

**U.S. DEPARTMENT OF AGRICULTURE  
FOOD AND NUTRITION SERVICE**

***Enhancing Completion Rates for SNAP  
(Supplemental Nutrition Assistance Program) Quality Control Reviews***

*Request for Clearance  
Supporting Statement and  
Data Collection Instruments*

*Attachment E:  
Additional OMB Information for SNAP QC Re-Reviews*

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## **ATTACHMENT E: ADDITIONAL OMB INFORMATION FOR SNAP QC RE-REVIEWS**

One component of the study data collection includes attempting to complete SNAP QC reviews (called re-reviews for this study, as they are subsequent attempts) of previously sampled SNAP cases that States failed to complete. This part of the study will help determine whether SNAP QC cases are being reviewed and processed correctly and the impact of incomplete SNAP QC cases on overall payment error. The instruments used by the re-reviewers to conduct this portion of the study will be the same as those used by FNS' SNAP QC reviewers. Since the instruments have been previously approved by OMB and burden for them has been previously determined, the re-reviews are not considered a new data collection. These prior OMB clearances are described briefly below.

- OMB #0584-0074 FNS 380, Worksheet for the Supplemental Nutrition Assistance Program Quality Control Reviews. This clearance expires on 05/31/2016 with an estimated number of 51,959 household respondents. This clearance covers the FNS 380 form, which, as described in the OMB abstract, “provides a systematic means of aiding the States Quality Control Reviewer in analyzing the case record; planning and doing field investigation; and gathering, comparing, analyzing and evaluating data.” The re-reviewers in the current study will examine the FNS 380 Worksheets for up to a total of 75 cases (up to 25 cases in each of 3 States) to see if the States followed the QC review requirements and test if any additional steps may have succeeded in completing the cases. The study will utilize the same form for documenting and analyzing data during the QC re-reviews.

- OMB #0584-0299 FNS 380-1, Quality Control Review Schedule. This clearance expires 2/29/2016 and covers the FNS 380-1 form. This form is used to document, summarize, and submit the findings from QC reviews of SNAP cases sampled for QC review. Documented information includes a summary of the QC review, detailed error findings, household characteristics, and individual-level information on household members. The current study will collect and enter the same information in this form during the course of the SNAP QC re-reviews.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection is estimated to average 3 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.