

## Appendix E FMNP Burden Narrative

### Estimate of the Information Collection Burden for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Farmers' Market Nutrition Program (FMNP)

This document explains the calculation of the Information Collection Request (ICR) for the WIC Farmers' Market Nutrition Program (FMNP). The ICR establishes reporting and record-keeping requirements for the FMNP. The below narrative describes the revisions to the currently approved burden and reflects both program changes and adjustments. The resulting calculations are highlighted in bold, and are also reflected in the attached spreadsheet.

All regulatory citations refer to 7 Code of Federal Regulations (CFR) Part 248 of the federal FMNP Regulations and 7 CFR Part 246 of the federal WIC Regulations.

#### **REPORTING BURDEN ESTIMATES** **AFFECTED PUBLIC: STATE AND LOCAL AGENCIES** **(INCLUDING INDIAN TRIBAL ORGANIZATIONS AND U.S. TERRITORIES)**

1. Sections 248.3(e), 246.5 requires each organization interested in being authorized as a local agency to submit an application to the State agency (SA). The average local agency agreement is for two years. There are 994 local agencies and FNS estimates that 70 percent of all local agencies are local government agencies ( $994 \times 0.70 = 695.8$ ) and the remaining 30 percent are nonprofit businesses. FNS estimates each year that half ( $695.8 \times .5 = 347.9$ ) of all local agencies submit applications. Each application requires two burden hours to complete.

**FNS estimates 695.8 total annual burden hours for completing local agency applications (Approximately 695.8 Local agencies x frequency of 0.50 Local agencies agreement responses annually = 347.9 total annual responses x 2 hours per local agency to complete the application = 695.8 total annual burden hours). This represents a decrease of 284 burden hours under this burden revision due to the remaining 30 percent of the 994 local agencies being reported under Authorized Outlets and Businesses for the first time. This decrease is due to an adjustment.**

2. Section 248.4 requires each State Agency to annually submit a State Plan to FNS for approval, by November 15 of each year, as an application or prerequisite to the receipt of federal funds from the Food and Nutrition Service (FNS). The initial and annual FMNP State Plan submissions are considered to be applications for a federal grant. The State Plan requires the State agency to outline the various aspects of its program operations. There are 49 State agencies and FNS estimates that each State agency will spend 40 burden hours annually producing the State Plan. This 40 hour estimate includes the time for new SAs to submit additional amendments; addendums; and expansion requests.

FNS estimates 1,960 total annual burden hours for each State agency to complete a State Plan once a year ( $49 \text{ State agencies} \times 40 \text{ hours per State Plan} = 1,960 \text{ total annual burden}$

hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

3. Section 248.6, 248.10(i) requires that pertinent certification data be collected and recorded by the local agency on a form(s) provided by the State agency and that participants be notified of their rights and responsibilities; including instructions on the proper use and redemption of the FMNP benefits. There are approximately 1,560,475 participants in FMNP. Applicants for WIC program benefits are required to provide proof of income, residency, identity, and be determined at nutrition risk in order for the State and/or local agency to determine an applicant's eligibility for participation in WIC. FNS estimates that the collection of certification data and meeting federal regulatory provisions guiding appropriate notifications require 15 minutes (0.25 burden hours) per participant.

**FNS estimates 390,118.75 total annual burden hours for the certification of FMNP participants (49 States x 31,846.43 frequency of certification response per States annually = 1,560,475 total annual certification responses x 0.25 per State agency = 390,118.75). This represents a decrease of 21,528 burden hours due to a decrease in the number of participants. This decrease is due to an adjustment.**

4. Section 248.10(a)(2),(3),(b),(c) sets forth State agency responsibilities regarding the selection and authorization of farmers, farmers' markets, and roadside stands (authorized outlets) for the FMNP. FNS estimates that it takes one hour for each State agency to review each outlet application. Approximately half of the State agencies that currently administer the FMNP also administer the SFMNP; in most cases, the same authorized outlets that are authorized to participate in one program will be authorized to participate in the other. There are approximately 19,884 authorized outlets. Therefore, we are projecting that 9,942 authorized outlet ( $19,884 \div 2 = 9,942$ ) applications will need to be reviewed by FMNP State agencies.

**FNS estimates 9,942 total annual burden hours for the authorization of outlets (9,942 authorized outlets  $\div$  49 State agencies = 202.90 outlet applications per State agency x 49 State agencies = 9,942 total outlet applications x 1 burden hour per State agency = 9,942 total annual burden hours). This represents a decrease of 2,618 burden hours due to a decrease in the number of farmers, farmers' markets, and roadside stands. This decrease is due to an adjustment.**

5. Section 248.10(a)(4)(d) requires the State agency to ensure that face-to-face training is conducted prior to startup of the first year of FMNP participation of an authorized outlet. The face-to-face training assures authorized outlets have knowledge of program rules and procedures. **FNS estimates 392 total annual burden hours for developing face-to-face training (49 State agencies x 8 burden hours per State agency = 392). This is an increase of 392 hours as developing face-to-face trainings was not previously reported. Under this revision, and future revisions, face-to-face training data will be reported under the FMNP burden. This increase is due to a program change.**

**Additionally, FNS estimates that it will take 2 hours to provide training to each authorized outlet conducted at a frequency of 15 times a year per State agency, for an estimated 1,470 annual burden hours (49 State agencies x 15 face-to-face trainings=735 total face-to-face trainings x 2 burden hours per State agency=1,470 burden hours). This is an increase of 1,470 hours since the previous submission as conducting face-to-face trainings was not previously reported. Under this revision, and future revisions, face-to-face training data will be reported under the FMNP burden. This increase is due to a program change.**

6. Section 248.10(b)(5) sets forth that a State agency may disqualify an authorized outlet for FMNP abuse. FNS estimates that 5 State agencies will disqualify an authorized outlet and spend 5 minutes (0.0835 burden hours) notifying the authorized outlet of their disqualification.

**FNS estimates 0.42 burden hours to notify an authorized outlet of disqualification (5 State agencies x 0.0835 burden hours per State agency= 0.42 burden hours). This is an increase of 0.42 hours since the previous submission as notification of disqualification was not previously reported. Under this revision, and future revisions, disqualification data will be reported under the FMNP burden. This increase is due to a program change.**

7. Section 248.10(d) requires State agencies to conduct annual training for authorized outlets participating in the FMNP to assure authorized outlets have knowledge of program rules and procedures. State agencies have discretion in determining the method used for annual training purposes. **FNS estimates 392 total annual burden hours for developing the annual training (49 State agencies x 8 burden hours per State agency= 392). This increase of 392 hours is due as developing annual trainings of authorized outlets was not previously reported. Under this revision, and future revisions, annual training data will be reported under the FMNP burden. This increase is due to a program change.**

**Additionally, FNS estimates that it will take 2 hours to provide training to each authorized outlet conducted at a frequency of 15 times a year per State agency, for an estimated 1,470 annual burden hours (49 State agencies x 15 annual trainings per State agency=735 total annual trainings x 2 burden hours per State agency=1,470 total annual burden hours). This is an increase of 1,470 hours since the previous submission as conducting annual trainings of authorized outlets was not previously reported. Under this revision, and future revisions, annual training data will be reported under the FMNP burden. This increase is due to a program change.**

8. Section 248.10(e)(2),(3); 248.17(c)(1)(i) requires that each FMNP State agency document specific information for all on-site monitoring visits. The requirement states that at least 10 percent of authorized outlets must be monitored annually. There are approximately 19,884 authorized outlets. Ten percent of the authorized outlets will be monitored each year (19,884 x 0.10) for a total of 1,988.4 authorized outlets that will be

monitored annually. FNS estimates that it takes 1.5 hours to monitor each authorized outlet.

**FNS estimates 2,982.6 total annual burden hours for the monitoring of authorized outlets (1,988.4 total annual authorized outlets ÷ 49 State agencies = 40.58 authorized outlets to be reviewed per State agency x 49 State agencies = 1,988.4 total authorized outlets to be reviewed x 1.5 burden hours per review = 2,982.6 total annual burden hours). This represents a decrease of 785 burden hours due to a decrease in the number of farmers, farmers' markets, and roadside stands. This decrease is due to an adjustment.**

9. Section 248.10(e)(4) and 248.17(c)(1)(ii) requires the State agency to conduct monitoring reviews of all local agencies within the State agency's jurisdiction at least once every 2 years, which means that each year half (0.5) of all local agencies will be reviewed. Monitoring of local agencies shall encompass, but not be limited to, evaluation of management, accountability, certification, nutrition education, financial management systems, and coupon management systems. FNS estimates that it takes two hours for the State agency to conduct local agency reviews and report the results of the targeted reviews to FNS.

**FNS estimates 994 total annual burden hours for this provision (994 local agencies ÷ 49 State agencies = 20.28 local agencies per State agency x 0.5 local agencies to be reviewed = 10.14 local agencies per State agency to be reviewed every year x 49 State agencies = 497 total local agencies to be reviewed x 2 burden hours per State agency = 994 total annual burden hours). This is an increase of 994 burden hours as the monitoring reviews of local agencies was not previously reported. Under this revision, and future revisions, local agency monitoring reviews data will be reported under the FMNP burden. This increase is due to a program change.**

10. Section 248.10(f) requires that the State agency control and provide accountability once a year for the receipt and issuance of FMNP coupons, including the secure transportation and storage of unissued coupons. In addition, the State agency is responsible for designing and implementing a coupon management system that will detect errors in the FMNP accountability and issuance system. FNS estimates 5 burden hours for each State agency to conduct oversight and manage this system of operations.

FNS estimates 245 total annual burden hours for the oversight and management of these operations (49 State agencies x 5 burden hours per State agency = 245 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

11. Section 248.10(h) requires the State agency to identify the disposition of all FMNP coupons once a year as validly redeemed, lost or stolen, expired, or not matching issuance records. In addition, the State agency is responsible for designing and implementing a system to disclose the status of all FMNP coupons, and must describe

this system in the State Plan. FNS estimates that it takes three burden hours per year for each State agency to audit and monitor the disposition of all FMNP coupons.

FNS estimates 147 total annual burden hours to audit and monitor the disposition of all FMNP coupons (49 State agencies x 3 burden hours per State agency= 147 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

12. Section 248.10(j) requires State agencies to have procedures which document the handling of complaints by participants and authorized outlets. FNS estimates that State agencies will receive 500 complaints from authorized outlets annually and will take one hour to respond to each complaint. Complaints from participants are captured under OMB Control Number: 0584-0043 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program Regulations – Reporting and Recordkeeping; Expiration 12/31/2023.

**FNS estimates 500 total annual burden hours to respond to complaints from authorized outlets (500 complaints ÷ 40 State agencies=10.20 complaint responses per State agency x 49 State agencies=500 complaint responses x 1 burden hour per State agency= 500 total annual burden hours). This is an increase of 500 hours as responding to complaints was not previously reported. Under this revision, and future revisions, complaint data will be reported under the FMNP burden. This increase is due to a program change.**

13. Section 248.10(k) requires State agencies to establish policies which determine the type and level of sanctions to be applied against participants and authorized outlets, based upon the severity and nature of the FMNP violations observed, and such other factors as the State agency determines appropriate, such as whether repeated offenses have occurred over a period of time. FNS estimates that 2 percent of authorized outlets will be sanctioned each year (19,884 x 0.02=397.68) and State agencies will spend 5 minutes (0.0835 burden hours) notifying authorized outlets that they have been sanctioned. Sanctions for participants are captured under the OMB Control Number: 0584-0043 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program Regulations – Reporting and Recordkeeping Burden; Expiration 12/31/2023.

**FNS estimates 33.21 total annual burden hours to notify authorized outlets that they have been sanctioned (397.68 total sanctioned authorized outlets ÷ 49 State agencies= 8.12 sanctioned authorized outlets per State agency x 49 State agencies=397.68 total sanctioned authorized outlets x 0.0835 hours per State agency= 33.21 total annual burden hours). This is an increase of 33.21 hours as notifying authorized outlets that they have been sanctioned was not previously reported. Under this revision, and future revisions, the sanctioning of authorized outlets will be reported under the FMNP burden. This increase is due to a program change.**

14. Section 248.11(a) requires that the State agency maintain a financial management system; including, an account of property, assets, and all FMNP funds received and expended each fiscal year. FNS estimates that it takes 10 burden hours per State agency to carry out this requirement.

FNS estimates 490 total annual burden hours to maintain and report on State agency financial management (49 State agencies x 10 burden hours per State agency= 490 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

15. Section 248.17(a) requires State agencies to establish a management evaluation system in order to assess the accomplishment of FMNP objectives as provided under these regulations, the State Plan, and the written agreement with the Department. FNS estimates one State agency will establish a management evaluation system annually and will require 24 hours to establish the system.

**FNS estimates 24 total annual burden hours to establish a management evaluation system (1 State agency x 24 hours per State agency= 24 total annual burden hours). This is an increase of 24 hours as the establishment of management evaluation systems was not previously reported. Under this revision, and future revisions, establishing management evaluation systems will be reported under the FMNP burden. This increase is due to a program change.**

16. Section 248.17(b)(2)(ii) requires that a State agency develop a corrective action plan once annually for deficiencies found in a management evaluation, including timeframes to address the deficiencies and prevent their future recurrence. Out of the 49 participating FMNP State agencies, it is estimated that seven will be required to submit corrective action plans for deficiencies. FNS estimates that each corrective action plan will take approximately 10 hours to develop.

FNS estimates 70 total annual burden hours for the development of State agency corrective action plans (7 State agencies x 10 burden hours per State agency= 70 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

17. Section 248.17(c)(2) sets forth that on its own initiative or when required by FNS, the State agency shall provide special reports on FMNP activities, and take positive action to correct deficiencies in FMNP operations. FNS estimates that two State agencies will submit a special report annually, and that each corrective action plan will require 10 hours to develop and submit.

**FNS estimates 20 total annual burden hours on the development and submission of special reports (2 State agencies x 10 burden hours per State agency= 20 total burden hours). This is an increase of 20 hours as the development and submission of special reports were not previously reported. Under this revision, and future**

**revisions, special reports will be reported under the FMNP burden. This increase is due to a program change.**

18. Section 248.18(b) requires the State agency to develop and submit a corrective action plan once annually to FNS addressing the findings of USDA's Office of the Inspector General (OIG), State or local agency audits. It is estimated that of the 49 participating State agencies, 1 will have audit findings requiring corrective action plans, and that each corrective action plan will require 15 hours to develop and submit.

FNS estimates 15 total annual burden hours in the development of a corrective action plan (1 State agency x 15 burden hours per State agency= 15 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

#### **AFFECTED PUBLIC: INDIVIDUALS AND HOUSEHOLDS** **APPLICANTS FOR PROGRAM BENEFITS**

1. Section 248.6, 248.10(i) requires that pertinent certification data be collected and recorded on a form(s) provided by the State agency (usually in the management information system (MIS)). FMNP participation is approximately 1,560,475. FMNP participants are generally certified once per year, at the same time as their WIC certification appointment. Applicants for WIC program benefits are required to provide proof of income, residency, identity, and be determined at nutrition risk in order for the State and/or local agency to determine an applicant's eligibility for participation in WIC. The recordkeeping and reporting burden for applicants applying for WIC benefits is approved under OMB Control Number: 0584-0043 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program Regulations – Reporting and Recordkeeping Burden; Expiration 12/31/2023. This ICR covers the requirements/activities, with its associated burden, for applicants applying for FMNP benefits. Participants of FMNP program benefits are required to elect participation in FMNP, receive instructions on the proper use and redemption of the FMNP benefits and confirm receipt of FMNP benefits consistent with State agency policies. FNS estimates that potential participants will spend approximately three minutes (0.0501 burden hours) completing the certification for FMNP benefits.

**FNS estimates 78,179.8 total annual burden hours for potential participants in the FMNP or for current WIC participants to complete their FMNP certification (1,560,475 FMNP participants x 0.0501 burden hours per activity= 78,179.80). There was a slight increase due to the use of a standardized conversion in the calculation. The previous minute conversion was 0.05; however, the standardized conversion for three minutes is 0.0501, which resulted in the slight increase in burden hours. However, this increase was offset by an overall decrease of 4,149.65 burden hours due to a decrease in participation rates. This decrease is due to an adjustment.**

**AFFECTED PUBLIC: AUTHORIZED OUTLETS**  
**(FARMERS, FARMERS' MARKETS, ROADSIDE STANDS) AND BUSINESSES**

1. Sections 248.3(e), 246.5 requires each organization interested in being authorized as a local agency to submit an application to the State agency (SA). The average local agency agreement is for two years. There are 994 local agencies and FNS estimates that 70 percent of all local agencies are local government agencies and the remaining 30 percent are nonprofit businesses ( $994 \times .3 = 298.2$ ). FNS estimates each year that half ( $298.2 \times .5 = 149$ ) of all local agencies submit applications. Each application requires two burden hours to complete.

**FNS estimates 298.2 total annual burden hours for nonprofit businesses to complete local agency applications ( $298.2$  nonprofit businesses  $\times$  frequency of .50 Local agencies agreement responses annually =  $149.1$  total annual responses  $\times$  2 hours per nonprofit business to complete the application =  $298.2$  burden hours). This represents an increase of 298.2 burden hours under this burden revision because this burden was counted as part of the State, Local, and Tribal government burden. Under this revision, and future revisions, nonprofit business data will be reported as part of the business category in addition to the authorized outlets. This increase is due to an adjustment.**

2. Section 248.10(a)(4)(d) requires face-to-face training conducted prior to the startup of the first year of FMNP participation of an authorized outlet. The face-to-face training assures authorized outlets have knowledge of program rules and procedures. FNS estimates that 10 percent of all authorized outlets are participating in FMNP for the first time annually ( $19,884 \times .1 = 1,988.4$ ), and that it will take 2 hours to participate in the face-to-face training for each new authorized outlet.

**FNS estimates 3,976.8 total annual burden hours for new authorized outlets to participate in face-to-face training ( $1,988.40$  authorized outlets  $\times$  2 burden hours per outlet =  $3,976.8$  total annual burden hours). This is an increase of 3,976.8 hours as the participation in face-to-face training was not previously reported. Under this revision, and future revisions, face-to-face training data will be reported under the FMNP burden. This increase is due to a program change.**

3. Section 248.10(b)(1)(xi) permits authorized outlets to submit complaints. FNS estimates that 500 authorized outlets will submit complaints annually, and each complaint will take 30 minutes (0.50 burden hours) to submit.

**FNS estimates 250 total annual burden hours for each authorized outlet submission ( $500$  authorized outlet complaints  $\times$  0.50 burden hours per activity =  $250$  total annual burden hours). This is an increase of 250 hours as the submission of authorized outlet complaints was not previously reported. Under this revision, and**



**future revisions, authorized outlet complaint data will be reported under the FMNP burden. This increase is due to a program change.**

4. Section 248.10(b)(c) FNS estimates that it takes 5 minutes (0.0835 burden hours) for each outlet to complete an application for authorization one time annually. Approximately half of the State agencies that currently administer the FMNP also administer the SFMNP; in most cases, the same authorized outlets that are authorized to participate in FMNP will be automatically authorized to participate in SFMNP. The total number of outlets are 19,884. Therefore, we are projecting that 9,942 authorized outlets ( $19,844 \div 2=9,942$ ) will apply for authorization.

**FNS estimates 830.16 total annual burden hours for outlets to apply for authorization (9,942 authorized outlets x 0.0835 burden hours per activity = 830.16 total annual burden hours). This represents a decrease of 218.6 burden hours under this burden revision because the total number of authorized outlets decreased. This decrease is due to an adjustment.**

5. Section 248.10(b)(5) sets forth that the authorized outlet has the right to appeal a denial of an application to participate, a disqualification, or a FMNP sanction by the State agency. FNS estimates that 2 percent of all authorized outlets will be denied, disqualified or sanctioned and of that 2 percent, 2 percent of authorized outlets will appeal that decision ( $19,884 \times 0.02= 397.68 \times 0.02= 7.95$  appeals). FNS estimates that authorized outlets will spend 2 hours developing and submitting each appeal.

**FNS estimates 15.91 total annual burden hours for the development and submission of authorized outlet appeals (7.95 authorized outlet appeals x 2 burden hours per activity= 15.91 total annual burden hours). This is an increase of 15.91 hours as the development and submission of authorized outlet appeals was not previously reported. Under this revision, and future revisions, authorized outlet appeal data will be reported under the FMNP burden. This increase is due to a program change.**

6. Section 248.10(d) requires annual training for authorized outlets participating in the FMNP to assure authorized outlets have knowledge of program rules and procedures. FNS estimates that 90 percent of all authorized outlets have participated before in FMNP annually ( $19,884 \times .9=17,895.6$ ), and that it will take 2 hours to participate in the training for each authorized outlet.

**FNS estimates 35,791.2 total annual burden hours for authorized outlets to participate in annual training (17,895.6 authorized outlets x 2 burden hours per activity= 35,791.2 total annual burden hours). This is an increase of 35,791 hours as the participation of authorized outlets in annual training was not previously reported. Under this revision, and future revisions, authorized outlet annual training data will be reported under the FMNP burden. This increase is due to a program change.**

7. Section 248.10(e)(1) sets forth the coupon reimbursement responsibilities delegated to authorized outlets. FNS estimates that all authorized outlets will perform coupon reimbursement responsibilities at a frequency of 9 times annually, and that completing these responsibilities will take four burden hours.

**FNS estimates 715,824 total annual burden hours to carry out coupon reimbursement responsibilities (19,884 authorized outlets x 9 coupon reimbursements per authorized outlet=178,956 total coupon reimbursements x 4 burden hours per activity= 715,824 total annual burden hours). This is an increase of 715,824 hours as the authorized outlet coupon reimbursement responsibilities were not previously reported. Under this revision, and future revisions, coupon reimbursement responsibility data will be reported under the FMNP burden. This increase is due to a program change.**

**RECORD-KEEPING BURDEN ESTIMATES**  
**AFFECTED PUBLIC: STATE AND LOCAL AGENCIES**  
**(INCLUDING INDIAN TRIBAL ORGANIZATIONS AND U.S. TERRITORIES)**

1. Section 248.4(c) requires a copy of the approved State Plan to be kept on file at the State agency for public inspection. FNS estimates 10 minutes (0.167 burden hours) are required annually, per State agency, to maintain a copy of the State Plan.

**FNS estimates 8.18 total annual burden hours to maintain a copy of the State Plan (49 State agencies x 0.167 burden hours per State agency= 8.18 total annual burden hours). This is an increase of 8 hours as the maintenance of the State Plan copy was not previously reported. Under this revision, and future revisions, State Plan copy maintenance data will be reported under the FMNP burden. This increase is due to a program change.**

2. Section 248.9 requires that a State agency integrate nutrition education into FMNP operations. State agencies may satisfy nutrition education requirements through coordination with other agencies within the State. State agencies wishing to coordinate nutrition education with another State agency or organization must enter into written cooperative agreements with such agencies or organizations. FNS estimates 15 minutes (0.25 burden hours) are required annually, per participant, for nutrition education record-keeping.

**FNS estimates 390,118.75 total annual burden hours for record-keeping pertaining to nutrition education (1,560,475 participants of nutrition education ÷ 49 State agencies= 31,846.43 responses per State agency x 49 State agencies = 1,560,475 total nutrition education annual response x 0.25 burden hours per response = 390,118.75 total annual burden hours). This represents a decrease of 21,528.5 burden hours associated with documenting nutrition education from the last burden revision due to a decrease in the number of participants. This decrease is due to an adjustment.**

3. Section 248.10(a)(4)(d) requires the State agency to maintain full and complete records of face-to-face and annual training of authorized outlets. FNS estimates 2 hours are required, per State agency, to maintain records of face-to-face and annual training.

**FNS estimates 98 total annual burden hours to maintain records of face-to-face and annual training (49 State agencies x 2 burden hours per State agency= 98 total annual burden hours). This is an increase of 98 hours as the maintenance of face-to-face and annual trainings was not previously reported. Under this revision, and future revisions, maintaining face-to-face and annual training data will be reported under the FMNP burden. This increase is due to a program change.**

4. Section 248.10(b)(c) requires that State agencies enter into written agreements with authorized outlets. The agreement shall be signed by a representative who has legal authority to obligate the authorized outlet. FNS estimates 2 hours are required for the State agency to document and maintain authorized outlets agreements per year.

FNS estimates 98 total annual burden hours for State agencies to document and maintain authorized outlet agreements per year (49 State agencies x 2 burden hours per State agency= 98 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

5. Section 248.10(b)(5) requires the State agency to maintain full and complete records of authorized outlet disqualifications and sanctions. FNS estimates it will require 10 minutes (0.167 burden hours), per State agency, to maintain a record of authorized outlet disqualifications and sanctions.

**FNS estimates 8.18 total annual burden hours to maintain a record of authorized outlet disqualifications and sanctions (49 State agencies x 0.167 burden hours per State agency= 8.18 total annual burden hours). This is an increase of 8 hours as the maintenance of authorized outlet disqualifications and sanctions was not previously reported. Under this revision, and future revisions, authorized outlet disqualification data will be reported under the FMNP burden. This increase is due to a program change.**

6. Section 248.10(e)(2),(3) and Section 248.17(c)(1)(i) requires State agencies to document the monitoring visits of authorized outlets within its jurisdiction annually. Section 248.10(e)(2) requires State agencies to conduct annual, on-site monitoring of at least 10 percent of farmers, 10 percent of farmers' markets and 10 percent of roadside stands which shall include those authorized outlets identified as being the highest risk. Therefore, we are projecting that 1,988.4 authorized outlets (19,884 x 0.10=1,988.4) will be monitored annually. FNS estimates that documenting each routine monitoring visit takes 30 minutes (0.5 burden hours) to document.

**FNS estimates 994.2 total annual burden hours for State agency documentation and maintenance of records associated with monitoring authorized outlets. (19,884 outlets ÷ 49 State agencies = 405.8 local agencies per State agency x 0.10= 40.58**

**annual routine monitoring requirement per State agency x 49 State agencies = 1,988.4 monitoring visits x 0.5 burden hour per visit = 994.2 annual burden hours). This represents an increase of 896.2 burden hours associated with documenting routine monitoring visits due to a more accurate calculation which includes in its estimate the number of authorized outlets. This increase is due to an adjustment.**

7. Section 248.10(e)(4) and 248.17(c)(1)(ii) requires the State agency to document the monitoring reviews of all local agencies within the State agency's jurisdiction at least once every 2 years, which means that each year half (0.5) of all local agencies will be reviewed. Monitoring of local agencies shall encompass, but not be limited to, evaluation of management, accountability, certification, nutrition education, financial management systems, and coupon management systems. FNS estimates that documenting each local agency monitoring visit takes 30 minutes (0.5 burden hours) to document.

**FNS estimates 248.5 total annual burden hours for this provision (994 local agencies ÷ 49 State agencies = 20.28 local agencies per State agency x 0.5 local agencies to be reviewed = 10.14 local agencies per State agency to be reviewed every year x 49 State agencies = 497 total local agencies to be reviewed x 0.5 burden hours per State agency= 248.5 total annual burden hours). This is an increase of 248 burden hours as the documenting of monitoring reviews of local agencies was not previously reported. Under this revision, and future revisions, local agency monitoring reviews data will be reported under the FMNP burden. This increase is due to a program change.**

5. Section 248.11(c) requires the State agency to annually maintain records which adequately identify the source and use of funds expended for FMNP activities. These records shall contain, but are not limited to, information pertaining to authorization, receipt of funds, obligations, unobligated balances, assets, liabilities, outlays, and income. The reporting and record-keeping associated with State agency financial data is submitted annually through the FNS-683B, WIC Farmers' Market Nutrition Program Annual Financial and Program Data Report. The annual burden hours associated with reporting of the FMNP State agency financial data via FNS-683B are approved under OMB Control Number 0584-0594 Food Programs Reporting System (FPRS), expiration Date: 07/31/2023. However, the recordkeeping burden hours associated with the FMNP State agency financial data will be reported under this revision and future revisions. FNS estimates two burden hours per this activity, per State agency for the documentation and maintenance of records associated with expenditures.

FNS estimates 98 total annual burden hours for State agency documentation and maintenance of records associated with financial expenditures (49 State agencies x 2 burden hours per State agency= 98 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

9. Sections 248.16(a) requires the State agency annually provide a hearing procedure whereby applicants, participants, local agencies and authorized outlets adversely affected

by certain actions of the State agency may appeal such actions. Implicit in this provision is the requirement to maintain a record of all hearings that are requested and conducted, and their outcomes. FNS estimates that 1 burden hour is required annually by each FMNP State agency to maintain fair hearing records.

FNS estimates 49 total annual burden hours for State agencies to maintain fair hearing records (49 State agencies x 1 burden hour per State agency= 49 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.

10. Section 248.17(a) requires each State agency to establish a management evaluation system in order to assess the accomplishment of FMNP objectives as provided under these regulations, the State Plan, and the written agreement with the Department. FNS estimates 2 hours are required for the State agency to maintain a management evaluation system.

**FNS estimates 98 burden hours for State agencies to maintain a management evaluation system (49 State agencies x 2 burden hours per State agency= 98 total annual burden hours). This is an increase of 98 burden hours as the maintenance of management evaluation systems were not previously reported. Under this revision, and future revisions, maintaining management evaluation systems will be reported under the FMNP burden. This increase is due to a program change.**

11. Section 248.23(a) requires each State agency to maintain full and complete records concerning FMNP operations annually. Such records shall include, but not be limited to, information pertaining to financial operations, FMNP coupon issuance and redemption, equipment purchases and inventory, nutrition education, and civil rights procedures. FNS estimates 40 burden hours is required annually by each FMNP State agency to document and maintain full and complete records on FMNP operations.

FNS estimates 1,960 total annual burden hours for State agencies to document and maintain records on FMNP operations (49 State agencies x 40 burden hours per State agency= 1,960 total annual burden hours). This burden has not changed since the previous submission because the number of State agencies has remained the same.