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United
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Department
Agriculture

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FROM: Bea Fitzgerald
Retailer Administration Branch, Retailer Policy and Management Division
Food and Nutrition Service (FNS)

SUBJECT: Justification for Online Screen Change to OMB Control No: 0584-0008
Supplemental Nutrition Assistance Program (SNAP) Retailer Application
Form FNS-252-E

FNS is requesting a non-substantive change to the Supplemental Nutrition Assistance Program Retailer Application form FNS-252-E, OMB Control No. 0584-0008; expiration date of August 31, 2017. Due to technological advancements, FNS now has capability to allow retailers the option to upload documents once they have submitted their Online Store Application (FNS-252-E). Currently retailers must mail the documents to FNS.

FNS is seeking approval to slightly modify the wording of two online screens to facilitate electronic submission and adequately identify the electronic upload option. Specifically, a slight modification will be made to the "Before You Get Started" and "Finalize Application" page. Retailers see these two pages before they begin the Online Store Application and after they've successfully submitted an application to FNS. There is no change to the retailer application form, and retailers are not asked to submit any new or additional documentation to FNS. The estimate time to complete the form is not impacted by these changes and the burden previously approved by OMB accounts for the collection of the data. This change will enable accurate and timely electronic collection of the data.

The following modifications will be made:

- Change "Mail your supporting documents to FNS" to "Submit your documents to FNS"
- Change "Documents to Mail" to "Documents to Submit"
- Insert a sentence that says "Submit Documents Electronically"
- Replace "You can mail the documents to" with "Applicants who are unable to submit documents electronically have the option to"

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Once OMB approves the changes, FNS intends to update the Online Store Application screens and allow retailers the option to upload documents.

If you have any questions regarding this request, please contact Bea Fitzgerald at (703) 305-2525 or Bea.Fitzgerald@fns.usda.gov.

Attachments