

7 CFR Part 245 - Food and Nutrition Service Determination of Free and Reduced Price Eligibility

Recordkeeping													
Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E= (C*D)	F				G=E-F
Program Rule	CFR Citation	Title	Form Number	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change	Due to an Adjustment	Total Difference
State Agency Level													
F/R Eligibility	245.4(e)	Puerto Rico and Virgin Islands SAs must maintain records on the survey and fund withdrawal factor (burden previously removed).		0	0	0	0.00	0	0				0
Direct Certification	245.6(b)(1)(iv)	SA must maintain agreements with the SA conducting eligibility determinations for SNAP.		54	1	54	0.10	5	5				0
F/R Eligibility	245.11 (h)	SAs maintain requested data on number of schools on Provisions 1, 2, or 3and extensions granted.		43	155	6,665	0.25	1,666	1,666				0
F/R Eligibility	245.11 (i)	SAs maintain annual verification data collected from SFAs.	742	56	1	56	0.20	11	11				0
CIP	7 CFR 245.12 (e) and (g)	State agencies that fail to meet the direct certification benchmark must maintain a Continuous Improvement Plan.		18	1	18	0.50	9	9				0
State Agency Level Total				56	121.30	6,793	0.25	1,691	1,691	0	0	0	0
School Food Authority Level													
F/R Eligibility	245.6 (e)	SFAs must maintain documentation substantiating eligibility determinations for 3 years after the end of the fiscal year.		20,858	1	20,858	0.08	1,669	1,669				-
F/R Eligibility	245.9 (g)&(h)	SFAs must retain records of schools implementing Provision 1, 2 or 3 for 3 years after submission of the last Claim for Reimbursement.		1,092	1	1,092	2.4715	2,699	2,699				-
School Food Authority Level Total				20,858	1.05	21,950	0.20	4,368	4,368	0	0	0	0
School Level													
						-		-					-
School Level Total				-	-	-	-	-	-	-	-	-	-
Total Recordkeeping Burden				20,914	1.37	28,743	0.21	6,059	6,059	0	0	0	0

Program Rule	Estimated # Record-keepers	Records Per Recordkeeper	Total Annual Records	Estimated Avg. # of Hours Per Record	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to Authorizing Statute	Due to Program Change	Due to an Adjustment	Total Difference
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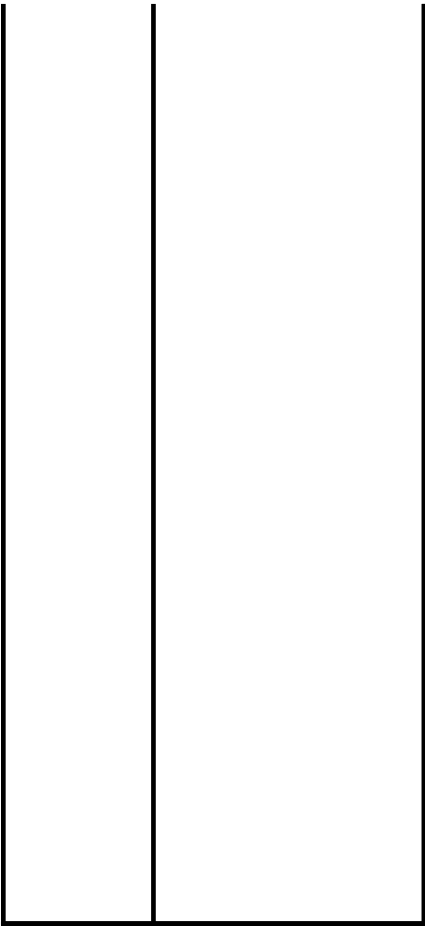
OMB Control #0584-0026
7 CFR Part 245, Determining Eligibility for Free Reduced Price Meals

Reporting												
Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F		G = E-F	
				Estimated # Respondents	Responses per Respondents	Total Annual Records	Estimated Avg. # of Hours Per Response	Estimated Total Hours	Current OMB Approved Burden Hrs	Due to an Adjustment	Total Difference	
State Agency Level												
F/R Eligibility	245.4 (c)	Puerto Rico and Virgin Islands SAs conduct triennial survey to develop factor for withdrawal of funds from Letter of Credit.		2	0.33	0.66	70.00	46	46	0	0	
F/R Eligibility	245.4 (d)	Puerto Rico and Virgin Islands SAs submit survey results and the factor for fund withdrawal to FNS for approval.		2	0.33	0.66	5.00	3	3	0	0	
F/R Eligibility	245.6(i)	SAs and LEAs must obtain written consent from parent or guardian prior to use or disclosure for other uses not specified in the regulation.		56	1	56	0.25	14	14	0	0	
F/R Eligibility	245.6(j)	SAs enter into written agreement with the agency receiving children's free and reduced price eligibility information.		56	1	56	0.25	14	14	0	0	
F/R Eligibility	245.11(a)(1) and 245.3(a)	SAs issue prototype free and reduced price policy statement and annually announce the family-size income standards to be used in determining eligibility for free or reduced price meals.		56	1	56	0.10	5.6	6	0	0	
F/R Eligibility	245.11(g)	SAs notify FNS if TANF is comparable to or more restrictive than AFDC.		56	1	56	0.10	5.6	6	0	0	
F/R Eligibility	245.11(h)(4)	SAs submit to FNS upon request, the number of schools on Provision 1, Provision 2 or Provision 3 and extensions.		43	1	43	1.50	65	65	0	0	
F/R Eligibility	245.11(i)	SAs must collect, analyze, and report to FNS annual verification data from SFAs.	742	56	1		4.00	0	224	-224	-224	
CIP	245.12(e) and (g)	State agencies that fail to meet the direct certification benchmark must develop and submit a Continuous Improvement Plan within 60 days of notification.		18	1	18	3.00	54	54	0	0	
Independent Review	245.11(b)(2)	State agencies must annually report the results of the second reviews conducted by LEAs each school year.	742a	56	1		0.5	0	28	-28	-28	
State Agency Level Total				56	5.11	286	0.72	207	459	(252)	-252	
Local Education Agency (LEA) & School Food Authority (SFA) Level												
F/R Eligibility	245.6 (c)(6)(i)	SFAs notify households of approval of meal benefit applications.		20,858	300	6,257,400	0.02	125,148	125,148	0	0	
F/R Eligibility	245.6 (c)(6)(ii)	SFAs must notify households in writing that children are eligible for free meals based on direct certification and that no application is required.		20,858	150	3,128,700	0.02	62,574	62,574	0	0	
F/R Eligibility	245.6 (c)(7)	SFAs provide written notice to each household of denied benefits.		20,858	17	354,586	0.02	7,092	7,092	0	0	
F/R Eligibility	245.6(j)	SFA must enter into written agreement with the agency receiving children's free and reduced price eligibility information.		20,858	1	20,858	0.166	3,462	3,462	0	0	
F/R Eligibility	245.6a (c)	SFAs must determine sample size of households to verify eligibility.		20,858	1	20,858	0.33	6,883	6,883	0	0	
F/R Eligibility	245.6a (f)	SFAs notify households of selection for verification.		20,858	12	250,296	0.25	62,574	62,574	0	0	
F/R Eligibility	245.6a (h)	SFAs must report verification information to SA.	742	20,858	1		0.75	0	15,644	-15,644	-15,644	
F/R Eligibility	245.9 (f)	SFAs with schools under Provisions 1, 2, or 3 must identify those schools in its free and reduced price policy statement and certify their eligibility for the first year of operation.		1,092	1	1,092	0.25	273	273	0	0	
F/R Eligibility	245.9 (h)	SFAs with schools under Provision 2 or Provision 3 submit to FNS upon request all data and documentation used in granting extensions.		1,092	1	1,092	0.25	273	273	0	0	
F/R Eligibility	245.10 (a)	SFAs submit to SA for approval a free and reduced price policy statement.		20,858	1	20,858	0.07535	1,572	1,572	0	0	
Independent Review	245.11(c)(3)	Local educational agencies must annually report the results of the second reviews conducted each school year.	742a	1,400	1		0.25	0	350	-350	-350	
LEA & SFA Level Total				20,858	482.105	10,085,740	0.027	269,851	285,845	-15,994	-15,994	
School Level												
School Level Total				-	-	-	-	-	-	-	0	
Household Level												
F/R Eligibility	245.6 (a)	Households complete application form for free or reduced price meal benefits.		8,262,043	1	8,262,043	0.07	578,343	578,343	0	0	
F/R Eligibility	245.6a (a)(7)(i)	Households assemble written evidence for verification of eligibility and send to SFA.		190,000	1	190,000	0.50	95,000	95,000	0	0	
F/R Eligibility	245.6a (a)(7)(ii)	Households cooperate with collateral contacts for verification of eligibility.		1,900	1	1,900	0.167	317	317	0	0	
Household Level Total				8,262,043	1.02	8,453,943	0.08	673,660	673,660	0	0	
Total Reporting Burden				8,282,957	2.23	18,509,969	0.05	943,718	959,864	(16,246)	(16,246)	

ICR #0584-0026, 7 CFR Part 245, Free and Reduced Price Eligibility - 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 Agency Level	56	121.304	6,793	0.249	1,691
School Food Authority Level	20,858	1.052	21,950	0.199	4,368
School Level	-	-	-	-	-
Recordkeeping Total	20,914	1.374	28,743	0.211	6,059
Reporting					
State Agency Level	56	5.113	286	0.724	207
School Food Authority Level	20,858	482.105	10,055,740	0.027	269,851
Household Level	8,262,043	1.023	8,453,943	0.080	673,660
Reporting Total	8,282,957	2.235	18,509,969	0.051	943,718
TOTAL BURDEN	8,303,871	2.233	18,538,712	0.262	949,777

Date	User Initials
7/11/11	SW
10/31/11	SW
3/15/12	SW
8/27/13	LW



Comments

This is a DRAFT of the Burden doc using the redesigned template

This has been corrected to incorporate the interim rule for direct certification published April 2011

Ready for submission to PRAB

Non-Substantive Revision to merge CIP Rule to 0584-0026

