




DATE: April 8, 2014

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

THROUGH: Ruth Brown, Desk Officer
United States Department of Agriculture (USDA)
Office of Chief Information Office

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

SUBJECT: Justification for Survey Enhancing Completion Rates for SNAP
(Supplemental Nutrition Assistance Program) Quality Control Reviews
OMB Control No: 0584-0590

Through this memorandum, we are requesting a non-substantive change to include questionnaires for State Agencies for OMB Control No. 0584-0590, which was approved on March 18, 2014.

The SNAP Quality Control (QC) system requires States to conduct monthly quality control reviews of households participating in SNAP to assess the validity of SNAP cases and, ultimately, the payment error rate for SNAP.

USDA's Food and Nutrition Service (FNS) is requesting Office of Management and Budget (OMB) approval to collect information from State SNAP offices and staff, including QC directors, QC supervisors, and QC reviewers. This information will be gathered through four instruments: a semi-structured interview protocol for QC directors and supervisors (up to 18 interviews), a semi-structured interview protocol for QC reviewers:

- Attachment A.3A: State QC Director/Supervisor Semi-Structured Interview Protocol
- Attachment A.3B: State QC Director/Supervisor Web and Telephone Survey
- Attachment A.4A: State QC Reviewer Semi-Structured Interview Protocol
- Attachment A.4B: State QC Reviewer Web and Telephone Survey

These instruments were in ROCIS at some point in time; regrettably, these were not in the system at the time of approval. We are uncertain of what transpired; as a result, FNS is seeking a non-substantive changes. The burden hours and total annual responses remain unchanged.

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