

Appendix A-11. Estimated Burden of the CACFP Meal Claim Feasibility Study

Affected public		RESPONDENTS								NON-RESPONDENTS								
Respondents Type	Instrument	Appendix #	Data Collection Mode	Sample Size	Estimated Number of Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)	Estimated Number of Non-Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)	Grand Total Burden Estimate (Hours)	Hourly Wage rate	Estimate Total Annual Cost to Respondents	
State, local, and Tribal government																		
	State Agency	Review Recruitment Letter	Appendix B-1-2	Mail	3	2	1	2	0.25	0.50	1	1	1	0.25	0.25	0.75	\$25.37	\$19.03
		Participate in Follow-Up Calls	Appendix B-2-1	Phone call (d)	3		2	4	0.75	3.00		2	2	0.75	1.50	4.50	\$25.37	\$114.17
		Provide Sponsor Data		Email, Fax or Mail	3		1	2	2.00	4.00		0	0	2.00	0.00	4.00	\$25.37	\$101.48
		Answer Follow-Up Calls		Phone call (d)	3		1	2	0.25	0.50		0	0	0.25	0.00	0.50	\$25.37	\$12.69
Subtotal of State, Local, and Tribal Government					2	5	10	0.80	8.00	1	3	3	0.58	1.75	9.75		\$247.36	
Business for-not-for profit																		
For-Profit/Non-Profit Business (a)	Sponsor	Review Materials in the Study Package - Recruitment Letter	Appendix B-1-3	Mail	20	15	1	15	0.25	3.75	5	1	5	0.25	1.25	5.00	\$33.38	\$166.90
		Review Materials in the Study Package - Glossy Fact Sheet	Appendix B-3-1	Mail	20		1	15	0.25	3.75		1	5	0.25	1.25	5.00	\$33.38	\$166.90
		Participate in Follow-Up Calls About Data Request	Appendix B-2-2	Phone call (d)	20		2	30	0.25	7.50		0	0	0.25	0.00	7.50	\$33.38	\$250.35
		Provide Provider Data		Email, fax or mail	20		1	15	0.50	7.50		0	0	0.50	0.00	7.50	\$33.38	\$250.35
		Respond to Follow-Up Calls About Provider Data	Appendix B-2-3	Phone call (d)	20		1	15	0.50	7.50		0	0	0.50	0.00	7.50	\$33.38	\$250.35
		Provide Meal Claim Data		Email, fax or mail	20		3	45	0.75	33.75		0	0	0.75	0.00	33.75	\$33.38	\$1,126.58
		Respond to Follow-Up Calls About Meal Claim Data	Appendix B-2-4	Phone call (d)	20		2	30	0.25	7.50		0	0	0.25	0.00	7.50	\$33.38	\$250.35
		Facilitate the Recruitment of Providers		Face-to-face between providers and sponsors	20		1	15	1.00	15.00		0	0	1.00	0.00	15.00	\$33.38	\$500.70
For-Profit/Non-Profit Business (a)	Provider	Review Materials in the Study Package - Recruitment Letter	Appendix B-1-4 or B-1-6	Mail	180	150	1	150	0.20	30.00	30	1	30	0.20	6.00	36.00	\$10.72	\$385.92
		Review Materials in the Study Package - Glossy Fact Sheet	Appendix B-3-1 or B-3-3	Mail	180		1	150	0.25	37.50		1	30	0.25	7.50	45.00	\$10.72	\$482.40
		Review Materials in the Study Package - Consent Form	Appendix B-4-1 or B-4-3	Mail	180		1	150	0.083	12.50		1	30	0.083	2.50	15.00	\$10.72	\$160.80
		Participate in Follow-Up Calls About Data Request	Appendix B-2-5	Phone call (d)	180		1	150	0.25	37.50		0	0	0.25	0.00	37.50	\$10.72	\$402.00
		Provide Enrollment Data		Email, fax or mail	180		1	150	0.50	75.00		0	0	0.50	0.00	75.00	\$10.72	\$804.00
		Answer Follow-Up Calls		Phone call (d)	180		2	300	0.25	75.00		0	0	0.25	0.00	75.00	\$10.72	\$804.00
		Review User Guide	Appendix A-7 or A-9	Instructional materials	180		1	150	0.25	37.50		0	0	0.25	0.00	37.50	\$10.72	\$402.00
		Report Meal Service During the Study Month		Digital data collection	180		22	3,300	0.25	825.00		0	0	0.25	0.00	825.00	\$10.72	\$8,844.00
		Contact Help Desk and Answer Following-Up Calls		Phone call (d)	180		2	300	0.25	75.00		0	0	0.25	0.00	75.00	\$10.72	\$804.00
		Facilitate Recruitment of Parents		Face-to-face between providers and parents	180		1	150	0.50	75.00		0	0	0.50	0.00	75.00	\$10.72	\$804.00
Subtotal of For-Profit/Non-Profit Business Sector					165	31	5,130	0.27	1,366	35	2.86	100	0.19	18.50	1,384.75		\$16,855.60	
Individual/Households																		

Affected public		RESPONDENTS								NON-RESPONDENTS								
Individual/Households	Respondents Type	Instrument	Appendix #	Data Collection Mode	Sample Size	Estimated Number of Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)	Estimated Number of Non-Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)	Grand Total Burden Estimate (Hours)	Hourly Wage rate	Estimate Total Annual Cost to Respondents
	Parent	Review Study Materials - Recruitment Letter	Appendix B-1-5 or B-1-7	Mail	750	600	1	600	0.10	60.00	150	1	150	0.10	15.00	75.00	\$14.50	\$1,087.50
		Review Study Materials - Glossy Fact Sheet	Appendix B-3-2 or B-3-4	Mail	750		1	600	0.10	60.00		0	0	0.10	0.00	60.00	\$14.50	\$870.00
		Review Study Materials - Consent Letter (b)	Appendix B-4-2 or B-4-4	Mail	750		1	600	0.10	60.00		0	0	0.10	0.00	60.00	\$14.50	\$870.00
		Answer Follow-Up Calls	Appendix B-2-6	Phone call (d)	750		1	600	0.10	60.00		0	0	0.10	0.00	60.00	\$14.50	\$870.00
		Review User Guide	Appendix A-8 or A-10	Instructional materials	600		1	600	0.25	150.00	0	0	0	0.25	0.00	150.00	\$14.50	\$2,175.00
		Report Child Attendance Time During Study Month, e.g., respond to text reminders		Digital data collection	600		22	13,200	0.08	1,056.00		0	0	0.08	0.00	1,056.00	\$14.50	\$15,312.00
		Contact Help Desk and Answer Follow-Up Calls (c)		Phone call (d)	600		2	1,200	0.25	300.00		0	0	0.25	0.00	300.00	\$14.50	\$4,350.00
Subtotal of Individual/Households						600	29	17,400	0.10	1,746.00	150	1	150	0.10	15.00	1,761.00		\$25,534.50
Pilot Test						20	20	408	0.21	87.54	65	2.75	179	0.23	41.55	129.09		\$1,899.62
Grand Total						787	29	22,948	0.14	3,207.79	251	0.58	432	0.18	76.80	3,284.59		\$44,537.07

Total # of respondents (including participants and non-respondents) 1038
Total # of annual responses (including participants and non-respondents) 23280
of annual responses per respondent 23
Total annual burden estimates (including participants and non-respondents) 3284.59
Total # of electronic responses 16,786
Percentage of total responses collected electronically 71.80%

Notes:
(a) State agencies, sponsors and day care home providers receive federal funding and, therefore, are strongly encouraged to support this study per Section 305 of the Healthy Hunger Free Kids Act of 2010.
(b) Based on our experience with similar populations and the results from the pilot test, we assume 80 percent of parents will agree to participate in the study.
(c) We assume participants remain eligible and enrolled at the same providers' day care homes at the time of the study.

Appendix A-11. Burden of a Pilot Study Conducted for the CACFP Meal Claim Feasibility Study in June and September 2015

Affected public	Respondents Type	Instrument	Data Collection Mode	Sample Size	RESPONDENTS					NON-RESPONDENTS					Grand Total Burden Estimate (Hours)	Hourly Wage rate	Estimate Total Annual Cost to Respondents
					Number of Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)	Number of Non-Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)			
State, local, and Tribal government																	
State/Local Government (a)	State Agency	Review Study Materials	Email	2	2	1	2	0.25	0.50	0	1	0	0.25	0	0.50	\$25.37	\$12.69
		Provide Sponsor Data	Email	2		1	2	0.50	1.00		1	0	0.50	0	1.00	\$25.37	\$25.37
Subtotal of State, Local, and Tribal Government					2	2	4	0.38	1.50	0	0	0	0	1.50			\$38.06
Business for-not-for profit																	
For-Profit/Non-Profit Business (a)	Sponsor	Review Study Materials	Email	6	3	1	3	0.25	0.75	3	1	3	0.25	0.75	1.50	\$33.38	\$50.07
		Participate in Follow-Up Calls Regarding Data Request	Phone call (d)	6		2	6	0.25	1.50		2	6	0.25	1.50	3.00	\$33.38	\$100.14
		Provide Provider Data	Email, Fax or Mail	3		1	3	0.50	1.50		0	0	0.50	0.00	1.50	\$33.38	\$50.07
		Respond to Follow-Up Calls	Phone call (d)	3		1	3	0.50	1.50		0	0	0.50	0.00	1.50	\$33.38	\$50.07
		Facilitate the Recruitment of Providers	Face-to-face	3		1	3	1.00	3.00		0	0	1.00	0.00	3.00	\$33.38	\$100.14
For-Profit/Non-Profit Business (a)	Provider	Review Study Materials (a)	Mail	10	2	1	2	0.25	0.50	8	1	8	0.25	2.00	2.50	\$10.72	\$26.80
		Answer Follow-Up Calls	Phone call (d)	10		2	4	0.25	1.00		2	16	0.25	4.00	5.00	\$10.72	\$53.60
		Cognitive Interviews	Phone call (d)	2		1	2	0.75	1.50		0	0	0.75	0.00	1.50	\$10.72	\$16.08
		Review User Guide	Instruction Materials	12	4	1	4	1.00	4.00	8	1	8	1.00	8.00	12.00	\$10.72	\$128.64
		Report Meal Service During the Study Month	Digital data transfer	12		22	88	0.25	22.00		0	0	0.25	0.00	22.00	\$10.72	\$235.84
		Contacting Helpdesk and Answering Following-Up Calls	Phone call (d)	4		2	8	0.25	2.00		0	0	0.25	0.00	2.00	\$10.72	\$21.44
		Facilitate the Recruitment of Parents	Face-to-face	4		1	4	0.50	2.00		0	0	0.50	0.00	2.00	\$10.72	\$21.44
Exit Interviews	Phone call (d)	4	1	4	0.60	2.40	0	0	0.60	0.00	2.40	\$10.72	\$25.73				
Subtotal of For-Profit/Non-Profit Business Sector					9	15	134	0.33	43.65	19	2	41	0.40	16.25	59.90		\$880.06
Individual/Households																	
Individual/Households	Parent	Review Study Materials and Decide to Participate in the Study (b)	Mail	55	9	1	9	0.50	4.50	46	1	46	0.05	2.30	6.80	\$14.50	\$98.60
		Answer Follow-Up Calls	Phone call (d)	55		2	18	0.25	4.50		2	92	0.25	23.00	27.50	\$14.50	\$398.75
		Cognitive Interviews	Phone call (d)	9		1	9	0.60	5.40		0	0	0.60	0.00	5.40	\$14.50	\$78.30
		Reviewing User Guide	Instruction Materials	9		1	9	0.25	2.25		0	0	0.25	0.00	2.25	\$14.50	\$32.63
		Report Child Attendance Time During the Study Month	Digital data transfer	9		22	198	0.08	15.84		0	0	0.08	0.00	15.84	\$14.50	\$229.68

Affected public	Respondents Type	Instrument	Data Collection Mode	Sample Size	RESPONDENTS					NON-RESPONDENTS					Grand Total Burden Estimate (Hours)	Hourly Wage rate	Estimate Total Annual Cost to Respondents
					Number of Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)	Number of Non-Respondents	Frequency of Response	Total Responses	Average Time Per Response (Hours)	Total Estimated Annual Burden (Hours)			
		Contacting Help Desk and Answering Following-Up Calls ☺	Phone call (d)	9	9	2	18	0.25	4.50	0	0	0	0.25	0.00	4.50	\$14.50	\$65.25
		Exit Interviews	Phone call (d)	9		1	9	0.6	5.40	0	0	0	0.60	0.00	5.40	\$14.50	\$78.30
Subtotal of Individual/Households					9	30	270	0.16	42.39	46	3	138	0.18	25.30	67.69		\$981.51
Grand total					20	20	408	0.21	87.54	65	2.75	179	0.23	41.55	129.09		\$1,899.62

Total # of respondents (including participants and non-respondents) 85
Total # of annual responses (including participants and non-respondents) 587
Total annual burden estimates (including participants and non-respondents) 129.09
Total # of electronic responses 286.00
Percentage of total responses collected electronically 48.72%

- Notes:
(a) State agencies, sponsors and day care home providers receive federal funding and, therefore, are required to support this study per Section 305 of the Healthy Hunger Free Kids Act of 2010.
(b) Including parents contacted for cognitive interviews or the pilot test
(c) All participants remained eligible and enrolled at the same providers' day care homes during the pilot study.

Appendix A-11. Estimated Burden of the CACFP Meal Claim Feasibility Study

Affected public	Respondent's Type	Instrument	Appendix #	Data Collection Mode	Sample Size	Grand Total Burden Estimate (Hours)	Hourly Wage rate	Estimate Total Annual Cost to Respondents
State, local, and Tribal government								
	State Agency	Review Recruitment Letter	Appendix B-1-2	Mail	3	0.75	\$25.37	\$19.03
		Participate in Follow-Up Calls	Appendix B-2-1	Phone call (d)	3	4.50	\$25.37	\$114.17
		Provide Sponsor Data		Email, Fax or Mail	3	4.00	\$25.37	\$101.48
		Answer Follow-Up Calls		Phone call (d)	3	0.50	\$25.37	\$12.69
Subtotal of State, Local, and Tribal Government						9.75		\$247.36
Business for-not-for profit								
For-Profit/ Non-Profit Business (a)	Sponsor	Review Materials in the Study Package - Recruitment Letter	Appendix B-1-3	Mail	20	5.00	\$33.38	\$166.90
		Review Materials in the Study Package - Glossy Fact Sheet	Appendix B-3-1	Mail	20	5.00	\$33.38	\$166.90
		Participate in Follow-Up Calls About Data Request	Appendix B-2-2	Phone call (d)	20	7.50	\$33.38	\$250.35
		Provide Provider		Email, fax or mail	20	7.50	\$33.38	\$250.35
		Respond to Follow-Up Calls About Provider Data	Appendix B-2-3	Phone call (d)	20	7.50	\$33.38	\$250.35

		Provide Meal Claim Data		Email, fax or mail	20	33.75	\$33.38	\$1,126.58
		Respond to Follow-Up Calls About Meal Claim Data	Appendix B-2-4	Phone call (d)	20	7.50	\$33.38	\$250.35
		Facilitate the Recruitment of Providers		Face-to-face between providers and sponsors	20	15.00	\$33.38	\$500.70
For-Profit/ Non-Profit Business (a)	Provider	Review Materials in the Study Package - Recruitment Letter	Appendix B-1-4 or B-1-6	Mail	180	36.00	\$10.72	\$385.92
		Review Materials in the Study Package - Glossy Fact Sheet	Appendix B-3-1 or B-3-3	Mail	180	45.00	\$10.72	\$482.40
		Review Materials in the Study Package - Consent Form	Appendix B-4-1 or B-4-3	Mail	180	15.00	\$10.72	\$160.80
		Participate in Follow-Up Calls About Data Request	Appendix B-2-5	Phone call (d)	180	37.50	\$10.72	\$402.00
		Provide Enrollment Data		Email, fax or mail	180	75.00	\$10.72	\$804.00
		Answer Follow-Up Calls		Phone call (d)	180	75.00	\$10.72	\$804.00
		Review User Guide	Appendix A-7 or A-9	Instructional materials	180	37.50	\$10.72	\$402.00
		Report Meal Service During the Study Month		Digital data collection	180	825.00	\$10.72	\$8,844.00

		Contact Help Desk and Answer Following-Up Calls		Phone call (d)	180	75.00	\$10.72	\$804.00
		Facilitate Recruitment of Parents		Face-to-face between providers and parents	180	75.00	\$10.72	\$804.00
Subtotal of For-Profit/Non-Profit Business Sector						1,384.75		\$16,855.60
Individual/Households								
Individual/ Households	Parent	Review Study Materials - Recruitment Letter	Appendix B-1-5 or B-1-7	Mail	750	75.00	\$14.50	\$1,087.50
		Review Study Materials - Glossy Fact Sheet	Appendix B-3-2 or B-3-4	Mail	750	60.00	\$14.50	\$870.00
		Review Study Materials - Consent Letter (b)	Appendix B-4-2 or B-4-4	Mail	750	60.00	\$14.50	\$870.00
		Answer Follow-Up Calls	Appendix B-2-6	Phone call (d)	750	60.00	\$14.50	\$870.00
		Review User Guide	Appendix A-8 or A-10	Instructional materials	600	150.00	\$14.50	\$2,175.00
		Report Child Attendance Time During Study Month, e.g., respond to text reminders		Digital data collection	600	1,056.00	\$14.50	\$15,312.00
		Contact Help Desk and Answer Follow-Up Calls (c)		Phone call (d)	600	300.00	\$14.50	\$4,350.00
Subtotal of Individual/Households						1,761.00		\$25,534.50

Pilot Test	129.09		\$1,899.62
Grand Total	3,284.59		\$44,537.07