

**SUPPORTING STATEMENT - PART A for**  
**OMB Control Number 0584-0447:**  
**Special Supplemental Nutrition Program for Women, Infants, and Children (WIC),**  
**Farmers' Market Nutrition Program (FMNP)**  
**Program Regulations – Reporting and Recordkeeping Burden**

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**A1. Circumstances that make the collection of information necessary.**

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

This submission is a revision of a currently approved collection, which covers the information collection of WIC FMNP. The program changes and adjustments since the previous submission are outlined in the attached burden table (see Appendix D) and burden narrative (see Appendix E).

The Farmers' Market Nutrition Program (FMNP) is associated with the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). WIC provides supplemental foods, health care referrals, and nutrition education at no cost to low-income pregnant, breastfeeding, and non-breastfeeding post-partum individuals, infants, and children up to 5 years of age at nutritional risk.

FMNP was established by Congress in 1992 by the WIC Farmers' Market Nutrition Act of 1992, Public Law 102-314 (see Appendix A), to provide fresh, unprepared, locally grown fruits and vegetables to WIC participants, and to expand the awareness, use of, and sales at farmers' markets. Women, infants (over 4 months old), and children that have been certified to receive WIC benefits or who are on a waiting list for WIC certification are eligible to participate in FMNP.

Section 17(m)(8) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(m)(8)), and federal regulations governing FMNP (see Appendices B and C) require that certain program-related information be collected and that full and complete records concerning FMNP operations are maintained. The information reporting and recordkeeping burdens are necessary to ensure appropriate and efficient management of FMNP.

## **A2. Purpose and Use of the Information.**

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

- **What information will be collected?**

The information collection for the federal regulatory provisions under 7 CFR Part 248, and as highlighted in the burden table (Appendix D) and burden narrative (Appendix E), is used by FNS to determine eligibility for participation in the FMNP and to administer, operate, and monitor the program. This collection includes participant certification information, nutrition education requirements, local agency and authorized outlet application and agreement information, data related to authorized outlet monitoring and training, State agency program operations that meet regulatory requirements, and financial and benefit issuance system records.

- **Is the information collected via a report, public disclosure or is it a record that must be maintained?**

The State Plan of Operations is the principal source of information about how each State agency operates FMNP and serves as the State agency's application for federal grant money needed to operate the program. FNS provides a checklist (see Appendices F and G) for State agencies to ensure that the State Plan is complete and in compliance with § 248.4; however, the use of the checklist is optional. Federal FMNP regulations require the annual submission of other program-related reporting and recordkeeping, such as: farmer agreements and authorizations, monitoring reports, and participant nutrition education. These items are all State agency developed materials and FNS does not provide examples or templates for them.

- **Is the collection voluntary, mandatory, or necessary to obtain benefits?**

The reporting and recordkeeping burdens covered by this information collection request (ICR) are either required to obtain or retain benefits or mandatory, depending on the respondent and the information in question. The information that FMNP participants provide to determine their eligibility to participate in the program is required to obtain or retain benefits. The information that other respondents provide is mandatory for the appropriate and efficient management of FMNP and includes nutrition education requirements, local agency and authorized outlet application and agreement information, data related to authorized outlet monitoring and training, State agency program operations that meet regulatory requirements, and financial and benefit issuance system records.

- **From whom will the information be collected? If there are different respondent categories (e.g., beneficiary, retailer, State agency, Local agency, School Food Authority, etc.), each should be identified along with the type of collection activity that applies.**

The respondents for the information collection are: FMNP participants who are women, infants, and children participating in WIC; authorized FMNP outlets which are farmers, farmers' markets, and roadside stands; and local and State agencies administering FMNP, which include geographic states, U.S. Territories, the District of Columbia, Indian Tribal Organizations (ITOs), and non-profit businesses operating as local agencies.

State agencies collect and maintain information relating to program operations and administration, to include: participant certification information, nutrition education documentation, local agency and authorized outlet application and agreement information, data related to authorized outlet monitoring and training, and financial and benefit issuance system records.

A State agency may delegate information collection activities that include participant certification information and nutrition education documentation to local agencies. Local

agencies are required to enter into a signed written agreement with the State agency outlining the local agencies' responsibilities for program operations.

Applicants for FMNP benefits are individuals who are currently receiving WIC benefits or who are on a waiting list to receive WIC benefits. For a State and/or local agency to determine an applicant's eligibility for participation in WIC, applicants are required to provide proof of income, residency, identity, and be determined nutritionally at risk. The recordkeeping and reporting burden associated with the provision and collection of this applicant information is approved under OMB Control Number: 0584-0043, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program Regulations – Reporting and Recordkeeping Burden, expiration date: 01/31/2027.

Consistent with State agency policies, FMNP participants are required to elect participation in FMNP, receive instructions on the proper use and redemption of FMNP benefits, and confirm receipt of FMNP benefits.

Authorized outlets are required to submit an application to verify eligibility for participation in FMNP, participate in either face-to-face or annual training, and perform coupon or electronic benefit reimbursement responsibilities.

- **How will this information be used? (Provide ALL uses.)**

The information collected is used by the Department of Agriculture/Food and Nutrition Service to manage, plan, evaluate, make decisions, and report on FMNP operations. FNS uses the information collection to assess how each FMNP State agency operates; to assess levels of participation; to ensure the accountability of State agencies, local agencies, and authorized outlets; to make program management decisions; and to report to Congress as needed.

- **How will the information be collected (e.g., forms, descriptive reports or plans, electronically, face-to-face, over the phone, over the Internet)? Does the respondent have multiple options for providing the information? If so, what are they?**

Each State agency is responsible for developing and maintaining full and complete records concerning FMNP operations. Such records shall include, but are not limited to, information pertaining to financial operations, FMNP coupon or electronic benefit issuance and redemption, equipment purchases and inventory, nutrition education, civil rights procedures, and FMNP participation. Information collected from participants, authorized outlets, and local agencies is collected through State agency developed forms or the State agency's Management Information System (MIS). FNS does not provide any additional examples or templates to State and local agencies for these items.

State agencies may submit their State Plan, which is the principal source of information about how each State agency operates its program, electronically via email or PartnerWeb – a web-based application that allows users to share and access information – by fax, by upload to a shared site, or through carrier mail to their respective FNS Regional Office. FNS provides guidance documents that State agencies can use to develop their State Plan. State agencies that operate FMNP and the Senior Farmers' Market Nutrition Program simultaneously can submit a consolidated State Plan as outlined in Appendix F, while State agencies that only operate FMNP can submit an FMNP-specific State Plan as outlined in Appendix G.

State agencies have also developed various methods for local agencies to submit certification and financial data. This may include data submission directly through an integrated computer network, via email attachments, or by facsimile. Most authorized outlets submit information or forms to State agencies in a paper format or via email, and a few State agencies have developed websites or other portals where various information may be submitted.

Additionally, each State agency is responsible for developing a financial management system including, but not limited to, documentation of how the State agency will meet the FMNP matching requirement and procedures for obligating funds. The method of collecting and maintaining this information varies across State agencies, but the most common methods are through electronic and computer databases and paper files. All records must be retained for a minimum of three years. State agencies provide a detailed written description of these systems in their State Plan.

Finally, federal FMNP regulations require State agencies operating FMNP to report on program participation and financial expenditures. State agencies are required to submit annual financial and program data via the FNS-683B (See Appendix I), Annual Financial and Program Data Report in the [Food Programs Reporting System](#) (FPRS) (see Appendices H and I). This information assists FNS in monitoring program activity and productivity, and making program management decisions. These forms and their associated reporting burden are approved under OMB Control Number: 0584-0594, Food Programs Reporting System (FPRS), expiration date: 09/30/2026 (see Appendix H). While the reporting burden for the FNS-683B (See Appendix I) is not included in this collection, the recordkeeping burden associated with this form is included in this collection. State agencies also submit the FNS-339 Federal-State Supplemental Nutrition Programs Agreement. The reporting and recordkeeping burden for the FNS-339 is approved under OMB Control Number: 0584-0332, Federal-State Supplemental Nutrition Programs Agreement (Form FNS-339), expiration date: 06/30/2025 (see Appendix J).

- **How frequently will the information be collected?**

There are several types of information collected for this request:



- 1) Information solicited by FNS on FMNP operations and administration collected annually via the State Plan.
  - 2) Local agency applications completed every two years.
  - 3) Outlet applications and agreements completed every one-to-three years. State agencies may determine the exact wording of their outlet applications and agreements; however, they may not exceed three years as required by 7 CFR 248.10(b)(7).
  - 4) Authorized outlet trainings developed and delivered to all outlets annually.
  - 5) Coupon and electronic benefit reimbursement completed by authorized outlets one-to-nine times, on average, each year. Authorized outlets are only required to submit paper coupons for reimbursement by the annual deadline set by the State agency, but they often submit more frequently.
  - 6) Certification information collected once per year for each participant.
  - 7) Nutrition education documented annually.
- **Will the information be shared with any other organizations inside or outside USDA or the government?**

Information related to this burden may be made available to the Government Accountability Office (GAO) or Congressional offices upon request.

The information may also be made available to private contractors conducting research for FNS. The information may subsequently be made public when the reports developed by the contractors are issued. To protect the privacy of participants and outlets, information made available to the public is provided only in aggregate form without identifying individual participants or authorized outlets.

- **If this is an ongoing collection, how have the collection requirements changed over time?**

This is an ongoing data collection request. The changes in burden hours requested in this

revision are due to program changes resulting from FMNP State agencies transitioning from paper coupon systems to electronic benefit systems (“eSolutions”). Additionally, one existing programmatic requirement that has been in use without Paperwork Reduction Act (PRA) approval is being included in this ICR for the first time to correct for the oversight: the reporting burden associated with State agencies seeking prior approval from FNS for capital expenditures and cost items in the administration and operation of the program. The requested revisions in this information collection also reflect program adjustments to account for changes in the number of FMNP participants, FMNP authorized outlets, and FMNP State and local agencies. With this revision, FNS is requesting a decrease in burden hours.

### **A3. Use of information technology and burden reduction.**

**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 of collection. Also describe any consideration of using information technology to reduce burden.**

FNS makes every effort to comply with the E-Government Act of 2002. Any information that must be submitted to FNS may be submitted via email or PartnerWeb, a web-based application that allows users to share and access information. Approximately 100 percent of State agencies choose to submit via email or PartnerWeb. Those with limited access to or familiarity with technology may mail or fax their information.

FNS encourages its State agency partners to offer electronic submission, or forms with fillable formats, to local agencies and authorized outlets whenever feasible. Because many WIC State agencies also administer FMNP directly, or perform some of the administrative requirements of FMNP, FNS expects that FMNP information collected by the WIC State agency may take place with WIC information technology and reporting. Ongoing improvements in these

systems at the State and local agency levels continue to reduce the time and effort required to collect and transmit data. For example, WIC State agencies that also operate FMNP may use an automated MIS to minimize the burden associated with the performance of many program activities, including: collecting certification data, documenting local agency nutrition education plans, and documenting monitoring visits to authorized outlets. Authorized outlets, households, and individuals may choose to provide information via State agency developed forms or via email.

Improved and extended use of automated approaches to program management and service delivery is an FMNP priority. FMNP benefits have historically been provided via coupons or checks, but State agencies are increasingly adopting electronic systems for issuing, transacting, and redeeming benefits. This allows authorized outlets to submit transactions for reimbursement electronically in State agencies using electronic benefit systems.

Overall, FNS estimates that all State and local agency reporting and recordkeeping responses and electronic transaction records submitted for reimbursement by authorized outlets are collected electronically. All other responses from authorized outlets and participants are not collected electronically. Out of the 4,149,393 responses for this collection, FNS estimates that 2,688,460 (2,679,842 State and government local agency responses + 8,454 authorized outlet responses + 165 non-profit local agency responses) or 65% ( $2,688,460/4,149,393$  total responses  $\times 100 = 65\%$ ) will be collected electronically.

The annual financial and program data report worksheet (FNS-683B, see Appendix I) is submitted electronically by all FMNP State agencies through the [Food Programs Reporting System \(FPRS\)](#), and the reporting burden for this data collection instrument is maintained in OMB Control Number 0584-0594, expiration date: 09/30/2026. However, the recordkeeping

burden associated with the FNS-683B (See Appendix I) is included as part of this information collection.

**A4. Efforts to identify duplication.**

**Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Question 2.**

There are no similar information collection efforts. Every effort has been made to avoid duplication. FNS has reviewed USDA reporting requirements and State administrative agency requirements. FNS solely administers and monitors the FMNP.

**A5. Impacts on small businesses or other small entities.**

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

FNS has determined that the requirements for this information collection do not adversely impact small businesses or other small entities. FNS estimates that approximately 100% of the 19,597 FMNP authorized outlets are small businesses. Therefore, approximately 1.5% out of the 1,351,492 total respondents are small businesses that are impacted by this information collection. However, this information collection does not impose a significant economic impact on them and is a necessary component of electing to participate in this program as an authorized outlet.

**A6. Consequences of collecting the information less frequently.**

**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.**

This is an ongoing information collection, which is required by statute, and which contains

both requirements to obtain or retain benefits and mandatory requirements. The information is collected for the purpose of administering an ongoing program. If the information were collected less frequently than discussed in A2, the efficiency, effectiveness, and integrity of the program could be jeopardized. FNS' ability to provide sufficient program oversight and detect violations in the use of federal funds could diminish greatly if this information were collected less frequently.

#### **A7. Special circumstances relating to the Guidelines of 5 CFR 1320.5.**

**Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- **Requiring respondents to report information to the agency more often than quarterly;**
- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Requiring respondents to submit more than an original and two copies of any document;**
- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

Under § 248.23(a)(2) of the FMNP regulations, all records shall be retained for a minimum of three years following the date of submission of the final expenditure report for the period to which the report pertains. If any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the three-year period, the records shall be kept until all issues are resolved, or until the end of the regular three-year period, whichever is later. This provision is based on 36 CFR 1207.42(b)(2) of the National Archives and Records Administration regulations.

- **In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**

- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**

Under § 248.24(b) of the FMNP regulations, FNS reserves the right to use information obtained under the program in a summary, statistical, or other form that does not identify particular individuals.

- **That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

Under § 248.24(c) of the FMNP regulations, the State agency must "...restrict the use or disclosure of information obtained from FMNP applicants and participants to persons directly connected with the administration or enforcement of the WIC Program or FMNP, including persons investigating or prosecuting violations in the WIC Program or FMNP under Federal, State or local authority." These persons may include, but are not limited to: personnel from its local agencies and other WIC State or local agencies; persons under contract with the State agency to perform research regarding the WIC Program; and persons investigating or prosecuting WIC Program violations under Federal, State, or local law.

There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d).

#### **A8. Comments to the Federal Register Notice and efforts for consultation.**

**If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

The invitation for comments was set forth in a 60-Day Notice on page 84,297 of the Federal Register (Vol. 88, No. 232) on December 5, 2023. The public comment period ended on February 5, 2024. No comments were received in response to the published Federal Register notice.

**Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

**Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years even if the collection of information activity is the same as in prior years. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

The individuals/organizations listed below (see Appendix K) have been consulted about burden estimates and/or other characteristics associated with this data collection. No comments were received by these individuals/organizations.

1. Phil Blalock, Executive Director

National Association for Farmers Market Nutrition Programs

[phil@triangleassociatesinc.com](mailto:phil@triangleassociatesinc.com)

2. Charisse McGill, Executive Director

Farmers Market Coalition

[charisse@farmersmarketcoalition.org](mailto:charisse@farmersmarketcoalition.org)

3. Cheri Nemec, Chairman

National Indigenous and Native American WIC Coalition

Otoe-Missouria WIC Director

[cnemec@glitc.org](mailto:cnemec@glitc.org)

FNS consults with its Regional Offices regarding any proposed changes as a result of legislative, regulatory, or administrative changes. Regional Offices are in constant contact

with State agencies which provide feedback on FNS processes and procedures that may impact them.

**A9. Explain any decisions to provide any payment or gift to respondents.**

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

There are no payments or gifts to respondents.

**A10. Assurances of confidentiality provided to respondents.**

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

Confidential applicant information (i.e., personally identifiable information, or PII) to include name and contact information is collected by State and local agencies in order to determine FMNP eligibility and provide benefits. However, this information is anonymized and aggregated when reported to FNS.

The Department complies with the Privacy Act of 1974. State agencies are required to comply with confidentiality requirements set forth in § 248.24(c) of the FMNP regulations. Section 248.24(c) states that “The State agency shall restrict the use or disclosure of information obtained from FMNP applicants and participants to persons directly connected with the administration or enforcement of the WIC Program or the FMNP including persons investigating or prosecuting violations in the WIC Program or FMNP under federal, State or local authority.” State agencies must answer questions and provide information concerning participant and applicant confidentiality in their State Plan submissions to FNS.

Information obtained from FMNP applicants, participants, and authorized outlets, is kept confidential in adherence to § 248.24(c) and will not be disclosed to anyone but the



individuals involved with this data collection or investigation, except as otherwise permitted or required by law or the above-noted provisions of the FMNP regulations.

This ICR does not request personally identifiable information, nor does it include any forms that require a Privacy Act Statement. FNS receives (and maintains) only aggregated data not involving PII for this collection. The State and local agencies use and maintain any collected PII. FNS ensures that WIC State and local agencies keep information confidential, in compliance with program regulations, through management evaluations (MEs). If an ME reveals that confidential information has been shared or could have been at risk of being shared, FNS will require a corrective action plan to correct the noncompliance. FNS is committed to working with State agencies to add any necessary Privacy Act Statements, Notices, or Advisories on their State agency-designed forms, on electronic portals, and in interviews.

With constantly changing technology, as well as constantly changing threats, FNS has taken the position that it is impossible to set and enforce security standards for State agency systems. It would be inappropriate for FNS to assume the liability of approving or certifying systems with regard to security. To the extent that FNS reviews security as part of the assessment of a State agency system, it is to inquire about the State agency's standards and protocols, and to seek the State agency's own attestation that they are adhering to their standards.

The FNS Privacy Officer determined (and confirmed on October 13, 2023) that a Privacy Act System of Records Notice (SORN) is not applicable to this collection. For the WIC ICR OMB Control Number: 0584-0043 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program Regulations – Reporting and Recordkeeping Burden, expiration

date: 01/31/2027, the Privacy Officer determined that a SORN was not applicable. Because that determination was made about the WIC Program and applicants for FMNP benefits are individuals who are currently receiving benefits under WIC for which they provide proof of income, residency, identity, and nutrition risk information as a part of the certification process, we carried that determination over to WIC FMNP. The Privacy officer agreed with this approach when reviewing the 60 Day Notice and the response to this question in the Supporting Statement for the FMNP ICR package.

**A11. Justification for any questions of a sensitive nature.**

**Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no questions of a sensitive nature included in this information collection.

**A12. Estimates of the hour burden of the collection of information.**

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

**A. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.**

This information collection includes the reporting and recordkeeping requirements and associated burden for FMNP. Revisions in the burden hours are due to program changes, resulting from FMNP State agencies transitioning from paper coupon systems to eSolutions and the addition of one existing requirement that has been in use without PRA approval, and

program adjustments that account for changes in the number of FMNP participants, FMNP authorized outlets, and FMNP State and local agencies.

With this revision, FNS estimates that this collection will have 1,351,492 respondents, 4,149,392 responses, and 1,175,964 burden hours, as detailed in the chart below and Appendix D. The overall annual information collection burden is estimated to have decreased by 464,942.56 burden hours due to adjustments and program changes. The total estimated burden hours will decrease from 1,640,906.65 hours to 1,175,964.09 hours. The revisions decreased the approved reporting burden by 407,620.63 hours (from 1,247,127.84 hours to 839,507.20 hours) and decreased the approved recordkeeping burden by 57,321.93 hours (from 393,778.82 hours to 336,456.88 hours).

A table describing the type of respondents, frequency of response, and annual hour burden is below (see Appendices D and E for further details).

Type of Respondent	Total Estimated Number of Respondents	Annual Responses Per Respondent	Total Estimated Annual Responses	Burden Hours Per Request	Total Estimated Burden Hours
<b>Reporting</b>					
STATE, LOCAL, & INDIAN TRIBAL ORGANIZATIONS (51 FMNP State agencies; 768.6 FMNP local agencies)	819.6	1,642.48	1,346,179.44	0.26	347,593.92
AUTHORIZED OUTLETS & NON-PROFIT BUSINESSES (19,597 FMNP authorized outlets and 329.4 non-profit businesses)	19,926.4	6.97	138,805.18	3.06	425,242.91
INDIVIDUALS/HOUSEHOLDS (1,330,746 FMNP participants)	1,330,746	1.00	1,330,746.00	0.05	66,670.37
<b>Total Reporting Burden</b>	<b>1,351,492</b>		<b>2,815,730.62</b>		<b>839,507.20</b>
<b>Recordkeeping</b>					
STATE, LOCAL, & INDIAN TRIBAL ORGANIZATIONS (51 FMNP State agencies)	51	26,150.25	1,333,662.70	0.25	336,456.88
<b>Total Recordkeeping Burden</b>	<b>51</b>		<b>1,333,662.70</b>		<b>336,456.88</b>
<b>Total Reporting &amp; Recordkeeping Burden</b>	<b>1,351,492</b>		<b>4,149,393.32</b>		<b>1,175,964.09</b>

**B. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.**

Description of the Collection Activity	Estimated Total Annual Burden on Respondents (Hours)	Estimated Average Income per Hour*	Estimated Total Annual Respondent Cost (base annual cost + 33%)
#0584-0447 State and local staff	684,050.80	\$32.39	\$29,468,019.35
#0584-0447 Authorized Outlets	424,913.51	\$19.22	\$10,861,894.07
#0584-0447 Non-profit Businesses	329.40	\$19.56	\$8,569.28
#0584-0447 Individuals/households	66,670.37	\$7.25	\$642,869.09
<b>Totals</b>	1,175,964.09		\$40,981,351.78

\* These mean hourly rates were obtained from the U.S. Department of Labor, Bureau of Labor Statistics, May 2023 National Industry-Specific Occupational Employment and Wage Estimates (<https://www.bls.gov/oes/current/oesrci.htm>).

**State and Local Staff**

The average hourly rate for State and local staff is \$32.39 (( $\$32.75 + \$32.03$ )/2), which is the mean of ‘all occupations’ for both State and local government data (U.S. Department of Labor, Bureau of Labor Statistics, [https://www.bls.gov/oes/current/naics4\\_999200.htm](https://www.bls.gov/oes/current/naics4_999200.htm) and [https://www.bls.gov/oes/current/naics4\\_999300.htm](https://www.bls.gov/oes/current/naics4_999300.htm), respectively).

**Authorized Outlets**

The average hourly rate for authorized outlet staff is \$19.22 which is the mean of ‘Farming, Fishing, and Forestry occupations’ nationwide (U.S. Department of Labor, Bureau of Labor

Statistics, <https://www.bls.gov/oes/current/oes450000.htm>). The previous submission used ‘Farming, Fishing, and Forestry occupations’ in the Direct Selling Establishments category of Nonstore Retailers, but in this submission and in future submissions, we will use the nationwide mean of ‘Farming, Fishing, and Forestry occupations’ as the Bureau of Labor Statistics no longer reports on Direct Selling Establishments (<https://www.bls.gov/opub/mlr/2023/article/the-naics-2022-update-and-its-effect-on-bls-employment-estimates-in-the-retail-trade-sector.htm>).

### **Non-profit Businesses**

The average hourly rate for non-profit business staff is \$19.56 which is the mean of ‘all occupations’ Social Assistance category of Health Care and Social Assistance (U.S. Department of Labor, Bureau of Labor Statistics, [https://www.bls.gov/oes/current/naics3\\_624000.htm](https://www.bls.gov/oes/current/naics3_624000.htm)).

### **Individuals/households**

The \$7.25 hourly rate for applicants for FMNP benefits is the Federal minimum wage which was last set in July 2009 (U.S. Department of Labor, <https://www.dol.gov/whd/minimumwage.htm>).

### **A13. Estimates of other total annual cost burden.**

**Provide estimates of the total annual cost burden to respondents or recordkeepers resulting from the collection of information, (do not include the cost of any hour burden shown in questions 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.**

There are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

**A14. Provide estimates of annualized cost to the Federal government.**

**Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

Federal cost of program maintenance (reporting and recordkeeping, monitoring, technical assistance, review and analysis):

(1) FNS National Office Staff: (recordkeeping, analysis)	3 FTEs	
FNS Regional Staff: (reporting and recordkeeping, monitoring, technical assistance, review, analysis)	7 FTEs	
		[( $\$41.94/\text{hour}^* \times 40 \text{ hours} \times 52 \text{ weeks}$ ) = $\$87,235.20 + \$28,787.62$ (fringe benefits**) = $\$116,022.82$ per FTE]
		<u>10 FTEs x \$116,022.82</u>
<b>Subtotal:</b>		<b>\$1,160,228.20</b>
(2) Mailing and telephone:		<u>\$2,000</u>
<b>Subtotal:</b>		<b>\$2,000</b>

**Total Federal Program Maintenance Cost: \$1,162,228.20**

\*The hourly wages of FNS National and Regional office staff is based on an average of GS-11, 12, 13 salaries, Step 6, ( $\$34.72 + \$41.61 + \$49.48$ )/3 =  $\$41.94$ ) from the U.S. Office of Personnel Management General Schedule (Base) Salary Table (Hourly Basic Rate) - effective January 2024, which can be found at:

[https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/24Tables/html/GS\\_h.aspx](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/24Tables/html/GS_h.aspx).

\*\*The associated 33% fringe benefit cost is [ $(\$41.94/\text{hour} \times 40 \text{ hours} \times 52 \text{ weeks}) = \$87,235.20 \times 0.33$ ] =  $\$28,787.62$ .

**A15. Explanation of program changes or adjustments.**

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

This is a revision of a currently approved information collection. This information collection is currently approved with 1,640,907 burden hours and 4,909,194 responses. With this revision, FNS is requesting 1,175,964 burden hours for an overall decrease of 464,942.56 burden hours due to program adjustments and changes. FNS is also requesting 4,149,393 total annual responses, which is a decrease of 759,801 responses from the previous submission.

As part of this revision, FNS is adding one existing programmatic requirement that has been in use without PRA approval into the collection for the first time. This requirement and the updates to burden hours due to the ongoing transition from paper coupon benefit systems to eSolutions constitute a 320,690.34 decrease in burden hours due to program changes. Additionally, FNS estimates that the number of FMNP State and local agencies participating in the program has increased, and that the number of authorized outlets and program participants has decreased since the previous submission. These program adjustments account for a 144,252.22 decrease in burden hours. Overall, FNS estimates that the burden hours for this collection will decrease by 464,942.56 hours (320,690.34 hours + 144,252.22 hours) due to program changes and adjustments. FNS estimates that there will be an overall decrease of 759,801.12 responses due to both program changes and adjustments.

There has been no FMNP rulemaking since the last information collection burden request.



**A16. Plans for tabulation, and publication and project time schedule.**

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

FNS publishes certain program and financial data about FMNP annually on its website

[www.fns.usda.gov](http://www.fns.usda.gov). The following data is published: the total number of participants served, the

total number of outlets, the individual State agency grant amount, and the total Federal funding

amount. Additional information may be shared with contractors that are completing studies about

the WIC Program or FMNP and may be used, in aggregate form, in resulting publications.

**A17. Displaying the OMB Approval Expiration Date.**

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

The agency plans to display the expiration date for OMB approval of the information collection on all instruments.

**A18. Exceptions to the certification statement identified in Item 19.**

**Explain each exception to the certification statement identified in Item 19 of the OMB 83-I" Certification for Paperwork Reduction Act."**

The Agency certifies compliance with all provisions under Item 19 of OMB Form 83-I.