

Appendix - Burden Table for The Study of Food Access and Well-Being

Respondent Category	Type of respondents	Instruments	Appendix	Sample Size	Responsive					Non-Responsive					Grand Total Annual Burden Estimate (hours)	Hourly rate	Cost
					Number of respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Number of Non-respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)			
Individual/ Household	Survey participants	Survey Invitation	C1/C2	19,800	15,840	1	15,840	0.0334	529	3,960	1	3,960	0.0334	132,264	661	\$ 7.25	\$ 4,795
		Study Brochure	D	19,800	15,840	1	15,840	0.0334	529	3,960	1	3,960	0.0334	132,264	661	\$ 7.25	\$ 4,795
		Endorsement Letter	E1/E2	19,800	15,840	1	15,840	0.0334	529	3,960	1	3,960	0.0334	132,264	661	\$ 7.25	\$ 4,795
		First Survey Reminder Letter	F1/F2	17,325	10,395	1	10,395	0.0334	347	6,930	1	6,930	0.0334	231,462	579	\$ 7.25	\$ 4,195
		Second Survey Reminder Letter	G1/G2	13,860	5,544	1	5,544	0.0334	185	8,316	1	8,316	0.0334	277,754	463	\$ 7.25	\$ 3,356
		Survey Door Hanger	H	10,395	9,876	1	9,876	0.0167	165	519	1	519	0.0167	8,667	174	\$ 7.25	\$ 1,259
		Survey Refusal Letter	J1/J2	3,960	3,168	1	3,168	0.0334	106	792	1	792	0.0334	26,453	132	\$ 7.25	\$ 959
		Thank You Letter	K1/K2	2,178	2,178	1	2,178	0.0167	36	0	0	-	0.0167	-	36	\$ 7.25	\$ 264
	Household Survey	S1/S2/S3	19,800	6,600	1	6,600	0.5845	3,858	13,200	1	13,200	0.0000	-	3,858	\$ 7.25	\$ 27,968	
	IDI participants	IDI Invitation Call Script	L1/L2	624	562	1	562	0.1002	56	62	1	62	0.1002	6,212	63	\$ 7.25	\$ 453
		IDI Confirmation Letter/Email	M1/M2	624	156	1	156	0.0167	3	468	1	468	0.0167	7,816	10	\$ 7.25	\$ 76
		IDI Reminder Call Script	N1/N2	624	156	1	156	0.0334	5	468	1	468	0.0334	15,631	21	\$ 7.25	\$ 151
		IDI Consent Form	O1/O2	624	156	1	156	0.0334	5	468	1	468	0.0334	15,631	21	\$ 7.25	\$ 151
		IDI Interview Guide	P1/P2	624	156	1	156	2.0000	312	468	1	468	0.0000	-	312	\$ 7.25	\$ 2,262
Individual/ Household Sub-Total				20,112	16,121	5.36	86,467	0.0771	6,666	3,991	10.92	43,571	0.0226	986,419	7,652.101		\$ 55,477.73
Business (Profit, Non-Profit, or Farm)	Focus groups	Focus Group Consent Form	Q1	96	36	1	36	0.0334	1	60	1	60	0.0334	2,004	3	\$ 25.94	\$ 83
		Focus Group Discussion Guide	Q2	96	36	1	36	1.5000	54	60	1	60	0.0000	-	54	\$ 25.94	\$ 1,401
		Focus Group Invitation	Q3	96	36	1	36	0.0167	1	60	1	60	0.0167	1,002	2	\$ 25.94	\$ 42
		Study Description	R	96	36	1	36	0.0334	1	60	1	60	0.0334	2,004	3	\$ 25.94	\$ 83
Business (Profit, Non-Profit, or Farm) Sub-Total				96	36	4.000	144	0.396	57	60	4	240	0.021	5	62		\$ 1,608.70
State, Local, or Tribal Government	State or county staff	SNAP Agency Data Request	B	7	7	1	7	8.0000	56	0	0	-	8.0000	-	56	\$78.88	\$ 4,417
	State or local police station staff	Police Station Letter	I	38	31	1	31	0.0167	1	7	1	7	0.0167	0.117	1	\$78.88	\$ 50
		Study Description	R	38	31	1	31	0.0334	1	7	1	7	0.0334	0.234	1.3	\$78.88	\$ 100
	Focus groups	Focus Group Consent Form	Q1	24	12	1	12	0.0334	0	12	1	12	0.0334	0.401	1	\$78.88	\$ 63
		Focus Group Discussion Guide	Q2	24	12	1	12	1.5000	18	12	1	12	0.0000	-	18	\$78.88	\$ 1,420
		Focus Group Invitation	Q3	24	12	1	12	0.0167	0	12	1	12	0.0167	0.200	0	\$78.88	\$ 32
Study Description	R	24	12	1	12	0.0334	0	12	1	12	0.0334	0.401	1	\$78.88	\$ 63		
State, Local, or Tribal Government Sub-Total				69	50	2.34	117	0.654	76.555	19	3.263	62	0.022	1.353	78		\$ 6,145.55
COMBINED TOTAL				20,277	16,207		86,728		6,799	4,070	18	43,873		993	7,792.02		\$ 63,231.97
Sources: Department of Labor Wage and Hour Division (http://www.dol.gov/whd/minimumwage.htm). Bureau of Labor Statistics, Occupational Employment Statistics Survey, May 2021. (https://www.bls.gov/oes/current/oes_stru.htm). Individual/Household: Federal minimum wage. Business (Profit, Non-Profit, or Farm): Average hourly earnings of Social and Community Service Management Occupations. State, Local, or Tribal Government: Average hourly earnings of Management Occupations. State, Local, or Tribal Government.															Number of responses per respondent (includes respondents and non-respondents)	6.4408	
															Total Annual Responses	130,601	
															Estimated time per respondent	0.0597	
															Total annual burden hours (respondent + nonrespondent)	7,792	
															Number of responses per survey resp	0.3620	
															Total survey responses	130,038	
															Estimated time per survey resp	0.0588	
															Number of responses per State resp	2.5942	
															Total state responses	179	
															Estimated time per State resp	0.4352	

Cell	Document	Sample Size Assumption
C3	Survey Invitation	19,800
C4	Study Brochure	19,800
C5	Endorsement Letter	19,800
C6	First Survey Reminder Letter	17,325
C7	Second Survey Reminder Letter	13,860
C8	Survey Door Hanger	10,395
C9	Survey Refusal Letter	3,960
C10	Thank You Letter	2,178
C11	Household survey	19,800
C12	IDI Invitation Call Script	624
C13	IDI Confirmation Letter/Email	624
C14	IDI Reminder Call Script	624
C15	IDI Consent Form	624
C16	IDI Interview Guide	624
C17	Total Individual/HH Respondents	20,112
C18	Focus Group Consent Form	96
C19	Focus Group Discussion Guide	96
C20	Focus Group Invitation	96
C21	Study Description	96
C23	SNAP Agency Data Request	7
C24	Police Station Letter	38
C25	Study Description	38
C26	Focus Group Consent Form	24
C27	Focus Group Discussion Guide	24
C28	Focus Group Invitation	24
C29	Study Description	24

Hourly rate for State agency staff includes 33% adjustment to include
Individuals/Participant: Federal minimum wage = \$7.25

State, local, or Tribal agency director/manager: Average hourly €

State, local, or Tribal agency direct service staff: Average hourly €

Private sector for-profit business director/manager: Average hourly €

Private sector not-for-profit agency director/manager: Average hourly €

Private sector not-for-profit direct service staff : Average hourly €

Notes

Sample of all participants who receive initial letter+brochure

Sample of all participants who receive initial letter+brochure

Sample of all participants who receive initial letter+brochure

Send 1st survey reminder 2 weeks after start

Send 2nd survey reminder 8 weeks after start

Use door hanger 8 weeks after start

Send refusal letters between 4-8 weeks after participant refusal

Respondents who are mailed thank you letter for participation - just phone and web completes

Sample of all participants invited to participate in the survey

Respondents invited to participate in the IDI. Half of these sample members will have completed the household survey, while the other half will be household members who were not included in the survey sample.

Send IDI confirmation letter/email

Send reminder call script

Use consent form with IDI

Respondents invited to complete IDI

19,800 household survey sample members + 312 IDI sample members (the half of the IDI sample that is not included in the HH survey sample)

Use consent form with focus groups - community based organizations

Respondents from community based organizations invited to complete focus group

Sample of focus group participants from community based organizations - send invitation letter

Sample of focus group participants from community based organizations - send study description

6 States + 1 County agency provide SNAP administrative data

Number of police stations to alert regarding field staff

Number of police stations to alert regarding field staff

Use consent form with focus groups - State, local or tribal government

Respondents from State, local, or tribal government invited to complete focus group

Sample of focus group participants from State, Local, or Tribal government - send invitation letter

Sample of focus group participants from State, Local, or Tribal government - send study description

Include fringe benefits

earnings of workers in management occupations; = \$59.31

earnings of workers in community and social services occupations;

hourly earnings of workers in management occupations;

hourly earnings of social and community services managers = \$\$ 36.92

earnings of community and social service specialists;