

MEMORANDUM

To: Laurel Havas
Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Rachelle Ragland-Greene
Department Clearance Officer
United States Department of Agriculture
Office of the Chief Information Office

Date: September 15, 2025

Subject: Nonsubstantive Change Request – SNAP Store Applications (OMB Control Number 0584-0008)

On April 2, 2024, OMB approved a renewal of a currently approved collection. FNS mistakenly submitted former versions of B.1 FNS-252 (English – paper), FNS-252-E (electronic), FNS-252-FE (electronic), FNS-252-C (paper), FNS-252-R (paper), FNS-252-R-ORA (electronic), and FNS-252-2 (paper) as instruments for the renewal. We submitted the correct version of one instrument, Form FNS-252 (Spanish – paper). We are submitting this non-substantive change justification to change the form versions in ROCIS to the current versions.

We are also taking this opportunity to make minor updates to all forms, including Form FNS-252 (Spanish – paper). These updates include the expiration date of the information collection’s approval, the name of an office in FNS, and the form version number. We have updated the expiration date to 04/31/2027 in the upper right-hand corner of the first page, consistent with OMB’s approval of 4/2/2024. The office to which the public should direct comments regarding this burden estimate or information collection recently changed its name from the Office of Policy Support to Evidence, Analysis and Regulatory Affairs, and we have also updated the forms with the new name. Each form that is used on paper has a form version number on the bottom left of the first page, and we have updated the version number for each form to 08-25.

There are no changes to the respondents, responses, or burden hours for this collection.

	Approved	Additional Requested	Revised Estimates
Respondents	55,708	0	55,708
Burden Hours	49,300	0	49,300
Responses	124,885	0	124,885

Attachments:

FNS-252-SNAPApplicationforStores.pdf,
FNS-252-R-StoreReauthorizationApplication.pdf
FNS-252-C-CorporateMulti-StoreApplication.pdf,
FNS-252-2-MealServiceSNAPApplication.pdf,
FNS-252-SolicituddeMinoristadelSNAP.pdf,
FNS-252-E screenshots.pdf,
FNS-252-FE screenshots.pdf,
FNS-252-R-ORA screenshots.pdf.

If you have any questions about this request, please contact Lynn Gilbert, lynn.gilbert@usda.gov.