

OMB Control #0584-0026
7 CFR Part 245, Determining Eligibility for Free Reduced Price Meals

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 an Adjustment	Total Difference
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs			
State Agency (SA) Level												
Meals and Milk Eligibility	245.6(i)	SAs and LEAs that plan to use or disclose information about children eligible for free or reduced price meals and/or free milk in ways not specified in this section must obtain written consent from the child's parent or guardian prior to the use or disclosure.		54	1	54	0.25	13.5	13.5		0.0	0.0
Meals and Milk Eligibility	245.6(j)	SAs enter into written agreement with the agency receiving children's free and reduced price meal and/or free milk eligibility information.		54	1	54	0.25	13.5	13.5		0.0	0.0
Community Eligibility	245.9(f)(6)	State agency to notify LEAs of their community eligibility status as applicable		54	161.65	8,729.0	0.050	436.45	229.50	0.00	207	207
F/R Eligibility	245.12(g)	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.		54	1	54	0.10	5.4	5.4		0.0	0.0
F/R Eligibility	245.12(h)(4)	SAs submit to FNS <u>upon request</u> , the number of schools on Provision 1, Provision 2 or Provision 3 and extensions.		35	1	35	1.50	52.5	64.5		-12	-12
CIP	245.13(e)	SAs that fail to meet the direct certification benchmark must develop and submit a <i>Continuous Improvement Plan</i> within 90 days of notification.		10	1	10	3.00	30	54		-24	-24
Free Milk Eligibility	215.13a(b)	Each State agency, or FNSRO shall provide such institutions 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.		52	1	52	0.20	10.4	0.0	10.40		10.40
	245.6a (h) 245.11(b) (2) 245.11(c)(3) 245.11(i)	SA reporting burden for electronic reports accounted for in the Food Program Reporting System (FPRS) ICR #0584-0594.	FNS-742, FNS-874									
State Agency Level Total				54	166.44	8988	0.0625	562	380	10.40	171	181
Local Educational Agency (LEA) / School Food Authority Level (SFA)												
F/R Eligibility	245.6(c)(6)(i)	LEAs notify households of approval of meal benefit applications.		15,340	219.73110	3,370,675	0.02	67,413.5	106,232		-38,819	-38,818
Free Milk Eligibility	245.6(c)(6)(i)	LEAs must notify the household of the children's eligibility in the Special Milk Program after approving their application.		446	8.54	3,808	0.02	76.16	0	76.16		76.16
Direct Certification	245.6(c)(6)(ii)	LEAs must notify households in writing that children are eligible for free meals based on direct certification and that no application is required.		15,340	332.1888	5,095,776	0.02	101,915.52	98,000.00		3,915.52	3,915.52

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Free Milk Eligibility	245.6(c)(6)(ii)	LEAs must notify households in writing that children are eligible for free milk based on direct certification and that no application is required.		446	20.04	8,938	0.02	178.76	0.00	178.76		178.76
F/R Eligibility	245.6 (c)(7)	LEAs provide written notice to each household of denied free or reduced price benefits.		15,340	11.56480	177,404	0.02	3,548.08	3,920		-371.92	-372
Free Milk Eligibility	245.6 (c)(7)	LEAs provide written notice to each household of denied free milk benefits		446	0.42691	190	0.02	3.81	0	3.81		3.81
Meals and Milk Eligibility	245.6(j)	LEAs must have a written agreement with an agency to disclose children's free and reduced price meals and/or free milk eligibility information.		19,371	1	19,371	0.500	9,686	1,000		8,685.75	8,685.75
F/R Eligibility	245.6a (f)	LEAs notify households of selection for verification.		15,340	6.543	100,369	0.25	25,092	39,200		-14,107.75	-14,107.75
F/R Eligibility	245.6a (j)	LEAs must provide households that failed to confirm eligibility with 10 days notice for receiving a reduction or termination of free or reduced price meal benefits.		15,340	2.65365	40,707	0.10	4,070.7	3,920		150.7	151
Free Milk Eligibility	245.6a (j)	LEAs must provide households that failed to confirm eligibility with 10 days notice for receiving a reduction or termination of free milk benefits.		446	0.047085	21	0.10	2.1	0	2.10		2.10
F/R Eligibility	245.9 (f)	SFAs with schools under Provisions 1, 2, or 3 must identify those schools in its free and reduced price policy statement and certify their eligibility for the first year of operation.		472	0.25	118	0.25	29.50	290		-260.5	-261
Community Eligibility	245.9(f)(4)(i)	LEAs submit to State agency documentation of acceptable identified student percentage of LEA/school electing the provision		500	1	500	0.25	125.00	125.00	0.00	0.00	0
Community Eligibility	245.9(f)(5)	LEA to submit to the State agency for publication a list of eligible and potentially eligible schools and their eligibility status; unless otherwise exempted by State agency		8,729	1	8,729	0.08	698.32	412.72	0.00	285.60	286
Community Eligibility	245.9(g)	LEAs to amend free and reduced policy statement and certify that schools meet eligibility criteria		500	1	500	0.1	50.00	300.00	0.00	-250.00	-250
F/R Eligibility	245.9 (h)	SFAs with schools under Provision 2 or Provision 3 submit to FNS upon request all data and documentation used in granting extensions.		472	0.25	118	0.25	29.5	72.6		-43.1	-43
F/R Eligibility	245.10 (a)	LEAs submit to SA for approval a free and reduced price policy statement.		18,925	0.25	4,731.00	0.08	378.5	1,568		-1,189.5	-1,190
Free Milk Eligibility	215.7(d)	Each school food authority approved to participate in the SMP shall enter into a written agreement with the State agency or FNSRO, as applicable, that may be amended as necessary.		446	0.20	89.20	0.50	44.6	0	44.60		44.60

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Free Milk Eligibility	215.13a(c)	Institutions electing to provide free milk shall annually submit a written free milk policy statement for determining free milk eligibility of children under their jurisdiction.		446	1.00	446.00	0.25	111.5	0	111.50		111.50
Local Educational Agency / School Food Authority Level Total				19,371	455,953	8,832,491	0.0242	213,454	255,040	417	-42,004	-41,586
School Level												
Free Milk Eligibility	245.6(a)(1)	Households complete application form for participation in the Special Milk Program.		3,808	1.00	3,808	0.11	418.88	0	418.88		418.88
F/R Eligibility	245.6 (a)(1)	Households complete application form for free or reduced price meal benefits.		3,548,078	1	3,548,078	0.11	390,288.58	591,250		-200,961.42	-200,961
F/R Eligibility	245.6a (a)(7)(i)	Households assemble written evidence for verification of eligibility for free and reduced price meals and send to LEA.		100,369	1	100,369	0.50	50,184.5	79,750		-29,565.5	-29,565.5
Free Milk Eligibility	215.13a(g)(2)(iv)	Households respond to requests for verification of eligibility in the Special Milk Program.		114	1	114	0.50	57.12	0	57.12		57.120
F/R Eligibility	245.6a (a)(7)(ii)	Households cooperate with collateral contacts for verification of eligibility.		1,004	1	1,004	0.10	100.4	100		0.4	0.40
Household Level Total				3,551,886	1.03	3,653,373	0.1207	441,049	671,100	476	-230,526.52	-230,051
Total Reporting Burden				3,571,311	3.50	12,494,852	0.05	655,065	926,521	903	-272359.295	-271,455

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 an Adjustment	Total Difference
State Agency Level												
Direct Certification	245.6(b)(1)(iv)	SA must maintain agreements with the SA conducting eligibility determinations for SNAP.		54	1	54	0.10	5	5			0
Community eligibility	245.9(f)(4)(ii)	State Agency to review and confirm LEAs eligibility to participate in Provisions 1, 2, or 3		54	9.26	500	0.08	40	38.88	0	1.12	1.12
F/R Eligibility	245.12(h)(4)	SA maintains annual October data on number of schools on Provisions 1, 2, or 3 and extensions granted.		35	1	35	1.50	52.50	1,666		-1,614	-1,614
F/R Eligibility	245.12(i)	SA maintains annual verification data collected from SFAs (for FNS-742).		54	1	54	0.20	10.53	11		0	0
CIP	7 CFR 245.13(g)	State agencies that fail to meet the direct certification benchmark must maintain a Continuous Improvement Plan.		10	1	10	0.50	5	9		-4	-4
State Agency Level Total				54	12.09	653	0.17354	113	1,730	0	-1,616.88	-1,616.86
Local Educational Agency / School Food Authority Level												
F/R Eligibility	245.6(e)	LEAs must maintain documentation substantiating eligibility determinations for 3 years after the end of the fiscal year.		15,340	1	15,340	0.08	1,227.2	1,568		-340.8	-340.8
Free Milk Eligibility	215.7(7)	Upon request, make all records pertaining to its milk program available to the State agency and to FNS; such records shall be retained for a period of three years after the end of the fiscal year to which they pertain.		446	1	446	2.50	1,115.0	0	1,115		1,115.0
Community eligibility	245.9(h)(3)	LEA to maintain documentation related to methodology used to calculate the identified student percentage and determine eligibility		500	1	500	0.91	455	2,730	0	-2,275	-2,275
Local Educational Agency / School Food Authority Level Total				15,786	1.03	16,286	0.17175	2,797	4,298	1,115	-2,615.8	-1500.8
School Level Total				-	-	-	-	-	-	-	-	-
Total Recordkeeping Burden				15,840	1.07	16,939	0.172	2,911	6,028	1,115	-4232.68	-3117.658

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Public Notification													
				A	B	C = (A*B)	D	E= (C*D)	F				G =E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Existing Requirements in Use without OMB approval	Due to an Adjustment	Total Difference
State Agency Level													
F/R Eligibility	245.3(a) & 245.12(a)(2)	Each SA shall by July 1 announce family-size income standards to be used by LEAs in making eligibility determinations for free or reduced price meals and for free milk.		54	1	54	0.10	5.4	5.4				0
Community Eligibility	245.9(f)(7)	State agency to make publicly available the names of LEAs and schools receiving notifications		54	1	54	0.170	9.18	9.18	0.00	0.00	0	0
State Agency Level Total				54	2.00	108	0.14	14.58	14.58	0	0	0	0.00
Local Educational Agency / School Food Authority Level													
F/R Eligibility	245.5 & 245.9 & 245.3(b)	LEAs publicly announce criteria for determining eligibility of children for free and reduced price meals (or free milk) or participation in Provision 1, 2, or 3 in an annual media release.		18,925	1	18,925	0.25	4,731.25	4,956			-224	-224
F/R Eligibility	245.7(a)(2)(i)	LEAs publicly announce method to make an oral or written request for a hearing.		18,925	1	18,925	0.10	1,893	1,982.2			-89.7	-89.70
Free Milk Eligibility	215.13a(e)	LEAs with schools offering free milk available under the Special Milk Program shall annually make a public announcement.		446	1	446	0.25	112.0	0.0		112.0		112.0
Local Educational Agency / School Food Authority Level Total				19,371	1.98	38,296	0.176	6,735.75	6,937.7	0	112	-314	-201.95
Total Public Notification Burden				19,425	1.98	38,404	0.176	6750.33	6,952.28	0	112	-314	-201.95

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	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
Recordkeeping					
State Agency Level	54	12.09	653	0.174	113
Local Educational Agency Level	15,786	1.03	16,286	0.172	2,797
Recordkeeping Total	15,840	1.07	16,939	0.172	2,911
Reporting					
State Agency Level	54	166.44	8,988	0.06	562
Local Educational Agency Level	19,371	455.953	8,832,491	0.024	213,454
Household Level	3,551,886	1.03	3,653,373	0.12	441,049
Reporting Total	3,571,311	3.50	12,494,852	0.05	655,065
Public Notification					
State Agency Level	54	2	108	0.14	15
Local Educational Agency Level	19,371	2	38,296	0.176	6,735.75
Public Notification Total	19,425	1.98	38,404	0.176	6,750
TOTAL BURDEN	3,571,311	3.514	12,550,195	0.053	664,726