

Appendix 1: SNAP Retailer Applications Burden Narrative Reporting Requirements--Part 278-279

There are currently six application forms currently approved under OMB No. 0584-0008. For this submission to OMB, FNS is seeking approval, with revisions, for the information collection associated with forms FNS-252, FNS-252-C, FNS-EE, FNS-252-FE, FNS-252-R, and FNS-252-2.

1. **Form FNS-252:**

For the burden associated with form FNS-252, we used the number of applications received as of September 31, 2019 (1,467) as the base number for current estimates. We estimate that it takes respondents, on average, 90 minutes (or 1.5000) to complete form FNS-252, and a total burden hours calculated to be 2,200.50 (1,467 x 1.5000).

2. **Form FNS-252-E:**

For the burden associated with the online application form FNS-252-E, we used the number of respondents received as of September 31, 2019 (28,556) as the base number for current estimates. We estimate that it takes respondents, on average, 15 minutes (0.25) to complete form FNS- 252-E, and a total burden hours calculated to be 7,139.00 (28,556 x 0.25).

3. **Form FNS-252-FE:**

For the burden associated with the Farmers' Market application, form FNS-252-FE, we used the number of respondents as of September 31, 2019 (953) as the base number for current estimates. We estimate it takes respondents, on average, 15 minutes (or 0.25) to complete form FNS-252-FE, and a total burden hours calculated to be 238.25 (953 x 0.25).

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Applicants using form FNS-252-E or FNS-252-FE must also first self-register for a Level 1 access account through the USDA eAuthentication system in order to initially start an online application. USDA eAuthentication facilitates the electronic authentication of an individual and it takes approximately 8 minutes (or 0.13360) to obtain an eAuthentication account. We estimate approximately 29,509 (28,556 (FNS-252-E) + 953 (FNS-252-FE)) retailers and farmers' market applicants will register for Level 1 access. The total burden hours for eAuthentication are calculated to be 3,942.40 (29,509 x 0.13360).

5. Form FNS-252-2:

In FY 2019, approximately 571 Meal Service Applications, form FNS-252-2, were submitted to FNS. We used this number as the base number for current estimates. We estimate that it takes respondents, on average, 15 minutes (0.25) to complete form FNS-252-2, and a total burden hours calculated to be 142.75 (571 x 0.25).

6. Form FNS-252-C:

Approximately 4,574 Corporate Supplemental Application, form FNS-252-C used for individual (chain) stores under a corporation were submitted to FNS in FY 2019. We estimate that it takes retailers 15 minutes (or 0.25) to complete form FNS-252-C, and a total burden hours calculated to be 1,143.50 (4,574 x 0.25).

7. Store Visit estimates:

During authorization or reauthorization, FNS may conduct an on-site store visit of the firm. An FNS representative or store visit contractor obtains permission to fill in the store

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visit checklist, photograph the store and asks the store owner or manager about the continued ownership of the store.

We estimate an FNS representative or contractor interacts, on average, one minute (0.0167) with the respondent. Approximately 40,624 store visits were conducted in FY 2019, and we used this as our basis for our calculations. We estimate a total burden hours calculated to be 678.42 (40,624 x 0.0167).

8. Form FNS-252-R:

For reauthorization purposes, respondents use either FNS-252-R (paper) or the electronic version of this form, also known as FNS-252-R-ORA (online). FY 2019 data was used as the base number for our estimate. Approximately 17,606 respondents completed reauthorization form FNS-252-R and FNS-252-R-ORA (3,687 +13,919). The estimated burden hours associated with form FNS-252-R is determined from the number of currently reauthorized (3,687) stores.

We estimate that it takes respondents 15 minutes (0.25) to complete form FNS-252-R, and a total burden hour calculated to be 921.75 (3,687 x 0.25).

9. Form FNS-252-R-ORA:

The SNAP Online Reauthorization Application, FNS-252-R-ORA is generated in the Store racking and Redemption System (STARS) database. The estimated burden hours associated with form FNS-252-R-ORA is determined from the number of currently

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reauthorized (13,919) stores. FY2019 data was used as the base number for our

estimates. We estimate that it takes respondents 15 minutes (0.25) to complete form FNS-252-R-ORA, and a total burden hour calculated to be 3,479.75 (13,919 x 0.25).

Recordkeeping Burden:

There are no recordkeeping burden requirements associated with this information collection.