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United States  
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Agriculture

Food and  
Nutrition  
Service

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TO: Julie Wise, OMB Desk Officer  
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THROUGH: Ruth Brown, Department Clearance Officer  
United States Department of Agriculture  
Office of Chief Information Office

FROM: Lynnette Thomas   
Branch Chief, Planning and Regulatory Affairs Office  
Food and Nutrition Service (FNS)

SUBJECT: Justification for Format Change to OMB Control No: 0584-0026 Local  
Education Agency Second Review of Applications Report Form FNS-742A

Through this memorandum, FNS is requesting a non-substantive change to the Local Education Agency Second Review of Applications Report form FNS-742A, OMB Control No. 0584-0026; expiration date March 31, 2017.

The information collection burden for this form was associated with FNS final rule, titled "Independent Review of Applications Required By the Healthy, Hunger-Free Kids Act of 2010," and was approved under OMB #0584-0573 on March 12, 2014. As indicated in the notice of approval published on June 27, 2014, it was transferred to OMB #0584-0026. Section 304 of the Act mandates that State agencies submit a report describing the results of the second review of applications conducted by each local educational agency (LEA) that demonstrates high levels of, or a high risk for administrative error associated with certification/benefit issuances in initial eligibility determinations for school meal benefits (free or reduced price meals). The FNS-742A is the form used to report this information.

The previously cleared version has not yet been officially released to the State agencies; therefore, to issue the form prior to the beginning of the 2014-2015 school year, and enable accurate electronic collection of the data, FNS is requesting a non-substantive change to reformat the FNS-742A from a paper form to an electronic spreadsheet. This change request will also slightly modify the data to be collected to accurately reflect the legislative directive without affecting burden since the original calculated burden was inclusive of this data. Specifically, a section was added to collect information on applications that were initially determined ineligible for benefits. The instructions have been revised to reflect these changes. The estimated time to complete the form is not impacted by these changes and the burden previously approved by OMB accounts for the collection of the data that was unintentionally omitted on the original version.

If you have any questions regarding this request, please contact Lynnette Thomas, Branch Chief for the Food and Nutrition Service, Planning & Regulatory Affairs Office at (703) 605-4782 or [Lynnette.Thomas@fns.usda.gov](mailto:Lynnette.Thomas@fns.usda.gov).