

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 | G = E-F | | |
|---|---|--|------------------|-------------------------|---------------------------|----------------------|--|-----------------------|---------------------------------|----------------------|------------------|--|
| | | | | 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 | 242.89 | 13,359 | 0.0501 | 669.29 | 437.00 | 232.3 | 232 | |
| 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 | 48 | 0.0 | 0 | |
| 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 | 247.71 | 13624 | 0.0596 | 813 | 581 | 232.3 | 232 | |
| 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. | | 15,003 | 219.00000 | 3,285,657 | 0.0167 | 54,870.5 | 56,290 | -1,419.5 | -1,420 | |
| 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 | 63.59 | 0 | 0 | |

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

| | | | | | | | | | | | |
|----------------------------|-----------------|---|--|--------|----------|-----------|--------|-----------|-----------|----------|--------|
| 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. | | 15,003 | 332.0000 | 4,980,996 | 0.0167 | 83,182.63 | 85,099.00 | -1,917.0 | -1,917 |
| 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 | 149.26 | 0.0 | 0.0 |
| F/R Eligibility | 245.6 (c)(7) | LEAs provide written notice to each household of denied free or reduced price benefits. | | 15,003 | 11.56002 | 173,435 | 0.0167 | 2,896.36 | 2,963.00 | -66.0 | -66 |
| 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 | 3.18 | 0 | 0 |
| 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. | | 15,003 | 6.500 | 97,520 | 0.2500 | 24,380 | 25,092.00 | -712.0 | -712 |
| 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. | | 15,003 | 2.65000 | 39,758 | 0.1002 | 3,983.8 | 4,079.00 | -95 | -95 |
| 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 | | 837 | 1 | 837 | 0.2500 | 209.25 | 125.00 | 84.0 | 84 |
| 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 | | 13,357 | 1 | 13,357 | 0.0835 | 1,115.31 | 729.00 | 386.3 | 386 |
| Community Eligibility | 245.9(g) | LEAs to amend free and reduced policy statement and certify that schools meet eligibility criteria | | 837 | 1 | 837 | 0.1002 | 83.87 | 50.00 | 33.9 | 34.0 |
| 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 |

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

| | | | | | | | | | | | |
|------------------------|-------------------|---|--|-----------|---------|------------|--------|------------|------------|-----------|---------|
| 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 | 395.00 | 0.0 | 0 |
| 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 | 445.512 | 8,630,228 | 0.0210 | 181,236 | 184,941.00 | -3,705.6 | -3,706 |
| 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 | 445 | 0.0 | 0 |
| F/R Eligibility | 245.6 (a)(1) | Households complete application form for free or reduced price meal benefits. | | 3,470,131 | 1 | 3,470,131 | 0.1169 | 405,658.31 | 414,770 | -9,111.7 | -9,112 |
| 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. | | 98,164 | 1 | 98,164 | 0.5000 | 49,082.0 | 50,185 | -1,103.0 | -1,103 |
| 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 | | 3,473,939 | 1.03 | 3,573,221 | 0.1274 | 455,343 | 465,557 | -10,214.7 | -10,214 |
| | | Total Reporting Burden | | 3,493,365 | 3.50 | 12,217,073 | 0.0522 | 637,391 | 651,080 | -13,687.9 | -13,688 |

OMB Control #0584-0026
7 CFR Part 245 - Food and Nutrition Service Determination of Free and Reduced Price Eligibility

| Recordkeeping | | | | | | | | | | | |
|---|-----------------|--|-------------|----------------------------|--------------------------|----------------------|--------------------------------------|-----------------------|---------------------------------|----------------------|------------------|
| Program Rule | CFR Citation | Title | Form Number | A | B | C = (A*B) | D | E= (C*D) | F | Due to an Adjustment | Total Difference |
| | | | | Estimated # Record-keepers | Records Per Recordkeeper | Total Annual Records | Estimated Avg. # of Hours Per Record | Estimated Total Hours | Current OMB Approved Burden Hrs | | |
| 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 | 5.51 | 0.0 | 0.0 |
| Community eligibility | 245.9(f)(4)(ii) | State Agency to review and confirm LEAs eligibility to participate in CEP | | 55 | 15.22 | 837 | 0.0835 | 69.89 | 42.00 | 28 | 28 |
| 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 | 10.82 | 0.0 | 0.0 |
| 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 | 8.00 | 0 | 0 |
| State Agency Level Total | | | | 55 | 18.13 | 997 | 0.1472 | 147 | 119 | 28 | 28 |
| 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. | | 15,003 | 1 | 15,003 | 0.0835 | 1,252.8 | 1,281 | -28 | -28 |
| 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 | | 837 | 1 | 837 | 0.9018 | 755 | 451 | 304 | 304 |
| Local Educational Agency / School Food Authority Level Total | | | | 15,449 | 1.05 | 16,286 | 0.1917 | 3,123 | 2,847 | 276 | 276 |
| Total Recordkeeping Burden | | | | 15,504 | 1.11 | 17,283 | 0.1892 | 3,269 | 2,965 | 304 | 304 |

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

| 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 an Adjustment | Total Difference |
| State Agency Level | | | | | | | | | | | |
| F/R Eligibility | 245.3(a) & 245.12(a)(2) | Each SA shall by July 1 publicly announce the annual 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 | 0.1002 | 5.41 | 5.41 | 0.00 | 0.00 |
| Community Eligibility | 245.9(f)(7) | State agency to make publicly available the names of LEAs and schools receiving notifications | | 55 | 1 | 55 | 0.1670 | 9.19 | 9.19 | 0.00 | 0.00 |
| State Agency Level Total | | | | 55 | 1.98 | 109 | 0.1339 | 15 | 15 | (0.00) | 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 | 0.2500 | 4731.25 | 4731.25 | 0 | 0 |
| 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 | 0.1002 | 1896.29 | 1896.29 | 0.0 | 0 |
| 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 | 0.2500 | 112.00 | 112.00 | 0 | 0 |
| Local Educational Agency / School Food Authority Level Total | | | | 19,371 | 1.98 | 38,296 | 0.1760 | 6740 | 6740 | 0 | 0 |
| Total Public Notification Burden | | | | 19,426 | 1.98 | 38,405 | 0.1759 | 6754 | 6754 | 0.0 | 0 |

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. DxE) |
|--------------------------------|-------------------------|--------------------------|-----------------------------------|--|----------------------------------|
| Recordkeeping | | | | | |
| State Agency Level | 55 | 18.13 | 997 | 0.1472 | 147 |
| Local Educational Agency Level | 15,449 | 1.05 | 16,286 | 0.1917 | 3,123 |
| Recordkeeping Total | 15,504 | 1.11 | 17,283 | 0.1892 | 3,269 |
| Reporting | | | | | |
| State Agency Level | 55 | 247.71 | 13,624 | 0.0596 | 813 |
| Local Educational Agency Level | 19,371 | 445.512 | 8,630,228 | 0.0210 | 181,236 |
| Household Level | 3,473,939 | 1.03 | 3,573,221 | 0.1274 | 455,343 |
| Reporting Total | 3,493,365 | 3.50 | 12,217,073 | 0.0522 | 637,391 |
| 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 | 3,493,365 | 3.513 | 12,272,761 | 0.0528 | 647,415 |