

Attachment A - Burden Chart for OMB Control #0584-0280
7 CFR Part 225 - Summer Food Service Program (SFSP)

Reporting

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to Program Adjustment	Due to Program Change	G =E-F	Justification
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs						
State/Local/Tribal Governments															
SFSP	225.3(b)	SAs, by November 1 of each fiscal year, notify USDA if it intends to administer the Summer Food Service Program. The agreement shall contain an assurance that the State agency will comply with policy, instructions, guidance, and handbooks issued by FNS .		53	1	53	36	1908.00	13.25	0		1894.75		1895	
SFSP	225.4(a)	SAs, by Feb. 15 of each year, submit to FNSRO a Program Management and Administration Plan for that fiscal year.		53	1	53	1	53	53	0			0	0	
SFSP	225.8(d)(1)	SAs submit to FNSRO a list of names and addresses of potential private nonprofit organizations and for each site, the address, first day of operation, and estimated daily attendance by May 1 each year.		53	1	53	1	53	53	0			0	0	
SFSP	225.8(d)(2)	SAs, within 5 days of approval of sponsors, must notify FNSROs of sponsors, approved sites, locations, and days of operation and estimated daily attendance.		53	104	5,512	1	5512	5,300	0		212	0	212	
SFSP	225.9(b)(2)	SAs prepare and submit a list sponsors eligible to receive commodities and daily number of eligible means to be served by each sponsor by June 1.		53	1	53	1	53	53	0			0	0	
SFSP	225.9(d)(4)	SAs forward reimbursements for valid claims.		53	312	16,536	0.5	8268	7,950	0		318	0	318	
SFSP	225.12(a)	SAs establish claims against sponsors and recover payment not properly payable.		53	10	530	4	2120	1,908	0		212	0	212	
SFSP	225.18(b)(2)	SAs notify terminated sponsors in writing.		53	5	265	1	265	265	0			0	0	
SFSP	225.7(d)(2)	The State agency must review sponsors and sites to ensure compliance with Program regulations. Per policy guidance, State agencies must validate 100% of claims for sponsors under review.		53	467.24	24,764	0.08	2055.39	0	2,055.39			2055.39	2055.39	
SFSP	225.6(c)(1), 225.6(c)(4), 225.14(a), 225.14(c)	Sponsors submit written application to SAs for participation in SFSP. The sponsor must demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service. In order to do so, sponsors must comply with policy, instructions, guidance, and handbooks issued by FNS .		3,314			39.5								
SFSP	225.6(c)(2)	New sponsors, new sites, and, as determined by the State agency, sponsors and sites which have experienced significant operational problems, must submit site information for each site where a food service operation is proposed.		640		3314		130903	10,847	0		120,056		120,056	
SFSP	225.6(c)(3)	Experienced sponsors and experienced sites must submit site information for each site where a food service operation is proposed.		2,675		640	1	640	0	0		640		640	
SFSP	225.6(e), 225.14(c)(7)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.		332		2675	1	2675	3190	0		-515		(515)	
SFSP	225.6(h)(2)(iii)	Sponsors provide FSMC with a list of approved sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site.		1,157		332	0.123	40.836	39	0		2		2	
						1,157	0.5	578.5	526	0		53		53	

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SFSP	225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.		11.57		1	11.57	0.5	5.785	16	0	-10	(10)
SFSP	225.6(h)(5), 225.6(h)(2)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.	1,157		1	1157	20	23140	21,048	0	2,092	2,092	
SFSP	225.16(a)	Within two weeks of receiving notification of their approval, sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.	3,314		1	3314	0.25	828.5	797	0	32	32	
State/Local/Tribal Governments Total			3367	18	60,419	2.96	179,099	52,058	2,055.39	0	124,985	2,055	127,040.76
Businesses (Non-profit Institutions and Camps)													
SFSP	225.6(c)(1), 225.6(c)(4), 225.14(a), 225.14(c)	Sponsors submit written application to SAs for participation in SFSP. The sponsor must demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service. In order to do so, sponsors must comply with policy, instructions, guidance, and handbooks issued by FNS .	2,210		1	2,210	39.5	87,295	7,231.00	0	80,064.00	0	80,064.00
SFSP	225.6(c)(2)	New sponsors, new sites, and, as determined by the State agency, sponsors and sites which have experienced significant operational problems, must submit site information for each site where a food service operation is proposed.	426		1	426	1	426	0	0	426	0	426
SFSP	225.6(c)(3)	Experienced sponsors and experienced sites must submit site information for each site where a food service operation is proposed.	1,783		1	1,783	1	1,783	2,127	0	-344	0	-344
SFSP	225.6(e), 225.14(c)(7)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.	221		1	221	0.123	27	26	0	1	0	1
SFSP	225.6(h)(2)(iii)	Sponsors provide FSMC with a list of approved sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site.	772		1	772	0.5	386	351	0	35	0	35
SFSP	225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.	7.72		1	7.72	0.5	3.86	11.00	0	-7	0	-7
SFSP	225.6(h)(5), 225.6(h)(2)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.	772		1	772	20	15,440	14,032	0	1,408	0	1,408
SFSP	225.16(a)	Within two weeks of receiving notification of their approval, sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.	2,210		1	2,210	0.25	553	530	0	23	0	23
SFSP	225.6(c)(5)	Camps submit copy of hearing procedures.	333		1	333	0.25	83.25	165.50	0	-82	0.00	-82.25
Businesses (Non-profit Institutions and Camps) Totals			2,210	4	8,735	12.14	105,997	24,473.50	0	0	81,523	0.00	81,523.29
Households													
SFSP	225.15(f)	Households read instructions, complete free meal and return to camps and sites.	58,365		1	58,365	0.50	29,182.50	50,295	0	-21,112	0	-21,112

HHFKA requires permanent agreements deleting the annual submission

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SFSP	225.15(j)	Households provide written consent for sponsors to use or disclose information.		58,365	1	58,365	0.25	14,591.25	25,147	0		-10,556	0	-10,556
Household Totals				58,365	2	116,730	0.38	43,774	75,441.55	0.00	0	-31,668	0	-31,667.80
Total Reporting Burden				63,942	3	185,884	2	328,870	151,973	2,055	0	174,841	2,055	176,896

Program Rule	Estimated # Respondents	Responses per Respondents	Number of Responses	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to Program Adjustment	Due to Program Change	Total Difference
SLT burden	3,367	18	60,419.29	2.964	179,099.01	52,058.25	2,055.39	-	124,985	2,055	127,040.8
Business burden	2,210	4	8,734.72	12.1	105,996.79	24,473.50	-	-	81,523.29	-	81,523.3
Household burden	58,365	2	116,730	0.4	43,773.75	75,441.6	-	-	(31,667.8)	-	(31,667.80)
Total	63,942	2.91	185,884	1.77	#REF!	#REF!	2,055.39	0	174,841	2,055	#REF!

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Recordkeeping

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to program change	G = E-F
				Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs					Total Difference
State/Local/Tribal Governments														
SFSP	225.8 (a), 225.7(d)(5), 225.13(d)	SAs maintain complete and accurate accounting records appeals for three years.												
		1. Reviews		53	39	2067	0.08	165.36	165.36	0				0
		2. Appeals		53	2	106	0.08	8.48	8.48	0				0
		3. Accounting		53	104	5512	0.08	440.96	424	0		16.96		16.96
SFSP	225.15 (c), 225.15 (a), 225.15(g)	Sponsors must maintain records which justify all costs and meals claimed.		3,314	1	3,314	0.08	265	255	0		10.12		10.12
State/Local/Tribal Governments Total				3,367	3	10,999	0.08	880	852.84	0.00	0	27.08	0	27.08
Business (Non-profit Institutions and camps)														
SFSP	225.15 (c), 225.15 (a), 225.15(g)	Sponsors must maintain records which justify all costs and meals claimed.		2,210	1	2,210	0.08	176.80	170	0	-	6.80		6.80
SFSP	225.16(b)(1)	Camps and sponsors must maintain copies of the documentation establishing the eligibility of child receiving meals and all other meal service requirement information.		840	104	87,360	0.08	6,989	42,536	0		(35,547.20)		(35,547)
SFSP	225.6(c)(5)(xii)	Camps must maintain a written record of hearing for 3 years.		333	1	333	0.3	99.9	199.00	-		-99		(99)
Business (Non-profit Institutions and Camps) Totals				2,210	40.7	89,903	0.46	7,266	42,905	0	0	-35,640	0	-35,640
Total Recordkeeping Burden				5,577	18.09	100,902	0.08	8,145	43,758	0	0	(35,612)	0	(35,612)

Program Rule	Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to program change	Total Difference
SLT burden	3,367	3	10,999	0.08	880	853	0	0	27.08	0	27.08
Business burden	2,210	40.68	89,903	0.08	7,265.50	42,905	-		(35,639.5)		(35,639.5)
Total	5,577	18.09	100,902	0.08	8,145	43,758	0	0	-35,612.42	0	-35,612

**Attachment A - Burden Chart for OMB Control #0584-0280
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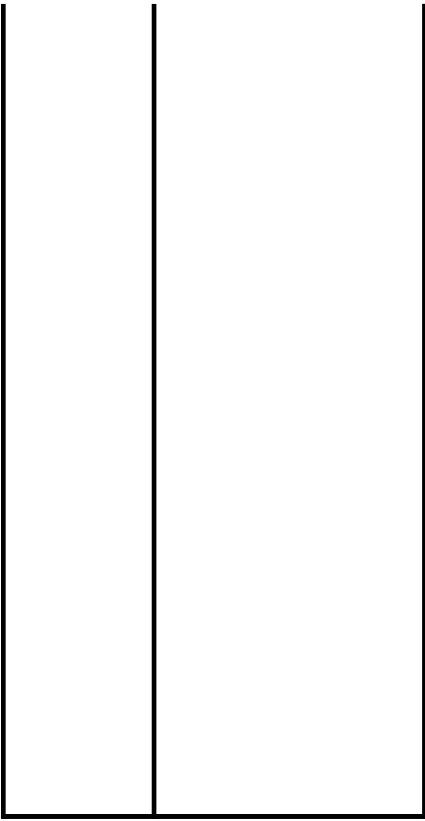
Public Disclosure														
Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to a program change	G = E-F
				Estimated # Respondents	Disclosures Per Respondent	Total Annual Disclosures	Estimated Avg. # of Hours Per Disclosure	Estimated Total Hours	Current OMB Approved Burden Hrs					Total Difference
State/Local/Tribal Governments														
SFSP	225.15(e)	Per policy guidance, State agency can issue a media release on behalf of the sponsor.		53	1	53	0.25	13	0	13	0	0	13	13
SFSP	225.15(e)	Each sponsor shall annually announce in the media serving the area from which it draws its attendance the availability of free meals		3,314	1	3,314	0.25	829	797	0		32		32
State/Local/Tribal Governments Totals				3,367	1	3,367	0.25	842	797	13	0	32	13	45
Businesses (Non-profit Institutions and Camps)														
SFSP	225.15(e)	Each sponsor shall annually announce in the media serving the area from which it draws its attendance the availability of free meals		2,210	1	2,210	0.25	553	532	0		21	0	21
Businesses (Non-profit Institutions and Camps) Totals				2,210	1	2,210	0.25	553	532	0	0	21	0	21
Total Public Disclosure Burden				5,577	1	5,577	0.25	1,394	1,329	13	0	52	13	65

Program Rule	Estimated # Respondents	Disclosures Per Respondent	Total Annual Disclosures	Estimated Avg. # of Hours Per Disclosure	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to a program change	Total Difference
SLT burden	3,367	1	3,367	0.25	842	797	13	0	32	13	45
Business burden	2,210	1	2,210	0.25	553	532	-	-	21	-	21
Total	5,577	1.00	5,577	0.25	1,394	1,329	13	0	52	13	65

Attachment A - Burden Chart for OMB Control # 0584-0280 7 CFR Part 225 Summer Food Service Program

ICR #0584-0280, 7 CFR Part 225, Summer Food Service Program (SFSP) - Summary						
	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)	
Recordkeeping						
State/Local/Tribal Government	3,367	3	10,999	0.08	880	
Businessess	2,210	40.7	89,903	0.46	7,266	
Total Recordkeeping Total	5,577	18.09	100,902	0.08	8,145	
Reporting						
State/Local/Tribal Government	3,367	18	60,419	2.96	179,099	
Businessess	2,210	4	8,735	12.14	105,997	
Households	58,365	2	116,730	0.38	43,774	
Total Reporting Total	63,942	2.91	185,884	1.77	328,870	
Public Disclosure						
State/Local/Tribal Government	3,367	1	3,367	0.25	842	
Businessess	2,210	1	2,210	0.25	553	
Total Public Disclosure Total	5,577	1	5,577	0.25	1,395	
TOTAL BURDEN FOR SFSP	63,942	4.57	292,363	1.158	338,411	

Date	User Initials



Comments

