Appendix KK. Burden Table

OMB No. 0584-[NEW]

*Assessing SNAP Participants’ Fitness for Work*

**Project Officer: Eric Sean Williams**

Office of Policy Support

SNAP Research and Analysis Division

Food and Nutrition Service

U.S. Department of Agriculture

1320 Braddock Place

Alexandria, VA 22314

703.305.2640

eric.williams@fns.usda.gov

|  |  |  |  |  | **Responsive** | | | | | **Nonresponsive** | | | | |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Respondent Category** | **Type of Respondent** | **Activities** | **Appendix** | **Sample Size** | **Number of Respondents** | **Frequency of Response** | **Total Annual Responses** | **Hours per Response** | **Annual Burden (Hours)** | **Number of Nonrespondents** | **Frequency of Response** | **Total Annual Responses** | **Hours per Response** | **Annual Burden (Hours)** | **Grand Total Annual Burden Estimate (Hours)** | **Hourly Wage Rate** | **Total Annualized Cost of Respondent Burden** |
| **State and Local Government** | | | | | | | | | | | | | | | | | |
| State/local government | State or territory SNAP director | Case Study Recruitment | T: First Recruitment Email | 6 | 4 | 1 | 4.00 | 0.0357 | 0.14 | 2 | 1.00 | 2.00 | 0.0357 | 0.07 | 0.21 | $78.88 | $16.90 |
| U: Second Recruitment Email | 6 | 4 | 1 | 4.00 | 1.0000 | 4.00 | 2 | 1.00 | 2.00 | 1 | 2.00 | 6.00 | $78.88 | $473.29 |
| Survey of State SNAP Agencies: Recruitment and reminders | L: Survey Recruitment Email | 53 | 53 | 1.00 | 53.00 | 0.0357 | 1.89 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | $78.88 | $149.25 |
| M: Survey Invitation Email | 53 | 53 | 1.00 | 53.00 | 0.0357 | 1.89 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | $78.88 | $149.25 |
| Q: Survey Reminder Email for Non-Completers | 53 | 53 | 1.00 | 53.00 | 0.0357 | 1.89 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | $78.88 | $149.25 |
| P: Survey Reminder Email for Partial Completers | 53 | 53 | 1.00 | 53.00 | 0.0357 | 1.89 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | $78.88 | $149.25 |
| R: Survey Reminder Email for Uploading Non-Public Documents | 53 | 53 | 1.00 | 53.00 | 0.0357 | 1.89 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | $78.88 | $149.25 |
| S: Final Survey Reminder Email | 53 | 53 | 1.00 | 53.00 | 0.0357 | 1.89 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | $78.88 | $149.25 |
| O: Survey Thank You Email | 53 | 53 | 1.00 | 53.00 | 0.0357 | 1.89 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | $78.88 | $149.25 |
| Survey of State SNAP Agencies: Complete survey | B/K: Web Survey | 53 | 53 | 1.00 | 53.00 | 0.2500 | 13.25 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 13.25 | $78.88 | $1,045.19 |
| Site Visit: State and Local Administrators Interview | G: Informed Consent | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.33 | $78.88 | $26.28 |
| F: Informed Consent Script | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.0000 | 0.00 | 0.33 | $78.88 | $26.28 |
| C: Interview Guide | 4 | 4 | 1.00 | 4.00 | 1.4167 | 5.67 | 0 | 0.00 | 0.00 | 0.0000 | 0.00 | 5.67 | $78.88 | $447.01 |
| State or territory SNAP policy staff | Survey of State SNAP Agencies: Complete survey | B/K: Web Survey | 159 | 159 | 1.00 | 159.00 | 0.2500 | 39.75 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 39.75 | $58.01 | $2,306.08 |
| Site Visit: State and Local Administrators Interview | G: Informed Consent | 24 | 24 | 1.00 | 24.00 | 0.0833 | 2.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | $58.01 | $115.98 |
| F: Informed Consent Script | 24 | 24 | 1.00 | 24.00 | 0.08 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | $58.01 | $115.98 |
| C: Interview Guide | 24 | 24 | 1.00 | 24.00 | 1.4167 | 34.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 34.00 | $58.01 | $1,972.54 |
| Administrative Data Analysis: Compiling and submitting requested data for county-administered State | I: List of Requested Administrative Data Elements | 1 | 1 | 1.00 | 1.00 | 24.0000 | 24.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 24.00 | $58.01 | $1,392.35 |
| Administrative Data Analysis: Compiling and submitting requested data for State-administered States | I: List of Requested Administrative Data Analysis | 3 | 3 | 1.00 | 3.00 | 12.0000 | 36.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 36.00 | $58.01 | $2,088.53 |
| ***Subtotal for State SNAP staff (unique)1*** | |  | 218 | 216 | 3.14 | 679.00 | 0.2573 | 174.72 | 2 | 2.00 | 4.00 | 0.5179 | 2.07 | 176.79 | -- | $11,071.20 |
| Local SNAP office administrators | Site Visit: State and Local Administrators Interview | G: Informed Consent | 8 | 8 | 1.00 | 8.00 | 0.0833 | 0.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.67 | $78.88 | $52.57 |
| F: Informed Consent Script | 8 | 8 | 1.00 | 8.00 | 0.0833 | 0.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.67 | $78.88 | $52.57 |
| C: Interview Guide | 8 | 8 | 1.00 | 8.00 | 1.4167 | 11.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 11.33 | $78.88 | $894.02 |
| Local SNAP office supervisor | Site Visit: State and Local Administrators Interview | G: Informed Consent | 8 | 8 | 1.00 | 8.00 | 0.0833 | 0.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.67 | $58.01 | $38.66 |
| F: Informed Consent Script | 8 | 8 | 1.00 | 8.00 | 0.0833 | 0.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.67 | $58.01 | $38.66 |
| C: Interview Guide | 8 | 8 | 1.00 | 8.00 | 1.4167 | 11.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 11.33 | $58.01 | $657.51 |
| Local SNAP office frontline staff | Site Visit: Eligibility Staff Interview | G: Informed Consent | 64 | 64 | 1.00 | 64.00 | 0.0833 | 5.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 5.33 | $34.50 | $183.93 |
| F: Informed Consent Script | 64 | 64 | 1.00 | 64.00 | 0.0833 | 5.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 5.33 | $34.50 | $183.93 |
| D: Interview Guide | 64 | 64 | 1.00 | 64.00 | 1.4167 | 90.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 90.67 | $34.50 | $3,128.09 |
| Local SNAP office frontline staff | Site Visit: Eligibility interview observation | G: Informed Consent | 8 | 8 | 1.00 | 8.00 | 0.0833 | 0.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.67 | $34.50 | $22.99 |
| H: Observation Guide | 8 | 8 | 1.00 | 8.00 | 1.0000 | 8.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | $34.50 | $276.00 |
|  | ***Subtotal for local SNAP office staff (unique)2*** | |  | 80 | 80 | 3.20 | 256.00 | 0.5286 | 135.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 135.33 | -- | $5,252.93 |
| ***State/local government subtotal (unique)*** | | |  | 298 | 296 | 3.16 | 935.00 | 0.3316 | 310.05 | 2 | 2.00 | 4.00 | 0.5179 | 2.07 | 312.12 | -- | $16,324.12 |
| **Business or Other For-Profit** | | | | | | | | | | | | | | | | | |
| Business or other for-profit | SNAP E&T provider director | Site Visit: E&T Provider Interview | G: Informed Consent | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $78.88 | $26.28 |
| F: Informed Consent Script | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $78.88 | $26.28 |
| E: Interview Guide | 4 | 4 | 1.00 | 4.00 | 0.9167 | 3.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 3.67 | $78.88 | $289.25 |
| SNAP E&T provider supervisor | Site Visit: E&T Provider Interview | G: Informed Consent | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $58.01 | $19.33 |
| F: Informed Consent Script | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $58.01 | $19.33 |
| E: Interview Guide | 4 | 4 | 1.00 | 4.00 | 0.9167 | 3.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 3.67 | $58.01 | $212.73 |
| SNAP E&T frontline staff | Site Visit: E&T Provider Interview | G: Informed Consent | 32 | 32 | 1.00 | 32.00 | 0.0833 | 2.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 2.67 | $34.50 | $91.96 |
| F: Informed Consent Script | 32 | 32 | 1.00 | 32.00 | 0.0833 | 2.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 2.67 | $34.50 | $91.96 |
| E: Interview Guide | 32 | 32 | 1.00 | 32.00 | 0.9167 | 29.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 29.33 | $34.50 | $1,012.04 |
|  | ***Subtotal for business or other for-profit (unique)*** | |  | 40 | 40 | 3.00 | 120.00 | 0.3611 | 43.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 43.33 | -- | $1,789.17 |
|  | | | | | | | | | | | | | | | | | |
| Not-for-profit | SNAP E&T provider director | Site Visit: E&T Provider Interview | G: Informed Consent | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $49.10 | $16.36 |
| F: Informed Consent Script | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $49.10 | $16.36 |
| E: Interview Guide | 4 | 4 | 1.00 | 4.00 | 0.9167 | 3.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 3.67 | $49.10 | $180.05 |
| SNAP E&T provider supervisor | Site Visit: E&T Provider Interview | G: Informed Consent | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $49.10 | $16.36 |
| F: Informed Consent Script | 4 | 4 | 1.00 | 4.00 | 0.0833 | 0.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.33 | $49.10 | $16.36 |
| E: Interview Guide | 4 | 4 | 1.00 | 4.00 | 0.9167 | 3.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 3.67 | $49.10 | $180.05 |
| SNAP E&T frontline staff | Site Visit: E&T Provider Interview | G: Informed Consent | 32 | 32 | 1.00 | 32.00 | 0.0833 | 2.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 2.67 | $32.29 | $86.08 |
| F: Informed Consent Script | 32 | 32 | 1.00 | 32.00 | 0.0833 | 2.67 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 2.67 | $32.29 | $86.08 |
| E: Interview Guide | 32 | 32 | 1.00 | 32.00 | 0.9167 | 29.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 29.33 | $32.29 | $947.28 |
|  | ***Subtotal for not-for-profit (unique)*** | |  | 40 | 40 | 3.00 | 120.00 | 0.3611 | 43.33 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 43.33 | -- | $1,544.99 |
| ***Business for and not for profit subtotal (unique)*** | | |  | **80** | **80** | **3.00** | **240.00** | **0.3611** | **86.66** | **0** | **0.00** | **0.00** | **0.00** | **0.00** | **86.66** | **--** | **$3,334.16** |
| **Individuals** | | | | | | | | | | | | | | | | | |
| Individuals | SNAP applicants | Site visit: Eligibility interview observation | H: Observation Guide | 30 | 24 | 1.00 | 24.00 | 0.5000 | 12.00 | 6 | 1.00 | 6.00 | 0.2000 | 1.20 | 13.20 | $7.25 | $95.70 |
| ***SNAP applicants subtotal (unique)*** | | |  | 30 | 24 | 1.00 | 24.00 | 0.5000 | 12.00 | 6 | 1.00 | 6.00 | 0.2000 | 1.20 | 13.20 | -- | $95.70 |
|  | **TOTAL** |  |  | **408** | **400** | **2.99750** | **1199.00** | **0.3409** | **408.71** | **8** | **1.25** | **10.00** | **0.3271** | **3.27** | **411.99** | **--** | **$19,753.98** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notes: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1State SNAP staff participating in site visit activities are a subset of the staff members participating in the survey, except for the four State data staff submitting data for the administrative data analysis, but not participating in the survey. Therefore, the counts of unique individuals only include the up to four individuals from each of 53 States and territories not participating in the survey. | | | | | | | | | | | | | | | | | |
| 2Local SNAP office frontline staff participating in site visit observations are a subset of the staff members participating in site visit interviews. Therefore, the counts of unique individuals only include the staff participating in interviews. | | | | | | | | | | |  |  |  |  |  |  |  |