

Appendix P. Sample Sizes, Estimated Burden, and Estimated Cost of Respondent Burden for the School Nutrition and Meal Cost Study-II

Affected Public	Appendix	Data Collection Activity	Respondents	Sample	Response					Non-Response					Grand Total Annual Burden Estimate (hours)	Loaded Hourly Wage Rate	Total Annualized Cost of Respondent Burden
					Estimated Number of Respondents	Frequency of Response	Total Annual Responses	Average Burden Hours per Response	Total Annual Burden Estimate (hours)	Estimated Number of Respondents	Frequency of Response	Total Annual Responses	Average Burden Hours per Response	Total Annual Burden Estimate (hours)			
State	C2.2, C3, C4	Email (State CN Director Study Introduction and Data Request Email, Study Objectives, and SFA Director Sample Notification Email) (a)(b)(c)	State Child Nutrition Agency Directors (Groups 1, 2, 3)	49	49	1	49	0.40	19.60	0	0	0	0.00	0.00	19.60	\$64.57	\$ 1,265.60
State	C20, C21, C22	Email (State CN Director Study Introduction and Data Request Email, Study Overview, and SFA Director Sample Notification Email) (a)(b)(c)	State Child Nutrition Agency Directors (Full Outlying Areas)	5	5	1	5	0.40	2.00	0	0	0	0.00	0.00	2.00	\$57.38	\$ 114.75
State	C20, C21, C22	Email (State CN Director Study Introduction and Data Request Email, Study Overview, and SFA Director Sample Notification Email)	State Child Nutrition Agency Directors (Limited Outlying Areas)	1	1	1	1	0.40	0.40	0	0	0	0.00	0.00	0.40	\$62.75	\$ 25.10
State	G1, G2, C8	Self-Administered Form (study letter, State Agency Indirect Cost Survey, Study Objectives) (a)(b)(c)	State Education Agency Finance Officers (Group 3)	49	40	1	40	0.23	9.20	9	1	9	0.07	0.63	9.83	\$64.57	\$ 634.74
State	G1, G2, C20	Self-Administered Form (study letter, State Agency Indirect Cost Survey, Study Overview) (a)(b)(c)	State Education Agency Finance Officers (Full Outlying Areas)	3	3	1	3	0.23	0.69	0	0	0	0.07	0.00	0.69	\$45.96	\$ 31.72
Local and Tribal	C11	Telephone Call (Recruiting Call Script) (a)(c)	Superintendents (Groups 2, 3)	438	403	1	403	0.50	201.50	35	1	35	0.07	2.45	203.95	\$71.12	\$ 14,503.92
Local and Tribal	C11	Telephone Call (Recruiting Call Script) (a)(c)	Superintendents (Full Outlying Areas)	40	40	1	40	0.50	20.00	0	0	0	0.07	0.00	20.00	\$57.38	\$ 1,147.52
Local and Tribal	C11	Telephone Call (Recruiting Call Script)	Superintendents (Limited Outlying Areas)	7	7	1	7	0.50	3.50	0	0	0	0.07	0.00	3.50	\$62.75	\$ 219.62
Local and Tribal	C6, C7 or C8, C10	Letter (SFA Recruitment Advance Letter, SNA Endorsement, Study Overview) (a)	SFA Directors (Groups 2, 3)	438	438	1	438	0.10	43.80	0	0	0	0.00	0.00	43.80	\$57.27	\$ 2,508.42
Local and Tribal	C20, C23	Letter (SFA Recruitment Advance Letter, Study Overview) (a)	SFA Directors (Full Outlying Areas)	40	40	1	40	0.07	2.80	0	0	0	0.00	0.00	2.80	\$57.38	\$ 160.65
Local and Tribal	C6	Letter (SNA Endorsement)	SFA Directors (Full Outlying Areas)	30	30	1	30	0.03	0.90	0	0	0	0.00	0.00	0.90	\$57.38	\$ 51.64
Local and Tribal	C20, C23	Letter (SFA Recruitment Advance Letter, Study Overview)	SFA Directors (Limited Outlying Areas)	7	7	1	7	0.07	0.49	0	0	0	0.00	0.00	0.49	\$62.75	\$ 30.75
Local and Tribal	N/A	Pretest (a)	SFA Directors	3	3	1	3	9.17	27.51	0	0	0	0.07	0.00	27.51	\$57.27	\$ 1,575.49
Local and Tribal	C11	Telephone Call (Recruiting Call Script)	SFA Directors (Groups 2, 3)	438	403	1	403	0.50	201.50	35	1	35	0.07	2.45	203.95	\$57.27	\$ 11,680.18
Local and Tribal	C11	Telephone Call (Recruiting Call Script)	SFA Directors (Full Outlying Areas)	40	40	1	40	0.50	20.00	0	0	0	0.07	0.00	20.00	\$57.38	\$ 1,147.52
Local and Tribal	C11	Telephone Call (Recruiting Call Script)	SFA Directors (Limited Outlying Areas)	7	7	1	7	0.50	3.50	0	0	0	0.07	0.00	3.50	\$62.75	\$ 219.62
Local and Tribal	C12, C13, C14	Telephone Survey and Email (SFA Director Planning Interview, SFA Post-Planning Email, Data Collection Activities and Respondents)	SFA Directors (Groups 2, 3)	403	403	1	403	0.58	233.74	0	0	0	0.00	0.00	233.74	\$57.27	\$ 13,386.24

Local and Tribal	C12, C14, C24	Telephone Survey and Email (SFA Director Planning Interview, SFA Post-Planning Email, Data Collection Activities and Respondents)	SFA Directors (Full Outlying Areas)	40	40	1	40	1.15	46.00	0	0	0	0.00	0.00	46.00	\$57.38	\$	2,639.31
Local and Tribal	C12, C14, C24	Telephone Survey and Email (SFA Director Planning Interview, SFA Post-Planning Email, Data Collection Activities and Respondents)	SFA Directors (Limited Outlying Areas)	7	7	1	7	0.42	2.91	0	0	0	0.00	0.00	2.91	\$62.75	\$	182.73
Local and Tribal	F1	Letter (SFA Director Survey Advance Letter) (a)	SFA Directors (Group 1)	139	139	1	139	0.05	6.95	0	0	0	0.00	0.00	6.95	\$57.27	\$	398.03
Local and Tribal	F2, F8	Email (SFA Director Survey Email Invitation)	SFA Directors (Groups 1, 2, 3)	555	555	1	555	0.02	11.10	0	0	0	0.00	0.00	11.10	\$57.27	\$	635.69
Local and Tribal	F3	Self-Administered Web Survey (SFA Director Survey) (b)(c)	SFA Directors (Group 1)	139	125	1	125	0.67	83.75	14	1	14	0.07	0.93	84.68	\$57.27	\$	4,849.80
Local and Tribal	F3	Self-Administered Web Survey (SFA Director Survey) (b)(c)	SFA Directors (Group 2)	139	125	1	125	0.67	83.75	14	1	14	0.07	0.93	84.68	\$57.27	\$	4,849.80
Local and Tribal	F3	Self-Administered Web Survey (SFA Director Survey) (b)(c)	SFA Directors (Group 3)	277	250	1	250	0.67	167.50	27	1	27	0.07	1.80	169.30	\$57.27	\$	9,695.78
Local and Tribal	F4, F5	Email and Telephone Call (SFA Director Survey Follow-Up Email, SFA Director Survey Reminder Call Script)	SFA Directors (Groups 1, 2, 3)	278	278	1	278	0.15	41.70	0	0	0	0.00	0.00	41.70	\$57.27	\$	2,388.15
Local and Tribal	D1	Email (School Roster Data Request)	SFA Directors (Group 2)	130	98	1	98	1.00	98.00	32	1	32	0.07	2.24	100.24	\$57.27	\$	5,740.72
Local and Tribal	C19	Email (Pre-Visit Reminder Email)	SFA Directors (Groups 2, 3)	390	390	1	390	0.05	19.50	0	0	0	0.00	0.00	19.50	\$57.27	\$	1,116.76
Local and Tribal	C27, G8	Email (Pre-Target Week Reminder Email, SFA Cost Interview Reference Guide)	SFA Directors (Full Outlying Areas)	40	40	1	40	0.05	2.00	0	0	0	0.00	0.00	2.00	\$57.38	\$	114.75
Local and Tribal	C27, G8	Email (Pre-Target Week Reminder Email, SFA Cost Interview Reference Guide)	SFA Directors (Limited Outlying Areas)	7	7	1	7	0.05	0.35	0	0	0	0.00	0.00	0.35	\$62.75	\$	21.96
Local and Tribal	G3, G6, G8	In-person Interview (SFA On-Site Cost Interview, SFA Director Cost Interview Reference Guide, Food Cost Worksheet, provide records)	SFA Directors (Group 3)	264	250	1	250	3.25	812.50	14	1	14	0.14	1.96	814.46	\$57.27	\$	46,643.96
Local and Tribal	G3, G6	Telephone Interview (SFA On-Site Cost Interview, Food Cost Worksheet, provide records) (b)(c)	SFA Directors (Full Outlying Areas)	40	39	1	39	3.25	126.75	1	1	1	0.14	0.14	126.89	\$57.38	\$	7,280.47
Local and Tribal	G3, G6	Telephone Interview (SFA On-Site Cost Interview, Food Cost Worksheet, provide records)	SFA Directors (Limited Outlying Areas)	7	7	1	7	1.67	11.69	0	1	0	0.14	0.00	11.69	\$62.75	\$	733.54
Local and Tribal	G3	In-person Interview (SFA On-Site Cost Interview, provide records) (a)(b)(c)	LEA Business Managers (Group 3)	264	250	1	250	3.08	770.00	14	1	14	0.07	0.98	770.98	\$57.27	\$	44,153.87
Local and Tribal	G3	Telephone Interview (SFA On-Site Cost Interview, provide records) (a)(b)(c)	LEA Business Managers (Full Outlying Areas)	40	39	1	39	3.08	120.12	1	1	1	0.07	0.07	120.19	\$57.38	\$	6,896.05
Local and Tribal	G3	Telephone Interview (SFA On-Site Cost Interview, provide records)	LEA Business Managers (Limited Outlying Areas)	7	7	1	7	1.50	10.50	0	0	0	0.00	0.00	10.50	\$62.75	\$	658.87
Local and Tribal	G12	Email (Follow-up web survey and interview planning email)	SFA Directors (Group 3)	250	250	1	250	0.05	12.50	0	0	0	0.00	0.00	12.50	\$57.27	\$	715.87
Local and Tribal	G12	Email (Follow-up web survey and interview planning email)	SFA Directors (Full Outlying Areas)	39	39	1	39	0.05	1.95	0	0	0	0.00	0.00	1.95	\$57.38	\$	111.88
Local and Tribal	G12	Email (Follow-up web survey and interview planning email)	SFA Directors (Limited Outlying Areas)	7	7	1	7	0.05	0.35	0	0	0	0.00	0.00	0.35	\$62.75	\$	21.96
Local and Tribal	G11	Self-Administered Web Survey (SFA Follow-Up Web Survey)	SFA Directors (Group 3)	250	238	1	238	0.50	119.00	12	1	12	0.07	0.80	119.80	\$57.27	\$	6,860.92

Local and Tribal	G11	Self-Administered Web Survey (SFA Follow-Up Web Survey)	SFA Directors (Full Outlying Areas)	39	37	1	37	0.50	18.50	2	1	2	0.07	0.13	18.63	\$57.38	\$	1,069.11
Local and Tribal	G11	Self-Administered Web Survey (SFA Follow-Up Web Survey)	SFA Directors (Limited Outlying Areas)	7	6	1	6	0.50	3.00	1	1	1	0.07	0.07	3.07	\$62.75	\$	192.43
Local and Tribal	G13, G14	Telephone Interview (SFA Follow-Up Cost Interview, SFA Follow-Up Cost Interview Reference Guide, provide financial records)	SFA Directors (Group 3)	250	238	1	238	2.00	476.00	12	1	12	0.07	0.80	476.80	\$57.27	\$	27,306.24
Local and Tribal	G13, G14	Telephone Interview (SFA Follow-Up Cost Interview, SFA Follow-Up Cost Interview Reference Guide, provide financial records)	SFA Directors (Full Outlying Areas)	39	37	1	37	2.00	74.00	2	1	2	0.07	0.13	74.13	\$57.38	\$	4,253.49
Local and Tribal	G13, G14	Telephone Interview (SFA Follow-Up Cost Interview, SFA Follow-Up Cost Interview Reference Guide, provide financial records)	SFA Directors (Limited Outlying Areas)	7	6	1	6	1.75	10.50	1	1	1	0.07	0.07	10.57	\$62.75	\$	663.05
Local and Tribal	G13, G14	Telephone Interview (SFA Follow-Up Cost Interview, SFA Follow-Up Cost Interview Reference Guide, provide financial records)	LEA Business Managers (Group 3)	250	238	1	238	2.00	476.00	12	1	12	0.07	0.80	476.80	\$57.27	\$	27,306.24
Local and Tribal	G13, G14	Telephone Interview (SFA Follow-Up Cost Interview, SFA Follow-Up Cost Interview Reference Guide, provide financial records)	LEA Business Managers (Full Outlying Areas)	39	37	1	37	2.00	74.00	2	1	2	0.07	0.13	74.13	\$57.38	\$	4,253.49
Local and Tribal	G13, G14	Telephone Interview (SFA Follow-Up Cost Interview, SFA Follow-Up Cost Interview Reference Guide, provide financial records)	LEA Business Managers (Limited Outlying Areas)	7	6	1	6	1.75	10.50	1	0	0	0.00	0.00	10.50	\$62.75	\$	658.87
Local and Tribal	E2.2	Self-Administered Hard-Copy Survey (Expanded Menu Survey)	SFA Directors (Limited Outlying Areas)	7	7	1	7	3.50	24.50	0	1	0	0.07	0.00	24.50	\$62.75	\$	1,537.36
Local and Tribal	E3	Self-Administered Web Survey (Fruit and Vegetable Questions & Meal Pattern Crediting Report) (a)(b)(c)	Menu Planners (Groups 2, 3)	390	375	1	375	1.50	562.50	15	1	15	0.07	1.05	563.55	\$39.14	\$	22,058.42
Subtotal of State CN Agency Directors, SFA Directors, Business Managers, Superintendents, and Menu Planners				1,954	1,824	3.34	6,086	0.83	5,069.50	130	1.96	255	0.07	19	5088.07	-	\$	284,713.06
Local and Tribal	N/A	Pretest (a)	School Nutrition Managers	3	3	1	3	4.25	12.75	0	0	0	0.07	0.00	12.75	\$37.71	\$	480.75
Local and Tribal	C16	Letter (SNM Introduction Letter) (a)	School Nutrition Managers (Groups 2, 3)	1,314	1,314	1	1,314	0.13	170.82	0	0	0	0.00	0.00	170.82	\$37.71	\$	6,440.85
Local and Tribal	C26	Letter (SNM Introduction Letter) (a)	School Nutrition Managers (Full Outlying Areas)	227	227	1	227	0.13	29.51	0	0	0	0.00	0.00	29.51	\$38.53	\$	1,137.02
Local and Tribal	C18	Self-Administered Web Survey (School Planning Interview) (c)	School Nutrition Managers (Group 3)	789	750	1	750	0.25	187.50	39	1	39	0.07	2.73	190.23	\$37.71	\$	7,172.72
Local and Tribal	C18	Self-Administered Web Survey (School Planning Interview) (c)	School Nutrition Managers (Full Outlying Areas)	227	227	1	227	0.07	15.89	0	0	0	0.00	0.00	15.89	\$38.53	\$	612.24
Local and Tribal	C19	Email (Pre-Visit Reminder Email)	School Nutrition Managers (Groups 2, 3)	1,040	1,040	1	1,040	0.05	52.00	0	0	0	0.00	0.00	52.00	\$37.71	\$	1,960.69

Local and Tribal	C27, G9	Email (Pre-Target Week Reminder Email, SNM Cost Interview Reference Guide)	School Nutrition Managers (Full Outlying Areas)	227	227	1	227	0.05	11.35	0	0	0	0.00	0.00	11.35	\$38.53	\$	437.32
Local and Tribal	E1.1, F6	Self-Administered Web Survey (Basic Menu Survey, A la Carte Foods Checklist, SNM Survey) (b) (c)	School Nutrition Managers (Group 2)	263	250	1	250	8.33	2082.50	13	1	13	0.14	1.78	2084.28	\$37.71	\$	78,588.69
Local and Tribal	E2.1, F6	Self-Administered Web Survey (Expanded Menu Survey, A la Carte Foods Checklist, SNM Survey) (b)(c)	School Nutrition Managers (Group 3)	789	750	1	750	10.33	7747.50	39	1	39	0.14	5.33	7752.83	\$37.71	\$	292,324.33
Local and Tribal	E2.2	Self-Administered Web Survey (Expanded Menu Survey) (b)(c)	School Nutrition Managers (Full Outlying Areas)	227	216	1	216	8.34	1801.44	11	1	11	0.07	0.73	1802.17	\$38.53	\$	69,437.92
Local and Tribal	G4, G9	In-person Interview (SNM Cost Interview, SNM Cost Interview Reference Guide)	School Nutrition Managers (Group 3)	789	750	1	750	1.50	1125.00	39	1	39	0.07	2.60	1127.60	\$37.71	\$	42,516.72
Local and Tribal	G4	Telephone Interview (SNM Cost Interview)	School Nutrition Managers (Full Outlying Areas)	227	216	1	216	1.50	324.00	11	1	11	0.07	0.73	324.73	\$38.53	\$	12,512.01
Local and Tribal	G7	Interviewer-Completed Observation (Self-Serve/Made-to-Order Bar Form)	School Nutrition Managers (Group 3)	182	173	1	173	0.17	28.83	9	1	9	0.07	0.60	29.43	\$37.71	\$	1,109.80
Local and Tribal	H2	Interviewer-Completed Observation (Cafeteria Observation Guide)	School Nutrition Managers (Groups 2, 3)	1,000	1,000	1	1,000	0.33	330.00	0	0	0	0.00	0.00	330.00	\$37.71	\$	12,442.82
Local and Tribal	I6	Interviewer-Completed Observation (Point-of-Sale Form)	School Nutrition Managers (Group 2)	250	250	1	250	0.08	20.83	0	0	0	0.00	0.00	20.83	\$37.71	\$	785.53
Local and Tribal	H1	Interviewer-Completed Observation (Vending Machine and Other Sources of Foods and Beverages Checklists)	School Nutrition Managers (Groups 2, 3)	1,000	1,000	1	1000	0.08	80.00	0	0	0	0.00	0.00	80.00	\$37.71	\$	3,016.44
Local and Tribal	J2	In-person Data Request (Reimbursable Meal Sale Data Request Form)	School Nutrition Managers (Group 2)	250	250	1	250	0.17	41.67	0	0	0	0.00	0.00	41.67	\$37.71	\$	1,571.06
Local and Tribal	J1	Interviewer-Completed Observation (Plate Waste Observation Booklet)	School Nutrition Managers (Group 3)	130	130	1	130	0.17	21.67	0	0	0	0.00	0.00	21.67	\$37.71	\$	816.95
Local and Tribal	C18	Self-Administered Web Survey (School Planning Interview) (a)(b) (c)	School Liaisons (Group 2)	264	264	1	264	0.25	66.00	0	0	0	0.00	0.00	66.00	\$36.20	\$	2,389.37
Local and Tribal	C19	Email (Pre-Visit Reminder Email)	School Liaisons (Group 2)	250	250	1	250	0.05	12.50	0	0	0	0.00	0.00	12.50	\$36.20	\$	452.53
Local and Tribal	D1	Email (School Roster Data Request)	School Liaisons (Group 2)	70	70	1	70	1.00	70.00	0	0	0	0.00	0.00	70.00	\$36.20	\$	2,534.18
Subtotal of School Nutrition Managers and School Liaisons				1,910	1,808	5.18	9,357	1.52	14,231.76	102	1.58	161	0.09	15	14246.26	-	\$	538,739.94
Local and Tribal	N/A	Pretest (a)	Principals	3	3	1	3	1.50	4.50	0	0	0	0.07	0.00	4.50	\$62.04	\$	279.20
Local and Tribal	C15, C19	Letter and Email (Principal Intro Letter to Schools, Pre-Visit Reminder Email) (a)	Principals (Groups 2, 3)	1,040	1,040	1	1,040	0.18	187.20	0	0	0	0.00	0.00	187.20	\$62.04	\$	11,614.73
Local and Tribal	C25	Letter (Principal Intro Letter to Schools) (a)	Principals (Full Outlying Areas)	227	227	1	227	0.13	29.51	0	0	0	0.00	0.00	29.51	\$50.82	\$	1,499.68
Local and Tribal	C17	Email (Next Steps for Principals Email)	Principals (Group 2)	250	250	1	250	0.03	7.50	0	0	0	0.00	0.00	7.50	\$62.04	\$	465.33
Local and Tribal	F8	Email (Principal Survey Email Invitation)	Principals (Groups 2, 3)	1,000	1,000	1	1,000	0.02	20.00	0	0	0	0.00	0.00	20.00	\$62.04	\$	1,240.89
Local and Tribal	F7	Self-Administered Web Survey (Principal Survey) (b)(c)	Principals (Groups 2, 3)	1,000	900	1	900	0.50	450.00	100	1	100	0.07	6.67	456.67	\$62.04	\$	28,333.66

Local and Tribal	F4, F9	Email (Principal Reminder Email, Principal Survey Reminder Call Script)	Principals (Groups 2, 3)	500	500	1	500	0.15	75.00	0	0	0	0.00	0.00	75.00	\$62.04	\$	4,653.34	
Local and Tribal	G5, G10	In-person Interview (Principal Cost Interview, Principal Cost Interview Reference Guide)	Principals (Group 3)	789	750	1	750	0.75	562.50	39	1	39	0.07	2.60	565.10	\$62.04	\$	35,061.35	
Local and Tribal	C27, G10	Email (Pre-Target Week Reminder Email, Principal Cost Interview Reference Guide)	Principals (Full Outlying Areas)	227	227	1	227	0.05	11.35	0	0	0	0.07	0.00	11.35	\$50.82	\$	576.80	
Local and Tribal	G5	Telephone Interview (Principal Cost Interview) (b)(c)	Principals (Full Outlying Areas)	227	216	1	216	0.75	162.00	11	1	11	0.07	0.73	162.73	\$50.82	\$	8,269.99	
Subtotal of Principals				1,381	1,270	4.03	5,113	0.30	1,509.56	111	1.35	150	0.07	10	1,519.56	-	\$	91,994.96	
Subtotal State, Local, and Tribal Governments				5,245	4,902	4.19	20,556	1.01	20,810.82	343	1.65	566	0.08	43	20,853.90	-	\$	915,447.97	
Private Sector For-Profit	C5, C6, C7, C8	Letter (FSMC Recruitment Letter, SNA Endorsement, Study Overviews) (a)	Food Service Management Company Manager (Groups 2, 3)	25	25	1	25	0.13	3.25	0	0	0	0.00	0.00	3.25	\$79.21	\$	257.45	
Private Sector For-Profit	C20, C23	Letter (SFA Recruitment Advance Letter, Study Overview) (a)	Food Service Management Company Manager (Full Outlying Areas)	1	1	1	1	0.07	0.07	0	0	0	0.00	0.00	0.07	\$53.90	\$	3.77	
Private Sector For-Profit	C9	Telephone Call (FSMC Recruiting Call Script) (c)	Food Service Management Company Manager (Groups 2, 3)	25	24	1	24	0.25	6.00	1	1	1	0.07	0.07	6.07	\$79.21	\$	480.83	
Private Sector For-Profit	C11	Telephone Call (Recruiting Call Script)	Food Service Management Company Manager (Full Outlying Areas)	1	1	1	1	0.50	0.50	0	0	0	0.00	0.00	0.50	\$53.90	\$	26.95	
Private Sector For-Profit	C27, G8	Email (Pre-Target Week Reminder Email, SFA Cost Interview Reference Guide)	Food Service Management Company Manager (Full Outlying Areas)	1	1	1	1	0.05	0.05	0	0	0	0.00	0.00	0.05	\$53.90	\$	2.70	
Private Sector For-Profit	G3, G6	Telephone Interview (SFA On-Site Cost Interview, Food Cost Worksheet, provide records) (b)(c)	Food Service Management Company Manager (Full Outlying Areas)	1	1	1	1	1.67	1.67	0	1	0	0.14	0.00	1.67	\$53.90	\$	90.02	
Private Sector For-Profit	G12	Email (Follow-up web survey and interview planning email)	Food Service Management Company Manager (Full Outlying Areas)	1	1	1	1	0.05	0.05	0	0	0	0.00	0.00	0.05	\$53.90	\$	2.70	
Private Sector For-Profit	G11	Self-Administered Web Survey (SFA Follow-Up Web Survey)	Food Service Management Company Manager (Full Outlying Areas)	1	1	1	1	0.12	0.12	0	0	0	0.00	0.00	0.12	\$53.90	\$	6.47	
Private Sector For-Profit	G13, G14	Telephone Interview (SFA Follow-Up Cost Interview, SFA Follow-Up Cost Interview Reference Guide, provide financial records)	Food Service Management Company Manager (Full Outlying Areas)	1	1	1	1	2.00	2.00	0	1	0	0.07	0.00	2.00	\$53.90	\$	107.81	
Private Sector For-Profit	E2.2	Self-Administered Web Survey (Expanded Menu Survey) (a)(b)(c)	Food Service Management Company Regional Operations Manager (Full Outlying Areas)	4	4	1	4	8.34	33.36	0	1	0	0.07	0.00	33.36	\$53.90	\$	1,798.27	
Private Sector For-Profit	G4, G9	In-person Interview (SNM Cost Interview, SNM Cost Interview Reference Guide)	Food Service Management Company Regional Operations Manager (Full Outlying Areas)	4	4	1	4	1.50	6.00	0	1	0	0.07	0.00	6.00	\$53.90	\$	323.43	
Subtotal Private Sector For-Profit Businesses				31	30	2.13	64	0.83	53.07	1	1.00	1	0.07	0.07	53.14	-	\$	3,100.39	
Individual	D2-D7	Letter (Parent (Household) Advance and School Endorsement Letters and Brochure) (a)	Parents/Guardians (Group 2)	4,000	4,000	1	4,000	0.13	520.00	0	0	0	0.00	0.00	520.00	\$	33.22	\$	17,276.17

Individual	D8-D11	Consent Form (Parent Passive or Active Consent Response Form)	Parents/Guardians (Group 2)	4,000	3,712	1	3,712	0.10	371.20	288	1	288	0.07	20.16	391.36	\$	33.22	\$	13,002.31
Individual	I14, I15	Email (Parent Interview Text/Email)	Parents/Guardians (Group 2)	2,222	2,222	1	2,222	0.03	66.66	0	0	0	0.00	0.00	66.66	\$	33.22	\$	2,214.67
Individual	I3, I4	Self-Administered Web Survey or Telephone Interview (Parent Interview) (b)(c)	Parents/Guardians (Group 2)	2,222	2,000	1	2,000	0.42	833.33	222	1	222	0.07	15.54	848.87	\$	33.22	\$	28,202.46
Individual	I8-I11	Self-Administered Form (Dietary Recall Text/Email, Food Diary, Day 1/Day 2)	Parents/Guardians (Group 2)	1,262	1,066	1	1,066	0.18	195.43	196	1	196	0.02	3.92	199.35	\$	33.22	\$	6,623.20
Individual	I5	Telephone Interview (AMPM, Day 1)	Parents/Guardians (Group 2)	911	820	1	820	0.25	205.00	91	1	91	0.07	6.37	211.37	\$	33.22	\$	7,022.43
Individual	I5	Telephone Interview (AMPM, Day 2)	Parents/Guardians (Group 2)	351	246	1	246	0.75	184.50	105	1	105	0.07	7.00	191.50	\$	33.22	\$	6,362.28
Subtotal of Parents/Guardians				4,222	4,000	3.52	14,066	0.17	2,376	222	4.06	902	0.06	52.99	2,429.12	-	\$		80,703.51
Individual	D12, D13	Study Assent Form (a)	Students (Group 2)	4,000	4,000	1	4,000	0.05	200.00	0	0	0	0.00	0.00	200.00	\$	-	\$	-
Individual	I12, I13	Letter (Student Reminder Flyer, Day 1)	Students (Group 2)	2,857	2,857	1	2,857	0.02	57.14	0	0	0	0.00	0.00	57.14	\$	-	\$	-
Individual	I1, I2, I5	In-person Interview (Student Interview, AMPM, Day 1) (b)(c)	Students (Group 2)	2,857	2,000	1	2,000	1.00	2000.00	857	1	857	0.42	359.94	2359.94	\$	-	\$	-
Individual	I10, I11	Email (Dietary Recall Text/Email, Day 2)	Students (Group 2)	857	857	1	857	0.02	17.14	0	0	0	0.00	0.00	17.14	\$	-	\$	-
Individual	I5	Telephone Interview (AMPM, Day 2)	Students (Group 2)	857	600	1	600	0.75	450.00	257	1	257	0.07	17.13	467.13	\$	-	\$	-
Subtotal of Students				4,857	4,000	2.58	10,314	0.26	2,724.28	857	1.30	1,114	0.34	377.07	3,101.35	-			-
Subtotal Individuals				9,079	8,000	3.05	24,380	0.21	5,100.41	1,079	1.87	2,016	0.21	430.06	5,530.47	-	\$		80,703.51
Grand Total				14,355	12,932	3.48	45,000	0.58	25,964.30	1,423	1.82	2,583	0.18	473.21	26,437.51	-	\$		999,251.88

Notes: The estimated number of unique respondents (12,932) and non-respondents (74) who were contacted for the pretest or will be contacted for notification, recruiting, and data collection purposes is 13,004; 54 State Child Nutrition Agency (CN) directors, 52 State Education Agency (SEA) finance officers, 478 district superintendents, 620 school food authority (SFA) directors, 304 local educational agency (LEA) business managers, 390 menu planners, 1,544 school nutrition managers (SNMs), 1,270 principals, 264 school liaisons, 30 food service management company (FSMC) managers, 4,000 parents/guardians, and 4,000 students. Activities marked with (a) identify those that contribute to the cumulative number of unique members of the public that were contacted for the pretest (3 SFA directors, 3 SNMs, and 3 principals) or who will be initially contacted to participate in the study.

Not all respondents will ultimately participate in the data collection. Activities marked with (b) identify those that contribute to the total number of unique respondents for data collection. The target number of unique respondents to provide data for the study is 7,899; 54 CN directors, 43 SEA finance officers, 539 SFA directors, 289 LEA business managers, 375 menu planners, 1,216 SNMs, 1,116 principals, 264 school liaisons, 5 FSMC managers 2,000 parents/guardians, and 2,000 students.

Respondents who responded to an initial activity may not respond to a subsequent activity. Activities marked with (c) identify those that contribute to the number of non-respondents who did not respond to the primary data collection activity for the respondent group. They may have responded to a preceding activity, and they may become non-respondents for subsequent activities. The estimated number of non-respondents is 0 CN directors, 9 SEA finance officers, 35 district superintendents, 56 SFA directors, 15 LEA business managers, 15 menu planners, 102 SNMs, 111 principals, 0 school liaisons, 1 FSMC manager, 222 parents/guardians, and 857 students.

The estimated number of responses collected electronically via web, CAPI, CATI or submission of an electronic spreadsheet is 14,810.

The estimated number of small entities includes SFAs with a population of less than 50,000. The respondents from these SFAs include superintendents, SFA directors, LEA business managers, and menu planners, and are denoted with underlining in Columns F and K. Of the 1,792 unique SFA-level respondents, 1,738 (97%) are expected to be from small entities.

The estimated time to complete the parent interview is an average of the amount of time expected to complete by web or phone. We assume that 30% of the responses are completed by web (estimated burden of 0.3 hours) and 70% of the responses are completed by CATI (estimated burden of .47 hours).

"State" includes both States and Territories.

The Self-Serve/Made-to-Order Bar Form, Vending Machine and Other Sources of Foods and Beverages Checklists, Cafeteria Observation Guide, Point-of-Sale Form, and Plate Waste Observation Booklet are each completed on-site by contractor staff, but require SNM assistance.

The Milk Form (Appendix I7) will be completed by field interviewers and is not reported in the respondent burden table.

The estimated number of parents/guardians who are non-respondents to the study consent form assumes that 10 percent of Group 2 SFAs will require active consent and 28 percent of parents/guardians in those SFAs will not return a consent form.

The assumed response rate for SFAs in the full data collection in outlying areas is 100% for Hawaii, Guam, Puerto Rico and the U.S. Virgin Islands. (The assumed response rate for FSMC sample members in Guam is also 100%.) Given the greater number of SFAs in the Alaska sample, the response rate for those SFAs is assumed to align with the response rate for the contiguous United States. The assumed response rate for schools in the outlying areas is the same as for the contiguous United States.

For the full data collection in outlying areas, the State Agency Indirect Cost Survey will be fielded to the State Education Agency Finance Officer in Alaska, Puerto Rico, and the U.S. Virgin Islands. The hourly wage rate reflects the role of "Financial Analyst" in those locations only.

A food service management company operates the school meals program in the majority of Guam's schools. Data will be collected from one central and four regional FSMC managers to help estimate the cost of producing school meals excluding the FSMC operating profits

"Total Annualized Cost of Respondent Burden" is equal to the "Grand Total Annual Burden Estimate (hours)" times a loaded average hourly wage rate.

Average hourly wage used for Groups 1, 2, and 3 include SFA Director or LEA Business Manager - (Education Administrators, All Other) - \$43.06, Menu Planner (Dietitians and Nutritionists) - \$29.43, School Nutrition Managers (Food Service Managers)-\$28.35, School Staff Liaisons (Education, Training, and Library Occupations, All Others) -\$27.22, Superintendent (Education Administrators, Postsecondary) - \$53.47, Principal (Education Administrators) - \$46.65, Parent (All Occupations) - \$24.98, State Child Nutrition Director or Education Agency Financial Officer (Financial Analyst) - \$48.55, and FSMC Manager (General and Operations Managers) - \$59.56. Students (elementary and secondary school students) were assumed to not have an hourly wage rate. Average hourly wage rates are taken from: Bureau of Labor Statistics, Wages by Occupation, May 2018. To account for a fully-loaded wage rate, an additional 33 percent was added to the hourly wage.

Average hourly wage used for full data collection in outlying areas (Alaska, Hawaii, Guam, Puerto Rico and the U.S. Virgin Islands) include SFA Director, LEA Business Manager, Superintendent or State Child Nutrition Director- (Education Administrators, All Other)- \$43.14, School Nutrition Managers (Food Service Managers)- \$28.97, State Education Agency Finance Officer (Financial Analyst)- \$34.56, Principal (Education administrators, elementary and secondary)- \$38.21, and FSMC Manager (General and Operations Managers)- \$40.53. The hourly wages calculated are the mean of the average hourly wage rate for each area, except for "Education Administrators, All Other" in Hawaii and the U.S. Virgin Islands, where the rate was not available. Outlying area principal wages were calculated by dividing total annual salaries by 2,080 work hours per year (40-hour weeks for 52 weeks). The hourly wage rate for respondents for the limited data collection in outlying areas is reported for Puerto Rico only, and includes SFA Director, LEA Business Manager, Superintendent or State Child Nutrition Director- (Education Administrators, All Other)- \$47.18. Average hourly wage rates used for the outlying areas are reported in: Bureau of Labor Statistics, State Occupational Employment and Wage Estimates, May 2018 (<https://www.bls.gov/oes/current/oesrcst.htm>). To account for a fully-loaded wage rate, an additional 33 percent was added to the hourly wage.

For data collection documents that are grouped together for individual data collection activities, the sum of the burden on the associated documents equals the cumulative burden shown in this table.

CN = child nutrition; FSMC = food service management company; LEA = local educational agency; N/A = not applicable; SEA = State Education Agency; SFA = school food authority; SNM = school nutrition manager.