

INSTRUCTIONS

(All items self-explanatory unless noted below)

DEFINITIONS

1. "Actual" - Meals for which claims have been approved for reimbursement for the month.
2. "Estimated" - Projection of the number of meals that were served and are expected to be approved for reimbursement for which claims have not been received or approved by the reporting due date.
3. "Total" - The sum of ACTUAL and ESTIMATED data.
4. "ADA" - SFSP average daily attendance rate (ADA) is calculated by taking the total number of meals served in a **sponsor's primary meal service (usually lunch)** during the claim period and dividing that number by the number of **operating or meal service days** for that claim period. This results in the ADA for a sponsor on an average day during the claim period.

TYPE OF SUBMISSION

- 4A. "30-Day Report" - Due in FNS Regional Offices on the last day of the month following the month being reported. This report may contain ACTUAL and ESTIMATED data.
- 4B. "60-Day Report" - A 60-Day Report is not required.
- 4C. "90-Day Report" - The 90-Day Report must be submitted to the FNS Regional Office within ninety days following the month being reported. This is a "final" report and must consist of ACTUAL data only.
- 4D. "Revised 90-Day Report" - Submit revisions to the latest 90-Day Report in accordance with FNS instructions.
- 4E. "Closeout Report" - Submit the Annual Financial Reconciliation (*Closeout*) of Program Grants Report in accordance with FNS instructions.
- 4F. "Other Reports" - Submit other reports in accordance with FNS instructions. Use the "Remarks" section if necessary to describe the purpose of the report.

PART A - (Lines 5-19)

Note: For each reporting month, complete Columns A and B.

COLUMN A

Enter the ACTUAL, ESTIMATED, AND TOTAL number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served in self-prep and/or rural sites operating under all sponsor types.

COLUMN B

Enter the ACTUAL, ESTIMATED, and TOTAL number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served in all other sites operating under all sponsor types.

PART B - (Line 24)

Complete for 90-Day Report for the Last Operating Month of the Fiscal Year

Sponsors eligible to receive commodities in the Summer Food Service Program are self-preparation sponsors and those sponsors which contract with a school or with a school district for the preparation of meals, and school food authority sponsors procuring meals from a food service management company as provided by Program regulations.

Report the total number of ACTUAL meals served by all sponsors *eligible* to receive USDA donated commodities whether or not those sponsors actually received commodities. This is a cumulative number of meals (all types) for the entire Summer Food Service Program. For summer camps, this would include both the reimbursable meals served to needy children and at the State's option, actual counts of non-reimbursable meals served to non-needy children. Submit this information on the 90-Day Report for the last operating month.

(EXAMPLE: If all meal service concluded in the month of August, then line 24 would be completed on the August 90-Day Report.)

PART C - (Lines 25-29)

Complete for July 90-Day Report ONLY

COLUMNS A-E

Enter the ACTUAL number of BREAKFASTS, LUNCHES, SUPPERS, AND SUPPLEMENTS served by each of the indicated sponsor types.

COLUMN F

Enter the total number of BREAKFASTS, LUNCHES, SUPPERS, and SUPPLEMENTS served by all sponsors.

PART D - (Lines 30-33)

Complete for July 90-Day Report ONLY

Line 30 - Enter the number of sponsors by type that operated during the month of July.

Line 31 - Enter the number of sites that operated under each sponsor type during the month of July.

Line 32 - Enter the number of sites from Line 31 which are rural sites. Include these sites on Line 31 above.

Line 33 - Enter the Average Daily Attendance (ADA) for each type of sponsor entered on Line 30 for the month of July. This is the sum of the average daily attendance figures reported by each type of sponsor.

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BILLING CODE 3410-30-C

DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

**Agency Information Collection
Activities: Proposed Collection;
Comment Request—Generic Clearance
To Conduct Formative Research**

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and

other interested parties to comment on a proposed information collection. This collection is an extension, without change, of a currently approved collection. This information collection will conduct research in support of FNS' goal of delivering science-based nutrition education to targeted audiences. From development through testing of materials and tools with the target audience, FNS plans to conduct data collections that involve formative research including focus groups, interviews (dyad, triad, telephone, etc.), surveys and Web-based collection tools.

DATES: Written comments must be received on or before February 19, 2013.

ADDRESSES: Comments are invited on:
(a) Whether the proposed collection of

information is necessary for the proper performance of the functions of the agency, including whether the information has practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Comments may be sent to Judy F. Wilson, Senior Nutrition Advisor, Food

and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Room 1012, Alexandria, VA 22302. Comments may also be faxed to the attention of Judy F. Wilson at (703) 305-2576 or emailed to judy.wilson@fns.usda.gov. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov> and follow the online instructions for submitting comments electronically.

All written comments will be open for public inspection at the Office of the Food and Nutrition Service during regular business hours (8:30 a.m. to 5 p.m., Monday through Friday) at 3101 Park Center Drive, Alexandria, Virginia 22302, Room 1012.

All responses to this notice will be summarized and included in the request for Office of Management and Budget (OMB) approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT:

Requests for additional information should be directed to Judy F. Wilson at (703) 305-2017.

SUPPLEMENTARY INFORMATION:

Title: Generic Clearance to Conduct Formative Research for Development of Nutrition Education and Promotion Materials and Related Tools for FNS Population Groups.

OMB Number: 0584-0524.

Expiration Date: April 30, 2013.

Type of Request: Revision of previously approved information collection.

Abstract: This information collection is based on Section 19 of the Child Nutrition Act of 1966 (42 U.S.C. 1787), Section 5 of the Richard B. Russell National School Lunch Act (42 U.S.C. 1754) and Section 11(f) of the Food and Nutrition Act of 2008 (7 U.S.C. 2020). This request for approval of information collection is necessary to obtain input into the development of nutrition education interventions for population groups served by the U.S. Department of

Agriculture, Food and Nutrition Service (USDA-FNS).

Interventions need to be designed so that they can be delivered through different types of media and in a variety of formats for diverse audiences.

FNS develops a variety of resources to support nutrition education and promotion activities. These resources are designed to convey science-based, behavior-focused nutrition messages about healthy eating and physical activity to children and adults eligible to participate in FNS nutrition assistance programs and to motivate them to consume more healthful foods as defined by the Dietary Guidelines for Americans (DGA). This includes education materials, messages, promotion tools and interventions for the diverse population served by the Federal nutrition programs including WIC, Team Nutrition, Food Distribution and other programs.

Obtaining formative input and feedback is fundamental to FNS' success in delivering science-based nutrition messages and reaching diverse segments of the population in ways that are meaningful and relevant. This includes conferring with the target audience, individuals providing service to the target audience, and key stakeholders on the communication strategies and interventions that will be developed and on the delivery approaches that will be used to reach consumers. The formative research and testing activities described will help in the development of effective education and promotion tools and communication strategies. Collection of this information will increase FNS' ability to formulate nutrition education interventions that resonate with the intended target population, in particular low-income families.

Formative research methods and information collection will include focus groups, interviews (dyad, triad, telephone, etc.), surveys and Web-based

data collection. The data obtained will provide input regarding the potential use of materials and products during both the developmental and testing stages. In order to determine future nutrition education needs, tools and dissemination strategies, key informant interviews will be conducted. This task involves collecting a diverse array of information from a variety of groups including: People familiar with the target audiences; individuals delivering nutrition education interventions and projects; program providers at State and local levels; program participants; and other relevant informants associated with FNS programs.

Findings from all data collection will be included in summary reports submitted to USDA-FNS. The reports will describe the data collection methods, findings, conclusions, implications, and recommendations for the development and effective dissemination of nutrition education materials and related tools for FNS population groups. There will be no specific quantitative analysis of data. No attempt will be made to generalize the findings to be nationally representative or statistically valid.

Reporting Burden

Affected Public: State, Local and Tribal Government; Individual/Households; and Business or Other for Profit.

Estimated Number of Respondents: 102,500 respondents.

Estimated Number of Responses per Respondent: 1 response.

Estimated Total Annual Responses: 102,500.

Estimate of Time per Respondent: .468 hours.

Estimated Total Annual Reporting Burden Hours: 48,000 hours.

Current OMB Inventory: 33,016.

Difference (Burden Revisions Requested): 14,984.

REPORTING BURDEN

Collection instruments	Estimated number respondents	Responses annually per respondent	Total annual responses	Estimated average number of hours per response	Estimated total hours
Focus Group Screeners	10,000	1	10,000	0.17	1,666.67
Interview Screeners/Surveys	5,000	1	5,000	0.17	833.33
Focus Groups	5,500	1	5,500	2.00	11,000.00
Intercept Interviews	5,000	1	5,000	0.50	2,500.00
Dyad/Triad Interviews	2,000	1	2,000	1.00	2,000.00
Telephone Interviews	10,000	1	10,000	0.25	2,500.00
Surveys	10,000	1	10,000	0.50	5,000.00
Web-based Collections	40,000	1	40,000	0.50	20,000.00
Confidentiality Agreements	15,000	1	15,000	0.17	2,500.00
Total Reporting Burden	102,500	1	102,500	.468	48,000

Dated: December 10, 2012.

Audrey Rowe,

Administrator, Food and Nutrition Service.

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BILLING CODE 3410-30-P

DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection

Activities: Existing Collection; Comment Request—Forms FNS-806-A, Claim for Reimbursement (National School Lunch and School Breakfast Programs), and FNS-806-B, Claim for Reimbursement (Special Milk Program for Children)

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this existing information collection. This collection is a renewal of a currently approved collection for reporting school programs data on a monthly basis for the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.

DATES: Written comments must be received on or before February 19, 2013.

ADDRESSES: Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological

collection techniques or other forms of information technology.

Comments may be sent to Jon Garcia, Acting Branch Chief, Program Analysis and Monitoring Branch, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Room 640, Alexandria, VA 22302. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All written comments will be open for public inspection at the office of the Food and Nutrition Service during regular business hours (8:30 a.m. to 5 p.m., Monday through Friday) at 3101 Park Center Drive, Room 640, Alexandria, Virginia 22302.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT:

Requests for additional information or copies of this information collection should be directed to Jon Garcia at (703) 305-2600.

SUPPLEMENTARY INFORMATION:

Title: 7 CFR Part 210 National School Lunch Program, Part 220 School Breakfast Program, and Part 215 Special Milk Program.

Form Number: FNS-806-A and FNS-806-B.

OMB Number: 0584-0284.

Expiration Date: 03/31/2013.

Type of Request: Revision of a currently approved collection.

Abstract: The National School Lunch Program (NSLP) and School Breakfast Program (SBP), and School Milk Program (SMP) Claim for Reimbursement, Forms FNS-806-A and FNS-806-B, respectively, are used to collect meal and milk data from school food authorities whose participation in these programs are administered directly by the Food and Nutrition Service (FNS) Regional Offices (Regional Office Administered Programs, or ROAP). The FNS Regional

Office directly administers the NSLP, SMP, and/or SBP programs in Virginia, Georgia, and Colorado. In order to determine the amount of reimbursement for meals and milk served, the school food authorities are required to complete these forms. The completed forms are either sent to the Child Nutrition Payments Center at the FNS Mid-Atlantic Regional Office where they are entered into a computerized payment system or submitted electronically via the Internet directly into the Child Nutrition Payments Center. The payment system computes earned reimbursement. Earned reimbursement in the NSLP, SBP and SMP is based on performance that is measured as an assigned rate per meal or half pint of milk served. To fulfill the earned reimbursement requirements set forth in NSLP, SBP and SMP regulations issued by the Secretary of Agriculture (7 CFR 210.8 and 220.11; and 215.10), the meal and milk data must be collected on Forms FNS-806-A and FNS-806-B, respectively. These forms are an intrinsic part of the accounting system currently being used by the subject programs to ensure proper reimbursement. The burden hours have decreased from the previously approved burden (1,398) due to a reduction in the number of respondents, School Food Authorities, from 233 to 210.

Affected Public: State and local governments participating in the NSLP, SBP, and SMP under the auspices of the FNS ROAP.

Estimated Number of Respondents: 210 School Food Authorities.

Estimated Number of Responses per Respondent: 12 (Each State agency will submit a 30-day report.)

Estimated Total Annual Responses: 2,520.

Reporting Time per Response: .5 hours.

Estimated Annual Reporting Burden: 1,260 hours.

See the table below for estimated total annual burden for each type of respondent.

Affected public	(b) Form number	(c) Number of respondents	(d) Number responses per respondent	(e) Estimated total annual responses (cxd)	(f) Hours per response	(g) Total burden (exf)
School Food Authority	FNS 806A	133	12	1596	.5	798
School Food Authority	FNS 806B	77	12	924	.5	462
Total Annual Burden Estimates	210	12	2,520	.5	1,260