

Attachment A - Burden Chart for OMB Control #0584-0280
7 CFR Part 225 - Summer Food Service Program (SFSP)

Reporting

Table 1: SFSP Reporting Requirements															
		Reporting Requirements by State/Local/Tribal Government													
Program Rule	CFR Citation	Title	Form Number	A Estimated # Respondents	B Responses per Respondents	C = (A*B) Total Annual Records	D Estimated Avg. # of Hours Per Response	E= (C*D) Estimated Total Hours	F Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to Program Adjustment	Due to Program Change	G=E-F Total Difference	Justification
SFSP	225.3(b)	SAs, by November 1 of each fiscal year, notify USDA if it intends to administer the Summer Food Service Program. The agreement shall contain an assurance that the State agency will comply with policy, instructions, guidance, and handbooks issued by FNS .		53	1	53	36	1908.00	1,908.00	0		0.00		0	
SFSP	225.4(a)	SAs, by Feb. 15 of each year, submit to FNSRO a Program Management and Administration Plan for that fiscal year.		53	1	53	1	53	53	0			0	0	
SFSP	225.8(d)(1)	SAs submit to FNSRO a list of names and addresses of potential private nonprofit organizations and for each site, the address, first day of operation, and estimated daily attendance by May 1 each year.		53	1	53	1	53	53	0			0	0	
SFSP	225.8(d)(2)	SAs, within 5 days of approval of sponsors, must notify FNSROs of sponsors, approved sites, locations, and days of operation and estimated daily attendance.		53	104	5,512	1	5512	5,512	0		0	0	0	
SFSP	225.9(b)(2)	SAs prepare and submit a list sponsors eligible to receive commodities and daily number of eligible means to be served by each sponsor by June 1.		53	1	53	1	53	53	0			0	0	
SFSP	225.9(d)(4)	SAs forward reimbursements for valid claims.		53	312	16,536	0.5	8268	8,268	0		0	0	0	
SFSP	225.12(a)	SAs establish claims against sponsors and recover payment not properly payable.		53	10	530	4	2120	2,120	0		0	0	0	
SFSP	225.18(b)(2)	SAs notify terminated sponsors in writing.		53	5	265	1	265	265	0			0	0	
SFSP	225.7(d)(2)	The State agency must review sponsors and sites to ensure compliance with Program regulations. Per policy guidance, State agencies must validate 100% of claims for sponsors under review.		53	467.24	24,764	0.08	2055.39	2,055.39	0.00			0.00	0.00	
SFSP	225.6(c)(1), 225.6(c)(4), 225.14(a), 225.14(c)	Sponsors submit written application to SAs for participation in SFSP. The sponsor must demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service. In order to do so, sponsors must comply with policy, instructions, guidance, and handbooks issued by FNS .		3,314	1	3314	39.5	130903.00	130,903.00	0	0	0	0	0	
SFSP	225.6(c)(2)	New sponsors, new sites, and, as determined by the State agency, sponsors and sites which have experienced significant operational problems, must submit site information for each site where a food service operation is proposed.		640	1	640	1	640	640	0	0	0	0	0	
SFSP	225.6(c)(3)	Experienced sponsors and experienced sites must submit site information for each site where a food service operation is proposed.		2,675	1	2675	1	2675.00	2675	0	0	0	0	0	
SFSP	225.6(e), 225.14(c)(7)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.		332	1	332	0.123	40.84	40.84	0		0		0	
SFSP	225.6(h)(2)(iii)	Sponsors provide FSMC with a list of approved sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site.		1,157	1	1,157	0.5	578.50	578.50	0		0		0	
SFSP	225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.		11.57	1	11.57	0.5	5.79	5.79	0		0		0	

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7 CFR Part 225 - Summer Food Service Program (SFSP)

SFSP	225.6(h)(5), 225.6(h)(2)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.		1,157	1	1157	20	23140	23,140	0		0	0
SFSP	225.15(d)(2)	Sponsors must visit each of their sites at least once during the first week of operation under the Program.		3,314	9	29,826	0.50	14,913	14,913	0		0	0
SFSP	225.15(d)(3)	Sponsors must review food service operations for all sites at least once during the first 4 weeks of Program operations, and thereafter maintain a reasonable level of monitoring.		3,314	9	29,826	2	59,652	59,652	0		0	0
SFSP	225.16(a)	Within two weeks of receiving notification of their approval, sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.		3,314	1	3314	0.25	828.50	828.50	0		0	0
State/Local/Tribal Governments Total				3367	36	120,071	2.11	253,664	253,664	0.00	0	0	0.00
Businessess (Non-profit Institutions and Camps)													
SFSP	225.6(c)(1), 225.6(c)(4), 225.14(a), 225.14(c)	Sponsors submit written application to SAs for participation in SFSP. The sponsor must demonstrates financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service. In order to do so, sponsors must comply with policy, instructions, guidance, and handbooks issued by FNS .		2,210	1	2,210	39.5	87,295.00	87,295.00	0		0.00	0.00
SFSP	225.6(c)(2)	New sponsors, new sites, and, as determined by the State agency, sponsors and sites which have experienced significant operational problems, must submit site information for each site where a food service operation is proposed.		426	1	426	1	426	426	0		0	0
SFSP	225.6(c)(3)	Experienced sponsors and experienced sites must submit site information for each site where a food service operation is proposed.		1,783	1	1,783	1	1,783	1,783	0		0	0
SFSP	225.6(e), 225.14(c)(7)	Sponsors approved for participation in SFSP enter into written agreements with SAs to operate program in accordance with regulatory requirements.		221	1	221	0.12	27	27	0		0	0
SFSP	225.6(h)(2)(iii)	Sponsors provide FSMC with a list of approved sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site.		772	1	772	0.5	386	386	0		0	0
SFSP	225.6(h)(3)	Sponsors submit requests to SAs for exception to unitizing requirement for certain components of a meal.		7.72	1	7.72	0.5	3.86	3.86	0		0	0
SFSP	225.6(h)(5), 225.6(h)(2)	Sponsors submit to SAs copies of contracts with FSMC, bids received, and reason for selection on FSMC chosen.		772	1	772	20	15,440	15,440	0		0	0
SFSP	225.15(d)(2)	Sponsors must visit each of their sites at least once during the first week of operation under the Program.		2,210	9	19,890	0.50	9,945	9,945	0		0	0
SFSP	225.15(d)(3)	Sponsors must review food service operations for all sites at least once during the first 4 weeks of Program operations, and thereafter maintain a reasonable level of monitoring.		2,210	9	19,890	2	39,780	39,780	0		0	0
SFSP	225.16(a)	Within two weeks of receiving notification of their approval, sponsors shall submit to the State agency a copy of their letter advising the appropriate health department of their intention to provide a food service during a specific period at specific sites.		2,210	1	2,210	0.25	552.50	552.50	0		0	0

HHFKA requires permanent agreements deleting the annual submission

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7 CFR Part 225 - Summer Food Service Program (SFSP)

SFSP	225.6(c)(5)	Camps submit copy of hearing procedures.		333	1	333	0.25	83.25	83.25	0		0	0.00	0.00
Businessess (Non-profit Institutions and Camps) Totals				2,210	22	48,515	3.21	155,721.79	155,721.79	0.00	0	0	0.00	0.00
Households														
SFSP	225.15(f)	Households read instructions, complete free meal and return to camps and sites.		58,365	1	58,365	0.50	29,182.50	29,182.50	0		0	0	0
SFSP	225.15(j)	Households provide written consent for sponsors to use or disclose information.		58,365	1	58,365	0.25	14,591.25	14,591.25	0		0	0	0
Household Totals				58,365	2	116,730	0.38	43,773.75	43,773.75	0.00	0	0	0	0.00
		Total Reporting Burden		63,942	4.46	285,316.01	1.59	453,159.55	453,159.55	0	0	0	0	0

Program Rule	Estimated # Respondents	Responses per Respondents	Number of Responses	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to Program Adjustment	Due to Program Change	Total Difference
SLT burden	3,367	36	120,071.29	2.113	253,664.01	253,664.01	-	-	0	0	-
Business burden	2,210	22	48,514.72	3.2	155,721.79	155,721.79	-	-	-	-	-
Household burden	58,365	2	116,730	0.4	43,773.75	43,773.8	-	-	-	-	-
Total	63,942	4.46	285,316	1.59	#REF!	#REF!	0.00	0	0	0	#REF!

Recordkeeping														
				A	B	C = (A*B)	D	E= (C*D)	F					G =E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to program change	Total Difference
State/Local/Tribal Governments														
SFSP	225.8 (a), 225.7(d) (5), 225.13(d)	SA's maintain complete and accurate accounting records appeals for three years.												
		1. Reviews		53	39	2067	0.08	165.36	165.36	0	0	0	0	0
		2. Appeals		53	2	106	0.08	8.48	8.48	0	0	0	0	0
		3. Accounting		53	104	5512	0.08	440.96	440.96	0	0	0	0	0
SFSP	225.15 (c), 225.15 (a), 225.15(g)	Sponsors must maintain records which justify all costs and meals claimed.		3,314	1	3,314	0.08	265.12	265.12	0	0	0	0	0
State/Local/Tribal Governments Total				3,367	3	10,999	0.08	880	879.92	0.00	0	0.00	0	0.00
Businessess (Non-profit Institutions and camps)														
SFSP	225.15 (c), 225.15 (a), 225.15(g)	Sponsors must maintain records which justify all costs and meals claimed.		2,210	1	2,210	0.08	176.80	176.80	0	-	0.00	0	0.00
SFSP	225.16(b)(1)	Camps and sponsors must maintain copies of the documentation establishing the eligibility of child receiving meals and all other meal service requirement information.		840	104	87,360	0.08	6,988.80	6,988.80	0	-	-	-	0.00
SFSP	225.6(c)(5)(xii)	Camps must maintain a written record of hearing for 3 years.		333	1	333	0.30	99.90	99.90	-		0		0.00
Menu Planning Option for SFSP	225.16(f)(3)	Summer Food Service Program Sponsors maintain documentation demonstrating that service sites qualify for the menu planning option to serve vegetables to meet the grains requirement by serving primarily American Indian and Alaska Native children.		20	1	20	1.25	25.00	-	-	-	0	25	25.00
Businessess (Non-profit Institutions and Camps) Totals				2,210	40.7	89,923	0.08	7,290.50	7,265.50	0	0	0	25	25
		Total Recordkeeping Burden		5,577	18.10	100,922	0.08	8,170.42	8,145.42	0	0	0	25	25

Program Rule	Estimated # Recordkeepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to program change	Total Difference
SLT burden	3,367	3	10,999	0.08	879.92	879.92	0	0	0.00	0	0.00
Business burden	2,210	40.69	89,923	0.08	7,290.50	7,265.50	-		-		25.0
Total	5,577	18.10	100,922	0.08	8,170.42	8,145.42	0	0	0.00	0	25

Public Disclosure														
				A	B	C = (A*B)	D	E= (C*D)	F					G =E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Respondents	Disclosures Per Respondent	Total Annual Disclosures	Estimated Avg. # of Hours Per Disclosure	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to a program change	Total Difference
State/Local/Tribal Governments														
SFSP	225.15(e)	Per policy guidance, State agency can issue a media release on behalf of the sponsor.		53	1	53	0.25	13.00	13.00	0	0	0	0	0
SFSP	225.15(e)	Each sponsor shall annually announce in the media serving the area from which it draws its attendance the availability of free meals		3,314	1	3,314	0.25	828.00	828.00	0	0	0	0	0
State/Local/Tribal Governments Totals				3,367	1	3,367	0.25	841.00	841.00	0	0	0	0	0
Businessess (Non-profit Institutions and Camps)														
SFSP	225.15(e)	Each sponsor shall annually announce in the media serving the area from which it draws its attendance the availability of free meals		2,210	1	2,210	0.25	553.00	553.00	0	0	0	0	0
Businessess (Non-profit Institutions and Camps) Totals				2,210	1	2,210	0.25	553.00	553.00	0	0	0	0	0
	Total Public Disclosure Burden			5,577	1	5,577	0.25	1,394.00	1394.00	0	0	0	0	0

Program Rule	Estimated # Respondents	Disclosures Per Respondent	Total Annual Disclosures	Estimated Avg. # of Hours Per Disclosure	Estimated Total Hours	Current OMB Approved Burden Hrs	Previous Burden in Use Without Approval	Due to Authorizing Statute	Due to an adjustment	Due to a program change	Total Difference
SLT burden	3,367	1	3,367	0.25	841.00	841.00	0	0	0	0	-
Business burden	2,210	1	2,210	0.25	553.00	553.00	-	-	-	-	-
Total	5,577	1.00	5,577	0.25	1,394.00	1,394.00	0	0	0	0	0

ICR #0584-0280, 7 CFR Part 225, Summer Food Service Program (SFSP) - Summary					
	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. Dx E)
Recordkeeping					
State/Local/Tribal Government	3,367	3	10,999	0.08	880
Businessess	2,210	40.7	89,923	0.08	7,291
Total Recordkeeping Total	5,577	18.10	100,922	0.08	8,170.42
Reporting					
State/Local/Tribal Government	3,367	36	120,071	2.11	253,664.01
Businessess	2,210	22	48,515	3.21	155,721.79
Households	58,365	2	116,730	0.38	43,774
Total Reporting Total	63,942	4.46	285,316	1.59	453,159.55
Public Disclosure					
State/Local/Tribal Government	3,367	1	3,367	0.25	841.00
Businessess	2,210	1	2,210	0.25	553.00
Total Public Disclosure Total	5,577	1	5,577	0.25	1,394.00
TOTAL BURDEN FOR SFSP	63,942	6.13	391,815	1.181	462,723.97

SUMMARY OF BURDEN RECORDKEEPING 8

TOTAL NO. RESPONDENTS

AVERAGE NO. RESPONSES PER RESPONDENT

TOTAL ANNUAL RESPONSES

AVERAGE HOURS PER RESPONSE

TOTAL BURDEN HOURS WITH REVISION

CURRENT OMB INVENTORY

NEW BURDEN REQUESTED

REPORTING	
	63,942.00
	6.13
	391,815.01
	1.18
	462,723.97
	462,698.97
	25.00

Date	User Initials



