

APPENDIX I: WIC Burden Table										
Regulatory Section	Information Collected	Estimated Number of Respondents	Annual Responses per Respondent	Total Annual Responses	Number of Burden Hours per Request	Estimated Total Burden Hours	Previous Submission: Total Hours per Person	Difference Due to Program Changes	Difference Due to Adjustments	Explanation of Differences
REPORTING BURDEN ESTIMATES										
Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)										
246.4	State Plan	89.00	1.00	89.00	134.62	11,981.18	12,115.80	-134.62		Change in number of State agencies
246.5(b)	Local Agency (LA) applications	904.00	1.00	904.00	2.00	1,808.00	1,837.00	-29.00		Change in number of local agencies.
246.6	LA Agreements	904.00	1.00	904.00	1.50	1,356.00	1,377.75	-21.75		Change in number of local agencies.
246.7(i)(2)(iii)(A)	LA requests for notice extension	301.30	1.00	301.30	0.25	75.33	76.50	-1.18		Change in number of local agencies.
246.7(i)	Cert. data for women	1,808.00	1,807.37	3,267,728.00	0.17	545,711.00	624,927.82	-79,216.82		Decrease in number of women certifications.
246.7(i)	Cert. data for children	1,808.00	2,923.56	5,285,794.50	0.17	882,728.00	1,015,270.01	-132,542.01		Decrease in number of child certifications.
246.7(i)	Certification data for infants	1,808.00	947.12	1,712,401.00	0.17	285,970.97	318,553.65	-32,582.68		Decrease in number of infant certifications.
246.7(i)(9)	SA notification re funding shortfall	4.00	1.00	4.00	0.08	0.33	0.36	-0.03		Decrease due to use of minutes to hours conversion chart
246.7(k)	Verification of Certification cards	1,808.00	114.00	206,103.84	0.08	17,210.00	20,771.96	-3,561.96		Decrease in number of total certifications.
246.10(b)(1)	Identification of acceptable foods	89.00	1.00	89.00	40.00	3,560.00	3,600.00	-40.00		Decrease in number of State agencies.
246.10(b)(2)	Submit APL as food list	54.00	4.00	216.00	0.01	1.79	1.79	0.00		N/A
246.10(d)(1)	Medical documentation, 1% of infants	1,808.00	9.47	17,124.01	0.03	572.00	562.15	9.85		Increase in number of infant certifications. (1% of infants)
246.11(d)(2)	LA nutrition education plan	1,808.00	1.00	1,808.00	40.00	72,320.00	73,480.00	-1,160.00		Change in number of local agencies
246.12(g)(4)(i)	Vendor food sales data	89.00	41.47	3,691.00	4.00	14,764.00	10,308.00	4,456.00		Respondent group = the number of vendors that derive more of their revenue from WIC than from SNAP. The number of respondents increased.
246.12(g)(4)(ii)(B)	Vendor shelf prices	79.00	1,042.13	82,328.00	2.00	164,656.00	178,896.00	-14,240.00		Decrease in number of vendors and State agencies results in proportionate decrease in reporting for vendor shelf prices.
246.12(g)(4)(ii)(B)	Vendor shelf prices exemption	5.00	1.00	5.00	8.00	40.00	16.00	-8.00	32.00	Decrease of 8 hours due to program change from streamlining the process. Increase in adjustment hours due to an expected increase in State agencies requesting this exemption (due to reduced hours to respond).
246.12(i)(1)	Vendor training development	89.00	1.00	89.00	8.00	712.00	720.00	-8.00		Change in number of State agencies.
246.12(i)(1)	Vendor training	89.00	462.52	41,164.00	2.00	82,328.00	89,448.00	-7,120.00		Decrease in number of vendors results in proportionate decrease in training.
246.12(j)(4)	Vendor compliance investigations	89.00	23.13	2,058.20	2.00	4,116.40	4,472.40	-356.00		Decrease in number of vendors results in proportionate decrease in estimated compliance investigations.
246.12(o)	Complaints	89.00	112.36	10,000.00	1.00	10,000.00	10,000.00	0.00		N/A
246.12(q)	Disposition of food instruments	89.00	1.00	89.00	40.00	3,560.00	3,600.00	-40.00		Decrease in number of State agencies.
246.14(d)	ADP proposals	20.00	1.00	20.00	160.00	3,200.00	11,200.00	-8,000.00		Increase in the number of State agencies that have already transitioned to EBT due to the legislative mandate of state-wide EBT by October 1, 2020. Thus, fewer ADP proposals are anticipated.
246.16(d)	Distribution of funds to LAs	89.00	81.26	7,232.00	2.00	14,464.00	14,696.00	-232.00		Change in number of local agencies.
246.17(c)(1)	Termination of SAs & LAs	89.00	0.11	10.00	8.00	80.00	80.00	0.00		N/A
246.19(a)(2)	SA corrective action plans to FNS	29.37	1.00	29.37	30.00	881.10	900.00	-18.90		Program change decrease in 10 hours to develop action plan due to streamlining process. Decrease in 8.90 hours due to change in number of State agencies and ME cycle.
246.19(b)(5)	Targeted LA reviews	89.00	2.54	226.00	2.00	452.00	459.25	-7.25		Change in number of local agencies.
246.20(a)(2)	SA response to OIG audits	1.00	1.00	1.00	40.00	40.00	40.00	0.00		N/A
Subtotal Reporting: State and Local Agencies		1,897	5,609	10,640,409	0.20	2,122,368	2,397,410	-18.00	-274,804	
Affected Public: Individuals and Households: Applicants for Program Benefits										
246.7(i)	Cert. data for women	1,633,864.00	2.00	3,267,728.00	0.17	545,710.58	183,802.30	381,997.41	-20,089.13	Increase due to items not previously included in estimate. Decrease in number of women certifications.
246.7(i)	Cert. data for children	3,523,863.00	1.50	5,285,794.50	0.17	882,727.68	298,608.83	617,909.38	-33,790.53	Increase due to items not previously included in estimate. Decrease in number of children certifications.
246.7(i)	Certification data for infants	1,712,401.00	1.00	1,712,401.00	0.17	285,970.97	93,692.25	200,179.68	-7,900.96	Increase due to items not previously included in estimate. Decrease in number of infant certifications.
246.10(d)(1)	Medical documentation, 1% of infants	17,124.01	1.00	17,124.01	0.03	572.00	562.15	10.00		Increase in number of infant certifications. (1% of infants)
246.10(d)(1)	Medical documentation	120,278.55	2.00	240,557.10	0.05	12,051.91	13,512.79	-1,460.88		Decrease in number of participants.
Subtotal Reporting: Applicants		6,870,128	1.53	10,523,605	0.16	1,727,033	590,178	1,200,086.46	-63,231	
Affected Public: Business: Retail Vendors (WIC-Authorized Food Stores)										
246.12(g)(4)(i)	Vendor food sales data for A50s	3,691.00	1.00	3,691.00	2.00	7,382.00	5,154.00	2,228.00		Respondent group = the number of vendors that derive more of their revenue from WIC than from SNAP. The number of respondents increased.
246.12(g)(4)(ii)(B)	Vendor shelf prices	36,538.83	2.00	73,077.66	2.00	146,155.33	149,080.00	-2,924.67		Decrease in number of retail vendors.
246.12(h)	Vendor applications & Agreements	13,584.12	1.00	13,584.12	1.00	13,584.12	22,362.00	-8,777.88		Decrease in number of retail vendors (% of total).
246.12(h)(8)(i)	Vendor incentive items	389.20	1.00	389.20	1.00	389.20	859.00	-469.80		Decrease in the number of above 50 percent vendors.
Subtotal Reporting: Retail Vendors *		41,164	2.20	90,742	1.85	167,511	177,455	0.00	-9,944	
GRAND SUBTOTAL: REPORTING**		6,913,189	3.07	21,254,756	0.19	4,017,132	3,165,043	1,200,068	-347,980	
RECORDKEEPING BURDEN ESTIMATES										
Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)										
246.10(d)(1)	Medical documentation	10,000.00	2.00	20,000.00	0.02	334.00	320.00	14.00		Increase due to use of minutes to hours conversion chart
246.12(g)(10)	Vendor infant formula suppliers	89.00	1.00	89.00	50.00	4,450.00	4,500.00	-50.00		Decrease due to change in number of State agencies.
246.12(h)(1)(i)	Vendor applications & agreements	13,584.12	1.00	13,584.12	1.00	13,584.12	22,362.00	-8,777.88		Decrease in number of retail vendors results in proportionate decrease in applications and agreements
246.12(h)(8)(ii)	Vendor incentive items	389.20	1.00	389.20	1.00	389.20	859.00	-469.80		Decrease in the number of above 50 percent vendors.
246.12(i)(4)	Vendor training content	89.00	1.00	89.00	2.00	178.00	180.00	-2.00		Decrease in number of State agencies.
246.12(i)(6)	Routine vendor monitoring	89.00	23.13	2,058.20	0.50	1,029.10	2,236.20	-1,029.10		Program change decrease in 1,029.1 hours due use of technology to streamline process. Decrease in 178 hours due to change in number of State agencies and vendors
246.12(j)(6)(ii)	Vendor compliance investigations	89.00	23.13	2,058.20	2.00	4,116.40	4,472.40	-356.00		Decrease in number of retail vendors results in proportionate decrease in vendor compliance investigations
246.12(k)(3)	Vendor notice of violations	89.00	5.78	514.00	1.00	514.00	2,300.00	-1,786.00		Decrease due to a decrease in the number of vendor violations.
246.23(c)(1)	Disposition of participant claims	89.00	1.00	89.00	5.00	445.00	450.00	-5.00		Decrease in number of State agencies.
246.25(a)	Financial ops. & food delivery sys.	1,897.00	12.00	22,764.00	2.00	45,528.00	46,248.00	-720.00		Decrease in number of local agencies.
246.25(a)	Nutrition ed. for women & children	1,808.00	11,410.90	20,630,908.00	0.02	344,536.16	395,724.23	-51,188.07		Decrease due to a decrease in women and child participants.
246.25(a)	Nutrition education for infants	1,808.00	3,788.50	6,849,604.00	0.02	114,388.39	127,421.46	-13,033.07		Decrease in infant participants.

246.25(a)	Fair hearings	1,897.00	1.00	1,897.00	0.25	474.25	481.75		-7.50	Change in number of local agencies.			
SUBTOTAL: RECORDKEEPING		11,897	2,315.21	27,544,044	0.02	529,967	607,555	-1,029.10	-76,559				
GRAND TOTAL: REPORTING AND RECORDKEEPING		6,913,189	7.06	48,798,800	0.09	4,547,099	3,772,598	1,199,039	-424,538				
SUMMARY OF REPORTING BURDEN (OMB #0584-0043)													
TOTAL NO. RESPONDENTS		6,913,189		*Total retail vendor data provided from The Integrity Profile (TIP) database on WIC vendor population.									
AVERAGE NO. RESPONSES PER RESPONDENT		3.07											
TOTAL ANNUAL RESPONSES		21,254,756											
AVERAGE HOURS PER RESPONSE		0.19		**In the Grand Subtotal, Reporting for the previous submission total burden hours was adjusted to 3,165,043 to match the ROCIS calculations. In the Excel calculations, this total is actually 3,165,043.8, which Excel rounds to 3,165,044. ROCIS, however, did not round this total so									
TOTAL ANNUAL BURDEN HOURS REQUESTED		4,017,132		the total previously submitted hours were adjusted to match.									
CURRENT OMB INVENTORY		3,165,043											
DIFFERENCE		852,088											
SUMMARY OF RECORDKEEPING BURDEN (OMB #0584-0043)													
TOTAL NO. RECORDKEEPERS		11,897											
AVERAGE NO. RESPONSES PER RESPONDENT		2,315.21											
TOTAL ANNUAL RESPONSES		27,544,044											
AVERAGE HOURS PER RESPONSE		0.02											
TOTAL ANNUAL BURDEN HOURS REQUESTED		529,967											
CURRENT OMB INVENTORY		607,555											
DIFFERENCE		-77,588											
ANNUAL REPORTING & RECORDKEEPING BURDEN (OMB #0584-0043)													
GRAND TOTAL - RESPONSES		48,798,800											
GRAND TOTAL - ANNUAL BURDEN HOURS		4,547,099											
CURRENT OMB INVENTORY		3,772,598											
DIFFERENCE		774,501											