

OMB Control #0584-0006
7 CFR Part 210 - National School Lunch Program

Reporting

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Existing Requirements in Use without OMB approval	Due to Program Change	Due to an Adjustment	G =E-F
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs				
State Agency Level													
	210.18(i)(3)	SA notifies SFAs in writing of review findings, corrective actions, deadlines, and potential fiscal action with grounds and right to appeal.		56	113	6,328	8.00	50,624	52,864			-2240	-2,240
	210.19(f)	SA provides the CACFP SA with a list of all NSLP schools with at least 50% or more children eligible for free or reduced price meals by February 1 each year.		56	1	56	2.00	112	112			0	0
	210.20(a)(7)	SA reports to FNS schools' compliance with the food safety inspections requirements.		56	1	56	1.50	84	84			0	0
	210.5(d)(2)(ii)	SA submit a quarterly report to FNS detailing the disbursement of performance-based reimbursement to SFAs.		56	4	224	0.25	56.00	0	56			56
Admin Review	210.18 (c-h)	SA completes documentation used to conduct Administrative Review.		56	113	6,347	47.50	301,482	0	301,482			301,482
	210.20(a)(2)&(3)&(4)&(8)&(9) & 210.5(d)(1)&(2) & 210.14(e)(7) & 210.17(g), 210.20(a)(5) & 210.18(n) & (o)(2)	SA reporting burden for electronic reports accounted for in the Food Program Reporting System (FPRS) ICR #0584-0594.	FNS-10, FNS-13, FNS-777, FNS-640, FNS-828										
*		State Agency Level Total		56	232.34	13011	27.08	352358	53060	301,538	0	(2,240)	299298
School Food Authority/Local Education Agency Level													
	210.9(b)(21)	SFA provides SA with list of all schools with at least 50% free or reduced-price enrolled children and the attendance boundaries for those schools upon request of a CACFP sponsor of homes.		19,019	1.25	23,774	0.25	5,943	6,194			-251	-251

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	210.9(c)(7)	SFAs review NSLP afterschool care programs		6,314	2	12,628	0.25	3,157	241			2,916	2,916
	210.15(a)(1) & 210.8(b)&(c)	SFA submits to the SA monthly claims for reimbursement and eligibility data for enrolled children for October.		19,019	10.15	193,043	1.00	193,043	201,193			-8,150	-8,150
	210.15(a)(2)&(4) & 210.9(a&b) & 210.7(d)(2)	SFA submits to the SA an application, agreement, Free and Reduced Price Policy Statement, commodity preference, and annual certifications.		19,019	1	19,019	0.25	4,755	4,956			-201	-201
	210.15(a)(3) & 210.18(j)(2)	SFA submits to the SA a written response to reviews documenting corrective action for Program deficiencies.		6,340	1	6,340	8.00	50,720	52,856			-2,136	-2,136
	210.15(a)(7)	SFA reports to the SA the number of safety inspections obtained by each school.		19,019	1	19,019	0.50	9,510	9,911			-402	-402
Paid Lunch Revenue	210.15(a)(8) & 210.14(e)(7)	School food authorities shall report prices of paid lunches for each school to the State agency.		19,019	1	19,019	0.25	4,755	4,956			-201	-201
*		School Food Authority Level Total		19,019	15.397	292,842	0.93	271,882	280,307	0	0	-8,425	-8,425
School Level													
	210.13(b)	Schools shall post the most recent food safety inspection and provide a copy upon request.		96,860	2	193,720	0.10	19,372	20,266			-894	-894
*		School Level Total		96,860	2.000	193,720	0.10	19,372	20,266	-	-	(894)	(894)
Total Reporting Burden				115,935	4.31	499,573	1.29	643,612	353,633	301,538	0	(11,559)	289,979

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Attachment A 7 CFR Part 210 - National School Lunch Program Burden

Recordkeeping

Recordkeeping													
				A	B	C = (A*B)	D	E = (C*D)	F				G =E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Existing Requirements in Use without OMB approval	Due to Program Change - Rule	Due to an Adjustment	Total Difference
State Agency Level													
Competitive Foods	210.18(h)(2)(iv)	SA maintains documentation of LEA/SFA compliance with nutrition standards for competitive foods.		56	113	6,328	0.25	1,582	1,652			(70)	(70)
FNS-10	210.20(b)(1&2) & 210.23(c) & 210.5	SA maintains accounting records and source documents to control the receipt, custody and disbursement of Federal NSLP funds and documentation supporting all SFA claims paid by the SA.	FNS-10	56	340	19,040	3.00	57,120	59,472			(2,352)	(2,352)
FNS-13	210.20(b)(3) & 210.17(g)&(h)	SA maintains documentation to support the amount of State funds reported for State revenue matching requirements.	FNS-13	56	1	56	1.00	56	56			0	-
Admin Review	210.20(b)(6) & 210.18(f)(k,l,m, (o) & 210.23(c)	SA maintains records of all reviews (including Program violations, corrective action, fiscal action and withholding of payments).	FNS-640	56	113	6,328	8.00	50,638	52,878			(2,240)	(2,240)
Admin Review	210.20(b)(7) & 210.19(c) & 210.18(o)	SA maintains documentation of fiscal action taken to disallow improper claims submitted by SFAs, as determined through claims processing, reviews, and USDA audits.		56	113	6,328	0.50	3,164	3,304			(140)	(140)
Admin Review	210.18 (c-h)	SA completes and maintains documentation used to conduct Administrative Review.		56	113	6,347	0.50	3,173	0	3,173			3,173
	210.20(b)(10) & 210.19(b)	SA shall prepare records on schools eligible to received USDA donated foods and maintain records on the annual food preference survey.		56	1	56	3.00	168	168			0	-
	210.20(b)(11)	SA maintains records from SFAs of food safety inspections obtained by schools.		56	340	19,040	0.25	4,760	4,956			(196)	(196)

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Paid Lunch Revenue	210.20(b)(12) & 210.14(e)(7)	SA maintains records of paid reimbursable lunch prices obtained from SFAs.	FNS-828	56	340	19,040	0.20	3,808	3,965			(157)	(157)
Professional Standards	210.20(b)(14)	SA maintains documentation of compliance with professional standards for State directors of School Nutrition Programs.		56	1	56	0.25	14	14			0	-
						-		-	0			0	-
*		State Agency Level Total		56	1,475	82,619	1.51	124,483	126,465	3,173	0	-5,155	-1,982
School Food Authority/Local Education Agency Level													
	210.9(b)(19)	SFA maintains files of children directly certified.		19,019	4	76,076	0.65	49,449	51,537			(2,088)	(2,088)
Competitive Foods	210.11(b)(2)	LEAs & SFAs maintain documentation of compliance with nutrition standards for all competitive food for sale to students.		19,019	1	19,019	20.00	380,380	396,440			(16,060)	(16,060)
	210.15(b)(1) & 210.8(a)(5)	SFA maintains documentation of participation data by school to support monthly Claim for Reimbursement and data used in the claims review process.		19,019	10	190,190	5.00	950,950	991,100			(40,150)	(40,150)
Six Cents Certification	210.15(b)(2) & 210.7(d)(2)	SFAs maintain documentation to support performance based reimbursement and the attestation of compliance.		19,019	1	19,019	0.25	4,755	4,956			(201)	(201)
	210.15(b)(4) & 210.9(b)(18 & 20)	SFA maintains files of school meal applications.		19,019	1	19,019	2.66	50,591	52,727			(2,136)	(2,136)
Paid Lunch Revenue	210.15(b)(6) & 210.14(e)	SFA maintains calculations of average paid lunch prices and adjustments.		19,019	1	19,019	5.00	95,095	99,110			(4,015)	(4,015)
Paid Lunch Revenue	210.15(b)(7) & 210.14(f)	SFA documents revenue from sale of nonprogram foods accrues to the nonprofit school food service account and is compliant with requirements.		19,019	1	19,019	10.00	190,190	198,220			(8,030)	(8,030)
Professional Standards	210.15(b)(8); 210.30(g)	SFA maintains documentation of compliance with professional standards for school nutrition directors, managers and personnel.		19,019	1	19,019	0.25	4,755	4,955			(200)	(200)
Local Wellness Policy	210.15(b)(9) and 210.31(f)	SFA/LEA must retain records to document compliance with the local school wellness policy requirements in 210.30(f).		19,019	1	19,019	0.25	4,755	4,955			(200)	(200)
						-		-				-	-
*		School Food Authority Level Total		19,019	21	399,399	4.33	1,730,919	1,804,000	0	0	(73,081)	(73,081)
School Level													

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	210.10(m)	School maintains written statements signed by a licensed physician of the need for substitutions and recommending alternate foods.		29,058	1	29,058	0.08	2,325	2,432			(107)	(107)
Competitive Foods	210.11(b)(2)	Organizations responsible for food service in schools maintain records.		96,860	1	96,860	0.50	48,430	50,666			(2,236)	(2,236)
	210.15(b)(1)	School maintains documentation of participation data by school to support the Claim for Reimbursement.		96,860	180	17,434,800	0.15	2,615,220	2,735,964			(120,744)	(120,744)
	210.15(b)(2)(3) & 210.10(a)(3)	Schools maintain production and menu records.		96,860	180	17,434,800	0.25	4,358,700	4,559,940			(201,240)	(201,240)
	210.15(b)(5) & 210.13(b&c)	School maintains food safety records and records from most recent food safety inspection.		96,860	120	11,623,200	0.02	232,464	243,197			(10,733)	(10,733)
						-		-					
						-		-					
*		School Level Total		96,860	481.30	46,618,718	0.16	7,257,139	7,592,199	-	-	(335,060)	(335,060)
		Total Recordkeeping Burden		115,935	406	47,100,736	0.19	9,112,541	9,522,664	3,173	0	(413,296)	(410,123)

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Public Notification

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	Existing Requirements in Use without OMB approval	Due to Program Change - Final Rule	Due to an Adjustment	G = E-F
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs				
Admin Review	210.18(m)(1)	SA must post a summary of the most recent administrative review results of SFAs on the SA website and make a copy available upon request.		56	113	6,328	0.25	1,582.0	1,736.0			-154	-154
						0		0.0					0
						0		0.0					0
		State Agency Level Total		56	113.00	6328	0.25	1582	1736	0	0	(154)	-154
Local Wellness Policy	210.31(a)&(c)(5)	LEA must establish a local wellness policy for all schools participating in school meal. (This was a one time burden averaged over three years).		19,019	0	0	5.00	0	99,110			-99,110	-99,110
Local Wellness Policy	210.31d)(2)	LEA must inform the public annually about the content and implementation of the local school wellness policy and any updates.		19,019	1	19,019	1.00	19,019	19,822			-803	-803
Local Wellness Policy	210.31(d)(3), e(2), e(3)	LEA must conduct triennial assessments of schools' compliance with the local school wellness policy and inform public about progress.		6,340	1	6,340	5.00	31,700	33,035			-1,335	-1,335
		Local Educational Agency / School Food Authority Level Total		19,019	1.33	25,359	2.00	50,719	151,967	0		-101,248	-101,248
		School Level Total		-	-	-		-	-	-	-	-	0
		Total Public Notirifcation Burden		19,075	1.66	31,687	1.65	52,301	153,703	0	0	(101,402)	(101,402)

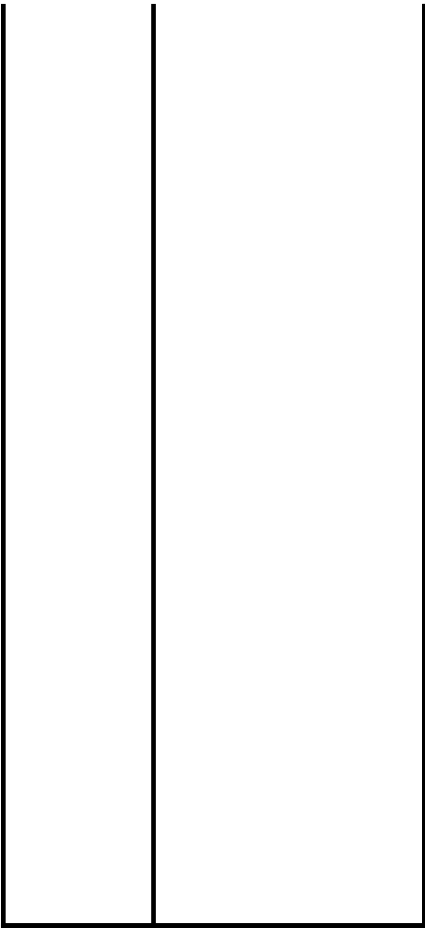
SUMMARY OF BURDEN RECORDKEEPING & REPORTING	
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TOTAL NO. RESPONDENTS	115,935
AVERAGE NO. RESPONSES PER RESPONDENT	410.851
TOTAL ANNUAL RESPONSES	47,631,996
AVERAGE HOURS PER RESPONSE	0.20592154
TOTAL BURDEN HOURS	9,808,454
CURRENT OMB INVENTORY	10,030,000
DIFFERENCE (NEW BURDEN REQUESTED)	-221,546

ICR #0584-0006, National School Lunch Program 7 CFR Part 210 - Summary

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. Dx E)
Recordkeeping					
State Agency Level	56	1,475	82,619	1.5067	124,483
School Food Authority Level	19,019	21	399,399	4.3338	1,730,919
School Level	96,860	481	46,618,718	0.15567	7,257,139
Recordkeeping Total	115,935	406	47,100,736	0.19346919	9,112,541
Reporting					
State Agency Level	56	232	13,011	27.0816	352,358
School Food Authority Level	19,019	15	292,842	0.928428	271,882
School Level	96,860	2	193,720	0.1000	19,372
Reporting Total	115,935	4	499,573	1.2883254	643,612
Public Notification					
State Agency Level	56	113	6,328	0.25	1,582
Local Educational Agency Level	19,019	1	25,359	2	50,719
School Level	-	-	-	-	-
Public Notification Total	19,075	2	31,687	1.6505507	52,301
TOTAL BURDEN FOR NATIONAL SCHOOL LUNCH PROGRAM	115,935	410.85	47,631,996	0.21	9,808,454

Date	User Initials
7/21/15	SW
3/14/16	SW
11/1/16	CS



Comments

This is the Burden doc using the redesigned template. Revisions made to include merges from rules and moving of forms into
This is now the most current verison of the information collection for the NSLP following the Feb 2016 renewal.
Merge of 0584-0592 and deletion of FNS-640 reporting burden.

