

From: [Thomas, Lynnette - FNS](#)
To: [Ragland-Greene, Rachelle - FNS](#)
Cc: [Sandberg, Christina - FNS](#)
Subject: RE: FNS-46
Date: Tuesday, February 07, 2017 4:17:19 PM

Here you go:

The screenshot shows the USDA Food Programs Reporting System (FPRS) website. The browser address bar shows the URL <https://fprs.fns.usda.gov/Home/Reminder.aspx>. The page header includes the USDA logo and navigation links such as Home, Online Forms, FNS-648, Help, Contact Us, and Sign Out. The main content area features a welcome message to Lynnette Thomas and a section titled "FPRS Announcements" with the following information:

- OMB Control Number: 0584-0594
Expiration Date: 06/30/2019
- Public reporting burden for this collection of information is estimated to vary from .17 minutes to 98 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The public burden statement is accessible for each form/worksheet in multiple places. It can be found on the Excel tab while in Submission Studio or under the Help tab by selecting OMB approved forms /worksheets and instructions by form. The PDF file will open and the burden statement will either be at the top or bottom of the form.
- Please Note:** Any changes made to a submission **before** 9:30 P.M. Eastern Time should appear in the National Databank (NDB) the next business day. If a change is made to a submission **after** 9:30 P.M. Eastern Time, it may not appear in NDB until the second business day.
- Attention Users:** While using FPRS, you should have only one (1) FPRS tab open on your Internet Explorer browser. If you have two (2) or more FPRS tabs open, you may experience **data loss** or **data from one open submission overwriting data on another**.
- Attention FNS-742 Users:** Please be aware that files exceeding 1,000 rows may take more than 30 minutes to open, upload, or process (submit/certify/post). During this time, Microsoft Internet Explorer may stop responding. Please **DO NOT** close the browser until the action is completed.
- Attention:** The 'Zoom' feature of Microsoft Internet Explorer has a problem that may cause the webpage to display incorrectly. Make sure that 'Zoom' is set at 100% at all times while using FPRS.
- To update your access to FPRS, submit a completed [FNS-674](#) to your [FPRS Authorizing Official](#). If you require permissions to multiple programs and forms, please submit a completed [FNS-674A](#) in addition to the FNS-674.

At the bottom, there is a note about Adobe Acrobat Reader: "Please Note: The FNS-674 and FNS-674A requires Adobe Acrobat Reader. If Adobe Acrobat Reader is needed, please click [here](#) to download the software." A help desk contact information is also provided: "If you experience any system problems, please contact the FPRS Help Desk at 1-866-336-FPRS (1-866-336-3777) or send an e-mail to the [FPRS Help Desk](#)."

From: Ragland-Greene, Rachelle - FNS
Sent: Tuesday, February 07, 2017 4:17 PM
To: Thomas, Lynnette - FNS
Cc: Sandberg, Christina - FNS
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Gotcha. Super cool we now have access. When you get chance, (no hurry) is it possible to get the screen shot of the front page with the PBS/OMB#/Expiration Date?

This way I can use for future references with the most up to date information.

R

From: Thomas, Lynnette - FNS
Sent: Tuesday, February 07, 2017 4:03 PM
To: Ragland-Greene, Rachelle - FNS; Sandberg, Christina - FNS
Subject: RE: FNS-46

Yes, and I think I just didn't understand how FPRS was structured. FNS-46 is listed, but I can only see a "blank" form under the help section. Just had to look for it. So, it is there and the expiration date is on the front page, just as we expected.

Lynnette