



DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: Federal-State Supplemental Nutrition Programs Agreement (Form FNS-339)

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.

The proposed information collection is a request for a revision of a currently approved collection of information relating to the reporting and recordkeeping burden associated with completing, submitting, and maintaining a record of form FNS-339, the Federal-State Supplemental Nutrition Programs Agreement for the administration of 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).

DATES: Written comments must be received on or before (insert date that is 60 days after publication in the Federal Register).

ADDRESSES: Comments may be sent to: Allison Post, Chief, Administration, Benefits, and Certification Branch, Policy Division, Food and Nutrition Service, USDA, 1320 Braddock Place, Alexandria, Virginia, 22314. Comments may also be submitted via email to allison.post@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 Allison Post at 703-305-2746 or via email to allison.post@usda.gov.

SUPPLEMENTARY INFORMATION: 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.

Title: Federal-State Supplemental Nutrition Programs Agreement

Form Number: FNS-339

OMB Number: 0584-0332

Expiration Date: June 30, 2025

Type of Request: Revision of a currently approved collection.

Abstract: The Federal-State Supplemental Nutrition Programs Agreement (Form FNS-339) is an annual contract between the U.S. Department of Agriculture (USDA) and each State, Territory, and Indian Tribal Government agency seeking to operate one or more of the following programs: the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), the WIC Farmers' Market Nutrition Program (FMNP), and the Seniors Farmers' Market Nutrition Program (SFMNP). The USDA's Food and Nutrition Service (FNS) is authorized to

administer WIC and FMNP under 42 U.S.C. 1786, as amended, and SFMNP under 7 U.S.C. 3007, as amended.

FNS-339 requires the signature of the Chief State agency official and includes a certification/assurance regarding drug free workplace, a certification regarding lobbying, and a disclosure of lobbying activities. The signed agreement thereby authorizes USDA to make funds available to State agencies for the administration of WIC, FMNP, and/or SFMNP, and in accordance with 7 Code of Federal Regulations (CFR) parts 246, 248, and 249. The State agency agrees to accept Federal funds for expenditure in accordance with applicable statutes and regulations and to comply with all the provisions of such statutes and regulations, and amendments thereto.

This information collection is requesting a revision in the burden hours due to Program adjustments that primarily reflect expected changes in the number of WIC, FMNP, and/or SFMNP State agencies from year to year. The number of respondents (agencies administering WIC, FMNP and/or SFMNP) has increased from 127 to 132. This adjustment increased the total annual burden from 31.75 hours to 33 hours.

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

Estimated Number of Respondents: The total estimated number of respondents is 132. This includes an unduplicated count of respondents that are responsible for the operation of 88 WIC Programs, 50 FMNP Programs, and 56 SFMNP Programs: 58 State agencies solely operate WIC, 3 State agencies solely operate FMNP; 24 State agencies solely operate SFMNP; 15 State agencies operate both WIC and FMNP; 17 State agencies operate both FMNP and SFMNP; and 15 State agencies operate WIC, FMNP, and SFMNP.

Estimated Number of Responses per Respondent: 2; There is one response per agency for the completion of FNS-339 and one response per State agency to maintain a record of FNS-339. FNS-339 allows State agencies to select one or more of the Program(s) which they administer (WIC/FMNP/SFMNP).

Estimated Total Annual Responses: 264 responses; 132 for reporting and 132 for recordkeeping.

Estimated Time per Response: 7.5 minutes for reporting and 7.5 minutes for recordkeeping. The estimated time for each respondent to report and maintain records is 15 minutes (0.25 hours) combined. It takes respondents approximately 7.5 minutes (0.125 hours) to read and sign the required form. Additionally, respondents spend another 7.5 minutes (0.125 hours) maintaining records each year. Therefore, the number of hours spent per each of the 132 reports per year is 15 minutes (0.25 hours) totaling the requested 33 burden hours.

Estimated Total Annual Burden on Respondents: The total estimated annual burden for reporting is 16.5 and the total estimated annual burden for recordkeeping is 16.5 for a grand total estimate of 33 hours. See the table below for the estimated total annual burden for each type of respondent and each activity.

Respondents	Form	Estimated Number of Respondents	Responses Annually Per Respondent	Total Annual Responses	Estimated Average Number of Hours Per Response	Estimated Total Annual Burden Hours
Reporting Burden						
State, Territory, and Indian Tribal Government Agencies	FNS-339	132	1	132	0.125	16.5

Recordkeeping Burden						
State, Territory, and Indian Tribal Government Agencies	FNS- 339	132	1	132	0.125	16.5
Total Reporting and Recordkeeping Burden		132*	2	264	0.125	33

* This includes an unduplicated count of respondents that are responsible for the operation of 88 WIC Programs, 50 FMNP Programs, and 56 SFMNP Programs: 58 State agencies solely operate WIC, 3 State agencies solely operate FMNP ; 24 State agencies solely operate SFMNP ; 15 State agencies operate both WIC and FMNP; 17 State agencies operate both FMNP and SFMNP; and 15 State agencies operate WIC, FMNP, and SFMNP.

James C. Miller,
Administrator,
Food and Nutrition Service.

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