



**BILLING CODE 3410-30-P**

**DEPARTMENT OF AGRICULTURE**

**Food and Nutrition Service**

**Agency Information Collection Activities: Proposed Collection; Comment Request –  
Performance Reporting System, Management Evaluation**

**AGENCY:** Food and Nutrition Service (FNS), USDA.

**ACTION:** Notice.

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection. This is a revision of a currently approved collection under OMB 0584-0010, which is due to expire April 30, 2013.

**DATES:** Written comments must be received on or before [insert date 60 days after publication in the FEDERAL REGISTER].

**ADDRESSES:** Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical or other technological collection techniques or other forms of information technology.

Comments may be sent to: Billy DeLancey, Food and Nutrition Service, U.S. Department of

Agriculture, 3101 Park Center Drive, Room 8-44, Alexandria, VA 22302.

Comments may also be submitted via fax to the attention of Billy DeLancey at 703-305-2486 or via email to [Billy.DeLancey@fns.usda.gov](mailto:Billy.DeLancey@fns.usda.gov). Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov> and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of this information collection should be directed to Billy DeLancey at 703-305-2480.

**SUPPLEMENTARY INFORMATION:**

Title: Performance Reporting System, Management Evaluation

OMB Number: 0584-0010

Expiration Date: 4/30/2013

Type of Request: Revision of a currently approved collection

Abstract: The purpose of the Performance Reporting System (PRS) is to ensure that each State agency and project area is operating the Supplemental Nutrition Assistance Program (SNAP) in accordance with the requirements of the Food and Nutrition Act of 2008 (the Act) (7 U.S.C. 2011, et seq.), as amended and corresponding program regulations. Under Section 11 of the Act (7 U.S.C. 2020), State agencies must maintain necessary records to ascertain that SNAP is operating in compliance with the Act and regulations and must make these records available to the Food and Nutrition Service (FNS) for inspection and audit.

Management Evaluation (ME) Review Schedules - Unless the State receives approval for an alternative Management Evaluation review schedule, each State agency is required, under

7 CFR Part 275, to submit one review schedule every one, two or three years, depending on the project area make-up of the State.

Data Analysis - Under 7 CFR Part 275, each State must establish a system for analysis and evaluation of all data available to the State. Data analysis and evaluation is an ongoing process that facilitates the development of effective and prompt corrective action.

Corrective Action Plans- Under 7 CFR Part 275, State agencies must prepare a corrective action plan (CAP) addressing identified deficiencies. The State agencies must develop a system for monitoring and evaluating corrective action and submit CAP updates, as necessary.

Affected Public: SNAP State and local agencies.

Estimated Number of Respondents: 53 State agencies.

Estimated Number of Responses per Respondent: (1) State agencies will submit one review schedule and one ME review plan per year, and will conduct and document ME reviews for an average total of 28.98 responses each.

Estimated Total Annual Responses: 1,536 (53 review schedules + 53 review plan development + 1,430 project areas)

Estimated Time per Response: FNS estimates that it takes 4 hours to prepare a review schedule, and that each of the 53 State agencies will submit one review schedule per year resulting in a total burden of 212 hours. FNS estimates that it takes on average approximately 80 hours to develop a comprehensive State review plan, resulting in a total of 4,240 hours.

FNS estimates that it takes an average of 340 hours to conduct a review. It is estimated that ME reviews are conducted for one-half of the total number of project areas (1,430).

Therefore, FNS estimates that it takes approximately 486,200 hours annually for State agencies to conduct their reviews.

FNS also estimates that the time necessary for record keeping, that is, the time necessary to find and file a record in the conduct of an ME review is .1169 hours per State agency. Therefore, the total amount of time for recordkeeping is 180 hours.

Estimated Total Annual Reporting and Recordkeeping Burden: 490,832 hours

Respondent	Estimated # of Respondents	Responses Annually per Respondent/Reviews	Total Annual Responses (Col. bxc)	Estimated Avg. # of Hours per Response	Estimated Total Hours (Col. dx)
<b>Reporting Burden</b>					
State and local agencies review schedule	53	1	53	4	212
State and Local review plan development	53	1	53	80	4,240
State and Local agencies conducting reviews	53	26.98	1,429.94	340	486,179.60
<b>Total Reporting Burden</b>	53		1,536		490,631.6
Respondent	Estimated # of Respondents	Responses Annually per Respondent	Total Annual Responses (Col. bxc)	Estimated Avg. # of Hours per Response	Estimated Total Hours (Col. dx)
<b>Recordkeeping Burden</b>					
State and local agencies	53	28.98	1,536	.1169	179.56
<b>Total Recordkeeping Burden</b>	53		1,536		180

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 Audrey Rowe  
 Administrator,  
 Food and Nutrition Service

\_January 10, 2013\_  
 Date

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