

**Supporting Statement**  
**SNAP-Ed Connection Recipe Submission and Review Forms**  
**Collection Number: 0518-0043**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy if the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The National Agricultural Library's SNAP-Ed Connection (formerly the Food Stamp Nutrition Connection) contained an on-line recipe database called the Recipe Finder. The purpose of the Recipe Finder database was to provide SNAP-Ed providers with low-cost, healthy recipes for SNAP Nutrition Education purposes. The recipe database is now being combined with recipes from other USDA Food, Nutrition and Consumer Services (FNCS) programs such as the Food Distribution Programs (FDP) (Food Distribution Program on Indian Reservations, Commodity Supplemental Food Program, and The Emergency Food Assistance Program), Child Nutrition Programs (CNP), and the Center for Nutrition Policy and Promotion (CNPP). The database will be located on the USDA Food, Nutrition and Consumer Services Web site and will be called *What's Cooking? USDA Mixing Bowl* <http://www.whatscooking.fns.usda.gov>. The unified database will provide a central location for recipe users to search for healthy recipes that support the Dietary Guidelines for Americans. The recipes will benefit participants in USDA food assistance programs, consumers, SNAP-Ed personnel, State Agency staff, school nutrition personnel, and the private sector.

Staff from SNAP-Ed Connection, CNPP, FDP, and CNP review the data collected from the voluntary Recipe Finder Submission Form. Staff uses the form to determine whether a recipe is eligible for inclusion in the database. The Recipe Finder Submission Form allows SNAP-Ed personnel, consumers from the general public, school nutrition personnel, USDA Foods program operators, federal and state agency nutrition programs, and the private sector to submit recipes online, making the submission process efficient.

Data collected from the Recipe Review Form allows recipe users to provide feedback about the recipe that may help future users. In the past, SNAP-Ed personnel provided feedback about using recipes in an educational setting, which was helpful to other nutrition educators. Now many types of respondents will be able to leave comments.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The voluntary "SNAP-Ed Connection Recipe Submission Form" allows SNAP-Ed providers the opportunity to submit recipes on-line and saves contributors time and money in photocopying and mailing/faxing recipes. SNAP-Ed staff reviews submissions to determine whether the recipes should be included in the recipe database. This process

includes conducting a nutritional analysis of the recipe, calculating a cost estimate, and translating the recipe into Spanish. Approved recipes are posted with proper citations to the authors.

Once the USDA recipes are combined, each program will review recipes submitted to their program area in a process similar to the SNAP-Ed Connection. The review process will vary by program area.

The voluntary “SNAP-Ed Connection Recipe Review Form” allows SNAP-Ed providers and other recipe users the opportunity to share their feedback about recipes. Recipe users benefit from reading the comments of others for personal and educational purposes. Feedback gathered from this form allows the database to display recipes based by current user rating, displaying the highest rated recipes first when this option is selected by the user.

Once the USDA recipes are combined, the same benefits of the “SNAP-Ed Connection Recipe Review Form” will be realized for recipes from other program areas.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means to the collection. Also describe any consideration of using information technology to reduce burden.**

The SNAP-Ed Connection Recipe Submission and Review forms are available for completion online. The information is collected using the on-line forms only. This eliminates the need for hard copies or manual data-entry. The form will be available on the site at: <http://www.whatscooking.fns.usda.gov/>.

**4. Describe any efforts to identify duplication, show specifically why any similar information already available cannot be used or modified for use of the purposes described in item 2 above.**

The other organizations participating in the *What’s Cooking? USDA Mixing Bowl* are going to be collecting similar information to what has been gathered through the SNAP-Ed Connection Recipe Finder Submission and Review Form. Rather than having several forms, the SNAP-Ed Connection Recipe Submission and Rating Form are being modified to prevent duplication. Other than the SNAP-Ed Connection Recipe Submission and Rating Form, there is no known form to collect this information.

**5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods to minimize the burden.**

The collection of information does not have a significant economic impact on small businesses or other small entities.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

Failure of staff from the SNAP-Ed Connection, CNPP, FDP, and CNP to collect this information would inhibit the ability of our target audiences to participate in valuable recipe sharing that benefits the participants in USDA food assistance programs, consumers, SNAP-Ed personnel, State Agency staff, school nutrition personnel, and the private sector. An additional concern if this information is not collected is that it may inhibit the ease with which SNAP-Ed providers could respond and share feedback, decreasing the integrity of the project.

**7. Special Circumstances Relating to Guidelines 5 CFR 1320.5**

There are no special circumstances for the collection of information requirements.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency**

A Federal Register notice was published in the Federal Register on May 15, 2014 on page 27859, Volume,79, number, 94. No comments received. The NAL did not consult with a representative on the information collection prior to the submission to OMB.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payment of gift was or will be provided to respondents.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The confidentiality of information received by SNAP-Ed Connection is consistent with the Freedom of Information Act (FOIA).

**11. Justification for Sensitive Questions**

Questions of a sensitive nature are not applicable to this information collection.

**12. Provide estimates of the hour burden collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.**

The estimated annual burden for both the SNAP-Ed Connection Recipe Submission Form and Review Form is 1,269 hours. It is estimated that 3,670 respondents will complete the forms. The estimated hours per response are based on the length of the two forms. It is expected that it will take 8.7 minutes per form to complete. See copy of spreadsheet. The

total estimated cost to the respondents is \$28,337. The cost to our respondents is based on the median cost of \$22.33 per hour.

**13. Estimate of Other Total Annual Cost Burden to Respondents or Record-Keepers**

There are no capital and start-up, or operation, maintenance and purchase costs associated with this information collection.

**14. Annualized Costs to the Federal Government**

The estimated annualized cost to the Federal government for the SNAP-Ed Connection Recipe Submission Form and Review Form combined is \$112,500. The estimated time for review, data entry, and tracking for each recipe submission is 25 minutes, or 2,062 hours for 4,950 responses. The estimated time for review, data entry, and tracking for each recipe review is 3 minutes, or 188 hours for 3,760 responses. The information from the forms will be extracted by a government employee or government contractor with an approximate cost to the government of \$50 per hour.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of OMB Form 83-I.**

The number of respondents increased from 250 to 3,670 and the number of responses increased from 250 to 8,630. The burden hours have increased from 30 to 1,269, which is a difference of 1,239. The increase in the hours is due to the combination of the USDA programs and the expansion of the recipe database. More respondents and responses are expected.

**16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

Information will not be published.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

SNAP-Ed Connection is seeking approval to exempt display of the expiration date for OMB approval because the target audience may misunderstand the purpose of the date and interpret it as the time that their recipe submission or review responses will expire.

**18. Explain each exception to the certification statement identified in Item 19 “Certification for Paperwork Reduction Act.”**

There are no exceptions to Item 19 of OMB Form 83-I.