

State, Local, Tribal (SLT)
Appendix W - FNS Food Distribution Programs Burden Hour Estimates

AFFECTED PUBLIC: STATE, LOCAL, AND TRIBAL GOVERNMENTS

Sec. of Regs./Authority	Prior citation	Title	Form No.	Est. No. of Respondents	Est. No. of Responses per Respondent	Total Annual Responses [(d) X (e)]	Est. Total Hours per Response	Est. Total Burden [(f) X (g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
240.4	240.4	Cash in Lieu of Donated Foods for Nonresidential Child and Adult Care Institutions	FNS-44	Reporting burden contained in OMB #0584-0594, recordkeeping burden below					N/A	0	0	0	0	
240.5	240.5	Cash in Lieu of Donated Foods for Commodity Schools	FNS-10	Reporting burden contained in OMB #0584-0594, recordkeeping burden below					N/A	0	0	0	0	
240.6	240.6	Funds for SAs That Have Phased Out Facilities	FNS-10	Reporting burden contained in OMB #0584-0594, recordkeeping burden below					N/A	0	0	0	0	
247.4(a)(2) & (b) & (c)	247.4(a)(2) & (b) & (c)	State/Local Agreements		50	1.00	50.00	2.00	100.00	100.00	0.00	0.00	0.00	0	
247.5(b)(16)	New with final rulemaking (RIN 0584-AE92) https://www.reginfo.gov/public/do/eAgendaViewRule?pubid=202204&RIN=0584-AE92	Public Posting of Availability of USDA Foods		59	1.00	59.00	4.00	236.00	0.00	236.00	0.00	0.00	236	
247.6(a)-(c)	247.6(a)-(c)	State Plan		1	1.00	1.00	50.00	50.00	50.00	0.00	0.00	0.00	0	
247.6(d)	247.6(d)	State Plan Amendments		45	1.00	45.00	5.25	236.25	236.25	0.00	0.00	0.00	0	
247.7(a)	247.7(a)	Applications of Recipient Agencies		30	1.00	30.00	2.00	60.00	60.00	0.00	0.00	0.00	0	
247.19(a)	247.19(a)	Agreement to Prevent Dual Participation		60	1.00	60.00	1.00	60.00	60.00	0.00	0.00	0.00	0	
247.23(b)	247.23(b)	State Provision of Administrative Funds		5	1.00	5.00	5.00	25.00	25.00	0.00	0.00	0.00	0	
247.26	247.26	Closeout Procedures	SF-425	45	1.00	45.00	8.00	360.00	360.00	0.00	0.00	0.00	0	
247.29(a) & (b)(2)(ii)	247.29(a) & (b)(2)(ii)	Receipt, Disposal, and Inventory of Donated Foods	FNS-153	45	12.00	540.00	6.00	3,240.00	3,240.00	0.00	0.00	0.00	0	
247.31(c)	247.31(c)	Audit Responses		42	4.00	168.00	30.00	5,040.00	5,040.00	0.00	0.00	0.00	0	
247.34	247.34	Management Reviews		42	2.00	84.00	8.00	672.00	672.00	0.00	0.00	0.00	0	
250.1(c)	250.1(c)	Notification of Suspected Embezzlement, Misuse, Theft, etc.		57	1.00	57.00	0.33	18.81	18.81	0.00	0.00	0.00	0	
250.4(c)	250.4(c)	Child Nutrition Program Recipient Agency Agreements		230	1.00	230.00	2.00	460.00	460.00	0.00	0.00	0.00	0	
250.10(a) & 250.58(a)	250.10(a) & 250.58(a)	Child Nutrition Program Recipient Agency Input for Availability of Donated Foods		10,926	1.00	10,926.00	0.25	2,731.50	2731.50	0.00	0.00	0.00	0	
250.10(b)	250.10(b)	Distributing Agency Provision of Donated Foods Information to Recipient Agencies		100	225.00	22,500.00	0.05	1,125.00	1125.00	0.00	0.00	0.00	0	
250.11(a)	250.11(a)	Destination Data for Delivery of Donated Foods	FNS-7	100	5.00	500.00	0.05	25.00	25.00	0.00	0.00	0.00	0	
250.11(b)	250.11(b)	Receipt of Shipments	FNS-57						0.00					
		Distributing Agency		100	303.00	30,300.00	0.02	606.00	606.00	0.00	0.00	0.00	0	
		Recipient Agency		100	303.00	30,300.00	0.02	606.00	606.00	0.00	0.00	0.00	0	
250.12(b)	250.12(b)	Distributing Agency Reporting of Donated Food Losses to FNS		35	1.00	35.00	0.25	8.75	8.75	0.00	0.00	0.00	0	
250.12(c)	250.12(c)	Distributing Agency Request to Maintain Excess Inventories		100	1.00	100.00	1.00	100.00	100.00	0.00	0.00	0.00	0	
250.12(e)	250.12(e)	Distribution Agency Request for FNS Approval to Transfer Donated Foods from One Program to Another		15	1.00	15.00	0.25	3.75	3.75	0.00	0.00	0.00	0	
250.13(c) & 250.18(d)	250.13(c) & 250.18(d)	Distributing Agency Storage and Distribution Charges		20	1.00	20.00	0.25	5.00	5.00	0.00	0.00	0.00	0	
250.13(d)	250.13(d)	Distributing Agency Justification of Cost of Storage and Distribution System		1	1.00	1.00	10.00	10.00	10.00	0.00	0.00	0.00	0	
250.14(c)	250.14(c)	Child Nutrition Programs and Charitable Institutions Recipient Agency Reporting of Donated Food Losses		560	1.00	560.00	0.25	140.00	140.00	0.00	0.00	0.00	0	
250.14(d)	250.14(d)	Distributing Agency Request for FNS Approval for Recipient Agency's Transfers of Donated Foods		10	1.00	10.00	0.25	2.50	2.50	0.00	0.00	0.00	0	
250.15(c)	250.15(c)	Distributing Agency Recall Response Reporting		15	4.00	60.00	24.00	1,440.00	1,440.00	0.00	0.00	0.00	0	
		Child Nutrition Program Recipient Agency Recall Response Reporting		485	1.00	485.00	4.00	1,940.00	1,940.00	0.00	0.00	0.00	0	
250.15(d)	250.15(d)	Distributing Agency Reporting of Complaints to FNS		78	8.00	624.00	0.10	62.40	62.40	0.00	0.00	0.00	0	
250.17(a)	250.17(a)	Excess Operating Funds Justification		5	1.00	5.00	0.33	1.65	1.65	0.00	0.00	0.00	0	
250.17(c)	250.17(c)	Donated Food Account Deposits and Expenditures		10	1.00	10.00	0.25	2.50	2.50	0.00	0.00	0.00	0	

Sec. of Regs./Authority	Prior citation	Title	Form No.	Est. No. of Respondents	Est. No. of Responses per Respondent	Total Annual Responses [(d) X (e)]	Est. Total Hours per Response	Est. Total Burden [(f) X (g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
250.18(a)	250.18(a)	Commodity Inventory Reporting							0.00					
		Food Distribution Program on Indian Reservations (FDPIR)	FNS-152	115	12.00	1,380.00	2.50	3,450.00	3,450.00	0.00	0.00	0.00	0	
		The Emergency Food Assistance Program (TEFAP) and Child Nutrition Programs	FNS-155	106	2.00	212.00	2.50	530.00	530.00	0.00	0.00	0.00	0	
250.21	250.21	Distributing Agency's Management Evaluation System		97	1.00	97.00	0.33	32.01	32.01	0.00	0.00	0.00	0	
250.22(b)	250.22(b)	Corrective Action Plans		15	1.00	15.00	4.00	60.00	60.00	0.00	0.00	0.00	0	
250.36(b)	250.36(b)	Processing Refund Applications		4,700	3.00	14,100.00	0.50	7,050.00	7050	0.00	0.00	0.00	0	
250.30(f)	250.30(f)	Recipient Agency Processing Agreement		1	1.00	1.00	2.00	2.00	2.00	0.00	0.00	0.00	0	
250.39(b)	250.39(b)	Processing Manual		57	1.00	57.00	0.33	18.81	18.81	0.00	0.00	0.00	0	
250.53	250.53	Contract Provisions Between RAs and Food Service Management Companies		6,783	1.00	6,783.00	1.00	6,783.00	6,783.00	0.00	0.00	0.00	0	
250.58	250.58	Ordering Donated Food												
		Direct Delivery of Donated Food	FNS-52	158	542.00	85,636.00	0.10	8,563.60	8563.60	0.00	0.00	0.00	0	
		Multi-Food Requisition	FNS-53	157	30.00	4,710.00	0.10	471.00	471.00	0.00	0.00	0.00	0	
250.69(a) & 250.70(a)	250.69(a) & 250.70(a)	Congregate Meals in a Disaster or Situation of Distress		5	1.00	5.00	0.25	1.25	1.25	0.00	0.00	0.00	0	
250.69(b) & 250.70(b)	250.69(b) & 250.70(b)	Household Distribution in a Disaster or Situation of Distress		5	1.00	5.00	0.25	1.25	1.25	0.00	0.00	0.00	0	
250.69(a)-(b) & 250.70(a)-(b)	250.69(c) & 250.70(c)	Distributing Agency Submission of Emergency Feeding Organization Application to FNS for Disasters and Situations of Distress		5	5.00	25.00	0.50	12.50	12.50	0.00	0.00	0.00	0	Citation updated due to final rule.
250.69(d)(3) & 250.70(d)(3)	New with final rulemaking (RIN 0584-AE92) https://www.reginfo.gov/public/do/eAgendaViewRule?pubid=202204&RIN=0584-AE92	Disaster Household Distribution BI-Weekly Report		7	15.00	105.00	1.00	105.00	0.00	105.00	0.00	0.00	105.00	Increase in burden hours due to program change due to final rule.
250.69(f)-(g) & 250.70(f)-(g)	250.69(f)-(g) & 250.70(f)-(g)	Distributing Agency Report of Donated Foods Distributed for Disaster Relief and Request for Replacement Foods	FNS-292	Reporting burden contained in OMB #0584-0594, recordkeeping below.										
251.2(c)(1)	251.2(c)(1)	TEFAP Federal-State Agreements	FNS-74	Reporting burden contained in OMB #0584-0067, recordkeeping below.										
251.4(g)	251.4(g)	Availability and Control of Commodities		54	1.00	54.00	2.00	108.00	108.00	0.00	0.00	0.00	0	
251.4(j)	251.4(j)	Inter-Agency Agreements		2	1.00	2.00	0.50	1.00	1.00	0.00	0.00	0.00	0	Citation updated due to prior error.
251.4(g)	251.4(l)	Commodity Losses and Claims Determinations		54	2.00	108.00	8.00	864.00	864.00	0.00	0.00	0.00	0	
251.4(l)	New with final rulemaking (RIN 0584-AE92) https://www.reginfo.gov/public/do/eAgendaViewRule?pubid=202204&RIN=0584-AE92	Requirement for the Public Posting of Availability of USDA Foods Through TEFAP		54	1.00	54.00	4.00	216.00	0.00	216.00	0.00	0.00	216.00	Increase in burden hours due to program change due to final rule.
251.6(a)	251.6(a)	State Agency Distribution Plan		25	1.00	25.00	4.00	100.00	100.00	0.00	0.00	0.00	0	
251.6(b)	251.6(b)	State Agency Distribution Plan		14	1.00	14.00	8.00	112.00	112.00	0.00	0.00	0.00	0	
251.9(e) & 251.10(b) (1)	251.9(e) & 251.10(d) (1)	Report of State Administrative Cost Matching Requirements	FNS-667	54	5.00	270.00	3.50	945.00	945.00	0.00	0.00	0.00	0	Citation updated due to final rule.
251.10(b)(3)	New with final rulemaking (RIN 0584-AE92) https://www.reginfo.gov/public/do/eAgendaViewRule?pubid=202204&RIN=0584-AE92	Report of Eligible Recipient Agency List to FNS	FNS-929	54	1.00	54.00	1.00	54.00	0.00	54.00	0.00	0.00	54.00	Increase in burden hours due to program change due to final rule.
251.10(b)(4)	New with final rulemaking (RIN 0584-AE92) https://www.reginfo.gov/public/do/eAgendaViewRule?pubid=202204&RIN=0584-AE92	Recipients of USDA Foods for Home Consumption	FNS-930	54	4.00	216.00	2.00	432.00	0.00	432.00	0.00	0.00	432.00	Increase in burden hours due to program change due to final rule.
251.11	251.10(e)	Monitoring Eligible Recipient Agencies and Distribution Sites		54	1.00	54.00	2.00	108.00	108.00	0.00	0.00	0.00	0	Citation updated due to final rule.
251.13(g)	251.10(j)(6)	Reporting Requirements	SF-425	14	2.00	28.00	1.50	42.00	42.00	0.00	0.00	0.00	0	Citation updated due to final rule.
251.13(h)	251.10(j)(7)	Cooperative Agreements		2	1.00	2.00	1.00	2.00	2.00	0.00	0.00	0.00	0	Citation updated due to final rule.
253.5(a) & 254.3(a)	253.5(a) & 254.3(a)	Plans of Operation		24	1.01	24.24	3.00	72.72	72.72	0.00	0.00	0.00	0	
253.5(f) & 254.3(a)	253.5(f) & 254.3(a)	Monitoring and Review of Program Operations		117	1.00	117.00	2.00	234.00	234.00	0.00	0.00	0.00	0	
253.7 & 254.3(a)	253.7 & 254.3(a)	Certification of Households to Participate - State Agencies or ITOs		117	180.00	21,060.00	0.50	10,530.00	10,530.00	0.00	0.00	0.00	0	
253.8(f) & 254.3(a)	253.8(f) & 254.3(a)	Damaged, or Out of Condition Commodities	FNS-57	117	2.00	234.00	0.25	58.50	58.50	0.00	0.00	0.00	0.00	

Sec. of Regs/Authority	Prior citation	Title	Form No.	Est. No. of Respondents	Est. No. of Responses per Respondent	Total Annual Responses [(d) X (e)]	Est. Total Hours per Response	Est. Total Burden [(f) X (g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
253.12	New with final rulemaking (RIN 0584-AE92) https://www.reginfo.gov/public/do/eAgendaViewRule?pubId=202204&RIN=0584-AE92	Administrative Waivers		11	1.00	11.00	8.00	88.00	0.00	88.00	0.00	0.00	88.00	Increase in burden hours due to program change due to final rule.
TOTAL REPORTING				26,403.00	1,709.01	233,283.24	231.51	60,415.75	59,284.75	1,131.00	0.00	0.00	1,131.00	

Sec. of Regs/Authority	Prior citation	Title	Form No.	Est. No. of Recordkeepers	Est. No. of Records per Recordkeeper	Total Annual Records [(d)X(e)]	Est. Total Hours per Record	Est. Total Burden [(f)X(g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
240.4	240.4	State Agencies: Cash in Lieu of Donated Foods for Nonresidential Child and Adult Care Institutions		56	12.00	672.00	0.25	168.00	168.00	0.00	0.00	0.00	0.00	
240.5	240.5	Cash in Lieu of Donated Foods for Commodity Schools		3	12.00	36.00	0.25	9.00	9.00	0.00	0.00	0.00	0.00	
240.6	240.6	Funds For States That Have Phased Out Food Distribution Facilities		56	94.00	5,264.00	0.25	1,316.00	1316.00	0.00	0.00	0.00	0.00	
247.27(b)(4)	247.27(b)(4)	Record of Use of Funds		42	12.00	504.00	0.05	25.20	25.20	0.00	0.00	0.00	0.00	
247.28(b)	247.28(b)	Records of Receipt, Disposal & Inventory of Donated Foods		42	12.00	504.00	0.05	25.20	25.20	0.00	0.00	0.00	0.00	
247.29(a)	247.29(a)	Records of Fair Hearing Proceedings		42	36.00	1,512.00	0.05	75.60	75.60	0.00	0.00	0.00	0.00	
250.11(b)	250.11(b)	Receipt of Shipments	FNS-57	100										
		Distributing Agency Records of Receipt of Shipments		100	303.00	30,300.00	0.02	606.00	606.00	0.00	0.00	0.00	0.00	
		Recipient Agency Records of Receipt of Shipments (Child Nutrition Program)		100	303.00	30,300.00	0.02	606.00	606.00	0.00	0.00	-	-	
250.12(b)	250.12(b)	Distributing Agency Maintenance of Inventory Record of Donated Foods		263	1.00	263.00	0.08	21.04	21.04	0.00	0.00	0.00	0.00	
250.12(b) & 250.21(b)(2)	250.12(b) & 250.21(b)(2)	Storage Facility Reviews		263	2.00	526.00	0.08	42.08	42.08	0.00	0.00	0.00	0.00	
250.12(e)	250.12(e)	Distributing Agency Maintenance of Records of Transfers and Related Inspections		25	1.00	25.00	0.08	2.00	2.00	0.00	0.00	0.00	0.00	
250.13(b)	250.13(b)	Distributing Agency Maintenance of Records Related to Costs Incurred in Storing and Distributing Donated Foods, Related Administrative Costs, and Funds Used		100	1.00	100.00	0.02	2.00	2.00	0.00	0.00	0.00	0.00	
250.15(d)	250.15(d)	Distributing Agency Complaint Records		263	1.00	263.00	0.33	86.79	86.79	0.00	0.00	0.00	0.00	
250.17(a)	250.17(a)	Distributing Agency Operating Funds		52	1.00	52.00	0.08	4.16	4.16	0.00	0.00	0.00	0.00	
250.17(c)	250.17(c)	Distributing Agency Donated Food Account		263	1.00	263.00	0.08	21.04	21.04	0.00	0.00	0.00	0.00	
250.19(a)	250.19(a)	Recordkeeping of Agreements, Reports, and Other Records												
		Commercial Entity Agreements (Storage Facilities, Carriers, Etc.)		127	1.00	127.00	0.08	10.16	10.16	0.00	0.00	0.00	0.00	
		Commodity Offer Value Method		52	2.00	104.00	0.08	8.32	8.32	0.00	0.00	0.00	0.00	
		Management Evaluation and Review Records		263	1.00	263.00	0.33	86.79	86.79	0.00	0.00	0.00	0.00	
		Multi-State and In-State Processor Audits		52	2.00	104.00	0.08	8.32	8.32	0.00	0.00	0.00	0.00	
		Recipient/Subdistributing Agency Agreements - Child Nutrition Program		20,866	1.00	20,866.00	0.05	1,043.30	1043.30	0.00	0.00	0.00	0.00	
		Recipient Agency Maintenance		263	80.42	21,150.46	0.05	1,057.52	1057.52	0.00	0.00	0.00	0.00	
		Recipient/Subdistributing Agency Agreements - Distributing Agency Maintenance		263	15.00	3,945.00	0.08	315.60	315.60	0.00	0.00	0.00	0.00	
		Records Related to the Receipt, Distribution, and Inventory of Donated Foods - Distributing Agency Maintenance		20,866	15.00	312,990.00	0.10	31,299.00	25039.20	0.00	0.00	6259.80	6259.80	Revision made in response to comments.
250.53 & 250.54	250.53 & 250.54	Recipient Agency Recordkeeping and Reviews of Food Service Management Companies		6,783	1.00	6,783.00	0.25	1,695.75	1695.75	0.00	0.00	0.00	0.00	
250.67(a)	250.67(a)	Agreements with Correctional Institutions		52	6.00	312.00	0.08	24.96	24.96	0.00	0.00	0.00	0.00	
250.69(d) & 250.70(d)	250.69(f)-(g) & 250.70(f)-(g)	Records for Disasters and Situations of Distress												Citation updated due to final rule.

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. Total Hours per Response	Est. Total Burden	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change
Reporting	26,403	1,709.01	233,283.24	231.51	60,415.75	59,284.75	1,131.00	-	-	1,131.00
Recordkeeping	51,611	9.14	471,682.46	0.09	41,774.52	35,459.92	54.00	-	6,259.80	6,313.80
TOTAL	78,014	9.04	704,965.70	0.14	102,190.27	94,744.67	1,185.00	-	6,259.80	7,444.80

Private for Profit (PFP)
Appendix W - FNS Food Distribution Programs Burden Hour Estimates

AFFECTED PUBLIC: PRIVATE - FOR PROFIT

Sec. of Regs/ Authority	Prior Citation	Title	Form No.	Est. No. of Respondents	Unique No. of Respondents	Est. No. of Responses per Respondent	Total Annual Responses [(d) X (e)]	Est. Total Hours per Response	Est. Total Burden [(f) X (g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
250.11(b)	250.11(b)	Commercial Consignee Receipt of Shipments	FNS-57	2,812	2,812	303.00	852,036.00	0.02	17,040.72	17,040.72	-	-	-	-	
250.12(f)	250.12(f)	Commercial Entity Agreements (Storage Facilities, Carriers, Etc.)		63	131	1.00	63.00	2.00	126.00	126.00	-	-	-	-	
250.18(b) and 250.37(a)	250.18(b)	Processor Performance Reports		500	500	12.00	6,000.00	1.00	6,000.00	6,000.00	-	-	-	-	
250.37(c)	250.37(c)	Summary Performance Report		110		12.00	1,320.00	1.00	1,320.00	1,320.00	-	-	-	-	
250.20(c)	250.20(c)	Multi-State and In-State Processors' Responses to CPA Audit Deficiencies		50		2.00	100.00	4.00	400.00	400.00	-	-	-	-	
250.33(a)	250.33(a)	End Product Data Schedules		131		12.00	1,572.00	0.50	786.00	786.00	-	-	-	-	
250.34	250.34	Substitution of Donated Foods		1		1.00	1.00	1.00	1.00	1.00	-	-	-	-	
250.35(d)	250.35(d)	Limitation on Donated Food Inventories		1		1.00	1.00	1.00	1.00	1.00	-	-	-	-	
250.30(c)	250.30(c)	National Processing Agreement		5		1.00	5.00	2.00	10.00	10.00	-	-	-	-	
250.30(d)		State Participation Agreement		500		1.00	500.00	0.50	250.00	250.00	-	-	-	-	
250.30(e)		In-State Processing Agreement		4		1.00	4.00	0.50	2.00	2.00	-	-	-	-	
250.30(f)		Recipient Agency Processing Agreement		1		1.00	1.00	0.50	0.50	0.50	-	-	-	-	
250.30(i)	250.30(i)	Agreements Between Processors and Distributors		78.33		1.00	78.33	2.00	156.66	156.66	-	-	-	-	
TOTAL REPORTING				4,256.33	3,443.00	202.45	861,681.33	0.03	26,093.88	26,093.88	0.00	0.00	0.00	0.00	

Sec. of Regs/ Authority	Prior Citation	Title	Form No.	Est. No. of Record keepers		Est. No. of Records per Record keeper	Total Annual Records [(d)X(e)]	Est. Total Hours per Record	Est. Total Burden [(f)X(g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
240.4	240.4	Private Institutions: Cash In Lieu of Donated Foods for Nonresidential Child Care Institutions		500	500	364.00	182,000.00	0.25	45,500.00	45,500.00	-	-	-	-	
250.11(b)	250.11(b)	Commercial Consignee Records of Receipt of Shipments	FNS-57	2,812	2,812	303.00	852,036.00	0.02	17,040.72	17,040.72	-	-	-	-	
250.19(a)	250.19(a)	Multi-State and In-State Processor CPA Audits		131	131	2.00	262.00	0.25	65.50	65.50	-	-	-	-	
250.37(d)	250.19(a)	Records Related to Processors' Receipt, Distribution, and Inventory of Donated Foods		131		1.00	131.00	0.50	65.50	65.50	-	-	-	-	
TOTAL RECORDKEEPING				762	3,443	1,357.52	1,034,429.00	0.06	62,671.72	62,671.72	0.00	0.00	0.00	0.00	

	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. Total Hours per Response	Est. Total Burden	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
Reporting	3,443	202.45	861,681.33	0.03	26,093.88	26,093.88	-	-	-	-	
Recordkeeping	3,443	1,357.52	1,034,429.00	0.06	62,671.72	62,671.72	-	-	-	-	
TOTAL	6,886	275.36	1,896,110.33	0.05	88,765.60	88,765.60	-	-	-	-	

Appendix W - FNS Food Distribution Programs Burden Hour Estimates

AFFECTED PUBLIC: PRIVATE - NOT FOR PROFIT

Sec. of Regs/Authority	Prior Citation	Title	Form No.	Est. No. of Respondents	Unique No. of Respondents	Est. No. of Responses per Respondent	Total Annual Responses [(d) X (e)]	Est. Total Hours per Response	Est. Total Burden [(f) X (g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
250.4(b)	250.4(b)	Subdistributing Agency Agreements		4		1.00	4.00	2.00	8.00	8.00	-	-	-	-	
250.4(c)	250.4(c)	Household Recipient Agency Agreements		20		1.00	20.00	2.00	40.00	40.00	-	-	-	-	
250.10(a) & 250.58(a)	250.10(a) & 250.58(a)	Household Recipient Agency Input for Availability of Donated Foods		285	285	1.00	285.00	0.25	71.25	71.25	-	-	-	-	
250.14(b) & 250.15(b)	250.14(b) & 250.15(b)	Recipient Agency in Household Programs Reporting of Donated Food Losses		70		1.00	70.00	0.25	17.50	17.50	-	-	-	-	
250.14(d)	250.14(d)	Recipient Agency Request for Approval to Transfer Donated Foods		211		1.00	211.00	0.25	52.75	52.75	-	-	-	-	
250.15(c)	250.15(c)	Household Recipient Agency Recall Response Reporting		75		1.00	75.00	4.00	300.00	300.00	-	-	-	-	
250.69(a)-(b) & 250.70(a)-(b)	250.69(c) & 250.70(c)	Emergency Feeding Organization Application to State for Disasters and Situations of Distress		25		1.00	25.00	1.00	25.00	25.00	-	-	-	-	Citation updated due to final rule.
Removed	250.69(d) & 250.70(d)	Disaster Agency Reporting of Household Information		0		0.00	0.00	0.00	0.00	50.00	(50.00)			(50.00)	Decrease in burden due to final rule.
251.2(c)(2)	251.2(c)(2)	TEFAP Eligible Recipient Agency Agreements		50	50	1.00	50.00	1.00	50.00	50.00	-	-	-	-	
TOTAL REPORTING				740	335	1.00	740.00	0.76	564.50	614.50	-50.00	0.00	0.00	-50.00	

Sec. of Regs/Authority		Title	Form No.	Est. No. of Recordkeepers		Est. No. of Records per Recordkeeper	Total Annual Records [(d)X(e)]	Est. Total Hours per Record	Est. Total Burden [(f)X(g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
247.28(b)	247.28(b)	Records of Receipt, Disposal & Inventory of Donated Foods (CSFP)		177	177	12.00	2,124.00	0.05	106.20	106.20	-	-	-	-	
247.30(d)(3)	247.30(d)(3)	Records of Participant Claims		56		8.00	448.00	0.08	35.84	35.84	-	-	-	-	
250.14(b)	250.14(b)	Subdistributing and Recipient Agency Maintenance of Inventory Record of Donated Foods		310	310	1.00	310.00	0.08	24.80	24.80	-	-	-	-	
250.19(a)	250.19(a)	Recordkeeping of Agreements, Reports, and Other Records								-	-	-	-	-	
		Commercial Entity Agreements		125		1.00	125.00	0.08	10.00	10.00	-	-	-	-	
		Recipient/Subdistributing Agency Agreements (Households)		285		1.00	285.00	0.05	14.25	14.25	-	-	-	-	
		Records Related to the Receipt, Distribution, and Inventory of Donated Foods (Households)		285		15.00	4,275.00	0.08	342.00	342.00	-	-	-	-	
251.10(a)(1)	251.10(a)(1)	Receipt, Disposal, and Inventory of Commodities - Subdistributing Agencies and ERAs		133		15.00	1,995.00	0.08	159.60	159.60	-	-	-	-	
251.10(a)(2)	251.10(a)(2)	Funds Paid to ERAs for Storage and Distribution - ERAs		108		15.00	1,620.00	0.08	129.60	129.60	-	-	-	-	
251.10(a)(4)	251.10(a)(3)	Eligibility Determination and Collection of Participating Household Information		1,600	1,600	1.00	1,600.00	210.50	336,800.00	671,840.00	(335,040.00)	-		(335,040.00)	Decrease in burden due to final rule.
TOTAL RECORDKEEPING				3,079	2,087	4.15	12,782.00	52.63	337,622.29	672,662.29	-335,040.00	0.00	0.00	-335,040.00	

	Est. No. of Respondents		No. of Responses per Respondent	Total Annual Responses	Est. Total Hours per Response	Est. Total Burden	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
Reporting	740		1.00	740.00	0.76	564.50	614.50	(50.00)	-	-	(50.00)	
Recordkeeping	3,079		4.15	12,782.00	52.63	337,622.29	672,662.29	(335,040.00)	-	-	(335,040.00)	
TOTAL	3,079		4.39	13,522.00	25.01	338,186.79	673,276.79	(335,090.00)	-	-	(335,090.00)	

Individuals
Appendix W - FNS Food Distribution Programs Burden Hour Estimates

AFFECTED PUBLIC: INDIVIDUALS

Sec. of Regs/ Authority	Prior Citation	Respondent Type	Title	Form No.	Est. No. of Respondents	Est. No. of Responses per Respondent	Total Annual Responses [(d) X (e)]	Est. Total Hours per Response	Est. Total Burden [(f) X (g)]	Currently Approved Burden	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change	Notes
247.8 & 247.16(a)	247.8 & 247.16(a)	Elderly	Applications/Recertifications		702,500	2.00	1,405,000	0.25	351,250	351,250	-	-	-	-	
247.8 & 247.16(a)	247.8 & 247.16(a)	Women, infants and children	Applications/Recertifications		0	0.00	0	0	0	0	-	-	-	-	
Removed	250.69(d) & 250.70(d)	Households	Household Information Reporting for Disasters and Situations of Distress		-	0.00	0.00	0.00	0.00	50	(50.00)	-	-	(50.00)	Final rule removed this requirement.
253.7 & 254.3(a)	253.7 & 254.3(a)	Households	Certification of Household to Participate		20,700	1.00	20,700.00	0.50	10,350.00	10,350	-	-	-	-	
TOTAL REPORTING					723,200	1.97	1,425,700.00	0.25	361,600.00	361,650.00	(50.00)	-	-	(50.00)	

Appendix W - FNS Food Distribution Programs Burden Hour Estimates
OMB #0584-0293 ANNUALIZED COST TO RESPONDENTS

Affected Public	Est. No. of Respondents	Total Annual Responses	Est. Total Burden	Hourly Wage Rate	Respondent Cost
State, Local, and Tribal Governments	26,403	704,965.70	102,190.27	\$33.54	\$3,427,461.76
Private For Profit	3,443	1,896,110.33	88,765.60	\$33.54	\$2,977,198.22
Private Not for Profit	740	13,522.00	338,186.79	\$33.54	\$11,342,784.94
Individual	723,200.00	1,425,700.00	361,600.00	\$7.25	\$2,621,600.00
TOTAL	753,786	4,040,298.03	890,742.66		\$20,369,044.92
				Fully Loaded Wages	\$6,721,784.82
				Total	\$27,090,829.74

Appendix W - FNS FOOD DISTRIBUTION PROGRAMS BURDEN HOUR ESTIMATES

Reporting

Affected Public	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
State, Local, and Tribal Governments	26,403	1,709.01	233,283.24	231.51	60,415.75
Private For Profit	3,443	202.45	861,681.33	0.03	26,093.88
Private Not for Profit	740	1.00	740.00	0.76	564.50
Individual	723,200.00	1.97	1,425,700.00	0.25	361,600.00
Total Burden Estimates	753,786.00	3.34	2,521,404.57	0.18	448,674.13

Record Keeping

Affected Public	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
State, Local, and Tribal Governments	51,611.00	9.14	471,682.46	0.09	41,774.52
Private For Profit	6,886	150.22	1,034,429.00	0.06	62,671.72
Private Not for Profit	3,079	4.15	12,782.00	52.63	337,622.29
Individual	0	0.00	0.00	0.00	0.00
Total Burden Estimates	61,576.00	24.67	1,518,893.46	0.29	442,068.53

Summary

Burden Type	Est. No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Est. total Hours per Response	Est. total Burden
Reporting	753,786.00	3.34	2,521,404.57	0.18	448,674.13
Recordkeeping	61,576.00	24.67	1,518,893.46	0.29	442,068.53
TOTAL	815,362.00	4.96	4,040,298.03	0.22	890,742.66

	Responses	Time Burden
Current OMB Inventory	4,044,745.03	1,218,437.86
Burden Revision Requested	4,040,298.03	890,742.66
Difference	(4,447)	(327,695)

	Program Change due to rulemaking	Previously Omitted	Adjustment	Net Change
Reporting	1,031.00	-	-	1,031.00
Recordkeeping	(334,986.00)	-	6,259.80	(328,726.20)
TOTAL	(333,955.00)	-	6,259.80	(327,695.20)

APPENDIX W: 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
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REPORTING BURDEN ESTIMATES

Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)

250.69(d)(3) & 250.70(d)(3)	Disaster Household Distribution Weekly Report	7	15	105	1	105.00	0
247.5(b)(16)	Public Posting of Availability of USDA Foods (CSFP)	59	1	59	4	236.00	0
251.4(l)	Public Posting of Availability of TEFAP Foods	54	1	54	4	216.00	0
251.10(b)(3)	Report of Eligible Recipient Agency List to FNS (TEFAP)	54	1	54	1	54.00	0
251.10(b)(4)	Recipients of USDA Foods for Home Consumption (TEFAP)	54	4	216	2	432.00	0
253.12	Administrative Waivers (FDPIR)	11	1	11	8	88.00	0
Subtotal Record Keeping: State and Local Agencies		239	23	499	20	1,131	0

Affected Public: Private Not for Profit

250.69(d) and 250.70(d)	Disaster Agency Reporting of Household Information	0	0	0	0	0	50
Subtotal Record Keeping: Private Not for Profit		0	0	0	0	0	50

Affected Public: Individuals

250.69(d) and 250.70(d)	Household Information Reporting for Disasters and Situations of Distress	0	0	0	0	0	50
Subtotal Record Keeping: Individuals		0	0	0	0	0	50

GRAND SUBTOTAL: REPORTING	239	23	499	20	1,131	100
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RECORDKEEPING BURDEN ESTIMATES

Affected Public: State and Local Agencies (including Indian Tribal Organizations and U.S. Territories)

250.19(a)	Recordkeeping of Agreements, Reports, and Other Records (Records Related to the Receipt, Distribution, and Inventory of Donated Foods – Child Nutrition Programs Recipient Agencies)	20,866	15	312,990	0.1	31,299.00	25039.2
251.10(a)(3)	Eligible Recipient Agency List (TEFAP)	54	1	54	1	54.00	0
Subtotal Record Keeping: State and Local Agencies		20,920	16	313,044	1	31,353	25,039

Affected Public: Private Not for Profit

251.10(a)(4)	Eligibility Determination and Collection of Participating Household Information (TEFAP)	1,600	1	1,600	211	336,800	671,840
Subtotal Reporting: Private Not for Profit		1,600	1	1,600	211	336,800	671,840
GRAND SUBTOTAL: RECORDKEEPING		22,520	17	314,644	212	368,153	696,879
GRAND TOTAL: REPORTING AND RECORDKEEPING		22,759	40	315,143	232	369,284	696,979

Difference Due to Program Changes
105.00
236.00
216.00
54.00
432.00
88.00
1,131
-50
-50
-50
-50

