

Appendix E

ESTIMATE OF THE INFORMATION COLLECTION BURDEN FOR THE THE SENIOR FARMERS' MARKET NUTRITION PROGRAM (SFMNP)

OMB # 0584-0541

This document explains the calculation of the Information Collection Request (ICR) for the Senior Farmers' Market Nutrition Program (SFMNP) under OMB # 0584-0541. The narrative below describes revisions made to the previously approved burden for reporting and recordkeeping requirements and reflects both program changes and program adjustments. The resulting updated calculations are highlighted in bold and are also reflected in the attached spreadsheet (Appendix D: Burden Table).

Regulatory citations refer to the federal SFMNP regulations at 7 CFR Part 249.

REPORTING BURDEN ESTIMATES

*AFFECTED PUBLIC: STATE AND LOCAL AGENCIES
(INCLUDING U.S. TERRITORIES AND INDIAN TRIBAL ORGANIZATIONS)*

1. Section 249.3(d) requires each non-profit entity or local government agency interested in being authorized as an SFMNP local agency to submit an application to the State agency. There are 1,113 SFMNP local agencies. Approximately 70 percent of all local agencies are government entities ($1,113 \times 0.70 = 779.10$) and the remaining 30 percent are non-profit businesses. The average local agency agreement is for two years, so the Food and Nutrition Administration (FNA) estimates that all local agencies submit an application every two years (or 0.5 times per year). Each application requires two burden hours to complete.

FNA estimates 779.10 total annual burden hours for government local agencies to complete their applications (779.10 local agencies x 0.5 application each year x 2 burden hours per application = 779.10 hours). This represents an increase of 101.50 burden hours from the previous SFMNP ICR submission of 677.60 hours. This increase is due to a program adjustment: an increase in the number of local agencies.

2. Section 249.4 requires each State agency to submit a State Plan to FNA for approval by November 15 of each year as a prerequisite to receiving federal SFMNP funds. The State Plan requires the State agency to outline how they plan to implement, operate, and administer SFMNP. The recently approved Waivers and State Plan (WiSP) application (OMB Control Number 0584-0704, expiration date: 12/31/2028) now covers the majority of the SFMNP State Plan reporting burden. However, FNA estimates that each State agency will spend an additional 20 burden hours collecting and preparing information for their State Plan submission, which is captured in this ICR.

FNA estimates 1,120 total annual burden hours for each State agency to collect and prepare information for their State Plan submission (56 State agencies x 20 burden hours = 1,120 total annual burden hours). This is a decrease of 1,080 hours since the previous submission. This decrease is the net effect of both a program adjustment: an increase in the number of State agencies, and a program change: the movement of State Plan reporting burden to the WiSP ICR.

3. Sections 249.6, and 249.10(i) require that the State agency collect and record pertinent certification data from applicants for SFMNP. The State agency must also ensure that at certification, applicants are provided with instructions including the locations their

benefits can be redeemed, a description of eligible foods, and an explanation of their right to complain about improper farmer/market practices. Participants often receive nutrition education materials at certification as well. State agencies are also required to notify SFMNP applicants of their rights and responsibilities. In FY 2024, the most recent year for which data are available, there were 838,410 SFMNP participants. Participants are certified and receive instructions once per year, at the beginning of the season. FNA estimates that State agencies spend approximately 15 minutes (0.25 hours) collecting certification data and providing instructions for each participant.

FNA estimates 209,602.50 total annual burden hours for the certification of SFMNP participants (838,410 annual certifications across all State agencies x 0.25 hours per certification = 209,602.50 hours). This represents an increase of 28,181.00 burden hours from the previous SFMNP ICR submission of 181,421.50 hours. This increase is due to a program adjustment: an increase in the number of participants and State agencies.

4. Section 249.9 requires that State agencies integrate nutrition education into SFMNP operations. State agencies may coordinate nutrition education with other agencies within their jurisdiction that offer nutrition education (such as the WIC Program). If the State agency coordinates with another agency for nutrition education, they must enter into a written cooperative agreement. FNA estimates that either entering into a cooperative agreement with another agency or developing nutrition education for participants takes an average of 5 hours each year across all State agencies.

FNA estimates 280 total annual burden hours for State agencies to coordinate or develop nutrition education (56 State agencies x 5 burden hours = 280 total annual burden hours). This is an increase of 280 burden hours from the previous SFMNP ICR submission, which did not include the State agency nutrition education reporting burden. This increase is due to a program change. In this and future revisions, the State agency reporting burden for nutrition education will be reported under the SFMNP burden.

5. Sections 249.10(a)(2)-(3),(b),(c) set forth State agency responsibilities regarding the authorization of farmers, farmers' markets, roadside stands, and community supported agriculture (CSA) programs (i.e., authorized outlets). Each outlet interested in being authorized to accept SFMNP benefits is required to submit an application to the State agency. Farmer, farmers' market, roadside stand, and CSA program agreements may not exceed three years. FNA estimates that one third of all outlets will submit applications each year ($18,991 / 3 = 6,330.33$ applications). FNA estimates that it takes 15 minutes (0.25 burden hours) for State agency staff to review each application.

FNA estimates 1,582.58 total annual burden hours for State agencies to review each farmer, farmers' market, roadside stand, and CSA program application (6,330.33 applications x 0.25 burden hours = 1,582.58 total annual burden hours). This is a decrease of 861.79 burden hours from the previous submission of 2,444.38 hours. This decrease is due to a program adjustment: a decrease in the number of authorized outlets. This decrease is also due to a program change: correcting the estimated number of outlets submitting applications from one-half to one-third of outlets to reflect the three-year maximum agreement length.

6. Sections 249.10(a)(7),(d) require State agencies to conduct annual training for both returning and newly authorized outlets participating in SFMNP. The training must ensure that authorized outlets know program rules and procedures. FNA estimates that it takes State agencies approximately 8 hours to develop annual training materials each year.

a. FNA estimates 448 total annual burden hours for developing annual training (56 State agencies x 8 burden hours = 448 burden hours). This is an increase of 8 hours from the previous ICR submission of 440 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

b. Additionally, FNA estimates that it takes 2 hours to provide annual training to authorized outlets, and that State agencies provide these trainings 15 times each year, for an estimated 1,680 annual burden hours (56 State agencies x 15 annual trainings per State agency = 840 total annual trainings x 2 burden hours per training = 1,680 total annual burden hours). This is an increase of 30 hours from the previous ICR submission of 1,650 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

7. Section 249.10(b)(8) sets forth that a State agency may disqualify an authorized outlet for SFMNP violations. FNA estimates that, on average, 5 SFMNP State agencies will disqualify an authorized outlet each year, and that each State agency spends 5 minutes (0.0835 burden hours) notifying the authorized outlet of their disqualification. FNA estimates 0.42 burden hours to notify authorized outlets of their disqualification (5 State agencies x 0.0835 burden hours per disqualification = 0.42 burden hours). This estimate has not changed since the previous submission.
8. Sections 249.10(e)(2)-(3), and 249.17(c)(1)(i) require each SFMNP State agency to conduct on-site monitoring visits of at least 10 percent of authorized outlets annually. Each State agency must document findings and observations for all on-site monitoring

visits. Therefore, FNA estimates that State agencies conduct monitoring visits for 1,899.10 authorized outlets ($18,991 \times 0.10$) each year. FNA estimates that it takes 1.5 hours to conduct a monitoring visit.

FNA estimates 2,848.65 total annual burden hours for monitoring authorized outlets (1,899.10 authorized outlets to be reviewed across 56 State agencies \times 1.50 burden hours per review = 2,848.65 total annual burden hours). This is a decrease of 84.60 hours from the previous submission of 2,933.25 hours. This decrease is due to a program adjustment: a decrease in the number of authorized outlets.

9. Sections 249.10(e)(4) and 249.17(c)(1)(ii)-(iii) require the State agency to conduct monitoring reviews of all local agencies within the State agency's jurisdiction at least once every 2 years, which means that each year, half (0.5) of all local agencies will be reviewed. Monitoring of local agencies encompasses, but is not limited to, evaluation of management, accountability, certification, nutrition education, financial management systems, and coupon management systems. FNA estimates that it takes two hours for the State agency to conduct local agency reviews and report the results of the targeted reviews to FNA.

FNA estimates 1,113 total annual burden hours for this provision (1,113 local agencies across all State agencies \times 0.5 = 556.50 total local agencies to be reviewed \times 2 burden hours per review = 1,113 total annual burden hours). This is an increase of 145 burden hours from the previous submission of 968 hours. This increase is due to a program adjustment: an increase in the number of State and local agencies.

10. Section 249.10(f) requires that the State agency control and provide accountability once a year for the receipt and issuance of SFMNP coupons, including the secure transportation and storage of unissued coupons. In addition, the State agency is responsible for designing and implementing a coupon management system that will detect errors in the SFMNP accountability and issuance system. This requirement also applies to State agencies using electronic benefit systems (eSolutions) to issue SFMNP benefits to participants.

FNA estimates 5 burden hours for each State agency to conduct oversight and manage this system of operations for a total of 280 annual burden hours (56 State agencies \times 5 burden hours per State agency = 280 total annual burden hours). This is an increase of 5 burden hours from the previous submission of 275 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

11. Section 249.10(h) requires the State agency to identify the disposition of all SFMNP coupons once a year as validly redeemed, lost or stolen, expired, or not matching issuance records. In addition, the State agency is responsible for designing and implementing a system to disclose the status of all SFMNP coupons and must describe this system in the State Plan.

FNA estimates that it takes State agencies that issue paper SFMNP coupons 3 burden hours per year for each State agency to audit and monitor the disposition of all SFMNP coupons. State agencies that use an eSolution have easier access to more detailed, real-time data on the disposition of SFMNP benefits. FNA estimates that it takes State agencies that use an eSolution 1.5 hours each year to audit and monitor the disposition of all SFMNP benefits. In fiscal year 2025, 34 SFMNP State agencies used eSolutions and 22 used paper coupons.

FNA estimates 117 total annual burden hours to audit and monitor the disposition of all paper and electronic SFMNP coupons:

- a. 22 State agencies using paper coupons x 3 burden hours per State agency = 66 total annual burden hours.**
- b. 34 State agencies using eSolutions x 1.5 burden hours per State agency = 51 total annual burden hours.**

Together, this sums to 117 total annual burden hours. This is a decrease of 48 burden hours since the previous submission of 165 hours. When the previous SFMNP ICR was submitted, State agencies had not yet begun the transition to eSolutions. Therefore, the decrease in this submission is due to a program change from SFMNP eSolution implementation. The decrease also accounts for an increase in the number of State agencies, which is a program adjustment.

12. Section 249.10(j) requires State agencies to have procedures to document the handling of complaints by participants and authorized outlets. FNA estimates that SFMNP State agencies will receive 486 complaints from authorized outlets and 578 complaints from participants annually. State agencies take an estimated one hour to respond to each complaint.

The number of complaints from authorized outlets has been scaled down from the previous submission, proportionate to the decrease in authorized outlets. Program complaints from SFMNP participants were not previously reported in the State agency reporting burden section of this ICR and have been added here to correct for this oversight.

FNA estimates 1,064 total annual burden hours to respond to complaints from authorized outlets and participants (1,064 complaints across all State agencies x 1 burden hour per State agency = 1,064 total annual burden hours). This is an increase of 564 hours from the previous ICR submission of 500 hours. This net increase is due to both a program adjustment: a decrease in the number of authorized outlets, and a program change: an increase in the number of respondents to account for the previously unreported State agency burden of handling SFMNP participant complaints.

13. Section 249.10(k) requires State agencies to establish policies that determine the type and level of sanctions to be applied against participants and authorized outlets, based upon the severity and nature of the SFMNP violations observed, and other factors the State agency determines appropriate, such as whether repeated offenses have occurred over a period of time. FNA estimates that 2 percent of authorized outlets and participants will be sanctioned each year (18,991 authorized outlets + 838,410 participants = 857,401 x 0.02 = 17,148.02 sanctions) and State agencies will spend 5 minutes (0.0835 burden hours) notifying authorized outlets that they have been sanctioned.

FNA estimates 1,431.86 total annual burden hours to notify authorized outlets and participants that they have been sanctioned (17,148.02 sanctions across all State agencies x 0.0835 hours per sanction = 1,431.86 total annual burden hours). This is an increase of 1,399.20 hours from the previous submission of 32.66 hours. This net increase is due to both a program adjustment: a decrease in the number of authorized outlets, and a program change: accounting for the previously unreported State agency burden of sanctioning SFMNP participants.

14. Section 249.11 requires that the State agency maintain a financial management system, including an account of property, assets, and all SFMNP funds received and expended each fiscal year. FNA estimates that it takes 10 burden hours per State agency to carry out this requirement.

FNA estimates 560 total annual burden hours to maintain and report on State agency financial management (56 State agencies x 10 burden hours per State agency = 560 total annual burden hours). This is an increase of 10 hours from the previous submission of 550 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

15. Section 249.12(a)(2) requires a State agency to obtain prior approval in accordance with 2 CFR part 200, subpart E, and USDA implementing regulations 2 CFR parts 400 and 415 before charging to SFMNP any capital expenditures and other cost items in the administration and operation of the program. FNA estimates that no more than 5 State agencies will submit requests to FNA for prior approval for capital expenditures and cost items in the administration and operation of SFMNP each year. FNA further estimates that each request will require 40 hours for the State agency to develop and submit.

FNA estimates 200 total annual burden hours for State agencies to develop and submit a request for prior approval for capital expenditures and other cost items in the administration and operation of SFMNP (5 State agency requests x 40 burden hours = 200 total annual burden hours). This estimate has not changed since the previous submission.

16. Section 249.17(a) requires State agencies to establish a management evaluation system in order to assess the accomplishment of SFMNP objectives as provided under SFMNP regulations, the State Plan, and the State agency's written agreement with the Department. FNA estimates that one State agency will establish a management evaluation system each year and that it will require 24 hours to establish the system.

FNA estimates 24 total annual burden hours to establish a management evaluation system (1 State agency x 24 hours per State agency = 24 total annual burden hours). This estimate has not changed since the previous submission.

17. Section 249.17(b)(2)(ii) requires that a State agency develop a corrective action plan once annually for deficiencies found in a management evaluation, including timeframes to address the deficiencies and prevent their future recurrence. Out of the 56 SFMNP State agencies, FNA estimates that 8 (roughly 15% of State agencies) will be required to submit corrective action plans for deficiencies each year. FNA estimates that each corrective action plan will take approximately 10 hours to develop.

FNA estimates 80 total annual burden hours for the development of State agency corrective action plans (8 State agencies x 10 burden hours per State agency = 80 total annual burden hours). This has not changed since the previous submission.

18. Section 248.17(c)(2) sets forth that on their own initiative or when required by FNA, the State agency shall provide special reports on SFMNP activities and take positive action to correct deficiencies in SFMNP operations. FNA estimates that 2 State agencies will submit a special report each year, and that each report will require 10 hours to develop

and submit.

FNA estimates 20 total annual burden hours for the development and submission of special reports (2 State agencies x 10 burden hours per State agency = 20 total burden hours). This burden estimate has not changed since the previous submission.

19. Section 249.18(b) requires the State agency to develop and submit a corrective action plan once annually to FNA addressing the findings of USDA's Office of the Inspector General (OIG), State or local agency audits. FNA estimates that of the 56 State agencies, 1 will have audit findings requiring corrective action plans, and that each corrective action plan will require 15 hours to develop and submit.

FNA estimates 15 total annual burden hours for the development of a corrective action plan (1 State agency x 15 burden hours = 15 total annual burden hours). This burden estimate has not changed since the previous submission.

*AFFECTED PUBLIC: INDIVIDUALS/HOUSEHOLDS
(APPLICANTS FOR PROGRAM BENEFITS)*

1. Sections 249.6 and 249.10(i) require that applicants for SFMNP provide pertinent certification data to the State agency at the time of certification. At certification, applicants must also receive instructions including the locations their benefits can be redeemed, a description of eligible foods, and an explanation of their right to complain about improper farmer/market practices. They often receive nutrition education materials as well. SFMNP applicants must also be notified of their rights and responsibilities. In FY 2024 (the most recent year of available data), there were 838,410 SFMNP participants.

SFMNP participants are certified once per year. FNA estimates that applicants spend approximately 15 minutes (0.25 burden hours) each completing the certification for SFMNP benefits. This estimate is an average and is intended to account for the full range of participant experiences, which may span just a few minutes to more than 15 minutes for seniors to complete the full certification process.

FNA estimates 209,602.50 total annual burden hours for individuals to complete their SFMNP certification and receive instructions (838,410 participants x 0.25 burden hours per certification = 209,602.50 total burden hours). This is an increase of 197,483.54 hours from the previous submission of 12,118.96 hours. This increase is due to a program adjustment: an increase in the number of

participants. This increase is also due to a program change: an increase in the estimated amount of time burden for each certification. The previous submission estimated 1 minute for each SFMNP certification. This estimate likely did not fully account for the learning and comprehension time required for participants to review instructions and nutrition education. To ensure the full burden on individuals and the full range of individuals' experiences is adequately captured in this ICR, FNA has increased the estimated time for this requirement.

2. Section 249.10(j) permits SFMNP participants to submit complaints. FNA estimates that 578 SFMNP participants will submit complaints annually. This estimate has been scaled up from 500 complaints, proportionate to the increase in the number of SFMNP participants. Each complaint takes approximately 30 minutes (0.50 burden hours) to submit.

FNA estimates 289 total annual burden hours for each participant submission (578 participant complaints x 0.50 burden hours per submission = 289 total annual burden hours). This is an increase of 39 hours from the previous SFMNP ICR submission of 250 hours. This increase is due to a program adjustment: an increase in the number of SFMNP participants.

3. Section 249.16(a)(1)(i)-(ii) sets forth SFMNP participants' right to appeal denial of certification and disqualification/suspension of benefits. FNA estimates that 2 percent of all SFMNP applicants/participants will be denied certification or receive a disqualification or suspension of benefits and of that 2 percent, 2 percent will appeal that decision (838,410 SFMNP participants x 0.02 = 16,768.20 x 0.02 = 335.36 appeals). FNA estimates that participants spend 2 hours developing and submitting each appeal.

FNA estimates 670.73 total annual burden hours for individuals to develop and submit appeals (335.36 participant appeals x 2 burden hours per appeal = 670.73 total annual burden hours). This is an increase of 90.18 hours since the previous SFMNP ICR submission of 580.55 hours. This increase is due to a program adjustment: an increase in the number of SFMNP participants.

AFFECTED PUBLIC: AUTHORIZED OUTLETS (FARMERS, FARMERS' MARKETS, ROADSIDE STANDS, AND COMMUNITY SUPPORTED AGRICULTURE (CSA) PROGRAMS) AND NON-PROFIT BUSINESSES

1. Section 249.3(d) requires each non-profit entity interested in being authorized as an SFMNP local agency to submit an application to the State agency. There are 1,113

SFMNP local agencies. Approximately 30 percent of all local agencies are non-profit businesses ($1,113 \times 0.30 = 333.90$). The average local agency agreement is for two years, so FNA estimates that all local agencies submit an application every two years (or 0.5 times a year). Each application requires two burden hours to complete.

FNA estimates 333.90 total annual burden hours for non-profit businesses to complete local agency applications (333.90 non-profit local agencies \times 0.5 applications per year = 166.95 total annual applications \times 2 hours per application = 333.90 total burden annual hours). This represents an increase of 43.50 burden hours from the previous submission of 290.40 hours. This increase is due to a program adjustment: an increase in the number of local agencies.

2. Sections 249.10(b)-(c) require that each outlet authorized to sell SFMNP eligible foods enter into a written agreement with the State agency. FNA estimates that it takes 5 minutes (0.0835 burden hours) for each outlet to complete an application for authorization one time annually. Outlet agreements may not exceed three years. Therefore, FNA estimates that $6,330.33$ authorized outlets, or one-third of all outlets ($18,991 / 3 = 6,330.33$), will apply for authorization each year.

FNA estimates 528.58 total annual burden hours for outlets to apply for authorization ($6,330.33$ authorized outlets \times 0.0835 burden hours per application = 528.58 total annual burden hours). This is a decrease of 287.84 hours since the previous submission of 816.42 hours. This decrease is due to a program adjustment: a decrease in the number of authorized outlets. This decrease is also due to a program change: updating the estimated number of outlets submitting applications from one-half to one-third of outlets to reflect the three-year maximum agreement length.

3. Section 249.10(b)(8) sets forth authorized outlets' right to appeal a denial of an application to participate in SFMNP, a disqualification, or an SFMNP sanction by the State agency. FNA estimates that, on average, 5 authorized outlets will be disqualified or sanctioned each year. Of those, FNA estimates that 1 sanctioned outlet will appeal the decision, and that developing and submitting each appeal takes 2 hours.

FNA estimates 2 total annual burden hours for the development and submission of authorized outlet appeals (1 authorized outlet appeal \times 2 burden hours per appeal = 2 total annual burden hours). This is a decrease of 13.64 hours since the previous submission of 15.64 hours. This decrease is due to a program change: the estimated number of authorized outlets expected to appeal was revised to align

with the corresponding estimate of the number of outlets State agencies disqualify per year (State agency reporting burden item 7).

4. Section 249.10(d) requires all SFMNP authorized outlets to attend annual training in a format of the State agency's choosing. Annual trainings ensure that outlets are aware of program rules and procedures. FNA estimates that it takes 2 hours for new and returning authorized outlets to participate in annual training.

FNA estimates 37,982 total annual burden hours for new and returning authorized outlets to participate in annual training (18,991 authorized outlets x 2 burden hours per outlet = 37,982 total annual burden hours). This is a decrease of 1,128 hours from the previous submission of 39,110 hours. This decrease is due to a program adjustment: a decrease in the number of authorized outlets.

5. Section 249.10(e)(1) sets forth the coupon reimbursement responsibilities delegated to authorized outlets. Authorized outlets in the 22 SFMNP State agencies that are using a paper coupon system in fiscal year 2026 perform coupon reimbursement responsibilities by batching and mailing paper coupons to the State agency at an estimated frequency of 9 times annually, which takes an estimated four burden hours each time.

Authorized outlets in the 34 SFMNP State agencies that are using an eSolution in fiscal year 2026 submit electronic benefits for reimbursement in one of three ways, depending on the eSolution model:

- *Method 1:* Sending printed quick response (QR) codes to the State agency via mail. FNA estimates that method 1 presents the same burden for authorized outlets as in a paper coupon system and that 3 SFMNP State agencies are using this method in 2026.
- *Method 2:* Scanning large batches of QR codes with a mobile device to upload benefit information to the State agency electronically. FNA estimates that in method 2, reimbursement activities occur at approximately the same frequency as in a paper system (9 times per year) but only take 1 hour each, and that 8 SFMNP State agencies are using this method in 2026.
- *Method 3:* Automatically submitting electronic transactions for redemption at the point of sale. FNA estimates that in method 3, reimbursement activities take authorized outlets approximately 30 minutes (0.5 hours) across the entire year, and that 23 SFMNP State agencies used this method in 2025.

FNA estimates 333,529.44 total annual burden hours (305,212.50 hours + 24,417.00 hours + 3,899.94 hours) to carry out coupon/electronic benefit reimbursement responsibilities:

- **a. Paper coupons and method 1:**
 - o **18,991 authorized outlets x (25/56 State agencies) = 8,478.13 SFMNP outlets reimbursing paper coupons/method 1.**
 - o **8,478.13 outlets reimbursing paper coupons/method 1 x 9 reimbursement activities per year = 76,303.13 activities x 4 hours per activity = 305,212.50 total annual burden hours.**
- **b. Method 2:**
 - o **18,991 authorized outlets x (8/56 State agencies) = 2,713.00 SFMNP outlets reimbursing using method 2.**
 - o **2,713.00 authorized outlets using method 2 x 9 reimbursement activities per year = 24,417.00 activities x 1 hour per activity = 24,417.00 total annual burden hours.**
- **c. Method 3:**
 - o **18,991 authorized outlets x (23/56 State agencies) = 7,799.88 SFMNP outlets reimbursing using method 3.**
 - o **7,799.88 authorized outlets using method 3 x 1 reimbursement activity per year = 7,799.88 activities x 0.50 hours per activity = 3,899.94 total annual burden hours.**

This is a decrease of 370,450.56 hours since the previous submission. This is the first time the transition from paper coupons to eSolutions is being reported for the SFMNP ICR, which accounts for 350,146.56 hours of the decreased burden (a program change). The remainder of the decrease is due to a program adjustment: a decrease in the number of authorized outlets.

6. Section 249.10(j) permits authorized outlets to submit complaints. FNA estimates that 486 SFMNP authorized outlets will submit complaints annually. The number of authorized outlets submitting complaints has been scaled down from the previous submission, proportionate to the decrease in authorized outlets. FNA estimates that each complaint will take 30 minutes (0.50 burden hours) to submit.

FNA estimates 243 total annual burden hours for authorized outlets to submit complaints (486 authorized outlet complaints x 0.50 burden hours per activity = 243 total annual burden hours). This is a decrease of 7 hours from the previous submission of 250 hours. This decrease is due to a program adjustment: a decrease in the number of authorized outlets.

RECORDKEEPING BURDEN ESTIMATES

*AFFECTED PUBLIC: STATE AND LOCAL AGENCIES
(INCLUDING U.S. TERRITORIES AND INDIAN TRIBAL ORGANIZATIONS)*

1. Section 249.4(c) requires a copy of the approved State Plan to be kept on file at the State agency for public inspection. Since the previous SFMNP ICR was approved, FNA has developed the WiSP application for SFMNP State agencies to submit State Plans directly to FNA. The recordkeeping burden associated with SFMNP State Plans is now captured in the WiSP ICR (OMB Control Number 0584-0704, expiration date: 12/31/2028).

Therefore, FNA now estimates 0 burden hours in this ICR for State Plan recordkeeping. This is a decrease of 9.19 hours since the previous submission. This decrease is due to a program change: moving the associated burden to the WiSP ICR. Going forward, the State Plan recordkeeping burden will no longer be included in this ICR.

2. Section 249.9 requires that State agencies integrate nutrition education into SFMNP operations. State agencies are required to maintain records of the delivery of nutrition education to participants. FNA estimates that it takes 1 minute (0.0167 burden hours) to document nutrition education activities for each SFMNP participant each year. The time burden for this requirement has been revised down from 15 minutes to more accurately reflect the time required to document nutrition education provision.

FNA estimates 14,001.45 total annual burden hours for recordkeeping pertaining to nutrition education (838,410.00 SFMNP participants across all State agencies x 0.0167 burden hours per response = 14,001.45 total annual burden hours). This is a decrease of 167,420.05 burden hours from the previous submission of 181,421.50 hours. This net decrease is due to a program adjustment: an increase in the number of State agencies and participants; and a program change: a decrease in the estimated amount of time required to document nutrition education.

3. Sections 249.10(a)(4),(d) require the State agency to maintain full and complete records of annual training of authorized SFMNP outlets. FNA estimates 2 hours are required, per State agency, to maintain records of annual training.

FNA estimates 112 total annual burden hours to maintain records of annual training (56 State agencies x 2 burden hours per State agency = 112 total annual burden hours). This is an increase of 2 hours from the previous submission of 110 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

4. Section 249.10(b)(8) requires that State agencies enter into written agreements with authorized outlets. The agreement shall be signed by a representative who has legal authority to obligate the authorized outlet. FNA estimates 2 hours are required for the State agency to document and maintain authorized outlets agreements per year.

FNA estimates 112 total annual burden hours for State agencies to document and maintain authorized outlet agreements per year (56 State agencies x 2 burden hours per State agency = 112 total annual burden hours). This is an increase of 2 burden hours from the previous submission of 110 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

5. Section 249.10(b)(8) requires the State agency to maintain full and complete records of authorized outlet disqualifications and sanctions. FNA estimates it will require 10 minutes (0.167 burden hours), per State agency, to maintain records of authorized outlet disqualifications and sanctions.

FNA estimates 9.35 total annual burden hours to maintain records of authorized outlet disqualifications and sanctions (56 State agencies x 0.167 burden hours per State agency = 9.35 total annual burden hours). This is an increase of 0.17 hours from the previous submission of 9.19 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

6. Sections 249.10(e)(2)-(3) and 249.17(c)(1)(i) require State agencies to document their annual monitoring visits of authorized outlets. Section 249.10(e)(2) requires State agencies to conduct annual, on-site monitoring of at least 10 percent of authorized outlets which includes the authorized outlets identified as being the highest risk. FNA estimates that 1,899.10 authorized outlets ($18,991 \times 0.10 = 1,899.10$) will be monitored annually. FNA estimates that documenting each routine monitoring visit takes 30 minutes (0.5 burden hours).

FNA estimates 949.55 total annual burden hours for State agency documentation and maintenance of records associated with monitoring authorized outlets (1,899.10 monitoring visits across all State agencies x 0.50 burden hours per visit = 949.55 annual burden hours). This is a decrease of 28.20 burden hours from the previous submission of 977.75 hours. This decrease is due to a program adjustment: a decrease in the number of authorized outlets.

7. Sections 249.10(e)(4) and 249.10(c)(1)(ii) require the State agency to document the monitoring reviews of all local agencies within the State agency's jurisdiction at least once every 2 years, which means that each year half (0.5) of all local agencies will be reviewed. Monitoring of local agencies encompasses, but is not limited to, evaluation of management, accountability, certification, nutrition education, financial management systems, and coupon management systems. FNA estimates that documenting each local agency monitoring visit takes 30 minutes (0.5 burden hours) to document.

FNA estimates 278.25 total annual burden hours for this provision (1,113 local agencies x 0.50 = 556.50 local agencies to be reviewed across all State agencies x 0.50 burden hours per review = 278.25 total annual burden hours). This is an increase of 36.25 burden hours from the previous submission of 242.00 hours. This increase is due to a program adjustment: an increase in the number of local agencies.

8. Section 249.11(c) requires the State agency to annually maintain records which adequately identify the source and use of funds expended for SFMNP activities. These records contain, but are not limited to, information pertaining to authorization, receipt of funds, obligations, unobligated balances, assets, liabilities, outlays, and income. The reporting and record-keeping associated with State agency financial data is submitted annually through the FNS-683A, Senior Farmers' Market Nutrition Program Annual Financial and Program Data Report. The annual burden hours associated with reporting of the SFMNP State agency financial data via FNS-683A are approved under OMB Control Number 0584-0594 Food Programs Reporting System (FPRS), expiration date: 09/30/2026. However, the recordkeeping burden hours associated with the SFMNP State agency financial data are reported in this collection. FNA estimates two burden hours per this activity, per State agency for the documentation and maintenance of records associated with expenditures.

FNA estimates 112 total annual burden hours for State agency documentation

and maintenance of records associated with financial expenditures (56 State agencies x 2 burden hours per State agency = 112 total annual burden hours). This is an increase of 2 hours since the previous submission of 110 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

9. Section 249.16(a) requires the State agency to provide an annual hearing procedure whereby applicants, participants, local agencies, and authorized outlets adversely affected by certain actions of the State agency may appeal such actions. Implicit in this provision is the requirement to maintain a record of all hearings that are requested and conducted, and their outcomes. FNA estimates that 1 burden hour is required annually by each State agency to maintain fair hearing records.

FNA estimates 56 total annual burden hours for State agencies to maintain fair hearing records (56 State agencies x 1 burden hour per State agency = 56 total annual burden hours). This is an increase of 1 burden hour since the previous submission of 55 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

10. Section 249.17(a) requires each State agency to establish a management evaluation system in order to assess the accomplishment of SFMNP objectives as provided under program regulations, the State Plan, and the written agreement with FNA. FNA estimates 2 hours are required for each State agency to maintain a management evaluation system.

FNA estimates 112 burden hours for State agencies to maintain a management evaluation system (56 State agencies x 2 burden hours per State agency = 112 total annual burden hours). This is an increase of 2 hours since the previous submission of 110 hours. This increase is due to a program adjustment: an increase in the number of State agencies.

11. Section 249.23(a) requires each State agency to maintain full and complete records concerning SFMNP operations annually. Such records shall include, but are not limited to, information pertaining to financial operations, coupon issuance and redemption, equipment purchases and inventory, nutrition education, and civil rights procedures. FNA estimates 40 burden hours are required annually for each SFMNP State agency to document and maintain full and complete records on program operations.

FNA estimates 2,240 total annual burden hours for State agencies to

document and maintain records on SFMNP operations (56 State agencies x 40 burden hours per State agency = 2,240 total annual burden hours). This is an increase of 40 hours since the previous submission of 2,200 hours. This increase is due to a program adjustment: an increase in the number of State agencies.