

## Attachment A

### Estimate of the Information Collection Burden for OMB #0584-0026

### 7 CFR Part 245 - Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools

This document explains the calculation of the information collection burden for the information collection titled *7 CFR Part 245 - Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools*. A 60-Day Notice concerning this revision was published in the Federal Register on January 21, 2020 (Volume 81, Number 8, pages 3335-3336). Previous information collections associated with 7 CFR part 245 unintentionally omitted the burden hours of the Special Milk Program's eligibility criteria, which will be addressed in this updated estimate. Bolded text refers to revisions to burden hours.

### **REPORTING REQUIREMENTS**

#### AFFECTED PUBLIC: STATE AGENCIES (SA)

1. 7 CFR Part 245.6(i) requires SAs and LEAs to obtain prior written consent from parent or guardian to use or disclose information other than specified by regulation.

FNS estimates that 54 SAs (out of a total of 54 SAs) will submit 1 report annually for a total of 54 responses ( $1 \times 54 = 54$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total estimated burden of 13.5 hours ( $54 \times 0.25 = 13.5$ ). There is no change in burden.

2. 7 CFR Part 245.6(j) requires SAs to enter into written agreement with the agency receiving children's free and reduced price meal and/or free milk eligibility information.

There are 54 SAs that submit 1 response annually for a total of 54 responses ( $1 \times 54 = 54$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total estimated burden of 13.5 hours ( $54 \times 0.25 = 13.5$ ). There is no change in burden.

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3. 7 CFR Part 245.9(f)(6) requires SAs to notify LEAs of their community eligibility status by April 15.

**FNS estimates that 54 SAs will submit 161.65 responses annually for an estimated total of 8,729 responses ( $54 \times 161.65 = 8,729$ ). The estimated average burden per response is 3 minutes (0.05 hours) for a total estimated burden of 436 hours ( $8,729 \times 0.05$ ). This burden is increased by 206 burden hours, from 230 burden hours to 436 burden hours, due to an increase in the number of schools eligible to participate in the Community Eligibility Provision (CEP). The increase in burden hours is an adjustment.**

4. 7 CFR Part 245.12(g) requires that SAs notify FNS when there is a change in the State's TANF Program that would no longer make households automatically eligible for free meals.

There are 54 SAs that will submit 1 response annually for a total of 54 responses ( $54 \times 1 = 54$ ). The estimated average burden per response is 6 minutes (0.1 hours) for a total estimated burden of 5.4 hours ( $54 \times 0.1 = 5.4$ ). There is no change in burden.

5. 7 CFR Part 245.12(h)(4) requires State agencies submit to FNS upon request, the number of schools on Provision 1, Provision 2 or Provision 3 and extensions.

**FNS estimates that 35 (out of 54 SAs) will submit 1 response upon request for the number of Provision 1, 2 or 3 schools for a total of 35 responses annually ( $35 \times 1 = 35$ ). The estimated average burden per response is 1.5 hours for a total burden of 52.5 hours ( $35 \times 1.5 = 52.5$ ). This burden is reduced by 12.5 hours, from 65 to 52.5 hours, due to a decrease in the number of State agencies with schools electing Provision 1, 2, or 3 participation. The decrease in burden hours is an adjustment.**

6. 7 CFR Part 245.13(e) requires SAs that fail to meet the direct certification benchmark to develop and submit a Continuous Improvement Plan (CIP) within 90 days of notification.

FNS estimates that 10 SAs will need to submit a CIP. Each SA will submit 1 response upon request for a total of 10 responses annually ( $10 \times 1 = 10$ ). The estimated average burden per response is 3 hours for a total burden of 30 hours ( $10 \times 3 = 30$ ). This burden is reduced by 24 hours, from 54 to 30 hours due to decrease in the number of SAs failing to meet direct certification benchmarks. The decrease in burden hours is an adjustment.

7. 7 CFR Part 215.13a(b) requires each SA to provide LEAs with schools participating in the Special Milk Program with a prototype free milk policy statement and a copy of the State's family-size income standards for determining eligibility for free meals and milk.

FNS estimates that 52 SAs will provide 1 response each year for a total of 52 annual responses ( $52 \times 1 = 52$ ). The estimated average burden per response is 12 minutes (0.20 hours) for a total burden of 10.4 hours ( $52 \times 0.2 = 10.4$ ). The burden hours associated with this Special Milk Program requirement were not recorded in previous burden estimates. This will add approximately 10 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval).

AFFECTED PUBLIC: LOCAL EDUCATIONAL AGENCIES (LEA)/SCHOOL FOOD  
AUTHORITIES (SFAs)

1. 7 CFR Part 245.6(c)(6)(i) requires LEAs to notify households in writing of approval of meal applications.

FNS estimates that 15,340 LEAs (out of a total of 19,371 LEAs) will submit an average of 219.7311 responses annually for a total of 3,370,675 responses ( $15,340 \times 19,371 = 3,370,675$ ). The estimated average burden per response is 1 minute (0.02 hours) for a total burden of 67,414 hours ( $3,370,675 \times 0.02 = 67,414$ ). This burden is reduced by 38,818 hours, from 106,232 to 67,414 hours, due to a decrease in the number of LEAs determining eligibility with household applications. The decrease in burden hours is an adjustment.

2. **7 CFR 245.6(c)(6)(i) requires LEAs to notify households of the children's eligibility in the Special Milk Program after approving their applications.**

**FNS estimates that 446 LEAs will submit an average of 8.54 responses annually for a total of 3,808 responses ( $446 \times 8.54 = 3,808$ ). The estimated average burden per response is 1 minute (0.02 hours) for a total burden of 76 hours ( $3,808 \times 0.02 = 76$ ). This will add 76 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). This new burden is due to the addition of the Special Milk Program's eligibility criteria, which was not accounted for in previous information collection estimates associated with 7 CFR part 245.**

3. **7 CFR Part 245.6(c)(6)(ii) requires LEAs to notify households in writing that children are eligible for free meals based on direct certification and that no application is required.**

**FNS estimates that 15,340 LEAs will submit an average of 332.1888 responses annually for a total of 5,095,776 responses ( $15,340 \times 332.1888 = 5,095,776$ ). The estimated average burden per response is 1 minute (0.02 hours) for a total burden of 101,915.5 hours ( $5,095,776 \times 0.02 = 101,915.5$ ). This burden is increased by 3,915.5 hours, from 98,000 to 101,915.5 hours, due to an increase in the amount of students directly certified. The increase in burden hours is an adjustment.**

4. **7 CFR Part 245.6(c)(6)(ii) requires LEAs to notify households in writing that children are eligible for free milk based on direct certification and that no application is necessary.**

**FNS estimates that 446 LEAs will submit an average of 20.04 responses every year for a total of 8,938 annual responses ( $446 \times 20.04 = 8,938$ ). The estimated average burden per response is 1 minute (0.02 hours) for a total annual burden of 178.76 hours ( $8,938 \times 0.02 = 178.76$ ). This will add 179 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). This new burden is due to the addition of the Special Milk Program's eligibility criteria, which was**

**unintentionally omitted in previous information collection reviews associated with 7 CFR part 245.**

5. 7 CFR Part 245.6(c)(7) requires LEAs to notify households in writing of denied free or reduced price meal benefits.

**FNS estimates that 15,340 LEAs will submit an average of 11.5648 responses each year for a total of 177,404 annual responses ( $15,340 \times 11.5648 = 177,404$ ). The estimated average burden per response is 1 minute (0.02 hours) for a total burden of 3,548 hours ( $177,404 \times 0.02 = 3,548$ ). This burden is reduced by 372 hours, from 3,920 to 3,548 hours, due to adjustment in the estimate of the number of households denied meals. The reduction in burden hours is an adjustment.**

6. 7 CFR Part 245.6(c)(7) requires LEAs to notify households in writing of denied milk benefits.

**FNS estimates that 446 LEAs will submit an average of 0.4269 responses each year for a total of 190 annual responses ( $446 \times 0.4269 = 190$ ). The estimated average burden per response is 1 minute (.02 hours) for a total annual burden of 3.8 hours ( $190 \times 0.02 = 3.8$ ). This burden will add approximately 4 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). This new burden is due to the addition of the Special Milk Program's eligibility criteria to the information collection review pertaining to 7 CFR part 245.**

7. 7 CFR Part 245.6(j) requires LEAs to enter into written agreement with programs or individuals receiving free and reduced price meal or free milk eligibility information to disclose children's free and reduced price meal and free milk eligibility information.

**FNS estimates that 19,371 LEAs will submit 1 response annually for a total of 19,371 responses ( $19,371 \times 1 = 19,371$ ). The estimated average burden per response is 30 minutes (0.5 hours) for a total burden of 9,686 hours ( $19,371 \times 0.5 = 9,686$ ). This burden**

**is increased by 8,686 burden hours, from 1,000 to 9,686, due to a change in the methodology FNS uses to calculate this burden. Previously, FNS had only included LEAs that were newly participating in the NSLP when calculating the burden. However, these agreements are required for all participating LEAs on an as needed basis. The increase in burden hours is an adjustment.**

8. 7 CFR Part 245.6a(f) requires LEAs to notify households of selection for verification.

**FNS estimates that out of 19,371 LEAs, 15,340 will submit 6.543 responses annually for a total of 100,369 responses ( $15,340 \times 6.543 = 100,369$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total burden of 25,092 hours ( $100,369 \times 0.25 = 25,092$ ). This burden is decreased by 14,108 burden hours, from 39,200 to 25,092 hours, due to a decrease in the number of households applying for free and reduced price meals and free milk via household applications. The decrease in burden hours is an adjustment.**

9. 7 CFR Part 245.6a(j) requires that LEAs provide households that failed to confirm eligibility with 10 days notice for receiving a reduction or termination of free or reduced price meal benefits.

**FNS estimates that 15,340 LEAs will provide 2.65365 notices annually for a total of 40,707 responses ( $15,340 \times 2.65365 = 40,707$ ). The estimated average burden per response is 6 minutes (0.1 hours) for a total burden of 4,071 hours ( $4,707 \times 0.1 = 4,707$ ). This burden is increased by 151 burden hours, from 3,920 to 4,071 hours, due to an increase in the number of households that are failing to confirm eligibility. The increase in burden hours is an adjustment.**

10. 7 CFR Part 245.6a(j) requires that LEAs provide households that failed to confirm eligibility with 10 days notice for receiving a reduction or termination of free milk benefits.

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**FNS estimates that 446 LEAs will provide 0.047 annual responses for a total of 21 annual responses ( $446 \times 0.047 = 21$ ). The estimated average burden per response is 6 minutes (0.1 hours) for a total burden of 2.1 hours ( $21 \times 0.1 = 2.1$ ). This burden will add 2 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). This increase in burden is due to the inclusion of the Special Milk Program's requirement to provide households that fail to confirm eligibility with a 10 days notice in the information collection review pertaining to 7 CFR Part 245.**

11. 7 CFR Part 245.9(f) requires SFAs with schools under Provisions 1, 2, or 3 to identify those schools in its free and reduced policy statement and certify their eligibility for the first year of operation.

**FNS estimates that 472 SFAs have schools electing Provision 1, 2, or 3 and will submit 0.25 responses annually for a total of 118 responses ( $472 \times .25 = 118$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total burden of 29.5 hours ( $118 \times 0.25 = 29.5$ ). This burden is decreased by 260.5 burden hours, from 290 to 30 hours, due to a decline in the number of schools electing Provision 1, 2, or 3 participation. The decrease in burden hours is an adjustment.**

12. 7 CFR Part 245.9(f)(4)(i) requires LEAs submit to SA documentation demonstrating that the LEA or school meets the identified student percentage by June 30.

FNS estimates that 500 LEAs will submit 1 response annually for a total of 500 responses ( $500 \times 1 = 500$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total burden of 125 hours ( $500 \times 0.25 = 125$ ). There is no change in burden.

13. 7 CFR Part 245.9(f)(5) requires LEAs to submit a list of schools eligible or potentially eligible to elect the Community Eligibility Provision (CEP) to SAs by April 15.

**FNS estimates that 8,729 LEAs will submit 1 response annually for a total of 8,729 responses ( $8,729 \times 1 = 8,729$ ). The estimated average burden per response is 5 minutes**

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**(0.08 hours) for a total burden of 698.32 hours ( $8,729 \times 0.08 = 698.32$ ). This burden is increased by 285.6 burden hours, from 412.72 to 698.32 hours, due to an increase in the number of schools electing to participate in CEP. The increase in burden hours is an adjustment.**

14. 7 CFR Part 245.9(g) requires LEAs that elect to participate in a Provision to amend their Free and Reduced Price Policy Statement to include a list of all participating schools and certify the schools meet the criteria.

**FNS estimates that 500 LEAs will submit 1 response annually for a total of 500 responses ( $500 \times 1 = 500$ ). The estimated average burden per response is 6 minutes (0.1 hours) for a total burden of 50 hours ( $500 \times 0.1 = 50$ ). This burden is decreased by 250 burden hours, from 300 to 50 hours. The burden previously applied to a higher number of LEAs when CEP was a new option for schools. Now that the majority of LEAs have amended their Free and Reduced Price Policy Statement, this requirement will apply to a smaller group of LEAs. The decrease in burden hours is an adjustment.**

15. 7 CFR Part 245.9(h) requires SFAs with schools under Provisions 2 or 3 to submit to FNS upon request all data and documentation used in granting extensions.

**FNS estimates that 472 SFAs have Provision 2 or 3 schools and will submit 0.25 responses annually for a total of 118 responses ( $472 \times 0.25 = 118$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total burden of 29.5 hours ( $118 \times 0.25 = 29.5$ ). The burden is reduced by 43 hours, from 73 to 30 hours, due to a decrease in the number of LEAs with schools that elect Provision 2 or 3 participation. The decrease in burden hours is an adjustment.**

16. 7 CFR Part 245.10(a) requires LEAs to submit to State agency for approval a free and reduced price policy statement.



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FNS estimates that out of 19,371 LEAs, 18,925 will submit 0.25 reports annually for a total of 4,731 responses ( $18,925 \times 0.25 = 4,731$ ). The estimated average burden per response is 5 minutes (0.08 hours) for a total burden of 378.5 hours ( $4,725 \times 0.08 = 378.5$ ). This burden is decreased by 1,189.5 burden hours due to a change in the methodology FNS is using to calculate this burden. Previously this burden was applied to all LEAs. However, the Free and Reduced Price Policy Statement is only required to be submitted after its initial submission if a change has occurred, so the burden has been reduced to indicate that some LEAs will submit not need a new statement. The decrease in burden hours is an adjustment.

17. 7 CFR Part 215.7(d) requires SFAs approved to participate in the Special Milk Program to enter into a written agreement with the State agency or FNSRO, as applicable, that may be amended as necessary.

FNS estimates that 446 LEAs will provide 0.2 responses each year for a total of 89 annual responses ( $446 \times 0.2 = 89$ ). The estimated average burden per response is 30 minutes (0.5 hours) for a total burden of 44.6 hours ( $89 \times 0.5 = 44.6$ ). This burden will add approximately 45 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). This increase in burden is due to the addition of the Special Milk Program's requirement for a written agreement between SAs and SFAs participating in the Special Milk Program. This burden was unintentionally omitted in previous information collection reviews pertaining to 7 CFR part 245.

18. 7 CFR Part 215.13a(c) requires institutions electing to provide free milk to annually submit a written free milk policy statement for determining free milk eligibility of children under their jurisdiction.

FNS estimates that 446 institutions will provide 1 report annually for a total of 446 responses ( $446 \times 1 = 446$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total burden of 111.5 hours ( $446 \times 0.25 = 111.5$ ). This burden will add 111.5 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). This increase in burden is due to the addition

**of the Special Milk Program's requirement of a written policy statement for institutions electing to provide free milk.**

AFFECTED PUBLIC: HOUSEHOLD LEVEL

- 1. 7 CFR Part 245.6(a)(1) requires households to complete application form for participation in the Special Milk Program.**

**FNS estimates that 3,808 households will submit 1 record annually for a total of 3,808 responses ( $3,808 \times 1 = 3,808$ ). The estimated average burden per response is 7 minutes (0.11 hours) for a total burden of 419 hours ( $3,808 \times 0.11 = 419$ ). This burden will add 419 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). This burden was unintentionally not reported in previous information collection reviews pertaining to 7 CFR Part 245.**

- 2. 7 CFR Part 245.6(a)(1) requires households complete application form for free or reduced price meal benefits.**

**FNS estimates that there are 3,548,078 households that will submit 1 record annually for a total of 3,548,078 responses ( $3,548,078 \times 1 = 3,548,078$ ). The estimated average burden per response is 7 minutes (0.11 hours) for a total burden of 390,289 hours ( $3,548,078 \times 0.11 = 390,289$ ). Thus burden is decreased by 200,961 hours, from 591,250 to 390,289 hours, due to a decrease in the number of households applying for school meals via household applications. The decrease in burden hours is an adjustment.**

- 3. 7 CFR Part 245.6a(a)(7)(i) requires households to send written evidence for verification of eligibility for free and reduced price meals to LEA.**

**FNS estimates that 100,369 households will submit 1 response annually for a total of 100,369 responses ( $100,369 \times 1 = 100,369$ ). The estimated average number of burden**

hours per response is 30 minutes (0.5 hours) resulting in an estimated total burden of 50,185 hours ( $100,369 \times 0.5 = 50,185$ ). This burden is decreased by 29,565 hours, from 79,750 to 50,185 hours, due to a decrease in the number of households applying for school meals via applications. The decrease in burden hours is an adjustment.

4. 7 CFR Part 215.13a(g)(2)(iv) requires households to respond to request for verification of applicants' free milk eligibility determinations.

FNS estimates that 114 households will submit 1 response annually for a total of 114 responses ( $114 \times 1 = 114$ ). The estimated average number of burden hours per response is 30 minutes (0.5 hours) resulting in an estimated total burden of 57 hours ( $114 \times 0.5 = 57$ ). This burden will add 57 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). The burden hours associated with this Special Milk Program requirement were unintentionally omitted in previous burden estimates.

5. 7 CFR Part 245.6a(a)(7)(ii) requires households to cooperate by providing collateral contacts for verification of eligibility.

FNS estimates that 1,004 households will each report 1 record annually for a total of 1,004 responses ( $1,004 \times 1 = 1,004$ ). The estimated average burden per response is 6 minutes (0.1 hours) for a total burden of 100.4 hours ( $1,004 \times 0.1 = 100.4$ ). This burden will add 24 minutes (0.4 hours) to OMB's inventory due to a more accurate calculation of burden associated with this requirement. The increase in burden is an adjustment.

## **RECORDKEEPING REQUIREMENTS**

AFFECTED PUBLIC: STATE AGENCIES

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1. 7 CFR Part 245.6(b)(1)(iv) requires State agencies to maintain agreements with the State agency conducting eligibility determinations for SNAP.

There are 54 (out of 54) State agencies that will maintain 1 record for a total of 54 responses ( $54 \times 1 = 54$ ). The estimated average burden per response is 6 minutes (0.1 hours) for a total burden of 5.4 hours ( $54 \times 0.1 = 5.4$ ). There is no change in burden.

2. 7 CFR Part 245.9(f)(4)(iii) requires state agencies to review and confirm LEAs eligibility to participate in Provisions 1, 2, or 3.

There are 54 State agencies that will maintain an estimated 9.26 records per year for a total of 500 annual responses ( $54 \times 9.26 = 500$ ). The estimated average burden per response is 5 minutes (0.08 hours) for a total burden of 40 hours ( $500 \times 0.08 = 40$ ). This burden is increased by 1 hour and 7.2 minutes (1.12 hours), from 38.88 hours to 40 hours, due to an increase in the amount of schools eligible or potentially eligible to participate in CEP and the number of schools in year 4 of CEP. The increase in burden is an adjustment.

3. 7 CFR Part 245.12(h)(4) requires State agencies to maintain annual October data on the number of schools participating in Provisions 1, 2 and 3 and extensions granted.

**FNS estimates that 35 SAs have Provision 1, 2 or 3 schools and will maintain 1 consolidated record every year for a total of 35 annual records ( $35 \times 1 = 35$ ). The estimated average burden per record is 1.5 hours for a total annual burden of 52.5 hours ( $35 \times 1.5 = 52.5$ ). This burden is decreased by 1,614 burden hours, from 1,666 hours to 52.5 hours, due to a decrease in the number of State agencies with LEAs operating Provision 1,2 or 3. The decrease in the number of State agencies offsets an increase in the estimated completion time, which was originally estimated at 15 minutes but is now estimated at 1.5 hours. The decrease in burden hours is due to an adjustment.**

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4. 7 CFR Part 245.12(i) requires State agencies to maintain records on annual verification data collected from LEAs (FNS-742).

There are 54 SAs that will maintain 1 report each year for a total of 54 annual records ( $54 \times 1 = 54$ ). The estimated average burden per response is 12 minutes (0.2 hours) for a total burden of 11 hours ( $54 \times 11 = 10.8$ ). There is no change in burden.

5. 7 CFR Part 245.13(g) requires State agencies that fail to meet the direct certification benchmark to maintain a Continuous Improvement Plan.

**FNS estimates that 10 SAs will maintain 1 record each year for a total of 10 annual records ( $10 \times 1 = 10$ ). The estimated average burden per record is 30 minutes (0.5 hours) for a total burden of 5 hours ( $10 \times 0.5 = 5$ ). This burden is decreased by 4 hours, from 9 to 5 hours, due to a decrease in the number of SAs failing to meet direct certification benchmarks. The decrease in burden hours is an adjustment.**

AFFECTED PUBLIC: LOCAL EDUCATIONAL AGENCIES (LEA)/SCHOOL FOOD  
AUTHORITIES (SFAS)

1. 7 CFR Part 245.6(e) requires LEAs to maintain eligibility determination documentation for 3 years after the end of the fiscal year.

**FNS estimates that 15,340 LEAs will maintain 1 set of records each year for a total of 15,340 annual records ( $15,340 \times 1 = 15,340$ ). The estimated average burden per record is 5 minutes (0.08 hours) for a total burden of 1,227 hours ( $15,340 \times 0.08 = 1,227$ ). This burden is decreased by 341 hours, from 1,568 to 1,227 hours, due to a decrease in the number of LEAs. The decrease in burden hours is an adjustment.**

2. 7 CFR Part 215.7(7) requires that all records pertaining to the Special Milk Program be maintained for 3 years after the end of the fiscal year and be made available to SAs and FNS upon request.

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**FNS estimates that 446 LEAs will maintain 1 set of records each year for a total of 446 annual records (446 x 1 = 446). The estimated average burden per request is 2.5 hours for a total burden of 1,115 hours (446 x 2.5 = 1,115). This burden will add 1,115 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). The burden hours associated with this Special Milk Program requirement were unintentionally omitted in previous burden estimates.**

3. 7 CFR Parts 245.9(h)(3) requires that LEAs of Provision schools maintain implementation records and documentation of methodology used to calculate the identified student percentage and eligibility.

**FNS estimates that there are 500 LEAs that maintain 1 record annually for a total of 500 records (500 x 1 = 500). The estimated average number of burden hours per record is 55 minutes (0.91 hours), resulting in an estimated total burden of 455 hours (500 x 0.91 = 455). This burden is decreased by 2,275 hours, from 2,730 to 455 hours, due to a change in the methodology FNS is using to calculate this burden. Previously this burden applied to a larger number of LEAs when CEP was first introduced. LEAs are only required to maintain implementation records and documentation when they begin a new CEP cycle. The decrease in burden hours is an adjustment.**

### **PUBLIC NOTIFICATION REQUIREMENTS**

#### **AFFECTED PUBLIC: STATE AGENCIES**

1. 7 CFR Parts 245.12(a)(2) and 245.3(a) require each SA to annually announce the family-size income standards to be used by LEAs in making eligibility determinations for free or reduced price meals and for free milk.

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There are 54 SAs that will submit 1 notice annually for a total of 54 responses ( $54 \times 1 = 54$ ). The estimated average burden per response is 6 minutes (0.10 hours) for a total estimated burden of 5.4 hours ( $54 \times 0.10 = 5.4$ ). There is no change in burden.

2. 7 CFR Parts 245.9(f)(7) requires each SA to make publically available the names of LEAs and schools receiving notifications.

There are 54 SAs that will submit 1 notice annually for a total of 54 responses ( $54 \times 1 = 54$ ). The estimated average burden per response is 10 minutes (0.17 hours) for a total estimated burden of 9 hours ( $54 \times 0.17 = 9.18$ ). There is no change in burden.

### AFFECTED PUBLIC: LOCAL EDUCATIONAL AGENCIES (LEAs)/SCHOOL FOOD AUTHORITIES (SFAs)

1. 7 CFR Parts 245.5 & 245.9 & 245.3(b) require LEAs to publicly announce criteria for determining eligibility of children for free and reduced price meals (or free milk) and provide an annual notice to parents and an annual media release and notification requirements for Provision 1, 2, & 3 schools.

**There are 18,925 LEAs that will submit 1 notice annually for a total of 18,925 responses ( $18,925 \times 1 = 18,925$ ). The estimated average burden per response is 15 minutes (0.25 hours) for a total estimated burden of 4,731 hours ( $18,925 \times 0.25 = 4,731$ ). This burden is decreased by 224 hours, from 4,956 to 4,731 hours, due to a decrease in the number of LEAs. The decrease in burden hours is an adjustment.**

2. 7 CFR Part 245.7(a)(2)(i) requires LEAs to publicly announce methods to make an oral or written request for a hearing.

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**There are 18,925 LEAs that will submit 1 notice annually for a total of 18,925 responses (18,925 x 1 = 18,925). The estimated average burden per response is 6 minutes (0.1 hours) for a total estimated burden of 1,893 hours (18,925 x 0.1 = 1,893). This burden is decreased by approximately 89 hours, from 1,982 to 1,893 hours, due to a decrease in the number of LEAs. The decrease in burden hours is an adjustment.**

- 3. 7 CFR Part 215.13a(e) requires LEAs with schools offering free milk to annually make a public announcement.**

**There are 446 LEAs that will submit 1 notice annually for a total of 446 notifications (446 x 1 = 446). The estimated average burden per notification is 15 minutes (0.25 hours) for a total estimated burden of 111.5 hours each year (446 x 0.25 = 111.5). This burden will add 111.5 hours to OMB's inventory due to a program change (existing information collection in use without OMB approval). The burden hours associated with this Special Milk Program requirement were unintentionally omitted in previous burden estimates.**