1.00	1,000	0.05	50.00	2,050.00
		Census Frequently Asked Questions (FAQ)	Q	5,000	4,000	1.00	4,000	0.25	1,000.00	1,000	1.00	1,000	0.03	30.00	1,030.00
		Census reminder email #1	P	4,000	800	1.00	800	0.05	40.00	3,200	1.00	3,200	0.03	96.00	136.00
		Census reminder email #2	P	3,200	640	1.00	640	0.05	32.00	2,560	1.00	2,560	0.03	76.80	108.80
		Census reminder email #3	P	2,560	512	1.00	512	0.05	25.60	2,048	1.00	2,048	0.03	61.44	87.04
		Census reminder email #4	P	2,048	410	1.00	410	0.05	20.48	1,638	1.00	1,638	0.03	49.15	69.63
		Census reminder email #5	P	1,638	329	1.00	329	0.05	16.47	1,309	1.00	1,309	0.03	39.27	55.74
		Census reminder email #6	P	1,309	262	1.00	262	0.05	13.09	1,047	1.00	1,047	0.03	31.42	44.51
		Census reminder email #7	P	1,047	209	1.00	209	0.05	10.47	838	1.00	838	0.03	25.13	35.61
		Census reminder email #8	P	838	168	1.00	168	0.05	8.38	670	1.00	670	0.03	20.11	28.49
		Census reminder emails from State Child Nutrition Directors to SFAs	N.2	5,000	4,000	2.00	8,000	0.06	480.00	1,000	2.00	2,000	0.03	60.00	540.00
		Census follow-up telephone script #1	S	670	134	1.00	134	0.05	6.70	536	1.00	536	0.03	16.09	22.79
		Census follow-up telephone script #2	S	536	107	1.00	107	0.05	5.36	429	1.00	429	0.03	12.87	18.23
	Census thank you email	T	4,000	4,000	1.00	4,000	0.03	120.00	0	0.00	0	0.00	0.00	120.00	
	Subtotal (SFAs: Private Schools)		5,000	4,000	8.52	34,071	0.16	5,508.55	1,000	22.78	22,776	0.03	703.28	6,211.83	
	Distributors	Distributor Interview Recruitment Email	F	25	20	1.00	20	0.06	1.20	5	1.00	5	0.03	0.15	1.35
		Distributor Interview Frequently Asked Questions (FAQs)	G	25	20	1.00	20	0.25	5.00	5	1.00	5	0.03	0.15	5.15
		Distributor Interview Scheduling Phone Script - Call #1	H	25	6	1.00	6	0.06	0.36	19	1.00	19	0.03	0.57	0.93
		Distributor Interview Scheduling Phone Script - Call #2	H	19	2	1.00	2	0.06	0.12	17	1.00	17	0.03	0.51	0.63
		Distributor Interview Scheduling Phone Script - Call #3	H	17	2	1.00	2	0.06	0.12	15	1.00	15	0.03	0.45	0.57
		Distributor Interview Scheduling Phone Script - Call #4	H	15	2	1.00	2	0.06	0.12	13	1.00	13	0.03	0.39	0.51
		Distributor Interview Scheduling Phone Script - Call #5	H	13	2	1.00	2	0.06	0.12	11	1.00	11	0.03	0.33	0.45
		Distributor Interview Scheduling Phone Script - Call #6	H	11	2	1.00	2	0.06	0.12	9	1.00	9	0.03	0.27	0.39
		Distributor Interview Scheduling Phone Script - Call #7	H	9	2	1.00	2	0.06	0.12	7	1.00	7	0.03	0.21	0.33
		Distributor Interview Scheduling Phone Script - Call #8	H	7	2	1.00	2	0.06	0.12	5	1.00	5	0.03	0.15	0.27
		Distributor Interview Confirmation Email ⁴	I	20	20	1.00	20	0.06	1.20	0	0.00	0	0.00	0.00	1.20
		Distributor Interview pretest ³		3	3	1.00	3	1.50	4.50	0	0.00	0	0.00	0.00	4.50
		Distributor Interview (by phone) ⁴	C	20	20	1.00	20	1.00	20.00	0	0.00	0	0.00	0.00	20.00
		Distributor Interview thank you email	J	20	20	1.00	20	0.03	0.60	0	0.00	0	0.00	0.00	0.60
		Subtotal (Distributors)		28	23	5.35	123	0.27	33.70	5	21.20	106	0.03	3.18	36.88
Subtotal (All Businesses)			5,028	4,023	8.50	34,194	0.16	5,542.25	1,005	22.77	22,882	0.03	706.46	6,248.71	
TOTAL REPORTING BURDEN				20,083	16,078	8.50	136,743	0.16	22,245.21	4,005	22.78	91,222	0.03	2,816.66	25,061.00
.33% to Account for Fully Loaded Wage Rate															
TOTAL REPORTING BURDEN (Fully Loaded)															

Notes:

* For the totals in the column labeled "Estimated number of non-respondents," only those who will never respond are counted as unique non-respondents.

¹This email includes a request from the study team to CN Directors for list of SFAs and Director Contact Information.

²The study team estimates that after each reminder email approximately 20% of non-respondents will complete the Census.

³ Pretest participants are included in the universe of SFAs for the Census. For distributors, the pretest participants will be different than the sample used for the full study.