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REPORT OF SCHOOL PROGRAM OPERATIONS

OMB CLEARANCE NUMBER 0584-0002

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A. JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary.

Information collected on Form FNS–10 is used to collect data from State Education Agencies (SAE) to monitor proper use of FNS program funds for the National School Lunch Program OMB# 00584-0006, Expiration Date 3/31/2009, the School Breakfast Program OMB# 00584-0012, Expiration Date 3/31/2009, and the Special Milk Program OMB# 00584-0005, Expiration Date 5/31/2009. These programs are mandated by the National School Lunch Act, as amended, and the Child Nutrition Act of 1966, as amended. Program implementation is contained in 7 CFR Parts 210, 215, and 220.

2. Indicate how, by whom, and for what purpose the information is to be used.

Form FNS-10 collects monthly, quarterly and annual data for State administered programs. The data is used by the FNS administrator, the Child Nutrition Division, and the Financial Management Divisions to monitor and evaluate progress in the programs and to make monthly adjustments to State agency funding requirements.

3. Use of information technology and burden reduction.

FNS is committed to complying with the E-Government Act, 2002 to promote the use of the Internet and other information technologies to provide increased opportunities for citizen access to Government information and services, and for other purposes. One hundred percent (100%) of States submit data from the FNS-10 electronically through the Food Program Reporting System (FPRS) <https://fprs.fns.usda.gov/> to FNS.

4. Describe efforts to identify duplication.

There is no similar information available.

5. Impact on businesses or other small entities.

Information being requested or required has been held to the minimum required for the intended use. Although smaller SA record fewer data transactions involving the NSLP, SBP and SMP, they delivered the same program benefits and perform the same function as any other SA. Thus, they maintain the same kinds of information on file. FNS estimates that one percent of our respondents are small entities, approximately 1 respondents.

6. Consequence if the collection is not conducted or is conducted less frequently.

Collecting data less frequently would not allow FNS to monitor the proper use of program funds and trends.

7. Special circumstances relating to the guideline of 5 CFR 1320.5.

Respondents are required to submit monthly reports so that State agency funding needs are met in a timely manner during the fiscal year.

There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5.”

8. Comments in response to the Federal Register Notice.

A notice was published in the Federal Register on September 28, 2008 (Volume 73 Number 189 pages 56545). No public comments were received in response to the notice.

FNS consults with Regional Offices regarding any proposed changes as the result of legislative, regulatory or administrative changes. Regional offices are in constant contact with State agencies which provides feed back on FNS processes and procedures for this information collection.

9. Explain any decision to provide any payment or gift to respondents.

No payment or gift was provided to respondents.

10. Describe any assurance of confidentiality provided to respondents.

This information does not offer any assurance of confidentiality to the respondents.

11. Justification for any questions of a sensitive nature.

There are no questions of a sensitive nature.

12. Estimates of the hour burden of the collection of information.

Form FNS-10 collects information from 57 State agencies on a monthly basis. Most State agencies submit “30-Day” and “90-Day” FNS-10 reports, along with one revised “90-Day” FNS-10 report due to audits, investigations, or Management Evaluations. A few State agencies submit “60-Day” reports. The overall average is four submissions per State agency per reporting month.

The estimated average burden hours per State agency has been determined to be two hours per response based on consultations with the State agencies submitting reports.

Because of the improvements in technology and the ability of state agencies to report electronically, the burden hours have decreased by 89,760 hours.

Table 12.1.A Reporting Burden

Affected Public	(b) Form Number	(c) No. Respondents	Annual Number of Reports	(d) No. Responses Per Respondent	(e) Est. Total Annual Responses (cxd)	(f) Hours Per Response	(g) Total Burden (exf)
State Agencies	FNS-10	57.00	12.00	4.00	2736.00	2.00	5,472
Total Annual Burden Estimates		57.00	12.00	4.00	2736.00	2.00	5,472

TOTAL COST TO THE PUBLIC = 5,472 hours X \$20.12 per hour = \$ 110,096.64

*These salary estimates are the Mean Annual and Mean Hourly wage estimates for State Government employees for calendar year 2006 obtained from the U.S. Department of Labor, Bureau of Labor Statistics (BLS). As of the date of this submission, the 2006 data is the latest data available from BLS for State Government employee salaries.

<http://www.bls.gov/oes/2006/may/oes211099.htm>

13. Provide an estimate of the total annual cost burden to respondents.

There are no capital start-up or ongoing operation costs to respondents associated with this information collection.

14. Provide estimates of annualized cost to the Federal government.

The Federal cost has been developed by estimating the various costs involved in the design, development, and collection of the report; coding, tabulation, and analysis of the results; etc.

Collection, design, and development.....	\$ 9,500
Receipt and processing	72,800

Disposition	15,000

TOTAL FEDERAL COST	\$ 97,300

15. Explain the reasons for any program changes or adjustments.

There are two changes that adjust the number of burden hours associated with the FNS-10. The number of State agencies decreased from 62 to 57. All state agencies submit their FNS-10's electronically which decreases the hours per response to two hours versus 32 hours that was previously reported. The decrease in the number of burden hours is 89,760 hours.

16. Plans for tabulation and publication and project time schedule.

This submission does not involve the collection of information by statistical methods.

17. Explain the reasons that display of expiration date would be inappropriate.

We are not seeking approval concerning the display of the expiration date.

18. Exception to the Certification for Paperwork Reduction Act Submissions.

There are no exceptions to the certification statement.