Appendix C2 Large SNAP Store Survey

OMB Control No.: 0584-NEW Expiration Date: xx/xx/xxxx





# Large SNAP Store Survey

Public reporting burden for this collection of information is 0584-NEW is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302

This survey is being conducted for the Food and Nutrition Service, U.S. Department of Agriculture as part of a study of the large retail chains participating in the Supplemental Nutrition Assistance Program (SNAP, formerly food stamps). All responses will be kept private to the extent allowed by law; no names will be used in our reports, and only aggregated results will be reported.

The study is authorized by the Agricultural Act of 2014, 7 U.S. Code § 2026 - Research, demonstration, and evaluations, (I) Cooperation with Program Research and Evaluation, which says "States, State agencies, local agencies, institutions, facilities such as data consortiums, and contractors participating in programs authorized under this Act shall— ''(1) cooperate with officials and contractors acting on behalf of the Secretary in the conduct of evaluations and studies under this Act; and 2) submit information at such time and in such manner as the Secretary may require.''

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Department of Agriculture Food and Nutrition Service Office of Policy Support, Suite 1000 Alexandria, VA 22302 Attn: Dr. Eric Sean Williams

We thank you for your cooperation and participation in this very important study.

#### Store Survey of Large SNAP-authorized Retailers

#### Introduction/Responses to Frequently Asked Questions (FAQ)

#### WHO the U.S. Department of Agriculture (USDA) hired to conduct this survey

USDA's Food and Nutrition Service (FNS) hired independent researchers at Economic Systems, Inc. of Falls Church, VA (<u>http://www.econsys.com</u>/) working with the Florida Survey Research Center (<u>http://flsurveyresearch.centers.ufl.edu/</u>) at the University of Florida, to conduct a study of the Supplemental Nutrition Assistance Program (SNAP, formerly known as food stamps). They are FNS-authorized representatives.

#### WHY USDA/FNS asks large SNAP retailers to respond to this survey

USDA research found that rates of SNAP fraud for small stores are up to 10 times higher than the rate for large retailers. FNS's most recent published research found that small stores account for only 15 percent of SNAP redemptions, but are responsible for 85 percent of SNAP fraud.

Given these findings, USDA wants to learn about the loss prevention and other practices used by large chains that may contribute to the low rates of SNAP fraud among large retailers.

#### WHAT this survey covers

This survey asks about organization, loss prevention, staff training, company policies, point of sale (POS) and other systems, analytics, training, surveillance and investigation.

#### HOW FNS will use the results

FNS plans to use the results to compare their own efforts in preventing SNAP fraud to those of large retail chains, which as a group have demonstrated an ability to prevent SNAP fraud.

#### Privacy

Answers to survey questions will be secured and not shared with anyone outside the research team, except as otherwise required by law. No names will be used in the reports, and only aggregated results will be included in our reports. Respondents are notified that answers given will be kept private and used for research and statistical purposes only.

#### Voluntary

This survey is voluntary and nonresponse will not affect your store's SNAP authorization. You do not have to answer any questions that you do not want to answer.

#### **Paperwork Reduction Act Notice**

The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 90 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

#### **Questions and Comments**

If you have any questions about how to complete this survey, please call toll-free (866) 392-3475 or at <u>mscicc@ufl.edu</u>. If you have any questions for USDA's Food and Nutrition Service about this project, you may contact the USDA project officer, Dr. Eric Sean Williams, at <u>Eric.Williams@fns.usda.gov</u>.

Thank you in advance for your time and participation.

#### SURVEY INSTRUCTIONS

This survey asks about loss prevention and SNAP violations. Misuse of SNAP in retail settings includes these types of violations:

- SNAP benefits being accepted for non-food or hot food purchases.
- Cash being provided as change for SNAP benefits.
- SNAP benefits being exchanged for cash, usually at a lesser value.
- SNAP purchases being returned for cash or store credit instead of being credited to the SNAP EBT card.
- Stolen cards being used to make purchases at authorized SNAP retail stores.
- Purchased cards being used to make purchases at authorized SNAP retail stores.

FNS recognizes that some violations can occur due to misunderstanding, lack of knowledge, and that stolen, purchased cards and non-receipted returns would not be detectable by SNAP retailers.

Please complete this electronic survey by either marking the appropriate answer or typing an answer in the space provided. If you do not know the answer or do not have the information needed to answer, mark "not sure."

# SNAP in This Store

The first set of questions relates to SNAP use in this store.<sup>1</sup>

In this store does a SNAP EBT purchase takes less time, about the same amount of time, or more time to complete than a purchase made with another form of payment?
Less
Same
More

Prefer not to answer

#### IF 'TAKES MORE TIME':

1A. Do any of these situations cause SNAP transactions to take more time? (Please mark ALL that apply.)

Some SNAP participants try to purchase non-permitted items
 Some SNAP participants ask for cash
 Some SNAP participants try to use expired cards
 Some SNAP participants try to use a SNAP EBT card with insufficient funds
 Some SNAP participants do not know their PIN
 Some SNAP participants need to use multiple payment methods
 Electronic approval of SNAP EBT transaction processing is sometimes slower or less reliable than other forms of tender

2. Approximately what percentage of this store's total sales are accounted for by SNAP purchases?
Percent: \_\_\_\_\_%
Not sure
Prefer not to answer

# Store Policies and Procedures

Next, we have a few questions about policies and procedures at this store.

- 3. Is it store policy to allow any food items for return when purchased with SNAP EBT?
  [Yes
  [No
  [Prefer not to answer
- 4. If a customer requests to return food item(s) without a receipt, does your store use any of the following methods to identify whether the purchase was made with SNAP? (Please mark all that apply.)

<sup>&</sup>lt;sup>1</sup> Note to PRA reviewers: Subheadings in blue italics are read by interviewers in the CATI version of the instrument. Blue text in brackets will appear in both the CATI and Internet versions, providing instructions and definitions.

□Not applicable—returns are not allowed without a receipt

□Ask the customer the method of payment

 $\Box$  Ask the customer for the payment card used to make the purchase

 $\Box \mathsf{Ask}$  the customer to provide identification with name and address

 $\Box$ Ask the customer for the approximate date of purchase

□Use customer payment method to look up/verify the transaction in the company's systems □Use customer name and address to look up/verify the transaction in the company's systems □Use customer loyalty information to look up/verify the transaction in the company's systems □Use the date of purchase to look up/verify the transaction in the company's system □Review surveillance videos to confirm the purchase was made at the store

□Other (Please describe): \_\_\_\_\_ □Prefer not to answer

5. If your store determines that a non-receipted food item was purchased with SNAP, which of the following are possible? (Please mark all that apply.)

Does the store have a policy about a customer using three or more SNAP EBT cards in a transaction?
 Yes
 No

□Not sure □Prefer not to answer

IF YES:

6A. What is the policy? (Mark the response that is closest to store policy.)

7. Please estimate the percent of this store's SNAP sales that are made at self-checkouts.
None
Percent: \_\_\_\_\_%

Not sure
 Prefer not to answer

IF percent is greater than zero: 7A. Can multiple EBT cards be used at self-checkout lanes? [Yes [No [Not sure [Prefer not to answer

# Loss Prevention in This Store

Now we want to ask about this store's loss prevention systems, beginning with security.

8. Which of the following security measures are used in this store? (Please mark ALL that apply)
Electronic Article Surveillance (EAS)
Closed circuit television (CCTV)
Uniformed guards
Undercover LP agents
Signs/special signage
Public-view monitors (PVM)
Other (Please describe):
No security measures are used
Prefer not to answer

#### If YES to one or more security measures:

8A. Using a scale from 1 to 5, where 1 is "not effective at all" and 5 is "very effective," please answer the following questions.

	1 - Not at all effective	2 – Slightly effective	3 – Somewhat effective	4 - Effective	5 – Very effective	Not sure	Prefer not to answer
How effective are this store's security measures in limiting shrink?							
How effective are this store's security measures in limiting misuse of SNAP benefits?							

Now we have some questions about your POS system. [Definition: A point-of-sale system is, at a minimum, a computerized register that uses a barcode scanner to identify products being sold and to calculate the amount of the sale to the customer. POS systems typically identify SNAP-permitted items.]

#### 9. Does this store have a POS system?

□Yes □No □Prefer not to answer

#### IF NO, SKIP to Q10

#### IF YES:

9A. Can inventory for this store be monitored through the POS or other systems?

□Yes □No □Not sure □Prefer not to answer

9B. Is the POS system programmed to detect permitted products for purchase with SNAP benefits?
Yes
No
Not sure
Prefer not to answer

#### 9C. Does the cash drawer lock during a SNAP EBT transaction?

<b>∐</b> Yes	
<b></b> ]No	
□Not su	e

Prefer not to answer

9D. Does the POS system require manager approval of a void?

□Yes □No □Prefer not to answer

9E. Does the POS system require manager approval of use of a generic SKU (e.g., "grocery" instead of specific item)?

□Yes □No □Prefer not to answer

9F. Does the POS system require a manager approval of an override?

□Yes □No □Prefer not to answer

9G. Does the POS system require identification of cashiers that is more definitive than a password, such as facial recognition, verification of identity with a government-issued picture identification card, or verification with a company-issued picture identification card?

□Yes □No □Prefer not to answer

9H. Does the Timecard system require identification of cashiers that is more definitive than a password, such as facial recognition, verification of identity with a government-issued picture identification card, or verification with a company-issued picture identification card?

□Yes □No □Prefer not to answer

9I. Does the POS have automatic logout for inactivity?

□Yes □No □Prefer not to answer

9J. Does the POS or other systems record transaction revenues by form of tender?

□Yes □No □Not sure □Prefer not to answer 9K. How long is transaction data retained by or for this store (for possible access in a future investigation)?

1 day or less
2 to 7 days
8 to 14 days
15 to 30 days
1 to 3 months
4 to 6 months
7 to 9 months
10 to 12 months
More than 1 year
Not sure
Prefer not to answer

9L. Using a scale from 1 to 5, where 1 is "not effective at all" and 5 is "very effective," please answer the following questions.

	1 – Not at all effective	2 – Slightly effective	3 – Somewhat effective	4 - Effective	5 - Very effective	Not sure	Prefer not to answer
How effective is this store's POS in limiting shrink?							
How effective is this store's POS in limiting misuse of SNAP benefits?							

- 10. Is video surveillance used at the checkouts?
  - □Yes □No □Not sure □Prefer not to answer

#### IF NO, SKIP to Q 11.

#### IF YES:

10A. Does video surveillance monitor the front-end checkout area as a whole, individual check-out lanes, or both?
Checkout area
Individual check-outs
Both
Not sure
Prefer not to answer

10B. Does video surveillance capture images of the register attendants, customers, or both?
Cashiers/store associates
Customers
Both
Not sure

Prefer not to answer

10C. Is video surveillance at the checkout monitored in real time, recorded for later review, or both?

Monitored in real time only (Skip to Q10E)
Recorded only
Both
Not sure
Prefer not to answer

10D. How long is video surveillance data retained by or for this store?
1 day or less
2 to 7 days
8 to 14 days
15 to 30 days
1 to 3 months
4 to 6 months
7 to 9 months
10 to 12 months
More than 1 year
Not sure
Prefer not to answer

10E. Does POS video surveillance data link electronically to individual transactions in the POS?

YesNoNot surePrefer not to answer

10F. Using a scale from 1 to 5, where 1 is "not effective at all" and 5 is "very effective," please answer the following questions.

	1 - Not at all effective	2 – Slightly effective	3 – Somewhat effective	4 - Effective	5 – Very effective	Not sure	Prefer not to answer
How effective is this store's video surveillance system in limiting shrink?							
How effective is this store's video surveillance system in limiting misuse of SNAP benefits?							

# Fraud and Theft

Next, we have some questions on fraud and theft.

11. Using a scale from 1 to 5, where 1 is "not a problem at all" and 5 is "extremely problematic," how much of a problem do the following issues present to this store?

	1 -	2 -	3 -	4 -	5 -	Not sure	Prefer not to
	Not a problem	Somewhat	Moderately	Very	Extremely		answer
	at all	problematic	problematic	problematic	problematic		
Coupon fraud							
Employee theft							
Shoplifting							
Return fraud							
SNAP fraud							
Violent crime							
Bookkeeping/							
Processing errors							

- 12. Please indicate at what times of day, if any, loss and theft issues are more problematic in this store. (Please mark ALL that apply.)
  Mornings
  Afternoon
  Evening
  - Late evening, between 9 PM and midnight
  - □Between midnight and 8 AM
  - $\Box$  Anytime when there are few customers in the store
  - $\Box$  Anytime when the store is crowded
  - Other (Please describe):
  - □Not sure
  - □ Prefer not to answer
- 13. If employee fraud or theft is suspected, what corporate department do you notify?



14. In the past year, has the manager or a relevant supervisor of this store been notified by corporate or observed any of these situations involving cashiers/associates in this store? (Please mark ALL that apply)

□Excessive overrides in transactions

Excessive use of generic SKUs (e.g., "grocery" instead of a specific item)

Excessive use of voids

Excessive use of register markdowns

 $\Box \mbox{Discrepancies}$  between cash and other forms of tender

- □Cash reconciliation issues
- $\Box$ Slow transaction time

High return volume
High return dollars
Round number sales
None of these
Prefer not to answer

#### IF None of these or Prefer not to answer, Skip to Q15:

14A. Considering these situations over the last year, on a scale of 1 to 5 where 1 is "Never" and 5 is "Always," please describe how often these situations were resolved in these ways.

	1 -	2 -	3 -	4 -	5 -	Prefer
	Never	Infrequently	Sometimes	Often	Always	not to
	resolved	resolved	resolved	resolved	resolved	answer
	this way	this way	this way	this way	this way	
Disciplining the employee						
Re-training the employee						
Closer monitoring of employee	П	П	П	п	П	П
performance						
Follow-up by in-store investigator						
Investigation involving corporate LP/AP						
Termination of an employee						

15. In the past year, how many times has this store used an investigator to look into a concern about fraud or theft in this store?

[None]

[Number: \_\_\_\_\_

Not sure

Prefer not to answer

#### IF Response to 15 is >0:

15A. Using a scale from 1 to 5, where 1 is "not important at all" and 5 is "very important", please rate the importance of in-store investigation in protecting this store from fraud and theft.

- 1 Not important at all
- 2 Rarely important
- □3 Somewhat important
- []4 Important
- []5 Very Important
- ☐Not sure

Prefer not to answer

15B. In this store, what types of issues necessitate involvement of an in-store investigator? (Please mark ALL that apply)

□Suspected shoplifting

 $\Box$ Suspected employee theft of inventory

□Suspected employee theft at point-of-sale

□Suspected employee theft through bookkeeping, data systems

□Suspected SNAP fraud

 $\Box$ Resolution of exception reports

 $\Box \mathsf{Prefer}$  not to answer

15C. From the following list of skills, experiences and background, which are the three most important for an effective in-store investigator? (Select up to three options)

Prior military service

Prior nultiary service

Prior law enforcement experience

A college education

Prior retail investigative experience

Prior experience in this store

Personal characteristics such as inquisitiveness, persistence, attention to detail

Analytical and logic skills

Investigative skills, such as observation, thoroughness and objectivity

Intuitive skills/gut reaction

Ability to document and communicate findings and conclusions

Common sense and good judgement

Prefer not to answer

16. Has this store ever worked with federal or State partners (law enforcement or non-law enforcement) to investigate SNAP fraud in this store?

□Yes □No □Not sure □Prefer not to answer

#### IF YES:

Enter text

**|Not** sure

□Prefer not to answer

16A. In what ways has this store worked with federal or State partners to investigate SNAP fraud?

17.	Using a scale from 1 to	5, where 1	is "never	presents a ch	allenge" a	nd 5 is "alw	ays a challen	ge," how
	often do these types of	f SNAP viola	ations or u	nusual activit	ies pose a	challenge t	o this store?	
		1 - Never	2 -	3 -	4 -	5 – Always	Cannot be	Prefer
		а	Rarely a	Occasionall	Often a	а	determined	not to
		challenge	challenge	уа	challenge	challenge		answer
				challenge				
	SNAP participants purchasing non-SNAP products with SNAP EBT cards							
	SNAP participants getting cash as change for SNAP EBT purchases							

SNAP participants using multiple EBT cards to pay for a SNAP purchase				
SNAP participants getting cash or non-SNAP items for SNAP EBT returns				
Stolen or purchased SNAP EBT cards being used in this store				

#### IF "Never" or "rarely" presents a challenge (responses 1 or 2):

17A. For items above that you identified as rarely or never presenting a challenge, is that because:

SNAP participants purchasing non-SNAP products with SNAP EBT cards

1 – This type of violation is rarely attempted

2 - This type of violation is not detectable

3 - Store practices/systems prevent this type of violation

4 – Some other reason, please describe \_\_\_\_\_

Prefer not to answer

SNAP participants getting cash as change for SNAP EBT purchases

1 - This type of violation is rarely attempted

2 - This type of violation is not detectable

3 – Store practices/systems prevent this type of violation

4 - Some other reason, please describe \_\_\_\_\_

☐Not sure

Prefer not to answer

SNAP participants using multiple EBT cards to pay for a SNAP purchase

1 – This type of activity is rarely attempted

2 - This type of activity is not detectable

3 – Store practices/systems do not monitor this type of activity

4 - Some other reason, please describe \_\_\_\_\_

**∏Not** sure

□Prefer not to answer

SNAP participants getting cash or non-SNAP items for SNAP EBT returns

1 – This type of violation is rarely attempted

2 - This type of violation is not detectable

3 - Store practices/systems prevent this type of violation

4 - Some other reason, please describe \_\_\_\_\_

Prefer not to answer

Stolen or purchased SNAP EBT cards being used to make purchases in this store

#### IF store practices/systems prevent this type of violation (response 3):

17B What works best in preventing this type of violation?

SNAP participants attempting to purchase non-SNAP products with SNAP EBT cards

Enter text

Not sure
 Prefer not to answer

SNAP participants asking for cash as change for SNAP EBT purchases

Enter text

□Not sure
□Prefer not to answer

SNAP participants asking for cash or non-SNAP items for SNAP EBT returns

Enter text

Not sure
 Prefer not to answer

Stolen or purchased SNAP EBT cards being used to make purchases in this store

Enter text

Not sure
 Prefer not to answer

18. If a SNAP violation or fraud issue is suspected in this store, how and to what organization is this reported?

Enter text

Not sure
Prefer not to answer

19. In the past 12 months, has this store reported a SNAP violation or fraud issue to corporate offices?
Yes
No
Not sure

Prefer not to answer

20. Which, if any, of these issues pose a concern to you about this store in the near future? (Please select ALL that apply.)

20A. Are there plans for this store to increase resources for any of these loss prevention methods? (Please select ALL that apply.)

Loss prevention training
 Surveillance
 In-store investigation
 Analytics/exception reporting
 Liaison with law enforcement
 Product protection

Other (Please describe):
Not sure
Prefer not to answer]

### **Store Employees**

Now, we have some questions about this store's employees.

21. Please indicate which methods are used in this store for hiring/selecting staff who have cash register access? (Please select ALL that apply.)

- 22. How long does it typically take a new employee to complete training on SNAP rules and regulations (including violations)?

  [0-15 minutes
  [16-30 minutes
  [31-60 minutes
  [More than 60 minutes
  [Prefer not to answer
- 23. How often do employees who operate registers receive updated or on-going training related to SNAP rules and regulations (including violations)?
  At least once a week
  At least once a month
  At least once a quarter
  At least once a year
  Less than once a year
  Other (Please describe):
  Prefer not to answer
- 24. Using a scale from 1 to 5, where 1 is "not at all effective" and 5 is "very effective," how effective is SNAP training in communicating to staff about SNAP rules and regulations (including violations)?
   □1 Not at all effective
  - $\square 2$  Slightly effective
  - $\square$  Somewhat effective
  - ☐4 Effective
  - $\square 5$  Very effective
  - □Not sure

Prefer not to answer

25. In the past year, did you receive any training on SNAP rules and regulations (including violations)?

□Yes □No □Prefer not to Answer

#### IF NO:

25A. In what year did you last receive any training on SNAP rules and regulations (including violations)?

□Year\_\_\_\_ □Prefer not to answer

26. Have SNAP training materials provided by the U.S. Department of Agriculture/Food and Nutrition Service been used to train employees in this store?

Yes
No
Not sure
Prefer not to answer

#### IF YES:

26A. Using a scale from 1 to 5, where 1 is "not at all effective" and 5 is "very effective," how effective are the USDA SNAP training materials for store employees in communicating SNAP rules and regulations (including violations)?

- []1 Not at all effective
- 2 Slightly effective
- []3 Somewhat effective
- []4 Effective
- □5 Very effective
- ☐Not sure

Prefer not to answer

27. On average, how many years has a full-time employee in this store been with the <u>company</u> (include prior company if an acquisition)?

[Number:	
□Not sure	
Prefer not to answer	

28. On average, how many years has a part-time employee in this store been with the <u>company</u> (include prior company if an acquisition)?
Number: \_\_\_\_\_\_
Not sure

Prefer not to answer

- 29. In the past year how many employees have been disciplined or terminated from this store for any suspected or proven theft or fraudulent activities?
  Number: \_\_\_\_\_\_
  Prefer not to answer
- 30. In the past year how many employees have been disciplined or terminated from this store for any suspected or proven theft or fraudulent activities related to SNAP or EBT cards?
  Number: \_\_\_\_\_\_
  Not sure
  Prefer not to answer
- 31. Does this store have a hotline (or similar means) for employees to report concerns, awareness of employee theft, and similar issues?
  []Yes

□No □Prefer not to answer

# Store Manager Background

Finally, we'd like to know more about your background.

- 32. How many years have you worked in retail? ☐Number: \_\_\_\_\_ ☐Prefer not to answer
- 33. How many years have you worked in retail at the management level?
  Number: \_\_\_\_\_\_
  Prefer not to answer
- 34. How many years have you been working for your current employer (include time with former company in acquisition situation)?
  Number: \_\_\_\_\_\_
  Prefer not to answer

That completes our survey. Thank you again for your time and participation.