

Appendix G

Estimate of the Information Collection Burden for the Federal-State Supplemental Nutrition Programs Agreement (Form FNS-339), OMB #0584-0332

This document explains the calculation of the Information Collection Burden (ICB) for the Federal-State Supplemental Nutrition Programs Agreement (Form FNS-339) under OMB #0584-0332. This submission is a revision of a currently approved collection.

Reporting

Affected Public: State, Territory, and Indian Tribal Government agencies.

Federal regulations at 7 Code of Federal Regulations (CFR) 246.3(c), 248.3(c), and 249.3(c) require that each State agency desiring to administer the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), the WIC Farmers' Market Nutrition Program (FMNP), and/or the Seniors Farmers' Market Nutrition Program (SFMNP) must enter into a written agreement, Federal-State Supplemental Nutrition Programs Agreement (Form FNS-339), with the U.S. Department of Agriculture for administration of the program(s) in the jurisdiction of the State agency. Likewise, a signed FNS-339 between the Department and the State agency is a prerequisite to State agencies receiving federal funds in the administration of one or more programs. There are 132 State agencies that operate 194 programs (WIC, FMNP, SFMNP), and FNS estimates that each State agency will spend 0.125 burden hours annually completing the FNS-339 agreement.

FNS estimates 16.5 total annual burden hours for each State agency to complete the FNS-339 agreement. $132 \text{ State agencies} \times 0.125 \text{ burden hours} = 16.5 \text{ total annual burden hours}$. **This represents a slight increase of 1.25 burden hours since the previous submission due to a program adjustment.**

Recordkeeping

Affected Public: State, Territory, and Indian Tribal Government agencies.

Federal regulations at 7 CFR 246.25, 248.23, 249.23 require that each State agency shall maintain full and complete records concerning WIC, FMNP, and SFMNP operations. Such records shall comply with 2 CFR part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415 and the following requirements: (1) Records shall include, but not be limited to, information pertaining to financial operations... and civil rights procedures. (2) All records shall be retained for a minimum of 3 years following the date of submission of the final expenditure report for the period to which the report pertains.

FNS estimates 16.5 total annual burden hours for each State agency to file the FNS-339 agreement. $132 \text{ State agencies} \times 0.125 \text{ burden hours} = 16.5 \text{ total annual burden hours}$. **This represents a slight increase of 1.25 burden hours since the previous submission due to a program adjustment.**