



ates
**United
Department**

Agriculture

Food and
Nutrition
Service

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TO: Steph Tatham
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THROUGH: Ruth Brown, Department Clearance Officer
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and

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Information Collection Officer
OPS/Planning and Regulatory Affairs Office
Food and Nutrition Service (FNS)

FROM: Bea Fitzgerald
Retailer Policy and Management Division
Retailer Administration Branch, FNS

DATE: February 12, 2018

SUBJECT: Justification to a change to OMB Control No: 0584-0008

Supplemental
Nutrition Assistance Program
(SNAP) Retailer Application
Forms FNS-252
(English and Spanish), FNS-252-
R, FNS-252-2,
FNS-252-C, FNS-
252-E and FNS-252-FE

The Food and Nutrition Service (FNS) is requesting a non-substantive change to the Supplemental Nutrition Assistance Program Retailer Application Forms, approved under OMB Control No. 0584-0008; expiration date of January 31, 2021. FNS made non-substantive edits (grammar/punctuation) to the Privacy Act Statement; Use and Disclosure – Routine Uses; Certification and Signature; and General Instructions section.

FNS also revised the General Instructions section for Question #1, Store Opening Date to clarify the stocking requirements needed at the time of application submission, and added that the store could be visited following submission of their application.

None of the revisions consist of any changes to the information collection, and retailers are not asked to submit any new or additional documentation to FNS. The estimated time to complete the form is not impacted by these changes.

Please see the following information for a detailed explanation regarding the requested changes:

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Privacy Act Statement:

- Change “owners” to “owner’s” in 3rd bullet. Change applicable to FNS 252, FNS-252-E, FNS-252-FE, FNS-252-2, FNS-252-R, and FNS-252-C.
- FNS-252- Spanish - delete “del propietario” and insert “de case propietario” in 3rd bullet.

Use and Disclosure – Routine Uses:

- The following changes are applicable to FNS-252, FNS-252-E, FNS-252-FE, FNS-252-2, FNS-252-R, and FNS-252-C.
 - Delete semi-colon from first sentence and insert colon.
 - Add comma before “as well” in 4th bullet.
 - Delete comma before “for” in 8th bullet.
 - Capitalize the word Section in 9th bullet.
- The following changes are applicable to FNS-252 - Spanish.
 - Insert a colon after the words maneras.
 - FNS-252 – Spanish – delete comma before “a” in 4th bullet.
 - Delete comma before “a” in the 8th bullet.

Certification and Signature:

- The following changes are applicable to FNS-252, FNS-252-E, FNS-252-FE, FNS-252-2, FNS-252-R, and FNS-252-C.
 - Add comma after “part time” in 5th bullet.
 - Add comma after “part-time)” and delete semi-colon in 6th bullet.
 - Add a comma after “disqualification” in 9th bullet.
- The following changes are applicable to FNS-252 - Spanish.
 - Remove comma after “y” (second line) in 9th bullet.

General Instructions:

- The following changes are applicable to FNS-252, FNS-252-E, FNS-252-FE, FNS-252-2, FNS-252-R, and FNS-252-C.
 - Question #1 – Capitalize “p” in Program.
 - Question #1 - Store Opening Date: Added the following sentence after ‘future opening date’: Your store may be visited following the submission of your application. As a result, you are responsible for ensuring that your firm can meet eligibility requirements for participation in the Supplemental Nutrition Assistance Program from the day your application is submitted.
 - Question #4: Move period to inside the quotation marks. (i.e., “Fine Foods #426.”)

- Question #9 – delete “information” and replaced with “official correspondence.”

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- Question #14: Email Address: Change “for” instead of “from”, and add a comma after owners.
- Question #22: Retail Sales: Delete “s” in Products.
- The following changes are applicable to FNS-252 – Spanish.
 - Question #1 – Capitalize “p” in Program and added identical sentences to Store Opening Date to be consistent with English application.
 - Question #4 – add period inside quotation mark.
 - Question #9 - delete “informacion” and replace with “correspondencia official.”
- The following changes are applicable to FNS-252-R.
 - FNS-252-R – Question #4b – delete “information” and replace with “official correspondence.”
 - Question #12: Retail Sales: Delete “s” in Products.
 - Question #13b: Email Address: Change “for” instead of “from”, and add a comma after owners.

Minor Formatting and Grammatical Change:

FNS added an underline to the following words in each of the questions below in order to place emphasis on them.

- FNS-252, FNS-252-E and FNS-252-FE.
 - Question #19 – “varieties”
 - Question #20 – “stocking units”
 - Question #21 – “perishable foods”
- FNS-252 - Spanish.
 - Question #19 – “variedades”
 - Question #20 – “catidades”
 - Question #21 – “percederos”
 - Question #22 – changed “productos” to “producto”
- FNS-252-R.
 - Question #9 – “varieties”
 - Question #10 – “stocking units”
 - Question #11 – “perishable foods”
- FNS-252-C.
 - Question #10 – “varieties”
 - Question #11 – “stocking units”

- Question #12 – “perishable foods”

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

Attachments:

- A.) Currently approved SNAP application forms (Previous Editions Obsolete - Date 06/17)
- B.) Currently approved screen shots: FNS-252-R(Online Store Reauthorization), FNS-252-E (Online Store Application) and FNS-252-FE (Farmers Market Application) .
- C.) Revised SNAP application forms (Previous Editions Obsolete - Date 10/17)
- D.) Revised FNS-252-E screen shots.
- E.) Revised FNS-252-FE screen shots
- F.) Revised FNS-252-R screen shots