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United States Department of Agriculture


Food and Nutrition Service

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TO: Stephanie Tatham, OMB Desk Officer
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THROUGH: Ruth Brown, Department Clearance Officer
United States Department of Agriculture
Office of Chief Information Office

FROM: Lynnette Thomas 
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Food and Nutrition Service (FNS)

SUBJECT: Justification for Merge and Minor Format Change for School Food Authority Paid Lunch Report Form FNS-828 from OMB Control No: 0584-0006 to OMB Control No: 0584-0594 Food Programs Reporting Systems (FPRS)

The information collection (ICR) burden associated with form FNS-828 titled “School Food Authority Paid Lunch Price Report” is approved under OMB #0584-0006, expiration date 2/29/2016. This form has been in use since FY 2012 as a printed form submitted to FNS via email. Since its last approval, FNS has pursued consolidating certain programmatic and financial data reporting requirements in an electronic reporting system titled, “Food Programs Reporting System (FPRS)”, approved under OMB Control #0584-0594, expiration date 6/30/2017. FNS is working toward going from a paper form to an electronic spreadsheet that will be submitted in (FPRS). This change will enable accurate and timely electronic collection of the data.

At this time, FNS is requesting a no material/non-substantive change to merge the burden assigned to form FNS-828 from ICR #0584-0006, “7 CFR Part 210, National School Lunch Program” to ICR #0584-0594, “Food Programs Reporting System (FPRS)”. The current burden for the FNS-828 form is 570 hours (57 State agencies x 10 hours per annual response = 570 hours).

<u>Revised Burden for form FNS-828 to merge into #0584-0594</u>	<u>Currently Approved #0584-0594</u>	<u>New Burden After Change #0584-0594</u>
570	86,811	87,381

To accommodate this change, the data to be collected will also include a column to collect the unique SFA identification number (ID) to adequately identify the SFAs. Currently, the only identifier collected on this form is the SFA Name which is not adequate as a unique identifier. However, the SFA ID is included on other reports submitted by State agencies. The estimated time to complete the form is not impacted by adding the key identifier that was unintentionally omitted on the original version.

If you have any questions regarding this request, please contact Lynnette Thomas, FNS at Lynnette.Thomas@fns.usda.gov.