

Recordkeeping

Program Rule	CFR Citation	Title	Form Number	A	B	C = (A*B)	D	E = (C*D)	F	G-EF					
				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 - Rule	Due to an Adjustment	Total Difference		
State Agency Level															
Competitive Foods	210.18(h)(2)(iv)	SA maintains documentation of LEA/SFA compliance with nutrition standards for competitive foods.		50 states + DC + Guam + Puerto Rico + Virgin Islands + add'l SAs in AR & OK = 56	56	118	6,608	0.25	1,652	1,652			0	-	
FNS-10	210.20(b)(1&2) & 210.23(c) & 210.5	SA maintains accounting records and source documents to control the receipt, custody and disbursement of Federal NSLP funds and documentation supporting all SFA claims paid by the SA.	FNS-10		56	254	19,824	3.00	59,472	59,472			0	-	
FNS-13	210.20(b)(3) & 210.17(g)&(h)	SA maintains documentation to support the amount of State funds reported used for State revenue matching requirements.	FNS-13		56	1	56	1.00	56	56			0	-	
Admin Review	210.20(b)(6) & 210.18(c)(f) (k,l,m) & 210.23(c)	SA maintains records of all reviews (including Program violations, corrective action, fiscal action and withholding of payments).	FNS-640		56	12	6,608	8.00	52,878	52,864			14	14	
	210.20(b)(7) & 210.19(c) & 210.18(c)	SA maintains documentation of fiscal action taken to disallow improper claims submitted by SFAs, as determined through claims processing, reviews, and USDA audits.		50 states + DC + Guam + Puerto Rico + Virgin Islands + add'l SAs in AR & OK = 56	56	118	6,608	0.50	3,304	3,304			0	-	
	210.20(b)(10) & 210.19(b)	SA shall prepare records on schools eligible to received USDA donated foods.			56	1	56	3.00	168	168			0	-	
	210.20(b)(11)	SA maintains records from SFAs of food safety inspections obtained by schools.			56	1	19,824	0.25	4,956	4,956			0	-	
Paid Lunch Revenue	210.20(b)(12) & 210.14(e)(7)	SA maintains records of paid reimbursable lunch prices obtained from SFAs.	FNS-828		56	354	19,824	0.20	3,965	3,965			(0)	(0)	
Professional Standards	210.20(b)(14)	SA maintains documentation of compliance with professional standards for State directors of School Nutrition Programs.			56	1	56	0.25	14	14			0	-	
State Agency Level Total					56	1,419	79,464	1.59	126,465	126,451	0	0	14	14	
School Food Authority/Local Education Agency Level															
	210.9(b)(19)	SFA maintains files of children directly certified.				19,822	4	79,288	0.65	51,537	51,537		0	0	
Competitive Foods	210.11(b)(2)	LEAs & SFAs maintain documentation of compliance with nutrition standards for all competitive food for sale to students.				19,822	1	19,822	20.00	396,440	396,440		-	-	
	210.15(b)(1) & 210.8(a)(5)	SFA maintains documentation of participation data by school to support monthly Claim for Reimbursement and data used in the claims review process.		Based on SAE allocation data		19,822	10	198,220	5.00	991,100	991,100		-	-	
Six Cents Certification	210.15(b)(2) & 210.7(d)(2)	SFAs maintain documentation to support performance based reimbursement and the attestation of compliance.				19,822	1	19,822	0.25	4,956	4,956		(0)	(0)	
	210.15(b)(4) & 210.9(b)(18 & 20)	SFA maintains files of school meal applications.				19,822	1	19,822	2.66	52,727	52,727		(0)	(0)	
Paid Lunch Revenue	210.15(b)(6) & 210.14(e)	SFA maintains calculations of average paid lunch prices and adjustments.				19,822	1	19,822	5.00	99,110	99,110		-	-	
Paid Lunch Revenue	210.15(b)(7) & 210.14(f)	SFA documents revenue from sale of nonprogram foods accrues to the nonprofit school food service account and is compliant with requirements.				19,822	1	19,822	10.00	198,220	198,220		-	-	
Professional Standards	210.15(b)(8); 210.30(g)	SFA maintains documentation of compliance with professional standards for school nutrition directors, managers and personnel.				19,822	1	19,822	0.25	4,955	4,955		0	0	
School Food Authority Level Total						19,822	20	396,440	4.54	1,799,045	1,799,045	0	0	(0)	(0)
School Level															
	210.10(m)	School maintains written statements signed by a license physician of the need for substitutions and recommending alternate foods.				30,400	1	30,400	0.08	2,432	2,432		-	-	
Competitive Foods	210.11(b)(2)	Organizations responsible for food service in schools maintain records.		Estimate 30% of school is might have this occur.		101,332	1	101,332	0.50	50,666	50,666		-	-	
	210.15(b)(1)	School maintains documentation of participation data by school to support the Claim for Reimbursement.				101,332	180	18,239,760	0.15	2,735,964	2,735,964		-	-	
	210.15(b)(2)(3) & 210.10(a)(3)	Schools maintain production and menu records.				101,332	180	18,239,760	0.25	4,559,940	4,559,940		-	-	
	210.15(b)(5) & 210.13(b)&(c)	School maintains food safety records and records from most recent food safety inspection.				101,332	120	12,159,840	0.02	243,197	243,197		(0)	(0)	
School Level Total						101,332	481.30	48,771,092	0.16	7,592,199	7,592,199	-	-	(0)	(0)
Total Recordkeeping Burden						121,210	406	49,246,996	0.19	9,517,709	9,517,695	0	0	14	14

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	121,210	404.20	48,993,578	0.18	8,645,325	8,645,325	0	0	(0)	-

SUMMARY OF BURDEN RECORDKEEPING & REPORTING

TOTAL NO. RESPONDENTS

AVERAGE NO. RESPONSES PER RESPONDENT

TOTAL ANNUAL RESPONSES

AVERAGE HOURS PER RESPONSE

TOTAL BURDEN HOURS

CURRENT OMB INVENTORY

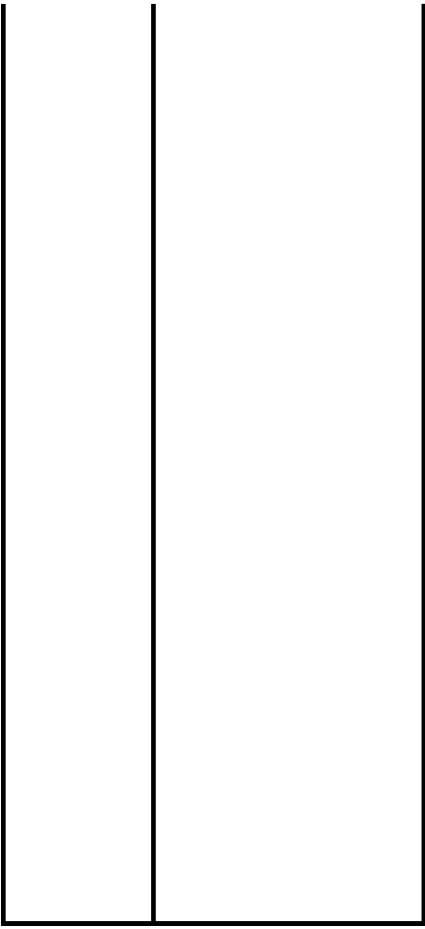
DIFFERENCE (NEW BURDEN REQUESTED)

121,210
410.497
49,756,388
0.19843116
9,873,218
9,871,395
1,823

ICR #0584-0006, National School Lunch Program 7 CFR Part 210 - Summary

	Estimated # Respondents	Responses Per Respondent	Total Annual Responses (Col. BxC)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. DxE)
Recordkeeping					
State Agency Level	56	1,419	79,464	1.5915	126,465
School Food Authority Level	19,822	20	396,440	4.5380	1,799,045
School Level	101,332	481	48,771,092	0.15567	7,592,199
Recordkeeping Total	121,210	406	49,246,996	0.19326476	9,517,709
Reporting					
State Agency Level	56	121	6,776	7.8512	53,200
School Food Authority Level	19,822	15	293,008	0.956653	280,307
School Level	101,332	2	202,664	0.1000	20,266
Reporting Total	121,210	4	502,448	0.7040992	353,773
Public Notification					
State Agency Level	56	124	6,944	0	1,736
Local Educational Agency Level	-	-	-	-	-
School Level	-	-	-	-	-
Public Notification Total	56	124	6,944	0	1,736
TOTAL BURDEN FOR NATIONAL SCHOOL LUNCH PROGRAM	121,210	410.50	49,756,388	0.20	9,873,218

Date	User Initials
7/21/15	SW
3/14/16	SW



Comments

This is the Burden doc using the redesigned template. Revisions made to include merges from rules and moving of forms into
This is now the most current verison of the information collection for the NSLP following the Feb 2016 renewal.

