

Request for Approval under the “Fast Track Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0584-0611)

TITLE OF INFORMATION COLLECTION: State Agency Training Needs Survey

PURPOSE: The United States Department of Agricultural (USDA), Food and Nutrition Service (FNS), Food Distribution Division (FDD) conducts a variety of training activities, including webinars, conference presentations, and one-on-one technical assistance, to help our partners operate the USDA Foods programs efficiently and effectively. State Distributing Agencies managing USDA Foods in schools are key stakeholders and one of our main target audiences for training. Due to the complexity of the program, new staff members often have a sharp learning curve. The purpose of this survey is to learn more about the training needs of State Agency staff, particularly newer staff but also those with some experience, so that we can tailor future training accordingly. This feedback will allow us to understand the topics of interest, method of training, and timing that will be most effective.

DESCRIPTION OF RESPONDENTS: The survey will be distributed to our State Distributing Agency email list for USDA Foods in schools, which currently contains 213 email addresses. The email announcing the survey will contain a link to the survey in Wufoo, which respondents can fill out and submit at their convenience. Participation in the survey is voluntary.

TYPE OF COLLECTION: (Check one)

- | | |
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| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Lindsay Williams

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Sensitive Information:

- 1. Will sensitive information, such as demographic characteristics, be collected from respondents?
 Yes No

- 2. If yes, explain the necessity of such information to the programmatic objective(s)?

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden Hours
State governments (respondents)	83	20 minutes (0.334)	27.72
State governments (non-respondents)	130	3 minutes (0.0501)	6.51
Totals	213	23 minutes	34.23 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$660.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

- 1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

- 2. If the answer is yes, please provide a description of both below (or attach the sampling plan)?
 If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The survey will be distributed to our State Distributing Agency email list for USDA Foods in schools, which includes 1-7 staff members in each of the 50 States and DC, Guam, Puerto Rico, the Virgin Islands, and the Army and Air Force Exchange Service. Recipients may decide whether or not they would like to offer their feedback through this survey. Of the 213 total respondents on the distribution list as of January 2017, we anticipate a total of 83 respondents will participate (1-2 per State) and approximately 130 will read the email and choose not to participate in the survey.

Administration of the Instrument

- 1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain

- 2. Will interviewers or facilitators be used? Yes No