

SUPPORTING STATEMENT – PART A

A. JUSTIFICATION

1. Need for the Information Collection

The information collection requirement is necessary to obtain the participant's satisfaction levels with the services provided by the Women, Infants, and Children (WIC) overseas staff and the overall program. The findings from these surveys will be used to determine the success of the WIC overseas program and if improvements are necessary.

2. Use of the Information

The WIC overseas program provides special supplemental food and nutrition education services to eligible families stationed overseas. This collection instrument is used by the government staff managing the WIC overseas program and the contractors working in the WIC overseas offices. The information collected is used to determine the success of the WIC overseas supplemental foods and nutrition education services. The previous survey results have been used to help the Program Office determine if program improvements are needed and identify potential program changes that could improve the program.

3. Use of Information Technology

The information is collected in paper form. Participants are given a satisfaction survey to complete at the end of their office visit. Participants can complete the survey while still in the office or they can take it with them and fill it out later.

4. Non-duplication

There is no duplication of data collection.

5. Burden on Small Business

This collection of information does not involve small businesses or other small entities.

6. Less Frequent Collection

The survey is done two times per year - respondents complete the survey twice in a 12 month period. Only participants with WIC overseas appointments during that period the survey is conducted will be given a survey.

7. Paperwork Reduction Act Guidelines

There are no special circumstances for the collection of information for this program.

8. Consultation and Public Comments

The 60-day Federal Register Notice for this collection of information was published on January 13, 2014, Vol. 79 No. 8, page 2155. No comments were received.

The 30-day Federal Register Notice for this collection of information was published on March 27, 2014, Vol. 79 No. 59, page 17141.

9. Gifts or Payment

None.

10. Confidentiality

There is no identifiable information on the survey.

11. Sensitive Questions

There are no sensitive questions on the survey.

12. Respondent Burden, and its Labor Costs

a. Estimation of Respondent Burden

The total annual hour burden for the respondents of 38 hours is based on an annual projected use of 150 individuals. The burden is based on an estimated 15 minutes for a participant to fill out and return the survey.

b. Labor Cost of Respondent Burden

The annualized cost to the Respondents is based on the federal minimum wage rate of \$7.25 an hour. Based on that rate, the cost for 15 minutes of their time is \$1.81.

The cost is as follows:

The cost to Respondent to fill out the survey: $\$1.81 \times 150$ (currently 75 respondents twice in a 12 month period) = \$271.50.

13. Respondent Costs Other Than Burden Hour Costs

None.

14. Cost to the Federal Government

The annualized cost to the Federal government is based on the total number of surveys given out and completed (currently 75 surveys twice in a 12 month period).

The cost is as follows:

WIC Overseas Contractor Average Administrative Cost per survey: \$0.46 per survey x 150 = \$69.00

15. Reasons for Change in Burden

None.

16. Publication of Results

There are no plans to publish or tabulate the information collected.

17. Non-Display of OMB Expiration Date

Approval is not sought for avoiding display of the expiration date.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

No exceptions to the certification statement are being sought.