

Appendix - Burden Table for The Study of Food Access and Well-Being

Respondent Category	Type of respondents	Release	Instruments	Appendix	Sample Size	Responsive					Non-Responsive					Grand Total Annual Burden Estimate (hours)	Hourly rate	Cost
						Number of respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Number of Non-respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)			
Individual/ Household	Survey participants	1	Survey Invitation	C1/C2	6,600	5,280	1	5,280	0.0334	176	1,320	1	1,320	0.0334	44,088	220	7.25	1,598
			Study Brochure	D	6,600	5,280	1	5,280	0.0334	176	1,320	1	1,320	0.0334	44,088	220	7.25	1,598
			Endorsement Letter	E1/E2	6,600	5,280	1	5,280	0.0334	176	1,320	1	1,320	0.0334	44,088	220	7.25	1,598
			First Survey Reminder Letter	F1/F2	5,775	3,465	1	3,465	0.0334	116	2,310	1	2,310	0.0334	77,154	193	7.25	1,398
			Second Survey Reminder Letter	G1/G2	4,620	1,848	1	1,848	0.0334	62	2,772	1	2,772	0.0334	92,585	154	7.25	1,119
			Survey Door Hanger	H	3,465	3,292	1	3,292	0.0167	55	173	1	173	0.0167	2,889	58	7.25	420
			Survey Refusal Letter	J1/J2	1,320	1,056	1	1,056	0.0334	35	264	1	264	0.0334	8,818	44	7.25	320
			Thank You Letter	K1/K2	726	726	1	726	0.0167	12	0	0	0	0.0167	-	12	7.25	88
			Household Survey	S1/S2/S3	6,600	2,200	1	2,200	0.5845	1,286	4,400	1	4,400	0.0000	-	1,286	7.25	9,323
		2	Survey Invitation	C1/C2	8,800	7,040	1	7,040	0.0334	235	1,760	1	1,760	0.0334	58,784	294	7.25	2,131
			Study Brochure	D	8,800	7,040	1	7,040	0.0334	235	1,760	1	1,760	0.0334	58,784	294	7.25	2,131
			Endorsement Letter	E1/E2	8,800	7,040	1	7,040	0.0334	235	1,760	1	1,760	0.0334	58,784	294	7.25	2,131
			First Survey Reminder Letter	F1/F2	7,700	4,620	1	4,620	0.0334	154	3,080	1	3,080	0.0334	102,872	257	7.25	1,865
			Second Survey Reminder Letter	G1/G2	6,160	2,464	1	2,464	0.0334	82	3,696	1	3,696	0.0334	123,446	206	7.25	1,492
			Survey Door Hanger	H	4,620	4,389	1	4,389	0.0167	73	231	1	231	0.0167	3,858	77	7.25	559
	Survey Refusal Letter		J1/J2	1,760	1,408	1	1,408	0.0334	47	352	1	352	0.0334	11,757	59	7.25	426	
	Thank You Letter		K1/K2	968	968	1	968	0.0167	16	0	0	0	0.0167	-	16	7.25	117	
	Household Survey		S1/S2/S3	8,800	2,933	1	2,933	0.5845	1,714	5,867	1	5,867	0.0000	-	1,714	7.25	12,429	
	3	Survey Invitation	C1/C2	4,400	3,520	1	3,520	0.0334	118	880	1	880	0.0334	29,392	147	7.25	1,065	
		Study Brochure	D	4,400	3,520	1	3,520	0.0334	118	880	1	880	0.0334	29,392	147	7.25	1,065	
		Endorsement Letter	E1/E2	4,400	3,520	1	3,520	0.0334	118	880	1	880	0.0334	29,392	147	7.25	1,065	
		First Survey Reminder Letter	F1/F2	3,850	2,310	1	2,310	0.0334	77	1,540	1	1,540	0.0334	51,436	129	7.25	932	
		Second Survey Reminder Letter	G1/G2	3,080	1,232	1	1,232	0.0334	41	1,848	1	1,848	0.0334	61,723	103	7.25	746	
		Survey Door Hanger	H	2,310	2,195	1	2,195	0.0167	37	115	1	115	0.0167	1,921	39	7.25	280	
		Survey Refusal Letter	J1/J2	880	704	1	704	0.0334	24	176	1	176	0.0334	5,878	29	7.25	213	
		Thank You Letter	K1/K2	484	484	1	484	0.0167	8	0	0	0	0.0167	-	8	7.25	59	
		Household Survey	S1/S2/S3	4,400	1,467	1	1,467	0.5845	857	2,933	1	2,933	0.0000	-	857	7.25	6,217	
	IDI participants	IDI Invitation Call Script	L1/L2	624	562	1	562	0.1002	56	62	1	62	0.1002	6,212	63	7.25	453	
		IDI Confirmation Letter/Email	M1/M2	624	156	1	156	0.0167	3	468	1	468	0.0167	7,816	10	7.25	76	
		IDI Reminder Call Script	N1/N2	624	156	1	156	0.0334	5	468	1	468	0.0334	15,631	21	7.25	151	
		IDI Consent Form	O1/O2	624	156	1	156	0.0334	5	468	1	468	0.0334	15,631	21	7.25	151	
		IDI Interview Guide	P1/P2	624	156	1	156	2.0000	312	468	1	468	0.0000	-	312	7.25	2,262	
	<b>Individual/ Household Sub-Total</b>					<b>20,112</b>	<b>16,121</b>	<b>5.36</b>	<b>86,467</b>	<b>0.0771</b>	<b>6,666</b>	<b>3,991</b>	<b>10.92</b>	<b>43,571</b>	<b>0.0226</b>	<b>986,419</b>	<b>7,652.101</b>	<b>\$ 55,477.73</b>
Business (Profit, Non-Profit, or Farm)	Focus groups	Focus Group Consent Form	Q1	96	36	1	36	0.0334	1	60	1	60	0.0334	2,004	3	25.94	83	
		Focus Group Discussion Guide	Q2	96	36	1	36	1.5000	54	60	1	60	0.0000	-	54	25.94	1,401	
		Focus Group Invitation	Q3	96	36	1	36	0.0167	1	60	1	60	0.0167	1,002	2	25.94	42	
		Study Description	R	96	36	1	36	0.0334	1	60	1	60	0.0334	2,004	3	25.94	83	
<b>Business (Profit, Non-Profit, or Farm) Sub-Total</b>					<b>96</b>	<b>36</b>	<b>4.000</b>	<b>144</b>	<b>0.396</b>	<b>57</b>	<b>60</b>	<b>4</b>	<b>240</b>	<b>0.021</b>	<b>5</b>	<b>62</b>	<b>\$ 1,608.70</b>	
State, Local, or Tribal Government	State or county staff	SNAP Agency Data Request	B	7	7	1	7	8.0000	56	0	0	0	8,0000	-	56	78.88	4,417	
		Police Station Letter	I	38	31	1	31	0.0167	1	7	1	7	0.0167	0.117	1	78.88	50	
		Study Description	R	38	31	1	31	0.0334	1	7	1	7	0.0334	0.234	1.3	78.88	100	
	Focus groups	Focus Group Consent Form	Q1	24	12	1	12	0.0334	0	12	1	12	0.0334	0.401	1	78.88	63	
		Focus Group Discussion Guide	Q2	24	12	1	12	1.5000	18	12	1	12	0.0000	-	18	78.88	1,420	
		Focus Group Invitation	Q3	24	12	1	12	0.0167	0	12	1	12	0.0167	0.200	0	78.88	32	
		Study Description	R	24	12	1	12	0.0334	0	12	1	12	0.0334	0.401	1	78.88	63	
<b>State, Local, or Tribal Government Sub-Total</b>					<b>69</b>	<b>50</b>	<b>2.34</b>	<b>117</b>	<b>0.654</b>	<b>76.555</b>	<b>19</b>	<b>3.263</b>	<b>62</b>	<b>0.022</b>	<b>1,353</b>	<b>78</b>	<b>\$ 6,145.55</b>	
<b>COMBINED TOTAL</b>					<b>20,277</b>	<b>16,207</b>		<b>86,728</b>		<b>6,799</b>	<b>4,070</b>	<b>18</b>	<b>43,873</b>	<b>993</b>	<b>7,792.02</b>	<b>\$ 63,231.97</b>		
Sources: Department of Labor Wage and Hour Division ( <a href="http://www.dol.gov/whd/minimumwage.htm">http://www.dol.gov/whd/minimumwage.htm</a> ). Bureau of Labor Statistics, Occupational Employment Statistics Survey, May 2021. ( <a href="https://www.bls.gov/oes/current/oes_stru.htm">https://www.bls.gov/oes/current/oes_stru.htm</a> ). Individual/Household: Federal minimum wage. Business (Profit, Non-Profit, or Farm): Average hourly earnings of Social and Community Service Management Occupations. State, Local, or Tribal Government: Average hourly earnings of Management Occupations. State, Local, or Tribal Government.												Number of responses per respondent (includes respondents and non-respondents)	6.4408					
												Total Annual Responses	130,601					
												Estimated time per respondent	0.0597					
												Total annual burden hours (respondent + nonrespondent)	7.792					
												Number of responses per survey resp	0.3620					
												Total survey responses	130,038					
												Estimated time per survey resp	0.0588					
												Number of responses per State resp	2.5942					
												Total state responses	179					
												Estimated time per State resp	0.4352					

Cell	Document	Sample Size Assumption
C3	Survey Invitation	19,800
C4	Study Brochure	19,800
C5	Endorsement Letter	19,800
C6	First Survey Reminder Letter	17,325
C7	Second Survey Reminder Letter	13,860
C8	Survey Door Hanger	10,395
C9	Survey Refusal Letter	3,960
C10	Thank You Letter	2,178
C11	Household survey	19,800
C12	IDI Invitation Call Script	624
C13	IDI Confirmation Letter/Email	624
C14	IDI Reminder Call Script	624
C15	IDI Consent Form	624
C16	IDI Interview Guide	624
C17	Total Individual/HH Respondents	20,112
C18	Focus Group Consent Form	96
C19	Focus Group Discussion Guide	96
C20	Focus Group Invitation	96
C21	Study Description	96
C23	SNAP Agency Data Request	7
C24	Police Station Letter	38
C25	Study Description	38
C26	Focus Group Consent Form	24
C27	Focus Group Discussion Guide	24
C28	Focus Group Invitation	24
C29	Study Description	24

Hourly rate for State agency staff includes 33% adjustment to include  
Individuals/Participant: Federal minimum wage = \$7.25

**State, local, or Tribal agency director/manager:** Average hourly rate

State, local, or Tribal agency direct service staff: Average hourly rate

**Private sector for-profit business director/manager:** Average hourly rate

**Private sector not-for-profit agency director/manager:** Average hourly rate

Private sector not-for-profit direct service staff : Average hourly rate

## Notes

---

Sample of all participants who receive initial letter+brochure

Sample of all participants who receive initial letter+brochure

Sample of all participants who receive initial letter+brochure

Send 1st survey reminder 2 weeks after start

Send 2nd survey reminder 8 weeks after start

Use door hanger 8 weeks after start

Send refusal letters between 4-8 weeks after participant refusal

Respondents who are mailed thank you letter for participation - just phone and web completes

Sample of all participants invited to participate in the survey

Respondents invited to participate in the IDI. Half of these sample members will have completed the household survey, while the other half will be household members who were not included in the survey sample.

Send IDI confirmation letter/email

Send reminder call script

Use consent form with IDI

Respondents invited to complete IDI

19,800 household survey sample members + 312 IDI sample members (the half of the IDI sample that is not included in the HH survey sample)

Use consent form with focus groups - community based organizations

Respondents from community based organizations invited to complete focus group

Sample of focus group participants from community based organizations - send invitation letter

Sample of focus group participants from community based organizations - send study description

6 States + 1 County agency provide SNAP administrative data

Number of police stations to alert regarding field staff

Number of police stations to alert regarding field staff

Use consent form with focus groups - State, local or tribal government

Respondents from State, local, or tribal government invited to complete focus group

Sample of focus group participants from State, Local, or Tribal government - send invitation letter

Sample of focus group participants from State, Local, or Tribal government - send study description

Include fringe benefits

earnings of workers in management occupations; = \$59.31

earnings of workers in community and social services occupations;

hourly earnings of workers in management occupations;

hourly earnings of social and community services managers = \$ 36.92

earnings of community and social service specialists;

---

---

---

---

---

---