

A6 Could you tell me what the present value of this house (farm) is?  
I mean about what would it bring if you sold it today?

1. We want R's estimate of what he would get if he were to sell his house now, but NOT under conditions of forced sale. Include the land value.
2. For farmers include value of the land and other buildings with the house.

A7 Do you have a mortgage on this property?

1. If a buyer took out a mortgage when he bought his home but has paid it off, "NO" should be checked.
2. Mortgages, land contracts, and deeds of trust are all a "YES" to this question because of the terms of each are such that, if the debtor does not make his payments, the organization or person that loaned the money can take possession of the house. But IF R borrowed money on a personal loan, the answer to A7 is "NO" (but enter the personal loan payments in Section D). Land contracts and deeds of trust differ from mortgages only because legal title to the house is held by the seller, or a trustee.

A9 How much is the remaining principal on this mortgage?

Get amount still owed on the principal, not original loan nor the total remaining payments, which include interest.

A10 Do you also have a second mortgage?

Sometimes two mortgages are taken out at the time a house is purchased. For example, part of the down-payment may be borrowed on a second mortgage. Another way two mortgages can come about is if a person who already has one mortgage on his house needs cash. If his house is worth more than his first mortgage, he may be able to take out another mortgage to obtain cash.

All About how much rent do you pay a month?

1. For the primary family total rent for the dwelling is required.
2. If R belongs to a secondary FU and pays rent to the primary or shares the rent, we want to know only how much he pays.
3. If the rental rate has changed during the year give the most recent rent per month.

However, if rent is paid irregularly or on a "pay as I can" basis as may be the case for some secondary FUs or a primary renting from relatives or friend, obtain the respondents best estimate of "an average month's rent."

4. If a weekly rate is given, be sure to indicate this so that we can make the conversion.

## A14-15 FOR THOSE WHO NEITHER OWN NOR RENT

How is that? Do you do some work in return for your housing? (What?)

This set of questions is to determine whether this housing should be counted as part of the respondent's earned income or whether it is effectively a gift. The housing may be part of the benefits on one's regular job - room for a live-in servant, parsonage for a minister. Or work done for housing may be an extra way of saving money - custodian in an apartment house. Find out enough about what they do to distinguish work substantial enough to pay for housing from essentially free living quarters.

A16 How much would it rent for if it was rented?

If R asks, we want rent for a comparable house or apartment including whatever furnishings and utilities the landlord provides. We use this to make a better estimate of the family's economic status.

## A17-18 Utility payments if "Neither Owns Nor Rents" - see A5

A19 Did you have any work done on this (house/apartment) during the last year, or do any work on it yourselves?

We want to know whether any work has been done around the house, either do-it-yourself projects by someone in the household, or work which someone else was asked to do. Painting, repairs, and redecorations all count. We include work done on any house/apartment the family lived in during 1967.

A20 What was done?

Here we want enough detail to separate simple things from those requiring complex skills. Responses such as "installed/built kitchen cabinets," "painted the house (outside)," "fixed a broken window," are acceptable.

A21-22 Did you (or your family) do any of it? What did you do?

The object here is to find out how much (if any) of the work was done by members of the household. From this question, in conjunction with A20, we want to be able also to infer the level of skill exhibited by members of the household. Thus "All of it" is an acceptable response if the answers to A20 are clear. Other examples are "All but the electrical work" (for a family room or the like); "I carried the bricks for the mason." If some of the work was done free by a friend or relative not in the household note that clearly. For instance: "I did the carpentry, a friend did the plumbing. (Free?) Yes."

A23-24 Did you save more than \$50 by doing it yourself? How much did you save?

Work done oneself is a form of non-money income which we want to include in our measure of economic status. The value of such work is the difference between what the job would have cost if he had hired someone else to do it, and what he actually spent in doing it himself. In most cases he will not have saved the entire cost of having someone else do the job since he has purchased materials etc.

The \$50 cutoff is to avoid spending time trying to get an exact figure when the amount isn't large enough to be important. For those who saved more than \$50, an estimate to the nearest \$50 is acceptable, although a more precise figure is better if the respondent offers it.

A25 Do you still owe anything on it?

This may be money owed for materials used in doing the job oneself or for work done by someone else.

A26-27 Is what you owe for it included in your mortgage payments you told me about? (IF NO) How much are your monthly payments?

Our purpose in asking about payments is to get a measure of the total committed money outflows. We are not interested in the total amount of debt outstanding. If the money owed is included in the mortgage, the payments have already been covered in A8 & A9. For renters who happen to owe money of this sort, the "included in mortgage?" question is poorly worded but should be automatically answered no. There are likely to be very few such cases. For money owed, not included in the mortgage, be sure to note the frequency (weekly, monthly) as well as the amount of the payments.

A28-29 Do you think you might move in the next couple of years? Why might you move?

We will code different type of reasons by degree of planning and purposiveness: "I am going to move to take a better job"; "We are going to move so that our children can attend better schools," versus "I've been transferred to a plant in Georgia"; "There's a highway coming through and this place will be torn down."

## SECTION B

## HOUSEHOLD COMPOSITION AND EDUCATION OF CHILDREN

In this study, so as to start interviewing with something less threatening than the formal listing of those in the dwelling, the housing section precedes the household composition. If you feel that you need to ask these questions first because of some complex family situation or because you want to postpone asking the value of the house, that is all right. We doubt that having the listing box here should cause you any serious problems. In any case, if you do get this far and find that after you have listed all the people living in the DU, you are interviewing the wrong person, you will not have gone very far into the questionnaire. You might want to ask page 4 first for people in expensive private homes, but start with housing for the others.

B1 How many people live here altogether?

No matter which sample you are interviewing from, we want the number of people actually living within the DU -- whether or not related to the family you are interviewing. One purpose here is to get a measure of the degree of crowding of the DU.

B2 How old are they and how are they related to you?

Enter relation to HEAD, age, and sex, for everyone on the DU. For unrelated persons specifications such as "friend," "roomer" are acceptable. Be sure to include everyone in the listing box. This listing box should be the same for all interviews taken at one DU, i.e., if there are secondary interviews at the address, the listing box should be the same for that interview as for the primary.

B3-B4 Is (he/she) in school? How many years of school did (he/she) finish?

We apologize for the complex appearance of this sequence, but it should flow quite smoothly. For those aged 5-25 and not now in school, we want to know how much schooling they completed. We do not want the information here for the head and wife since we get that elsewhere in the questionnaire, nor are we interested in pre-schoolers.

B6-10 Do you have children under 25 who don't live here with you? Are they sons or daughters? How old is (he/she)? Is (he/she) in school, working, in the army, or what? How many years of school did (he/she) finish?

Children here refers to natural children of the head, whether by present spouse or previous marriage. They need not be presently supported by this family. Do not include sons-in-law or other "children" related only by marriage. This set of questions gives us some information on children in the armed services or in institutions, which we do not sample. It also gives additional information on the educational orientation of the family. B9 and 10 need not be asked for pre-schoolers.

B11-12 Has anyone moved into your household in the last year? Who moved in?

This question is especially important for that part of the sample drawn from the Census records (on Yellow or Pink cover sheets). It enables us to reconcile the differences between the family listing obtained by Census in 1967 and the present listing. The concern is with new members living with the main family who were not present in early 1967. For all such persons, related or unrelated, circle their line number in the listing box. New babies are also considered to have "moved in" and should be circled.

B13-14 Has anyone moved out in the last year? Who moved out?

Again, this question is crucial for the Census sample respondents. People moving out should include unrelated individuals as well as related individuals, whether through divorce, death, forming a new household, or whatever. It is especially important that individuals aged 18+ who moved out of households in the Census part of the sample be accounted for, because we wish to interview them in this wave of the study. At the end of the interview there is a set of questions on the yellow cover sheet which refers you back to this question to check whether there are such persons who moved out. If there are, you will list name and address in the space provided and later transfer them to the pink cover sheet. (It is not necessary to obtain addresses of those who have moved out for the Cross Section sample, so these questions have been omitted from the white cover sheet.) In the case of moving out because of divorce, we know that we are asking something that is difficult, but try, with as much tact as possible, to get the new address of the divorcee.

B16 Have you (or your wife) ever attended any meetings of a parent-teacher organization?

We are referring to organizations, usually known as PTA, and not private conferences with the teacher requested because the child has some sort of problem. Our purpose here is to find out the degree of concern and interest the R has for his children's education; it is voluntary participation that counts.

24.

B18-19 How much education do you think your children will have when they stop going to school? What do you really think will happen?

Here we mean the number of years or grades the head expects them to finish. Allow R to give one response for all the children taken together or let him answer for each child individually. Note the probe, but do not probe too much, since inability to reply does give us some information as to the degree of R's planning.

B20 Have you (HEAD) ever had any children?

This question is asked only to determine whether B21 is appropriate. Ask if children have not been mentioned previously, regardless of marital status.

B21 When was your (HEAD'S) first child born? (TO BE ASKED OF ALL HEADS WHO HAVE EVER HAD ANY CHILDREN)

This will give us a standard sociological variable "age at birth of first child." Be sure to make clear whether the figure is age or date. The figure 30, for instance, might be either 30 years of age or 1930.

#### SECTION C: CARS

Some of you who have worked on the Survey of Consumers may note some similarity between the section on cars in this questionnaire and that of the Survey of Consumers. Our general purpose here is a bit different, however. In addition to some financial detail, we are interested in the quality of the family's transportation or difficulties they have if they don't own a car. Note also that the definition of "car" is expanded to include any car or truck available for the family's personal use.

C1 Altogether, how many people are there in your family here who can drive?

We want the number who are able to drive and who have a license.

C2 Do you or anyone else in the family here own a car?

Because of our different objectives, we want to broaden the definition of car to include trucks of all description. But do exclude cars or other vehicles which are not usable or do not have current license plates. Of course, if in doubt, do include the vehicle with an explanation as to its use.

C3-4 Does not having a car cause you (FAMILY) any difficulties? What are they?

We want to know whatever is most salient to the respondent in this regard. It may be anything from inability to get to a job to inability to get to a drive-in movie. If the respondent offers reasons why this is not a problem, record that also. "No, there's good bus service." "No, we have a motorcycle."

C5 Is there public transportation within walking distance of here that is adequate for you?

Public transportation excludes intercity carriers such as Greyhound buses, unless the intercity buses or trains, etc., are the ways that one gets from a rural area to the nearest area for shopping, etc. Generally, public transportation includes things like the city bus service, subway or other local train services.

C7-9 What year model is it? What make of car is it? Is it in good, fair, or poor condition?

Here our objective is to find out the adequacy of the family's resources in transportation. If the respondent offers a two-word answer to the make of car (Olds, F-85) record it, but a single word is acceptable.

C10 Do you owe any money on it?

Because auto insurance can either be included in car payments or paid for separately, we need two different sequences, selected on the basis of this question.

C11-12 Is that car insured? How much do you pay for your insurance?

By "insured," we mean at least liability insurance, whether or not there is also collision insurance or other coverage. This is important as a measure of risk avoidance. The amount of the payments is added to our committed payments measure. Be sure to indicate the frequency (monthly, quarterly, yearly) as well as the amount of payments.

C15-16 Do they include insurance? How much is the insurance cost per year?

Here again we want to know the amount of committed payments. If R offers the information that the car is uninsured write "no insurance" in C16.

C17-18 Does the car you (HEAD) drive most of the time have seat belts?  
Do you have them fastened all the time while you are driving, part  
of the time, or practically none of the time?

The car the head drives most of the time may or may not be one of the cars mentioned above; it may be a vehicle to which he has access only during the course of his job. This is all right in the light of the objective of this question, which is to determine how much the respondent avoids risk. A car with seat belts in left front only counts as having belts.

C19 Do you or your family do any repair work on your car?

The procedure is clear if the response is simply "yes" or "no." For responses such as "some," "occasionally," and even "not much" you should continue on with C20, since we are interested whether or not this saved him a substantial sum or not.

C20 What kinds of things have you done on your car(s) in the last year?

We will want to code these for skill level, so record all the detail the respondent offers. Typical responses are "points and plugs and change the oil," "ground the valves," "put in new rings and bearings," "overhauled transmission," "fixed brakes." If it becomes apparent that someone did a great deal to a car such as building a hot rod or restoring an antique, we don't need a mass of detail.

C21-23 In the last year do you think you saved more than \$50 that way?  
About how much do you think you saved? About how much time did  
that take you?

Same objectives as work around the house (see A20-24). Again the amount saved is the difference between what it cost him to do the job and what it would have cost if a garage had done it. It will be equal to the total cost in a garage only if he didn't have to buy any parts.

The time question applies to the same work that he saved money on. Thus we can get an approximate hourly rate on this do it yourself work.

## SECTION D: DEBTS AND RESERVES

In previous sections we have been developing various parts of our measure of economic status. On the income side we have asked questions to estimate the value of work done around the home (money saved) so as to add it to money income. On the outflow side we have asked about regular payments for housing and cars. Here we ask a cleanup question to get regular payments which the respondent makes for other things. We also ask about medical insurance and about the amount of saving available in case of emergency.

D1-2 We have talked about homes and cars. Do you (Family) make any regular payments for other things you have bought? About how much do you pay each month?

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As mentioned above this is a cleanup question so we don't want to include things we have already measured in the housing and car sections. It is possible, however, that the respondent is making payments for a summer cottage or a motor cycle or a non-mortgage home loan which were not included previously and should be included here. Other things for which the family might be making payments are household appliances, a T.V., revolving charge accounts at a department store, medical expenses, educational expenses, or personal loan which may have gone for any number of purposes. If the respondent mentions more than one payment, use the space above D1 to add them and record the different purposes the money was used for if offered.

If the respondent states that he has lump sum debt or debts on which he does not make regular payments, note this in the space above D1 with any information about the purpose for which the debt was incurred when offered. We do not ask about payments on debts not connected with purchases, since they are usually small.

D3 Are you (Head) covered by some hospital or medical insurance like Blue Cross?

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If the respondent is covered by standard Blue Cross, Blue Shield, Major Medical, or other contributory medical insurance the answer will be a straightforward "Yes" and you should continue on with D4. Medical payment provisions in auto insurance do not count; they are too restricted in coverage.

R may, however, explain that he has benefits such as workmen's compensation, Medicare, veteran's medical benefits, or various programs available to welfare recipients, all of which are non-contributory. In these cases, write down what R says in the space above the boxes for D4 and D5 and then ask both of these questions.

28.

D4 (ASK ONLY IF 2 OR MORE PEOPLE IN FAMILY)

Does this insurance cover the entire family?

Answers may in some cases be of the sort: "All but my son who is over 18." Write such an answer below the box. But a "yes" or "no" will do.

D5 (ASK IF NO INSURANCE OR NOT CLEAR. SEE D3)

Can you get free medical care in any way such as from Medicare, Medicaid, or as a veteran?

From this question, in conjunction with D3, we want to be able to tell whether the family can cope with a serious illness or accident without financial disaster. We are also interested in the distinction between insurance programs which involve some initiative on the part of the respondent and free programs over which he has no control. (Initiative may be in the respondent's choice of a job with medical fringe benefits.) Hopefully his answer to this question will clarify the situation if his answer to D3 is unclear. Medicaid and most veteran's care are available only to those with low incomes, but accept the respondent's interpretation.

D6 Do you (Family) have any savings, such as checking or savings accounts or government bonds?

We are interested in money available for a "rainy day." This can also include money hidden in the house and stocks that can be readily sold.

D7-8 Would they amount to as much as two months' income or more? (IF NO) Was there a time in the last five years when you had as much as 2 months' income saved up?

If he has difficulty with the income comparison but does offer a dollar amount we can make the comparison when we code the question. The savings should include those of all members of the family in the DU, and exclude those of anyone not living there.

## SECTION E: FOOD AND CLOTHING

Many of the questions in this section are new with this study. We are concerned primarily with the efficiency of use of resources in the home. Since this is usually the domain of the wife or other adult female in the home it will be desirable for her to be present when this section is asked. She can answer the questions herself or help with the details.

E1 Now I have a few questions about food and clothing. About how many times a week do you (Family) eat out at restaurants and drive-ins?

This question is mainly an opener for E2 so you needn't worry about probing to get a precise answer here. Answers such as "twice a week," "almost never," "my husband eats his lunches at a cafeteria," "we go out as a family about once a month" are all acceptable.

E2 About how much do you (Family) spend in a week eating out, including lunches at work (or at school)?

We want here the cost of all meals purchased away from home by the family or individuals in the family. You may need to use the margin to figure out and add up the various components - school lunches, restaurants, etc. The "week" here is the "average week" which excludes vacations, unusual trips, wedding receptions and the like. We will use the figure, along with the other food bill questions, to get an estimate of the total amount spent on food. The makings for lunches prepared at home to be carried to school or work are usually included in the ordinary grocery bill and thus their cost should be excluded from this figure.

E3-4 Do you have any of your milk delivered to your door? (IF YES) About how much do you (Family) spend on that in a week or month?

This is another correction factor for the food bill. If they have their milk delivered to the door this figure will be added to the amount they spend at the supermarket. If they don't have it delivered, the cost of milk will ordinarily be included in the answers to Q. E5.

30.

E5 About how much do you spend on all the (other) food you use at home?

This figure should include the main weekly bill at the supermarket plus any other amounts spent on groceries during the week.

There will be some cases where the family is receiving food stamps. Sometimes they are free and in other cases the family pays part of the cost. We need at least the amount that the family spends on the stamps. "We pay \$20 a month for food stamps" is an adequate answer. An answer such as "We get \$52 worth of food stamps for \$30," is helpful if the respondent offers it. The amount saved by food stamps is also to be reported later in question J32-33. If the respondent spends money on food in addition to food stamps, that should be included in the answer to E5.

E6-7 How about alcoholic beverages, how much do you (Family) spend on that in an average week? Is that included in the food bill?

Alcoholic beverages - beer, wine, whiskey - are not food so we will subtract them out if they have been included in the food bill. This is to be done here in Ann Arbor.

This question doesn't seem to bother non-drinkers who can simply say "I don't drink" or "none." Other people drink a lot and admit it freely.

E8-10 Do any of you smoke? About how many cigarettes do you (Family) smoke in a day or week? Is that included in the food bill?

Cigarettes are also often included in the food bill and we want to be able to subtract them out (again the subtraction will be done in Ann Arbor). Note that the question asks for a family total. You may record either a simple total or a compound answer such as "I smoke a pack a day, my wife smokes about 1/2 a pack." Be sure to specify whether it is cigarettes, packs or cartons.

In view of the Surgeon General's Report, we may also include smoking as a negative component in our risk avoidance index. We do not ask about cigars or pipes.

E11-13 Are there any special ways that you try to keep the food bill down? What special ways do you have for keeping the food bill down? Anything else?

There will be many types of answers to this question, from "shopping at sales" to various ways of managing the budget, using leftovers, casseroles and using vegetable proteins such as beans. The family may also raise some of its own food or preserve or freeze food. Some may get a substantial amount of meat from hunting or fishing. The wife's answers will be especially helpful for the meal planning type answers.

E14 How much of the time does the family sit down to eat the main meal of the day together?

The main purpose of this question is to get an idea, however limited, of how well the family functions together as a unit. Organization to the point of having regular meals together should be an indication of this.

E15-18 Do you have special ways of saving on clothing costs? What are they? Did you (Family) save more than \$50 on your clothing bill this way last year? About how much did you save this way in the last year?

Again, the replies of the wife or adult female are helpful here. Saving money can include reduction in total purchases, sewing, purchasing at sales, buying at various nonprofit outlets, use of "hand-me-downs," etc. If R mentions that someone in the family sews but something other than clothes are made, e.g., draperies, curtains, slipcovers, etc., they should be included here, as well. Again, the \$50 threshold is to avoid asking for a dollar amount except in cases where it's large enough to be important. An answer to the nearest \$50 is acceptable.

#### SECTION F: OCCUPATION

F1 Are you working now, unemployed, retired, or what?

Working now or laid off only temporarily:

This includes all persons who have an employer (or are self-employed) and are working now or reasonably likely to return to work in the near future. The latter category may include those who are home sick or temporarily disabled, those out on strike, and those who have been laid off but know they will be going back to work soon.

Unemployed:

All persons who are not now working and do not have an employer to whom they know they will return. Such a person must be in the market for a job though not necessarily actively so. If the respondent is temporarily sick or disabled but will be in the market for a job in the future he should be asked the unemployed sequence.

Retired, Housewife, or Student:

Persons totally and permanently disabled are considered to be retired. A housewife who is the head of the household is to be included in the category only if she is neither employed nor looking for work; otherwise she should be asked the employed or unemployed sections instead. If a Student is working more than half time (20 hours a week, 1000 hours a year), he should be asked the employed section.

F2(G1,H2)

What is your main occupation? What do you do when you work?  
What kind of work did you do when you worked?

Sections F,G,H refer to Head of the family.

1. Probe for a clear, complete answer.
2. The name of the place at which R actually works is an insufficient response to the occupation question (e.g., if R works in a bank he may be the manager, a teller, or the janitor).
3. Job titles at the lower end of the occupational scale are likely to be less descriptive than they are for professionals. Try to avoid vague job titles which may apply to a wide range of occupations.
  - a) For example, if R tells you that he is an engineer, he may
    - i) design bridges or airplanes
    - ii) operate a railroad locomotive
    - iii) tend an engine in a power plant
    - or iv) shovel coal into a furnace.

We obviously need more specific information than "engineer" here, so that a distinction between skilled and semi-skilled and unskilled workers can be made, which is our objective.

4. If the Head is unemployed or retired, we need to know what he did when he worked, with the above detail.
5. Particularly unacceptable answers are:
  - Factory worker
  - Construction worker
  - Driver (of what?)
  - Engineer (what does he do in his job?)
  - Nurse (registered, practical, or what?)
  - Sailor (officer, enlisted man, deck hand, or what?)

F4

Do you work for someone else, yourself, or what?

Do not assume that R is self-employed or not. Ask the question, it may help us to be sure we get all his jobs.

F5  
&  
G29

How important is it for you to make your own decisions on a job?

We want here not an indication of how much the individual does make decisions on his current job, but a measure of intensity of the importance to him of making such decisions. Replies such as "some-what," "I wouldn't take a job unless I could make decisions," are suitable replies to this question. "I don't make any decisions on my job," is not an adequate reply, however.

F6 How long have you been working for your present employer?

Employer in this question means "The New York City Public School System" or the "General Electric Corporation." If an individual has worked all over the country and received numerous promotions and relocations over the years with the General Electric Corporation, we consider him to have worked for the same employer the whole time. However, the same job, say school teacher, with a different school system is not the same employer. The purpose here is to get a measure of the steadiness of the head's employment.

F7 What happened to the job you had before -- did the company fold,  
& were you laid off, or what?  
G5

For some young respondents, this question may be irrelevant, since they may have just recently entered the labor force. Replies more positive than the alternatives given are certainly acceptable: "I quit to take a better job," "I wanted to move to California." The "job before" refers to a different employer, not a different job for the same company.

F8 Would you say your present job is better than the one you had before?

It may be better or worse because of working conditions, type of work, pay, or what have you. These factors may even go in opposite directions. Thus, "Worse, but it pays more" would be an acceptable response. If the respondent does not mention comparative pay specifically than you should ask F9.

F9 Does it pay more than the previous job?

The term "pay more" can mean that the hourly rate is higher, the annual salary is higher, or that the job enables one to work longer hours and therefore earn more money. If R asks, in a case where he switched jobs several years ago, we are interested in a comparison on the basis of what his previous job would pay now.

F10 How many different employers have you had in the last ten years?

&  
G6

"Different employers" does not mean working for one company in a number of branches or plants. It can mean having the same job with a different company, however.

F11-12  
& G7-8

Have you ever moved out of a community where you were living in order to take a job somewhere else? (IF NO) Have you ever turned down a job because you didn't want to move?

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There are two key phrases in this question. "Moved out of a community where you were living" means moving far enough to be out of easy contact with friends in the old neighborhood. This may be a move to the other side of a city or across the country. "In order to take another job" means just that. We are not interested here in moves he made if he did not change his job at the same time. Moving to take another position with the same company does count in this instance, however. You may accept simple "Yes" and "No" answers at face value and needn't probe to verify the kind of move.

F13  
&  
G10

How good would a job have to be before you would be willing to move somewhere else in order to get it?

Again, this is a move that would be associated with changing jobs and which means breaking ties with his current neighborhood. Answers to this question are likely to come in several different frames of reference and some will require a clarifying probe such as "Why is that?"

Answers such as "It would have to be a job I liked and pay enough more to cover moving expense" or "I'd move anywhere if I could get a job driving a truck" are clear enough as they stand. Others such as "I wouldn't really consider moving" could well do with a probe. If in doubt probe. Comparisons with the present job are helpful.

F14

Do you have plans to try for a new job or line of work, or will you keep the job you have now?

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A new job or line of work could be with the same employer, a different employer, or plans for self-employment. Our purpose here is to determine whether or not R hopes to advance on a job or if he is resigned to or content with what he is currently doing.

F15-19

What kind of job do you have in mind? How much might you earn? Would you have to get additional training to qualify? Have you been doing anything in particular about it? What have you done?

All of these questions are designed to give us some feel for the amount of serious planning and thinking that R has been doing about getting another job. If he responds with vague replies to these questions do not probe for specific responses since such forced replies would probably be meaningless.

F20            How much do you like a job where you are told exactly what to do?

&  
G16

Here we want an intensity of feeling response, such as "very much," "I would never take a job where I wasn't told exactly what to do," or "I couldn't stand it." Note that this is almost the opposite of F5 (or G29). If the replies seem inconsistent to you, leave them and by no means try to force R to reconcile these inconsistencies.

F21-22,        Would you have any trouble getting another job if you wanted one?  
G11-12        Why is that?

This question may pick up behavior about which we are reluctant to ask direct questions: whether he is a high risk because of frequent industrial accidents or has had his wages garnished too frequently; whether he has a police record or evidences of other antisocial behavior. Or it may get more usual reports of no skill, or too specialized a type of training. Do not probe here.

F23-24,        Have you ever had an illness or accident that laid you up for a  
G17-18        month or more? When was that?

By "laid you up" we mean prevented him or her from working. "When was that?" refers to the most recent time.

F25-26,        Do you have a physical or nervous condition that limits the type  
G19-20,        of work or the amount of work you can do? How much does it limit  
H11-12        your work?

Our real concern here is whether or not the person's disability affects the family's economic situation, by reducing the amount the individual can earn or by requiring additional expenses. Hence, we are not interested in the disability per se, but only in the limitations and restrictions it puts on the individual insofar as working for money or carrying on everyday activities are concerned. Some individuals may be obviously handicapped but state that their condition does not limit their work. This is okay, do not press R to make him tell you that he has a physical handicap. If a disability obviously has a very serious effect on the family's economic status you should explain this in the thumbnail.

F27-28,        Are there times when you are late getting to work? About how  
G21-22        often does that happen?

This question gets at a small manifestation of how conscientious the respondent is about his work. If he offers an explanation for a "No" answer, write it down.

F29-30,  
G23-24

Are there times when you don't go to work at all even though you are not sick? How often does that happen?

This is another aspect of conscientiousness on the job. Accept the respondents answer - don't probe. Response may range from "the first day of fishing season" to "whenever I store up a couple of sick days." But if he gives some special reason that explains, put it down.

F31-32,  
G25-26

Have you ever been out of a job or on strike for two months or more at one time? When was the last time that happened?

If R asks, by "out of a job" we mean completely without work - we want to find out whether or not R has been completely without work for what might well be a disastrously long period of time. Otherwise, accept R's answer and then note anything he mentions about interim employment while off from his main job.

F33

In the last year, how many days were you unemployed, laid off, or without work?

Again, unemployed means completely without work. However, you should accept his answer and then note any additional information he offers about interim employment. If R replies in terms of weeks, you will have to ask him how many days he lost from work.

F34

How many days of work did you miss on your main job in the last year because you were sick or otherwise unable to work?

Weather, illness of children, death in the family, or even not feeling like going to work should all be considered as reasons why one was unable to work. This does not include the days when the respondent was unemployed which have already been counted in F33.

F35

About how many weeks of vacation did you take last year?

Be sure to specify whether the figure R gives is days or weeks. A reply such as "1/2 a week" is adequate, as is "3 days." Vacation time, unemployment, and sick time will all be subtracted from total time in the year to get the total time he worked in 1967.

F36 Then how many weeks did you actually work on your main job in 1967?

"Weeks actually worked" means after deduction for vacations, sickness and unemployment. For instance if R were neither sick nor unemployed during 1967 but took a two-week vacation, the number of weeks actually worked should be "50." If he were sick for 2 1/2 weeks and took a 2-week vacation, the number of weeks actually worked should be "47 1/2."

F37 Do you have a standard workweek on your main job?

Some people have very well defined work weeks, usually about 40 hours, and anything over that is overtime. For such persons, the sequence F38-40 is the simplest way of getting the hours worked per week and the amount of overtime hours, if any. Others, often those who work in small companies, will have a workweek that varies with the amount of work to be done. In such cases there is often no clear distinction between regular time and overtime so we ask only about the time worked "on the average," see Q. F41.

F38-40 (IF STANDARD WORKWEEK) How many hours a week is that? Did you have any overtime or extra work on your main job? How many hours did that amount to last year?

The answers to the first question may be something like "40 hours but I usually get 6 hours overtime;" hence, write down "40 and usually 6 overtime," and then in F40 find out how much overtime in actual hours he had last year. Some multiplication may be necessary here.

F41 (IF NO STANDARD WORKWEEK) On the average, how many hours a week did you work on your main job last year?

To get the total hours worked on the main job in 1967, for those with no standard workweek we will multiply weeks worked (F36) by hours worked per week on the average (F41). If this is awkward for R and he prefers to give the total number of hours worked in 1967 directly, this is okay; just give an explanation in the margin.

F42-46 Did you have any other jobs, or any other ways of making money in addition to your main job? What did you do? Anything else? About how much did you make per hour for this?

If R is reluctant to indicate what he did on his second job, do not pressure him into a response. What we are really interested in is the amount of time spent on this second job and his remuneration for it. If R finds it difficult to recall on the spot how many hours he worked on his second job, ask him first how many weeks he worked at his second job, and about how many hours per week he worked on this second job. Make sure, if you are in doubt, that these hours are not already counted in reply to hours spent on the main job.

F47-50      Could you have worked more if you had wanted to in 1967? Would you have liked to work more? Could you have worked less if you had wanted to? Would you have preferred less work even if you earned less money?

We want to know how much freedom R has to determine his hours of work and whether or not he liked the number of hours that he worked last year. "Could you" means "did you have the freedom to work more hours" or "was there more work available that R could have done." "Would you have liked (preferred)" means "Would you have changed your work hours if you had had the opportunity?" Thus we assume that those who answer "Yes" to both of the "could you" questions had a free choice as to how much they worked and are satisfied with their current hours of work. For those who did not have a free choice we ask what they would have chosen if they had had the opportunity.

#### SECTION G: UNEMPLOYED

G1      See F2

G2-4      See F36-41

G5      See F7

G6      See F10

G7-8      See F11-12

G9      Do you think you will be able to find steady work around here, or will you have to move?

The objective here, is to get the respondent's impression of the local labor market conditions. "Will you have to move," the last of the question, does not mean to ask if R is actually going to move, but whether or not he perceives that he would have to move to get steady work.

G11-12      See F21-22, even though the wording differs slightly.

G13      How many places do you have your name in for a job?

We are trying to find out the amount of effort being put into securing employment. The number of places mentioned by R should be interpreted to mean the number of places where he thinks he currently has his name in for a job.



## SECTION H: RETIRED, HOUSEWIFE, OR STUDENT

H1-2 During the last year (1967) did you do any work for money? What kind of work did you do when you worked? (What was your occupation?)

See F2 for a suitable reply to the occupation question. Note that we ask the occupation only of those who worked in 1967. For those who are retired from a previous job, this means what they did last year, and not what they were doing at the time they retired.

H3-4 See F36-41, remembering that our objective is the number of hours that R actually worked in 1967.

H5-8 Are you thinking about going to work? How many places do you have your name in for a job? Have you applied for a job anywhere in the last two weeks?

Even though these questions might be somewhat inappropriate for those students who may not have worked last year and who do not plan to work in the immediate future, do ask them, so that we can get a measure of the plans for all those heads of households who are currently not working. Also see G13-15.

H9-10 See G27-28.

H11-12 See F25-26.

## SECTION I: MARITAL STATUS, EMPLOYMENT OF WIFE

I 1 Are you married, single, widowed, divorced, or separated?

This refers to the current status of the head of the family. There are likely to be some single women with children and married women with no husband in evidence, but accept whatever answer the respondent gives.

I 2-3 Have you ever been married? When were you first married?

Be sure that you ask I 2 for all those who are currently single, and I 3 if appropriate. If the respondent answers "Yes" to I 2, he probably should have answered "widowed, divorced, or separated" to I 1. You needn't change this yourself unless the respondent volunteers the information after being asked I 2. If all else fails, ask the respondent for the information.

I 4-5 For how long? When were you first married?

If R has been widowed, divorced, or separated more than one time, the "for how long" query refers to the most recent time. However, the marriage question refers to the most distant marriage, i.e., the first husband or wife.

I 6-8 (If single, widowed, etc., and children under 12 and Head working)

How were the children taken care of while you were working? About how much did that cost you last year?

The "CHILDREN UNDER 12" means any children in the household whether or not they are the Head's natural children. In some cases there may be an extra adult in the household who is the obvious one to take care of the children while the head is working. You should ask the questions anyway. The cost of child care will be counted as a cost of earning income in our analysis.

I 9-10 See F1-2.

I 11-12 See F36-41.

I 13-15 CHECK BOX, How were your children taken care of while your wife was working? About how much did that cost you last year?

Note the implicit assumption of the check box - that the head of the family as well as the wife was working. In case the head is not working, we would prefer to ask the question and get the obvious answer that he cares for them ( in which case you can skip the cost question) than miss a few cases where someone else is paid to care for the children.

I 21-23 Is this your (HEAD'S) first marriage? When were you married? When were you (HEAD) married for the first time?

These questions are for background purposes. Be sure to specify whether you are recording the head's age or the calendar year.

I 24-27 CHECK BOX, Do you expect to have any more children? When do you think you might have another child? How sure are you that you won't have any (more) children?

Family planning or lack of it is one of this study's most important measures of foresight and planning, as well as degree of risk taking. You do not need to probe for replies to I 26, "when do you think you might have another child" since the "don't know" response in itself gives us evidence of the amount of planning. Answers such as "positive," "you never know," are acceptable replies to the "How sure are you," question. Some people are not fertile, so being sure they won't have any more children does not necessarily mean that they are using birth control. We do not ask which is the case.

## SECTION J: INCOME

The income asked about in this section is, of course, the largest single component in our measure of economic status. Thus it is important that you try to get complete and accurate responses. If the respondent is reluctant to answer some of the income questions explain that this is an important part of the study, and that our interviews and individual interview data are not available to the Internal Revenue Service or to anyone else. They are held in strictest confidence. If you should be asked why we do not obtain income information elsewhere, you should explain that neither we nor anyone else have access to individual income tax returns. Such information is strictly confidential, and is not released by the Internal Revenue Service for research purposes.

We regard the Family Unit as having had the same composition all through 1967 (and 1968) as it has at the time of the interview. So, if R got married last June, we want the whole year's income for both husband and wife - that is, include wife's income before they were married. There is one exception to this rule:

If there has been a death in 1967 or 1968 of a former member of the family, we still want his 1967 income, even though he is no longer living at the time of the interview.

And if there is an unrelated adult who pools his income with the family, or is dependant on them, or cannot possibly be interviewed separately, ask about his work and earnings too.

J1       Farmer                       Not a farmer

A farmer for our purposes is anyone whose main source of income is farming. We pick up farming as a secondary source of income in J11b, for non-farmers.

J2      What were your total receipts from farming in 1967, including soil bank payments and commodity credit loans?

The following are included here as receipts from normal farming operations:

- 1) money from sale of cash crops
- 2) receipts from the sale of livestock, dairy products, poultry, eggs, fruits, and vegetables
- 3) soil bank payments
- 4) receipts from commodity credit loans

Do not include as farming receipts:

- 1) money from sale of land - this is not income
- 2) rent from tenant farmers - put this under rent
- 3) crop loans - not income

J3 What were your total operating expenses, not counting living expenses?

Farm operating expenses may include:

- 1) Expenses for feed, seed, lime, fertilizer, insurance, fuel, tires, repairs to trucks and farm machinery, rent for machinery, crop storage, irrigation water, ginning, veterinary expenses.
- 2) Amount spent to purchase livestock.
- 3) Wages.
- 4) Custom work (price paid for work done by a man who brings his own machinery.)
- 5) Depreciation
- 6) Interest on loans
- 7) Property taxes (but not Federal Income Taxes)

J4 That left you a net income of ---- (A-B = ) ?

Simply defined, farm income equals total receipts less operating expenses. Doing the subtraction and then asking J4 will enable you to discover omissions and correct errors.

J5 Did you (R and Family) own a business at any time during 1967, or have a financial interest in any business enterprise?

The respondent need not be a businessman for this question to be appropriate. The business may be something like a small beauty shop in which his wife has a part interest. The key feature is that the respondent (or family) has money invested in the enterprise.

J6 Is it a corporation or an unincorporated business, or do you have an interest in both kinds?

If the respondent does not seem to understand the question, assume that the business is unincorporated. (Having a business incorporated requires considerable work and R would know whether he had done this.) If R says he owns stock in a large corporation, check "corporation" but note in the margin that he just owns stock. Be sure to ask J11c clearly for such persons.

J7 (FOR UNINCORPORATED BUSINESSES) How much was your family's share of the total income from the business in 1967 - that is, the amount you took out plus any profits you left in?

The figure should include the total profits from the business in 1967, including that which may be attributable to or accounted for as the head's salary. If he does give you separate figures for salary and other business profits, write them both down, with identification, and add. If the wife or other member of the family is paid wages or a salary by the business, that should also be labeled and added in here.

J8 How much did you (Head) receive from wages and salaries in 1967, that is, before anything was deducted for taxes and other things?

This question applies only to the Head of the family and its objective is to get the total amount of wages and salaries in calendar 1967. For most wage earners this is the income reported on one's W-2 form(s). It should include income from a second job if the respondent had one. It's a good idea to probe to make sure in cases where he has two jobs. Cases where you should be careful are:

1. Fixed salary rates: If R tells you that he makes \$5000 a year, this need not mean that he actually made \$5000 in 1967. He may, for example have had a raise in September, or have started work after graduating from college in June. Again, we want total 1967 income - not R's current salary rate.
2. Complicated work history: If R moved around several jobs and was unemployed during part of the year, you may have to help him reconstruct his income. It would help us if you wrote down your figuring and sent it along.
3. Businessmen: The wages and salaries unincorporated businessmen pay themselves should not be listed here - this should be taken care of in the business sequence. However, wages they get from some other job should be included here.

J9-10 In addition to this, did you have any income from bonuses, overtime or commissions? How much was that?

Note the phrase "In addition to this."

If R has already included some or all of his income from these sources in J8, just note that there is no need to separate it. This question is included only as a check in case this sort of thing has been left out of the J8 figure.

J11a Did you (Head) receive any other income in 1967 from a professional practice or trade?

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1. Income BEFORE TAXES but AFTER EXPENSES is called for here.

2. Examples of PROFESSIONAL PRACTICE are:

Self-employed doctors, lawyers, certified public accountants, etc. Income from consulting for a business firm or government is also included here.

3. TRADE - examples:

Self-employed plumbers, radio-repairment, etc; A carpenter may receive wages from a construction company and do independent work in the evenings - and the latter is included here.

J11b . . . . farming or market gardening, roomers or boarders?

(Again income BEFORE TAXES but AFTER EXPENSES is called for)

1. FARMING OR MARKET GARDENING:

If farming is R's primary occupation, his income should come in Q. J2-4 and not be duplicated here, but if he receives most of his income from a source other than farming and some from a small farm, you should include the amount from farming here.

Income from renting farm property is "rent" not "farming" income, however.

2. ROOMERS OR BOARDERS

Money paid for rent, room or board between members of the respondent's family is not included as income here.

J11c . . . . dividends, interest, rent, trust funds, or royalties?

1. DIVIDENDS:

Dividends are the amounts paid to owners of common and preferred stock. If R is the owner of a small incorporated business, the salary he paid himself should be entered under J8. He may also have taken profits out of the business by paying a dividend to himself on his common stock. These dividends and also income received on any other stocks he may own belong here. "Dividends" on insurance policies are not to be counted at all.

2. INTEREST:

Receipts here include primarily income from government and corporate bonds, all kinds of savings accounts, mortgages owned as well as interest received on personal loans made.

3. RENT:

In addition to his own home, R may own other real estate that he rents to others. The income should be net, i.e., after deducting expenses and janitorial services, heat, light, and water, real estate taxes (but not income taxes), minor repairs (but not major additions).

4. TRUST FUNDS:

A trust fund is money invested by a person or group of persons for another person known as a beneficiary. If R is a beneficiary, these payments belong here.

5. ROYALTIES:

These include such things as payments for the use of property for mining or drilling oil wells, use of copyrights and inventions and payments to authors when copies of their books are sold.

J11d . . . . ADC ADCU

ADC is Aid to Dependent Children while ADCU is Aid to Dependent Children of Unemployed Fathers. Both are noncontributory public welfare programs, and administered by States, counties, or large cities, but generally supported by Federal grants-in-aid. These two programs cover more individuals than any other single public welfare program. ADC covers needy mothers with young children, who have no husband, while ADCU covers where the father is present in the household, but unemployed. Even though ADC and ADCU are supported by Federal Grants-in-aid there is great variation among the 50 states in the number of dollars received by those covered under this program.

(J11d continued on next page)

J11d . . . . ADC ADCU  
(cont.)

We are very interested in getting a fairly good estimate of the importance of this form of welfare, as distinct from all other types of welfare, so make sure that if the family is covered by a number of programs that the dollar amount for this program is separate from all other forms of public welfare.

J11e . . . . other welfare

Other welfare includes all other Public programs contingent upon the individual's (family's) showing need. Included here are the following:

1. OAA (Old Age Assistance - do not confuse with OASDI)  
OAA is for persons 65 or older who are not working and who find that they are not eligible for Social Security or some other retirement pension, or find that the benefits to which they are entitled under these programs are smaller than what is needed for survival.
2. AB (Aid to the Blind)
3. APTD (Aid to the Permanently and Totally Disabled)  
This program covers those who find themselves unable to work because of disability, but yet unable to collect a pension, or for some reason, ineligible to collect benefits under the Social Security's Disability Benefit Program.
4. General Assistance This is the catchall, covering the needy who are not eligible for any of the above "categorical" welfare programs. Most of the funds here come from the states or the local units of governments themselves, with no Federal Government participation.

J11f . . . . Social Security

Unlike public welfare, benefits received under Social Security are his by right, so long as you do not earn too much, in the way of wages and salaries and the scale of benefits is based on the amount one contributes to these programs before collecting benefits. OASDHI is the abbreviation for all benefits coming under the Social Security Program. (Old age, survivors, disability, and Health Insurance) Generally, there are three types of regular benefits, not counting medicare.

1. Benefits paid to those 65 or older who are "insured" and retired. Such benefits are paid to anyone who has paid the Social Security tax for 10 years or more.
2. Workers 50 or older who become disabled, as well as certain groups of disabled children are eligible for disability benefits.
3. Survivors' benefits are paid to widows (and widowers) whose spouse was covered. Unmarried children under 18 are also paid a certain allowance as well.

(j11f continued on next page)

J11f (cont.) Some people may be receiving reduced benefits because of a fairly large amount of post-retirement wage and salary income, even though they are "eligible" for Social Security benefits because of their contributions to the system.

J11g . . . . other retirement pay pensions or annuities

OTHER RETIREMENT PAY

Some retired people will be receiving deferred compensation from funds set up by companies for their employees.

PENSIONS

Private pensions from previous employers will be the main income source which fits in here. There are also various types of armed service benefits and state government pensions. Military pensions include:

- a) Disability pension - for a permanent injury received while in military service.
- b) Retired serviceman's pension - an officer or an enlisted man is eligible for such a pension after 20 years service, even though he may be under 40 years old.
- c) Educational benefits - enter only payments made directly to R, not those paid to an educational institution.
- d) Family Allotments - dependents of servicemen on active duty receive these allotments from the government. If R has told you that her son or husband is in service, be alert for an answer here.

ANNUITIES

Pay received from a retirement insurance (annuity) policy will go into this category, usually financed personally.

J11h . . . . unemployment or workmen's compensation

1. UNEMPLOYMENT COMPENSATION: All 50 states participate in this program which is administered by the states, with the funds coming mostly from employer contributions and the Federal Government. Even though all states cover workers, there is a great variation between states in the amount of benefits. Such compensation covers those working only in enterprises of a certain minimum size. Agricultural workers, family workers, domestic servants in private homes, and the self-employed are usually ineligible for these benefits.
2. WORKMEN'S COMPENSATION: This is a program which is entirely state administered with no participation or standard setting whatsoever from the Federal Government. Benefits are paid to a worker if he incurs an injury in connection with his job. Among the 50 states, there is wide variation in coverage, i.e., some states cover only those engaged in hazardous occupations, some exclude government employees. A person collecting such benefits should usually be considered to be "WORKING NOW."

J11i . . . . alimony

**ALIMONY**

Income to a divorced or separated woman should be included here. If she is also receiving child support payments, note this and record them separately, if possible.

J11j . . . . help from relatives

This is a catchall category to pick up support received from relatives from outside the household. Exclude such things as minor X-mas gifts.

J11k . . . . anything else?

Since a greater than average number of our respondents have fairly low incomes some of their means may come from sources listed below:

1. FOOD STAMPS:

If the respondent mentions income in the form of food stamps, it should be recorded in J32, hopefully as a separate item. See instructions for that question.

2. TRAINING PROGRAM ALLOWANCES:

The Manpower Development and Training Act provides vocational training to individuals, as well as paying them subsistence allowances. Unemployed teenagers are sometimes receiving this form of income, which should be included.

3. ILLEGAL SOURCES OF INCOME:

This is indeed income and we would be happy to pick it up here or anywhere else. Don't probe for it, however.

NOTE: Benefits recieved under a program such as workmen's compensation or Social Security which are only for the cost of hospital or medical bills should not be considered income. It is unlikely that it would be reported accidentally, since such payments are usually made to the hospital directly and not the individual.

J12-15 Wife's Income

1. Make sure the wife's income from all sources is recorded, however small the amount.
2. It is a regular practice for an owner of common stock to list some of his shares in his wife's name. So if R has indicated that he is an owner of stocks or corporate bonds, be on the lookout for dividend or interest income in the wife's name too.
3. If some or all of the wife's income is from work in the family business it may already be included in J7. If so, note "Included in business income" in the margin. If the amount specifically attributable to this source wasn't given, get an estimate here.  
  
If she had a clearly defined wage or salary from the business which was not included in J7 it can be listed here but circle it and note the source and the fact it was not included in J7.

J16-17 CHECK BOX, Did (MENTION MEMBER) have any income during 1967?

Be sure to actually ask Q. J17 for all members in the household 14 and older; do not assume anything. And be sure to identify other FU members by both relationship to head and age, e.g., "SON, 21". If you think some family members are working for nothing on a family farm or in a family business, ask J23-25 anyway.

J18-19 Was that from wages, a pension, a business, interest or what?  
How much was that?

The most common source here will be wages, whether from regular employment or odd jobs. If the respondent mentions a specific job or occupation write it down (summer job - garage mechanic). Retired or disabled adults in the household are likely to have income from Social Security or other pension plans. Children under 18 may also have income under various provisions of the Social Security law. This should be listed here if it has not already been included in J11f. Income from interest, dividends, and trust funds should also be included. All of the above should be clearly identified.

J23-25 How many weeks did (he/she) work last year? About how many hours a week was that? Did (he/she) work more than half time?

This series of questions is for our objective of determining the number of hours worked by all members of the family. Also if the respondent is not sure about how much income some "other" had, he may know more about the amount of time spent working. In the criteria for subfamilies, 1000 hours in 1967 (about half time) may be taken as equivalent to \$2000 income if the income is not available. "More than half time" here refers to the average over the year.

J26

Does (he/she) share in the family's expenses or what?

This question is phrased so that it can be answered by a simple "Yes" or "No," with some space for elaboration if the respondent offers it. If R indicates the degree of sharing is small, the person should not be considered as sharing. The person should be sharing a substantial portion (roughly half or more) of his income in order for J26 to be answered "Yes."

J27

Is (he/she) likely to stay here with you or might (he/she) move away within the next few years?

This is another one of the criterion questions used in determining whether or not the individual in question should be considered a "subfamily." "Move away" means move into another DU, not necessarily out of town. "Within the next few years" is purposely indefinite to allow for different planning horizons. A "Yes" or "No" is not sufficient here since we won't know to which of the alternatives the "Yes" or "No" applies. Might move and other more positive responses - "probably will move," "yes, he'll move" etc., fulfill the criteria. Equivocal answers "he might move - he might not" and more negative answers do not fulfill the criteria. If you get a "Don't Know" answer, probe to find out which is more likely.

#### SUBFAMILY DETERMINATION

There are three criteria, all of which must be met if an extra adult (or family) is to qualify as a subfamily to be interviewed separately. Thus there is no point worrying about fine distinctions on one of the criteria if it is clear that one of the others is not met.

The criteria are:

1. More than \$2000 income in 1967

If the respondent doesn't know the income for this person he may know the hours of work so 1000 hours of work in 1967 may be taken as an alternate criterion. If that is also unknown or unclear the respondent ought at least to be able to tell whether the person in question worked a lot or a little - more or less than half-time in 1967 -so we use a positive answer to J25 "Did (he/she) work more than half time" as a second alternative criterion. The reason for the double back-up is that the respondent is apt to know less about those members of the household who are more independent.

2. Does not share in the family expenses

Especially in cases where this is the deciding factor, we want it interpreted more stringently. "Does not share a substantial portion of his income in meeting family expenses." See instruction for J26.

3. Is likely to move out in the next few years.

If an extra adult fulfilling the other criteria is more likely than not to move out, then this criterion is fulfilled.

J28-29 Did you get any other money in the last year - like a big settlement from an insurance company, an inheritance, or anything?

This question is designed to pick up sums of money which may be important in determining the family's current financial status but which may not be included in strict concepts of income. In the case of insurance settlement we don't want sums which went directly to pay for medical expenses and the like, but we do want the amount left over after such expenses. Insurance settlements which might be included are payments for "pain and suffering" and life insurance payments. Other things to be included are inheritance of money, large gifts from someone outside the household, or money from repayment of a loan to someone in the family by someone outside the family. Money from the sale of property should also be included. The amount given in J29 should be the total of such amounts for all members of the household. If the respondent mentions an inheritance or large gift of property it should be noted in the margin with an approximate value.

J30-31 Did anyone here get more than \$50 worth of food or clothing as part of their pay? About how much would that be worth?

Note that this question is restricted to food and clothing -- it should not include such things as transportation or medical care received while on the job. Also, it is restricted to those in the family who worked last year because we are interested in food and clothing received as a job benefit. It should include such things as lunches or other meals received, the amount saved from subsidized meals, special shoes, uniforms, etc., that R did not have to buy himself. The dollar amount given in reply to J31 should include the total for all members of the family. This should be especially relevant for domestics and other service workers who quite often receive food as part of their pay.

J32-33 Did you (Family) get any free food, clothing, or food stamps worth more than \$50 in 1967?

This is free food and clothing as opposed to that which was received from an employer as part of one's income. The latter was covered in J30-31.

The \$50 threshold here is to avoid worrying about relatively unimportant amounts. Above \$50, accuracy to the nearest \$50 is adequate.

Food stamps present a special problem because the family often pays part of the cost of food. For instance they might pay \$20 for \$45 worth of food stamps. In such cases you need to determine how much they saved because what they paid for the stamps should have been included in E5. If the above family received stamps twice a month for six months then their saving last year would be  $\$25 \times 12 = \$300.00$ . If the family received both food stamps and other free items, we want to know the separate amounts.

J34-35 Was your family's income a lot higher or lower than usual this past year (1967)? Why was that?

All of the income questions we have asked refer to this past year. Our interpretation of the family's economic status will be different if it was an unusually high or low income year, than if it was normal. The question is phrased "a lot higher or lower than usual" to exclude small variations like a cost of living increase or a little less overtime, but if the respondent answers with such in mind accept and go on. Typical reasons for larger variations are - wife working or not working if she had been, illness or unemployment, head having a second job or a promotion. Don't include extraordinary expenses in the answer, they belong in J39-40.

J36-37 Does your family's income change from month to month, stay the same over the year or what? Why does it vary?

The question asks about income variation within the year as opposed to the year to year variation asked about in J34. This sort of variation is important because of the necessity for careful planning - saving in months with higher income so as to meet expenses when income is low. Reason for variation might include seasonal unemployment or overtime, unsure health of the main earner, wife's freedom to work when children are in school, etc.

J38 Would you say you are better off financially than you were a few years ago or are you in the same situation?

This is a broader question than the previous sets of questions, since it refers to both income and expenditures, and to anything else that affects one's economic situation. The family might be better off because of fewer mouths to feed, or because the head's job is steadier even if it does not pay more. The head might be making more now but be "about the same" because of the higher cost of living. Any number of expenses or income factors or even dissatisfaction with rate of progress might lead the respondent to say his situation is worse than a few years ago. The answer must specify at least "better," "same," or "worse." "Yes" or "no" answers are inadequate.

J39-40 Is there anything that makes your family's expenses unusually high? What is that?

This question refers to the current situation, and can include such things as educational expenses, unusual medical expenses, legal expenses, high debt payments, or anything the respondent sees as making his expenses higher than those of an average family. We want to know this even if the family economizes on other things to bring total expenses down.

J41-43

Is anything likely to happen over the next few years that will make things much different for your family -- like more or less earners, a better job for you, or fewer people living here? What is that? Will that make things better or worse financially?

This question again refers to the overall economic situation that we asked about in J38 but here we are asking the respondent to look ahead to his future situation. If he finds this difficult and gives only a noncommittal answer or "don't know" do not push him or probe, since replies to succeeding questions would probably be forced and meaningless. The respondent may give a change, the economic consequences of which are unclear; "My son is leaving" might mean fewer mouths to feed or it might mean less income, - hence the final probe. Our use of "less earners" instead of "fewer" is more colloquial than correct but is intentional.

J44

Are there any people who do not live with you who are dependent on you for more than half of their support? How many are there? How much did that amount to last year?

This refers to dependents who can be claimed for tax purposes, such as a child in college, an aged parent in an institution, or other dependents outside the household. We want the total dollar amount that this entire family, not just the head, contributed to all these dependents' support during 1967. If R volunteers that part of this sum is going for an expense such as college tuition which is not a living expense, note this in the margin with the dollar amount that goes for this if possible.

J46

Do you (Family) have parents or other relatives that you would feel you had to help (more), if you had more money?

Our objective here is to find out if there might be a negative incentive to R's earning more money, since it would have to go for care of others rather than to him. A "Yes" or "No" reply is adequate here.

## SECTION K

We are interested in all the ways the respondent spends his non-working hours, from rest and relaxation to spare-time work helping relatives, but particularly those that may help him find bargains, jobs, etc. We also ask about activities such as taking courses which may have economic significance.

K1

We're interested in the ways people spend their spare time. What things do you (Head) usually do in your spare time?

"Spare time" means time not spent working for pay, doing regular housework, eating, sleeping, etc. It should include, however, time spent working on do-it-yourself projects or for community service organizations. "I don't have any spare time" is a relatively frequent response to the question. In such cases probe "Why is that?" or "How do you mean that?" in order to find out whether (he/she) spends all of the time working, or whether spends some of it doing things we would consider to be spare time activities. In the latter case we want to know what the activities are. Activities may be those done by the head alone or together with the family.

K2 How often do you (Head) go to church?

Church refers to any type of religious services. A specific quantitative reply like "once a month" is desirable but partially quantitative responses such as "occasionally" or "frequently" are acceptable as well.

K3-4 Are you (Head) taking any courses or lessons? What are you (Head) doing?

"Courses or lessons" can refer to practically anything - all the way from taking college courses to bowling lessons. This should include any Manpower Retraining Course or on-the-job training that the Head may be involved in.

K5 About how many hours a day do you (Head) usually watch television on an average weekday?

By "watch" we mean give attention such that it excludes doing other work. We do not mean by "watch" having the TV going all the time and working around it. If, for instance, the respondent says "I watch it while I'm doing housework," write this down and then ask how much time she actually sits down to watch programs. Here, "about two hours," "all evening," are acceptable replies.

K6 How often do you (Head) read a newspaper - every day, once a week, or what?

Our objective here is twofold -- first to get a measure of whether or not the Head ever uses such an information source, second as a preliminary indication of whether he might have difficulty reading. Again, replies such as "every day," "once a week," or "never" are acceptable.

K7 About how many people in this neighborhood do you know by name?

This means number of adults. It serves as a measure of connectedness to the local community. The geographic size of the "neighborhood" will vary. It might be a few blocks in the city or an entire small town. Accept whatever R thinks of as his neighborhood. In general neighbors are within easy walking distance.

K8 Do you (FAMILY) have any relatives who live within walking distance of of here?

"Relatives" of anyone in the family is what we mean by relatives in this question. A "Yes" or "No" is an adequate reply here. Be alert for R's parents or children living somewhere else. Many people think of such close kin as being family, not relatives, but they should be recorded here if within walking distance.

K9-10 Did you spend more than 40 hours helping friends or relatives last year? About how many hours was that?

We mean friends and relatives outside the DU where the family lives. Our purpose here is to get a measure of family help patterns. Do not include here time that R may have given to churches, charity, or other institutions. Again there is a threshold, so as not to bother those working only a few hours with a "how many" question.

K11-14 Did you get any free help with housework, babysitting, or anything like that in the last year (1967)? Did it save you as much as \$50? About how much did it save you? Was it from someone who doesn't live here?

Include here any help received by the family, whoever it is from. Nursing services, housekeeping services, and free care of children (even if they are left at someone else's house) are examples of such help. If they received any other kinds of help which saved them money and which have not been evaluated before, include them here with explanation. The \$50 threshold is to save time if the amount is small. We edit out help from people in the same household.

K15 How often do you (Head) go to social organizations or clubs?

These can be fraternal, charitable, religious, community action, neighborhood clubs, etc. Include here meetings or activities sponsored by the organization, and casual attendance.

K16 How often do you (Head) go to a bar or tavern?

When asked matter-of-factly this question rarely bothers anyone. If R volunteers night clubs, race tracks, gambling casinos, etc., you should include them here. This is important as a possible source of disproportionate expenditure. Answers such as "rarely" or "every two weeks" are acceptable here.

K17-18 Do you (Head) belong to a labor union? How much did your union dues amount to last year?

Two objectives are wanted from this question. First, belonging to a union can make it easier to get a job and make the job he now has more secure. Second, union dues, coupled with initiation fees are quite expensive, and hence the annual dollar outlay for such expenses are important to know.

## SECTION L: ATTITUDES AND FEELINGS

The purpose of this section is to tap the respondent's image of himself, and some of his attitudes and feelings about life in general. We are particularly interested in his feelings about his economic situation and attitudes which may affect his economic behavior. Most of the questions give two alternatives from which the respondent selects one. We have left space to write down what the respondent says but if he simply repeats one of the two phrases, you can save time and energy by simply circling the phrase he repeats and writing any additional comments he makes in the space provided.

We will code free form answers and qualified responses on a scale between the two alternatives so you needn't force a response into one category or the other. Be sure to write down such brief additional comments as "usually" or "definitely."

- L1 Have you usually felt pretty sure your life would work out the way you want it to, or have there been more times when you haven't been very sure about it?
- L2 Are you the kind of person that plans his life ahead all the time, or do you live more from day to day?
- L3 When you make plans ahead, do you usually get to carry out things the way you expected, or do things usually come up to make you change your plans?
- L4 Would you say you nearly always finish things once you start them, or do you sometimes have to give up before they are finished?

The first four questions have been used on a number of our studies to form a scale, sometimes called sense of personal efficacy. They should create no problems except for an occasional respondent who starts talking about the way he or the world should be, instead of the way it is, in which case you should repeat the question.

- L5 How much do you like to do things that are difficult and challenging?

This question should lead to answers varying from very much to not at all. For normative answers such as "not as much as I should" you should repeat the question "How much do you actually like to do things . . . ?"

- L6 Would you rather spend your money and enjoy life today or save more for the future?

Again, this will be coded on a scale so answers from "save" or "spend" to "I save enough for security and spend enough to live comfortably" are acceptable. "I ought to save more" is inadequate, but "I ought to save but I never do" is acceptable.

58.

L7 Would you rather have a job that you like even if the chances for a raise were small, or a job you don't like which offers a good chance for making more money?

For this question try to get the respondent to choose one alternative or the other, and then record any additional qualification. If he wants to know how much more money say 25% more.

L8 Are you more often satisfied, or dissatisfied with yourself?

This question has been used in a number of studies with no great difficulty. Again, one of the alternatives or something like "usually satisfied" or "constantly dissatisfied" are appropriate responses.

L9 Do you have some limitations that keep you from getting ahead as far as you would like?

Some discussion as to what his limitations are may be the result of asking this question, but we don't intend to use this for analysis, so a "Yes" or "No" reply is sufficient here.

L10 Do you get angry fairly easily, or does it take a lot to get you angry?

Do not accept normative replies such as, "I shouldn't get angry as easily as I do," but try to get the respondent to say what he actually does.

L11 How much does it matter what other people think about you?

Accept replies indicating intensity of feeling here, such as "a lot," "I don't give a damn about what others think," etc. Do not, however, accept normative replies, like, "I try not to let it matter to me," or "It shouldn't bother me so much."

L12 Do you trust most other people, some, or very few?

Replies such as "I trust my friends," or "I trust too many people" are not acceptable replies. Try to get R to select one of the three alternatives.

L13 Do you spend much time figuring out ways to get more money?

"Yes," "No," "All the time," "Some," "No way I can get more," etc., are all acceptable.

L14 Do you think a lot about things that might happen in the future, or do you usually just take things as they come?

Again, do not accept replies such as, "I try not to," but try to get R to give his impression of what he actually does. Selection of one or the other of the alternatives is sufficient.

L15 Do you think the life of the average man is getting better or is it getting worse?

The word "Better" or "Worse" is an adequate reply. If the respondent answers in two or more frames of reference, "There's more jobs but there's air pollution and the war too" write it down and then ask whether he thinks it's better, worse, or about the same overall.

L16 Are there a lot of people who have good things they don't deserve?

If R asks what is meant by "good things," you can say money, wealth, a good job, and economic good fortune in general. "Yes" or "No" are adequate replies here. "Some, not a lot" and "Not for me to judge what other people deserve" are also acceptable.

#### SECTION M: THE PAST

This is the demographic section and questions here are similar to many that have been asked before; many of our objectives here are quite obvious.

M1 Where did you (HEAD) grow up?

"Grow up" refers to the period between about ages 6 and 16. If R mentions several places, tell him we want the place where he spent the largest number of years between ages 6 and 16.

M2 Was that on a farm, in a large city, small town, or what?

If R replies "small city," "village," this is okay.

60.

M3-5,7,8      How many grades of school did you (HEAD) finish? Any other training? What?

A simple number here is adequate as are answers such as "I finished high school in night school." Some respondents may mention G. E. D. T. which is a high school equivalency certificate given by the armed services.

On the basis of the answer to M3 you should ask either the sequence for 6 or less grades or 7 or more. Both sequences first ask about any additional training. This encompasses apprentice training, training under some Federal retraining program, adult education course, beauty college, university education, etc.

M6              (FOR THOSE WITH 6 GRADES OR LESS)

Do you have any trouble reading?

Inability to read is a serious handicap in filling out job applications, etc. It is likely to be relatively frequent among those with little education and will help explain a respondent's economic status.

The question is phrased in such a way as to let someone who feels embarrassed get himself off the hook with a reply like "Yes, I have trouble with my eyes." Don't probe if it seems sensitive.

M9,10          Do you have a college degree? What degrees did you receive?

These questions are asked only if respondent attended an academic college (Barber, or Beauty, or Secretary "Colleges" are simply varieties of "other training, schooling.")

We want to know whether they graduated and what degrees they got. Appropriate answers for M10 are BS, MSW, MD, BA.

M11            Are you a Veteran?

A veteran is anyone who has been a member of the U.S. Armed Services and is hence entitled to veteran's benefits. He need not be a war veteran.

M12 How many brothers and sisters did you have?

We want the number of siblings in the Head's family when he was growing up. They need not all be alive now.

M13 Were your parents poor when you were growing up, pretty well off, or what?

We want the respondent's subjective estimate here. If he mentions that he was not living with his parents then the question applies to the family he grew up with. "Poor," "Average," "Comfortable," "It was the depression but we were no poorer than anyone else," are all acceptable. If the respondent had no family, note this and continue.

M14-15 How much education did your father have? Could he read and write?

If the R indicates no recollection of a male head of family when he was growing up, omit these questions.

If the Head's father died while he was very young, you may ask these questions about the male who was his step-father or guardian about the time when he was growing up.

NOTE: When you have asked all the questions in this section you should next go to the Cover Sheet, Page 4, IN ALL CASES. The questions asked on page 4 of the cover sheet differ according to which sample you are interviewing, and according to which part of those samples. Instructions for using the word list follow, after the instructions for Section N (By Observation Section), as do instructions for asking the questions necessary to securing a reinterview.

#### SECTION N

Do not ask any of these question of your R, but complete this section as soon as possible after the interview, while you still remember the interview situation.

N1 Who was present during interview?

This should include people present long enough so that they could either be distracting or perhaps influence the replies of the respondent. Children and other adults, by relation to head if you can tell, should be given here. "Three children in and out" is an adequate reply. You needn't record yourself here.

N2 Who was respondent?

We have asked you to interview the head of the FU, but in cases where he will be away for the entire interviewing period, someone other than the head may have been your R.

N3 Race?

This question refers to the HEAD of the family, but not in margin if family is racially mixed.

N4 Number of calls

Count as separate calls, those that are one hour or more apart; information can be transferred from the Call Record on Page 1 of the Cover Sheet.

N5 How clean was the interior of the DU?

All that is needed here is your impression of the room you were in when taking the interview and nearby rooms that may have been visible to you. A look of chaos or temporary disarray does not necessarily imply dirtiness, so the fact that toys, newspapers, and hobbies are all over the place should not influence your reply, nor should the cost, quality, or newness of the DU or its furnishings influence your answer.

N6 How much reading material was visible in the DU?

Reading material does not refer to things that obviously belong to the children, e.g., children's comic books, children's school books, etc. It does refer to things that might be read by the head of the family and/or his wife. Obviously the reply here might be slightly biased since the room where the interview was taken may be the only room where there is no reading materials. But do not ask to inspect the DU for reading material.

N7 About how many times did you have to repeat a question?

Repeating questions for any purpose should be counted. A qualitative reply such as "many times" is acceptable, but if you write "R.Q." (repeat question) by those questions you had to repeat, you should be able to provide us with a quantitative reply.

N8 About how many times did you have to ask R to repeat a reply?

Whether or not you had to ask R to repeat a reply because of a foreign accent, regional accent, speech defect, low voice, or whatever, it should be counted as having to ask R to repeat a reply.

N9 Does R have any obvious disfigurements or habits which might make it difficult for him to get a job?

Examples of such handicaps might be severe nervousness, speech defects, extreme obesity, severe scars or birthmarks, cerebral palsy, other paralysis, obvious alcoholism, etc. Exclude minor annoyances such as an unpleasant voice. We expect these characteristics to apply only to a small fraction of the population.

N10 What is the name of the nearest city of 50,000 or more?

It would be a good idea to have a state road map when answering this question. Remember that in large metropolitan areas there are often suburban cities over 50,000. If this address is closer to such a suburban city than to the central city then we want the name of the suburban city here.

There will be some ambiguous cases. The DU may be closer to a large sprawling city if you measure to the city limits but not as close as to another if you measure to the central business districts. In such cases, list both and explain.

N11 How far is this DU from the center of that city?

Center of the city refers to the central business district. If the situation is ambiguous, explain, and perhaps sketch a map.

N12 Type of structure in which family lives

1. Trailer - include those which have been set up permanently on a lot, even if additional rooms have been added.
2. Detached single family house - structure housing one family and not attached to another dwelling.
3. 2-Family house, 2 units side by side, often called a duplex. It usually has separate entrances for each unit.
4. 2-Family house, 2 units one above the other. This may have been originally designed as two units, or have been converted from a 1 family house. May or may not have separate entrance.
5. Detached 3-4 family house this can include a large house converted to apartments or a small apartment house. If the building is attached to others in the block, cross off the word "detached."
6. Row house: This is a single family unit with a separate entrance in a row of such units, attached so that they share common side walls.
7. Apartment in a partially commercial structure. This may be an apartment located above or in back of a store or business or living quarters that are part of one place of business. Include also large apartment buildings with shops on the first floor. A doctor's or lawyer's or other professional's office - a single home should not be counted.
8. If you have any doubts describe the structure.

N13 Neighborhood

1. Check the types of 3 structures that are in the respondent's immediate neighborhood on each side but not more than 100 yards away -- the length of a football field. Do not include the structure in which R himself lives, houses on the other side of the street, or houses in back of R's house which form another street.
2. The "vacant land ONLY" category applies in cases where there is no structure within 100 yards of R's DU on either side. If the land is vacant only on one side of R's DU, then just check the appropriate box(es) for structures on the other side.

N14 Is this DU located in a public housing project?

By "public housing project" we mean government sponsored low rent housing. Projects are usually distinguished by a large number of units with similar, usually uninspired, architecture. The respondent is also likely to refer to it as a project during the interview.

THUMBNAIL SKETCH

Please describe things which may indicate the amount of family solidarity or friction and the respondents interest in the interview. Also are there any factors which would be important in explaining the families economic status but which were not covered fully or at all in the interview? We would also like you in this Thumbnail sketch to rank the condition of the dwelling unit and the neighborhood in which this family lives. So far as the housing is concerned not especially whether or not there is evidence of only an outside toilet, no running water, or whether there are any really basic repairs that need to be done. When ranking the neighborhood, you might take the following into consideration: junk and litter in the streets or alleys, the presence of many old abandoned houses, the presence of drunks and other human derelicts around the area.

Follow-up Section of Questionnaire  
(Page 4 of All Cover Sheets)

It is particularly important that we get adequate identifying information for respondents in this study because we intend to reinterview them next year. The follow-up questions are on the cover sheet so you need to be careful not to forget to skip to it after Section M of the questionnaire.

There are two reasons for placing this section on the cover sheet. First, we are able to preserve confidentiality by separating the cover sheets from the interviews as soon as they arrive at SRC. Second, this section of the cover sheet takes care of some of the difference in procedure between the two samples and thus allows us to use a single questionnaire for both.

If you have interviews in both samples it is especially important that you use the proper cover sheet for each interview and follow the given sequence carefully. The crucial difference is in the inclusion or omission of the payment explanation. Census respondents, most of whom have below-average incomes and have already granted two similar interviews to Census, will be sent \$5 for their continuing cooperation. The respondents in the cross-section sample will not be paid in this first wave. The section which explains payment procedure is thus included on the yellow and pink cover sheets, but not on the white or green ones. You should take care not to make inadvertent reference to payment during the cross-section interviews.

A. CROSS SECTION FOLLOW-UP PROCEDURES (WHITE AND GREEN COVER SHEETS)

Some of the respondents in this sample will be interviewed next year with only a short telephone or doorstep interview. Others will be revisited and interviewed in full. None of the cross-section respondents will be paid in the first wave so you should not mention compensation to them. If you ask the follow-up information as printed on the 4th page of the white or green cover sheets, you will not make this mistake.

Q7. Name of Respondent

We would like as complete a name as possible so that we can find the respondent next year in case he moves or so that we can identify the correct R at the same address next year in cases where he did not move. If the respondent is reluctant to give his name, even after you have assured him of complete confidentiality, try to note the name from the mailbox, or the apartment door. Be sure to note on the follow-up form, however, that you copied the name, and did not actually ask it. If possible, we would like to have the respondent's full first name or two (2) initials in addition to his last name.

Q.8 Address of Respondent

Presumably, you have a sampling address which is adequate for returning to the DU next year. If you have any corrections or clarifications you can make them here. We also need the mailing address for sending R a short summary of the main findings and for sending him a respondent letter next year. In the majority of cases the two addresses will be the same. If you have no doubts as to the mailing address for this family, you may simply record the information without asking for it.

Q.9 Telephone Number of Family

We ask for telephone numbers because it is quite likely that a large proportion of the respondents in this sample will be reinterviewed only briefly by telephone next year. In other cases it may be possible to make interview appointments by telephone. Also, some people will move but keep their same phone number, in which case we will have an easy way of finding them. If the respondent has no phone but has an arrangement to use a neighbor's take that number and give an explanation of the situation. If the respondent does not want to give his phone number you can try looking it up in the phone book later.

Q.10 Address and Name of Someone Who Will Know Where to Find you Next Year

This is a stopgap which we may need to find R again next year if he moves and we aren't able to find him some other way. The name and address of a close relative who lives in the area is most desirable.

B. CENSUS SAMPLE FOLLOW-UP PROCEDURES (YELLOW AND PINK COVER SHEETS)

This sequence is not used at all in the cross-section sample so is not included on the white and green cover sheets.

It is used for one-fourth of the families in the Census sample comprising half the families in half the PSUs of that sample. This means that some of you will be asking this word list question about half the time while others of you will not be using it at all. Interviews where it is to be used will be so indicated by a check box (Item 6a on page one) on the yellow or pink cover sheets. When applicable, you should ask the word list question directly after section M of the questionnaire. When not applicable, the word list question will be crossed off and you should skip over it to the reinterview information. If you fill out a pink cover sheet for someone who has left a Census household, you should include or exclude the word list so as to correspond with the cover sheet for the primary household.

The word list is an exercise in matching words and pictures, which has been adapted from a more extensive set of material known as the Quick Test. It will be used as a minimal test of the respondents' verbal ability. The words and concepts involved range from quite simple at the beginning to only moderately difficult at the end so most respondents will know most of them. If the respondent is unable to answer words in a row or is obviously guessing wildly on them, you should stop asking questions at that point. This way we avoid asking any respondent a large

number of words he doesn't know. The procedure should be quite easy and acceptable for most respondents. Indeed, some respondents on pretest found it to be an enjoyable sort of game.

If, however, a respondent reacts strongly against this section, feel free to skip it.

#### Q.6 Paying Respondents

You will not be carrying cash. You can tell R that he will be receiving a check within three weeks of the date of interview. It is especially important that you mail these interviews to the Field Office immediately so that we can process the checks as soon after the interviewing date as possible. Since the checks, like your own vouchers, must go through the U of M's check processing system which is not part of the Institute there will be some unavoidable delay at this end. They should, however, be processed within two weeks after we receive the interview. Allowing for mailing, then, the total time will be about three weeks. We may be able to shave this time a bit, but we certainly do not want to mislead the respondent to expect immediate payment and then dissapoint him. The U. of M. will not issue checks with a single initial, so in the case of Census Rs full first name or two initials are essential if they are to be compensated.

A. Smith, for example, would not be adequate, but Arthur or A.F. Smith would be. The name will, in most cases, be that of the head of the family, but if the wife is the respondent, write her name. The name you have with the sampling address may be different from the one we want here since Census interviewers accepted any responsible adult as respondent.

#### Mailing Address

It is essential that this address be correct so that the respondent's check will reach him quickly.

#### Q.7 Postcard CENSUS SAMPLE ONLY

At the time of the interview you are to give R one and only one green postcard. Be sure to write the interview number on the card and sign it in the space provided. The green postcard is to be used by the respondent to keep in touch with us in case he moves. We are offering the incentive of \$5 for the return of the postcard since following respondents will be much simpler if they voluntarily inform us of their whereabouts. Respondents will receive \$5 for returning the card even if they don't move, so there will be no incentive for anyone to arrange a fictitious new address.

If the respondent moves, he is to send in his postcard at the time of the move, with his new address. If R does not move, he should keep the card until January of 1969 and then send it in with his (unchanged) address. Those who move will be sent a second card which they are to keep until January (or send in earlier and receive another one to send in January if they move a second time). This way all respondents will have a card

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to send in during January and all will receive their \$5 only at that time.

The procedure is being used only in the Census sample this year. If you have cross-section interviews you should make no reference to postcards or payment procedures.

Q8

Telephone Number

Even though all of these Census respondents will be interviewed in full next year, we would still like to have their telephone numbers. Having this number will enable you to more easily make appointments for a re-interview next year, and it will enable you to find the R if he should move, but keep the same phone number.

Q9

Name and Address of Someone Who Will Know Where to Find You Next Year

See Q. 10, Cross Section Follow-Up Instructions.