



OMB Number: 0584-05
Expiration Date: 05/31/20

United States Department of Agriculture

STATE AGENCY NOTIFICATION OF MAJOR CHANGES IN PROGRAM DESIGN

Instructions

This template is to be used by State agencies administering the Supplemental Nutrition Assistance Program (SNAP) to notify the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) of major changes in State agency operations of SNAP as required in 7 CFR 272.15.

For each of the questions in this template, please type all answers directly into the template. Please also pay close attention to the information requested in each question, to ensure that you are answering each question fully and accurately.

Notification Deadline

State agencies must notify FNS when major changes have been approved by the appropriate State authority but no less than **120 days** prior to beginning implementation of the change or entering a contract. If the State agency is unable to meet the 120 day deadline, they must notify their FNS Regional Office as soon as they are aware of the change and explain why they could not meet the deadline.

Submission Instructions

Upload completed notification templates to the SNAP Waiver Information Management System (WIMS). Additional user instructions are available online at [FNCS – SNAP Resources WIMS-Training](#). For assistance using WIMS, please contact your FNS Regional Office.

Questions

Please contact your FNS Regional Office for assistance.

This information is being collected to assist the Food and Nutrition Service meet the requirements of 7 CFR 272.15. This is a mandatory collection and FNS uses the information to monitor major change implementation. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0579. The time required to complete this information collection is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing