



August 15, 2013

United States  
Department of  
Agriculture

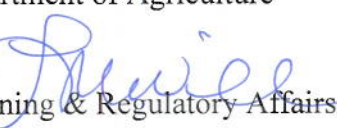
Food and  
Nutrition  
Service

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TO: Julie Wise, OMB Desk Officer  
Office of Information and Regulatory Affairs  
Office of Management and Budget

THROUGH: Ruth Brown, Departmental Clearance Officer  
Office of Chief Information Office  
United States Department of Agriculture

FROM: Lynnette Williams   
Branch Chief, Planning & Regulatory Affairs  
Food and Nutrition Service (FNS)

SUBJECT: Non-Substantive Change to Generic Collection, OMB Control No: 0584-0524, for generic event feedback form

Through this memorandum, we are requesting a non-substantive change to the Generic Clearance to Conduct Formative Research, OMB Control No. 0584-0524, which was approved on July 31, 2013.

Based on internal feedback and comments, FNS has determined that the structure of the event feedback forms FNS-816 and FNS-817 is too specific and cannot be used generically, as intended. FNS has created an additional event feedback form FNS-854, which will be used to collect program participant feedback instead of forms FNS-816 and FNS-817, when the content of these forms is too specific. It is our intent that in the future, we may phase out the use of FNS-816 and FNS-817, and replace these forms with FNS-854.

The target audience and the time required to complete FNS-854 remains the same as FNS-816 and FNS-817, as the intent of the forms is interchangeable, so there is no change to the currently approved burden.

If you have any questions regarding this request, please contact Lynnette Williams, Branch Chief for the Food and Nutrition Service, Planning & Regulatory Affairs Office at (703) 605-4782.