

7 CFR Part 245, Determining Eligibility for Free Reduced Price Meals

Reporting

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 an Adjustment				Total Difference																																							
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				0.2500				13.5				13.5				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				0.2500				13.5				13.5				0.0				0																																							
Community Eligibility				245.9(f)(6)				State agency to notify LEAs of their community eligibility status as applicable								55				158.75				8,731				0.0501				437.42				436.45				1.0				1																																							
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				0.1002				5.4				5.4				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				1.5000				52.5				52.5				0.0				0																																							
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.								16				1				16				3.0000				48				30				18.0				18																																							
Free Milk Eligibility				215.13a(b)				Each State agency 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.								52				1				52				0.2004				10.4				10.4				0.0				0																																							
				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) OMB#0584-0594.				FNS-742, FNS-874																																																																							
								State Agency Level Total								55				163.56				8996				0.0646				581				562				19.0				19																																							
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				0.0167				56,290.3				67,414				-11,123.2				-11,123																																							
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				0.0167				63.59				76.16				-13				-13																																							

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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	0.0167	85,099.46	101,915.52	-16,816.1	-16,816.1
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	0.0167	149.26	178.76	-29.5	-29.5
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	0.0167	2,962.65	3,548.08	-585.4	-585.4
Free Milk Eligibility	245.6 (c)(7)	LEAs provide written notice to each household of denied free milk benefits		446	0.42691	190	0.0167	3.18	3.81	-1	-1
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	0.5000	9,686	9,685.75	0.0	0
F/R Eligibility	245.6a (f)	LEAs notify households of selection for verification.		15,340	6.543	100,369	0.2500	25,092	25,092.25	0.0	0
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	0.1002	4,078.8	4,070.70	8	8
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	0.1002	2.1	2.10	0.0	0
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	0.2500	29.50	29.50	0.0	0
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	0.2500	125.00	125.00	0.0	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	0.0835	728.87	698.32	30.6	31
Community Eligibility	245.9(g)	LEAs to amend free and reduced policy statement and certify that schools meet eligibility criteria		500	1	500	0.1002	50.10	50.00	0.1	0.1
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	0.2500	29.5	29.50	0.0	0

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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	0.0835	395.0	378.48	16.6	17
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	0.5000	44.6	44.60	0.0	0
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	0.2500	111.5	111.50	0.0	0
		Local Educational Agency / School Food Authority Level Total		19,371	455.953	8,832,491	0.0209	184,941	213,453.52	-28,512.1	-28,512
Household 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	0.1169	445.16	419	26.3	26
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	0.1169	414,770.32	390,289	24,481.7	24,482
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	0.5000	50,184.5	50,185	0.0	0
Free Milk Eligibility	215.13a(g)(2)(iv)	Households respond to requests for verification of eligibility in the Special Milk Program.		114	1	114	0.5000	57.12	57	0.0	0
F/R Eligibility	245.6a (a)(7)(ii)	Households cooperate by providing collateral contacts for verification of eligibility.		1,004	1	1,004	0.1002	100.6	100	0.0	0
		Household Level Total		3,551,886	1.03	3,653,373	0.1274	465,558	441,049	24,508.0	24,508
		Total Reporting Burden		3,571,312	3.50	12,494,860	0.0521	651,080	655,065	-3,985.1	-3,985

7 CFR Part 245 - Food and Nutrition Service Determination of Free and Reduced Price Eligibility

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	Due to an Adjustment	Total Difference
State Agency Level											
Direct Certification	245.6(b)(1)(iv)	SA must maintain agreements with the SA conducting direct certification for SNAP.		55	1	55	0.1002	5.51	5.29	0.2	0.2
Community eligibility	245.9(f)(4)(ii)	State Agency to review and confirm LEAs eligibility to participate in CEP		55	9.09	500	0.0835	41.75	40.00	2	2
F/R Eligibility	245.12(h)(4)	SA maintains annual October data on number of schools participating in Provisions 1, 2, or 3 and extensions granted.		35	1	35	1.5000	52.50	52.50	0	0
F/R Eligibility	245.12(i)	SA maintains annual verification data collected from SFAs (for FNS-742).		54	1	54	0.2004	10.82	10.53	0.3	0.3
CIP	245.13(g)	State agencies that fail to meet the direct certification benchmark must maintain a Continuous Improvement Plan.		16	1	16	0.5000	8.00	5.00	3	3
		State Agency Level Total		55	12.00	660	0.1797	119	113	5	5
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	0.0835	1,280.9	1,227	54	54
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	2.5000	1,115.0	1,115	0	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	0.9018	451	455	-4	-4
		Local Educational Agency / School Food Authority Level Total		15,786	1.03	16,286	0.1748	2,847	2,797	50	50
		Total Recordkeeping Burden		15,841	1.07	16,946	0.1750	2,965	2,911	55	55

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Public Notification

ICR #0584-0026, 7 CFR Part 245, Free and Reduced Price Eligibility - Summary					
	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. Dx E)
Recordkeeping					
State Agency Level	55	12.00	660	0.1797	119
Local Educational Agency Level	15,786	1.03	16,286	0.1748	2,847
Recordkeeping Total	15,841	1.07	16,946	0.1750	2,965
Reporting					
State Agency Level	55	163.56	8,996	0.0646	581
Local Educational Agency Level	19,371	455.953	8,832,491	0.0209	184,941
Household Level	3,551,886	1.03	3,653,373	0.1274	465,558
Reporting Total	3,571,312	3.50	12,494,860	0.0521	651,080
Public Notification					
State Agency Level	55	2	109	0.1339	15
Local Educational Agency Level	19,371	2	38,296	0.1760	6,740
Public Notification Total	19,426	1.98	38,405	0.1759	6,754
TOTAL BURDEN	3,571,312	3.514	12,550,211	0.0527	660,799