

Appendix B-16. OACS Feasibility Reassessment Burden Table

Respondent Type	Respondent Description	Type of Survey Instrument	Appendix	Sample Size	Respondents					Nonrespondents					Total Burden Hours	
					Number of Respondents	Frequency of Response (Annual)	Total Annual Responses	Average Hours Per Response	Sub-Total Annual Burden	Number of Non-Respondents	Frequency of Response (Annual)	Total Annual Responses	Average Hours Per Response	Sub-Total Annual Burden		
State/Local Government	State official	State Child Nutrition agency director notification letter	E	2	2	1	2	0.08	0.17	0	1	0	0.05	0	0.17	
		State Child Nutrition agency director recruiting email	I	2	2	1	2	0.17	0.33	0	1	0	0.08	0	0.33	
		State Child Nutrition agency director recruiting telephone script	J	2	2	1	2	0.25	0.50	0	1	0	0.25	0	0.50	
		Visit confirmation email	N	4	4	1	4	0.05	0.20	0	1	0	0.08	0	0.20	
		State-level interview (a)(b)	B	4	4	1	4	1.25	5.00	0	1	0	0.05	0	5.00	
		Thank-you letter	O	4	4	1	4	0.05	0.20	0	1	0	0.05	0	0.20	
	School food authority director	SFA director notification letter	F	10	10	1	10	0.05	0.50	0	1	0	0.05	0	0.50	
		SFA director recruiting email	G	10	10	1	10	0.17	1.67	0	1	0	0.17	0	1.67	
		SFA director recruiting telephone script	H	10	10	1	10	0.50	5.00	0	1	0	0.33	0	5.00	
		Visit confirmation email	N	10	10	1	10	0.05	0.50	0	1	0	0.08	0	0.50	
		SFA-level interview (a)(c)	A	10	10	1	10	3.45	34.50	0	1	0	0.05	0	34.50	
		Thank-you letter	O	10	10	1	10	0.05	0.50	0	1	0	0.05	0	0.50	
	District business manager	Visit confirmation email	N	10	10	1	10	0.05	0.50	0	1	0	0.08	0	0.50	
		SFA-level interview (a)	A	10	10	1	10	2.00	20.00	0	1	0	0.05	0	20.00	
		Thank-you letter	O	10	10	1	10	0.05	0.50	0	1	0	0.05	0	0.50	
	Subtotal of State Officials, SFA Directors, and District Business Managers				24	24	5	108	0.65	70.07	0	1	0	0.00	0	70.07
	School nutrition manager	Principal/SNM recruiting email	K	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
		SNM recruiting telephone script	L	16	16	1	16	0.17	2.67	0	1	0	0.17	0	2.67	
		Visit confirmation email	N	16	16	1	16	0.05	0.80	0	1	0	0.08	0	0.80	
		SNM interview (a)	C	16	16	1	16	2.50	40.00	0	1	0	0.05	0	40.00	
		Thank-you letter	O	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
		Subtotal of School Nutrition Managers				16	16	5	80	0.54	45.07	0	1	0	0.00	0
	School principal	Principal/SNM recruiting email	K	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
		Principal recruiting telephone script	M	16	16	1	16	0.17	2.67	0	1	0	0.17	0	2.67	
		Visit confirmation email	N	16	16	1	16	0.05	0.80	0	1	0	0.08	0	0.80	
		Principal interview (a)	D	16	16	1	16	1.00	16.00	0	1	0	0.05	0	16.00	
		Thank-you letter	O	16	16	1	16	0.05	0.80	0	1	0	0.05	0	0.80	
Subtotal of School Principals				16	16	5	80	0.26	21.07	0	1	0	0.00	0	21.07	
Overall Grand Total for the Burden Request				56	56	5	268	0.51	136.20	0	0	0	0.00	0	136.20	

(a) The burden associated with gathering and submitting requested documents is included in the estimated burden for each interview: 0.50 to 1.50 hours for Appendix A, 0.00 to 0.50 hours for Appendix B, and 0.50 hours each for Appendices C and D.

(b) The average hours per respondent reflects 1.50 hours for the Puerto Rico State Child Nutrition agency director, 1.25 hours each for the Puerto Rico State Child Nutrition agency director and the Virgin Islands Division of Finance Director of Accounting and Financial Reporting, and 1.00 hours for the Virgin Islands Department of Education Chief of Staff.

(c) The average hours per respondent reflects 4.5 hours for the central SFA director in Puerto Rico and the two SFA directors in the U.S. Virgin Islands, and 3.0 hours for the seven regional SFA directors in Puerto Rico.

Appendix	Document retrieval and submission burden		Interview burden	Total burden n	
	0.50 to 1.50	1.50 to 3.00	2.00 to 4.50		
A				20	
	1.50	3.00	4.50		1
	1.00	2.00	3.00		7
	1.50	3.00	4.50		2
	0.50	1.50	2.00		10
B	0.50	1.00	1.50		2
	0.50	1.00	1.50		1
	0.25	1.00	1.25		1
	0.00	1.00	1.00		1
	0.25	1.00	1.25		1
C	0.50	2.00	2.50		16
D	0.50	0.50	1.00		16
E	0.00	0.00	0.08		2
F	0.00	0.00	0.05		10
G	0.00	0.00	0.17		10
H	0.00	0.00	0.50		10
I	0.00	0.00	0.08		2
J	0.00	0.00	0.25		2
K	0.00	0.00	0.05		32
L	0.00	0.00	0.17		16
M	0.00	0.00	0.17		16
N	0.00	0.00	0.05		54
O	0.00	0.00	0.05		54

Appendix Title/Respondent

SFA-Level Interview Guide

PR central SFA director

PR regional SFA directors

USVI SFA directors

District business managers

State-Level Interview Guide

PR State CN Agency director

USVI State CN Agency director

VIDE Chief of Staff

VI Division of Finance Director of Accounting and Financial Reporting

School Nutrition Manager Interview Guide

Principal Interview Guide

State Child Nutrition Agency Director Notification Letter

SFA Director Notification Letter

SFA Director Recruiting Email

SFA Director Recruiting Telephone Script

State Child Nutrition Agency Director Recruiting Email

State Child Nutrition Agency Director Recruiting Telephone Script

School Nutrition Manager/Principal Recruiting Email

School Nutrition Manager Recruiting Telephone Script

Principal Recruiting Telephone Script

Visit Confirmation Email

Thank-You Letter

Total SFA director average bur

SFA director interview average

SFA director document submis

Total average burden: 1.25 ho

Interview average burden: 1.00

Document submission average

den: 3.45 hours
burden: 2.30 hours
sion average burden: 1.15 hours

urs
0 hour
burden: 0.25 hours