

Estimate of the Information Collection Burden for the  
Summer Food Service Program (OMB #0584-0280)

This document explains the calculation of the information collection burden for the Summer Food Service Program under OMB #0584-0280 as submitted for the renewal of the existing regulation. A notice was published in the Federal Register on July 24, 2009, at page 36649. No comments were received in response to the agency's notice.

AFFECTED PUBLIC: STATE AGENCIES

REPORTING REQUIREMENTS

1. Section 225.3(b) requires that each state agency must notify the Department by November 1 of each fiscal year regarding its intention to administer the Program.

FNS estimates that there are 52 SAs that will each file 1 report annually for a total of 52 responses ( $52 \times 1 = 52$ ). The estimated average number of burden hours per response is 0.25 resulting in estimated total burden hours of 13 ( $52 \times .25 = 13$ ).

2. Section 225.4(a) requires that no later than February 15 of each year, each state agency shall submit to FNSRO a Program management and administration plan for that fiscal year.

FNS estimates that there are 52 SAs that will each file 1 management and administration plan for a total of 52 responses ( $52 \times 1 = 52$ ). The estimated average number of burden hours per response is 40 resulting in estimated total burden hours of 2,080 ( $52 \times 40 = 2,080$ ).

3. Section 225.6(b)(2) requires that state agencies inform potential sponsors of procedure for advance and administrative cost payment. This is an administrative burden.
4. Section 225.6(b)(2) requires that state agencies inform sponsors of procedures for applying for start-up payments. This is an administrative burden.
5. Section 225.6(h)(2) requires that state agencies develop a standard contract for use by sponsors and food service management companies. This is an administrative burden.
6. Section 225.7(c) requires that state agencies develop and make available to sponsor food specifications and model meal quality standards to be a part of all contracts between vended sponsors and food service management companies. This is an administrative burden.
7. Section 225.7(d) requires that state agencies conduct program monitoring assistance, to include pre-approval visits, sponsor reviews, follow up reviews, development of

monitoring system, food service management facility visits, development of forms, and corrective action. This is an administrative burden.

8. Section 225.7(d)(2) requires that states conduct program monitoring assistance for sites. This is an administrative burden.

9. Sections 225.7(d)(6) and 225.7(d) require that state agencies conduct inspections of food service management companies, self preparation and vended sponsors' food preparation facilities. This is an administrative burden.

10. Section 225.7(f) requires that state agencies establish a financial management system to identify program costs and establish standards for recordkeeping and reporting. This is an administrative burden.

11. Section 225.8(d)(2) requires that state agencies must notify the FNSRO within 5 working days after they approve each private nonprofit organization to participate as a SFSP sponsor.

FNS estimates that there are 52 SAs that will each file 74 (74 is the average number of sponsors/state agency) reports annually for a total of 3,848 responses ( $52 \times 74 = 3,848$ ). The estimated average number of burden hours per response is 8 resulting in estimated total burden hours of 30,784 ( $3,848 \times 8 = 30,784$ ).

12. Section 225.8(b) requires that each state agency shall submit to FNS a final report (FNS-418) on the SFSP for each month no more than 90 days following the last day of the month covered by the report.

FNS estimates that there are 52 SAs that will each file 3 reports annually for a total of 156 responses ( $52 \times 3 = 156$ ). The estimated average number of burden hours per response is 2 resulting in estimated total burden hours of 312 ( $156 \times 2 = 312$ ).

13. Section 225.8(d)(1) requires that by May 1 of each year, state agencies must submit to the FNSRO a list of potential private nonprofit organization sponsors.

FNS estimates that there will be audits of 52 SAs that will each file 22 (average number of potential private nonprofit sponsors per state agency) reports annually for a total of 1,144 responses ( $52 \times 22 = 1,144$ ). The estimated average number of burden hours per response is 4 resulting in estimated total burden hours of 4,576 ( $1,144 \times 4 = 4,576$ ).

14. Section 225.9(b)(2) requires that not later than June 1 of each year the state agency prepare and submit a list of sponsors eligible to receive commodities and daily number of eligible meals to be served by each sponsor by June 1.

FNS estimates that there will be 52 SAs that will each file 1 report annually for a total of 52 responses ( $52 \times 1 = 52$ ). The estimated average number of burden hours per response is 1 resulting in estimated total burden hours of 52 ( $52 \times 1 = 52$ ).

15. Section 225.9(d)(4) requires that the state agency shall forward reimbursement within 45 days of receiving valid claims.

FNS estimates that there will be 52 SAs that will each file 222 (74 sponsors/state agency  $\times$  3 reports) reports annually for a total of 11,544 responses. The estimated average number of burden hours per response is 0.5 resulting in an estimated total burden hours of 5,772 ( $11,544 \times 0.5 = 5,772$ ).

16. Section 225.10 requires that state agencies arrange for audits of their own operations per 7 CFR Part 3015. This is an administrative burden.

17. Section 225.12(a) requires that the state agency shall disallow any portion of a claim for reimbursement and recover any payment to a sponsor not properly payable.

FNS estimates that 52 state agencies that will each file 7 (1% of the average number of sponsors/state agency) reports annually for a total of 364 ( $52 \times 7 = 364$ ). The estimated average number of burden hours per response is 8 resulting in an estimated total burden hours of 2,912 ( $364 \times 8 = 2,912$ ).

18. Section 225.13(a) requires that state agencies establish hearing appeal procedures. This is an administrative burden.

19. Section 225.17 requires that state agencies make available to sponsors information on procurement standards. This is an administrative burden.

20. Section 225.18(b)(2) requires that the state agency shall terminate a sponsor's participation in the program by written notice whenever it is determined by the state agency that the sponsor has failed to comply.

FNS estimates that 52 state agencies will each file 4 reports (average number of terminated sponsors per year) annually for a total of 208 ( $52 \times 4 = 208$ ). The estimated average number of burden hours per response is 1 resulting in an estimated total burden hours of 208 ( $208 \times 1 = 208$ ).

21. Section 225.15(j) requires that states agencies that plan to use or disclose information in ways not permitted must obtain written consent from parent/guardian. This is an administrative burden.

22. Section 225.15(k) requires that state agencies enter into written agreement with party requesting disclosure information. This is an administrative burden.

## AFFECTED SPONSORS

### REPORTING REQUIREMENTS

1. Section 225.6(c)(1) requires that sponsors submit written application to state agencies for participation in the SFSP.

FNS estimates that there are 3,842 sponsors that will each file 1 report annually for a total of 3,842 responses ( $3,842 \times 1 = 3,842$ ). The estimated average number of burden hours per response is 3.33 resulting in estimated total burden hours of 12,794 ( $3,842 \times 3.33 = 12,794$ ).

2. Section 225.6(c)(2) requires that sponsors submit site information for each site where a food service operation is proposed.

FNS estimates that there are 3,842 sponsors that will each file 1 report annually for a total of 3,842 responses ( $3,842 \times 1 = 3,842$ ). The estimated average number of burden hours per response is 1 resulting in estimated total burden hours of 3,842 ( $3,842 \times 1 = 3,842$ ).

3. Section 225.6(c)(3) requires that sponsors submit a statement of its policy for serving free meals.

FNS estimates that there are 3,842 sponsors that will each file 1 report annually for a total of 3,842 responses ( $3,842 \times 1 = 3,842$ ). The estimated average number of burden hours per response is 1 resulting in estimated total burden hours of 3,842 ( $3,842 \times 1 = 3,842$ ).

4. Section 225.6(e) requires that sponsors approved for participation enter into written agreements with state agencies to operate the program in accordance with regulatory requirements.

FNS estimates that there are 3,842 sponsors that will each file 1 report annually for a total of 3,842 responses ( $3,842 \times 1 = 3,842$ ). The estimated average number of burden hours per response is .123 resulting in estimated total burden hours of 473 ( $3,842 \times .123 = 473$ ).

5. Section 225.6(h)(2)(iii) requires that sponsors provide food service management companies with a list of approved sites.

FNS estimates that approximately 1,921 sponsors contract with food service management companies and will each file 1 report annually for a total of 1,921 ( $1,921 \times 1 = 1,921$ ). The estimated average number of burden hours per response is .5 resulting in an estimated total burden hours of 961 ( $1,921 \times .5 = 961$ ).

6. Section 225.6(h)(3) requires that sponsors submit requests to state agencies for exception to unitizing requirements for certain components of a meal.

FNS estimates that about 1% of sponsors that have contracts with food service management companies will submit one of these requests. Since FNS estimates that 1,921 sponsors hire food service management companies, 1% of that would be 19. 19 would file 1 report annually for a total of 19 ( $19 \times 1 = 19$ ). The estimated average number of burden hours per response is .5 resulting in an estimated total burden hours of 10 ( $19 \times .5 = 10$ ).

7. Section 225.6(h)(5) requires that sponsors submit to state agencies copies of contracts with food service management company's bids received and the reason that particular food service management company was chose.

FNS estimates that there are approximately 1,921 food service management companies doing business in the SFSP and that sponsors submit 1 report annually for a total of 1,921 annual responses ( $1,921 \times 1 = 1,921$ ). The estimated average number of burden hours per response is 20 resulting in an estimated total burden hours of 38,420 ( $1,921 \times 20 = 38,420$ ).

8. Section 225.15(j) requires that sponsors that plan to use or disclose information in ways not permitted by law must obtain written consent from parent/guardian. This is an administrative burden.

9. Section 225.15(k) requires that sponsors should enter into written agreement with the party eligibility information. This is an administrative burden.

#### AFFECTED CAMPS AND OTHER SITES

#### REPORTING REQUIREMENTS

1. Section 225.6(c)(5) requires that camps submit copies of hearing procedures.

FNS estimates that 766 camps participate in the SFSP. Each camp will file 1 report annually for a total of 766 responses ( $766 \times 1 = 766$ ). The estimated average number of burden hours per response is .25 resulting in an estimated total burden hours of 192 ( $766 \times .25 = 192$ ).

2. Section 225.15 requires that camps and others distribute free meal applications to children enrolled in SFSP. This is an administrative burden.

#### AFFECTED HOUSEHOLDS

1. Section 225.15(f) requires households to read instructions, complete free meal and applications and return to camps and sites.

FNS estimates that 100,589 households participate in the SFSP. Each household will file 1 report annually for a total of 100,589 responses ( $100,589 \times 1 = 100,589$ ). The estimated average number of burden hours per response is .5 resulting in an estimated total burden hours of 50,295 ( $100,589 \times .5 = 50,295$ ).

2. Section 225.15(j) requires households provide written consent for sponsors to use or disclose information.

FNS estimates that 100,589 households participate in the SFSP. Each household will file 1 report annually for a total of 100,589 responses ( $100,589 \times 1 = 100,589$ ). The estimated average number of burden hours per response is .25 resulting in an estimated total burden hours of 25,147 ( $100,589 \times .25 = 25,147$ ).