IV. QUESTION BY QUESTION OBJECTIVES

A2 How many of the children living here are in school this year?
This question refers only to children living in the DU but is not restricted to children of the head - include all nieces, nephews, cousins, grandchildren, and other children living with the family.

A3 About how much education do you think the children will have when they stop going to school?
R may respond for each child individually or he may give you one answer for all of them together. If he expresses "hopes" only, probe for a more definite answer. This question refers only to those children still in school.

A4-5 Did you (or anyone else here) attend any parent-teacher meetings in the last year?
Our purpose here is to find out the degree of concern and interest R has for his children's education so we are only interested in voluntary visits to the schools. These meetings need not be part of large organizations like the PTA; conferences with a teacher on a child's progress should also be included. Do not, however, include such things as involuntary meetings with a truant officer.

A6-8 Did any of your children stop going to school in the last year? Who was that? What is the highest grade (he/she) finished?
Again, this question refers only to those children living in the DU but is not restricted to children of the head. By "stop going to school" we mean permanently dropped out of school or graduated and not going on for further education; if a child was out of school for a long time because of illness, he should not be included.

A9-11 Do you (HEAD) have any children who don't live here? How many? When were they born?
This question refers only to the natural children of the head: do not include step-children or foster children. If R mentions the children were adopted, note this in the margin.

If R mentions more than three children, you need only ask All about the three oldest. If R is unable to give you the year in which the children were born but can tell you how old they are, this is acceptable but be sure to note that the answer is the age and not the year.

A12-13 Did you (HEAD) have any children who are not now living? When were they born?
Again this question refers only to natural children of the head - not to step-children or foster children. Do not include miscarriages or stillbirths.
How many brothers and sisters did you (HEAD) have?

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

A5-24 This series of questions is asked to get some idea of how R's behavior is influenced by his sibling's economic status.

A7,21 How old is your oldest living brother?

This question refers to the head's oldest living brother, even if that brother is younger than the head.

SECTION B: TRANSPORTATION

Some of you who have worked on the Survey of Consumers may note some similarity between this questionnaire's section on cars and that of the Survey of Consumers. Our purpose here is a bit different, however. We are interested in the quality of the family's transportation or difficulties they have if they don't own a car, and so we do not ask financial details about car debts.

B1 Is there public transportation within walking distance of here?

Public transportation includes things like the city bus service, the subway, or other local train services, but should exclude local taxicab service. Also excluded are intercity carriers such as Greyhound buses unless they are used by people in that area to get to work or to shopping centers.

B2 Is it good enough so that a person could use it to get to work?

We want R's assessment of the quality of the public transportation, regardless of whether or not he uses it himself to get to work. Do not accept answers like "It takes 1 hour each way." "Yes" or "No" are acceptable replies.

B3 Do you or anyone else in the family here own a car or truck?

Exclude cars or other vehicles which don't run. Include cars which the family might not own but which they have access to for their personal use, such as leased cars and those owned by a business.
B4-5 Does not having a car cause you (FAMILY) any difficulties? What are they?

Here we want whatever is most salient to the respondent which may be anything from difficulty in getting to work to inability to get to a drive-in movie. If the respondent offers reasons why this is not a problem, record that also. We want to distinguish economic difficulties (getting to work, getting to the doctor), from general inconvenience.

B7-9 What year model is it? What make is it? Is it in good, fair, or poor condition?

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

B10 Is that car (truck) insured?

By "insured" we mean at least some liability insurance. This question will give us some measure of the family's risk avoidance.

B11-12 Does the car (truck) 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 or truck 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 considering the objective of this question, which is to determine how much the respondent avoids risk. A car or truck with seat belts only on the driver's side counts as having belts.

B13 During 1968, did you (or your family) do any of your own repair work on your car(s) (or truck)?

For responses such as "some," "occasionally," and even "not much" you should continue with B14, since we are interested whether or not this saved him a substantial sum.

B14 What kinds of things have you done on your car(s) in 1968?

Replies to this question will be classified according to skill level, so record all the detail the respondent offers. Adequate responses include "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 of work on a car such as building a hot rod or restoring an antique, we don't need all the details, just the most complicated and difficult things he mentions.
About how much do you think you saved doing this last year - was it about $25, $50, $100, $200, or what? About how much time did that take you altogether?

The suggested numbers are to indicate that rough ranges are adequate. The amount saved is the difference between what it cost him to do the job (cost of the parts) and what it would have cost if a garage had done it; i.e., the amount saved will be equal to what it would have cost in a garage minus the cost of the parts.

We want to know how much time it took for these repairs so that we can get an approximate hourly wage rate for the do-it-yourself work.

SECTION C: HOUSING

How many rooms do you have here for your family (not counting bathrooms)?

Include only whole rooms, e.g., kitchens, bedrooms, dining rooms, living rooms, permanently enclosed sun porches of substantial size, finished basement or attic rooms, or other rooms suitable or used for living purposes and rooms used for office purposes by a person living in the DU. Count as only one room a combined kitchenette and dinette separated only by shelves or cabinets.

Exclude bathrooms, strip or pullman kitchens, halls or foyers, alcoves, pantries, laundries, closets or storage space, unused basement or attic rooms not suitable for living quarters, rooms subleased for office purposes by a person not living in the dwelling unit, and rooms used for business in a dwelling unit. (These procedures are from the U. S. Census.)

Do you own this (home/apartment), pay rent, or what?

1. Where two unrelated family units are co-owners of a DU or share the rent, please note this on the questionnaire.

2. If R is buying a home by making mortgage payments, check "OWNS" or "IS BUYING" box.

3. Some examples of families who neither own nor rent the DU they live in are:
   a) janitors, domestic servants, farm laborers, etc., who receive living quarters as part of their pay.
   b) people who live in houses or rooms provided rent-free as a gift from someone.
   c) people who have sold their house but have not yet moved at the time of the interview.
C3, C11-12, C16-17

How much did all your utilities like heat and electricity cost you last year - was it less than $100, $100-200, $200-300, $300-400, or more than $400?

Utilities include heating, electricity, water, sewage, but not telephones. Also include bills for fuel like wood and coal. We realize that this is a difficult question to answer precisely, but it is an important component of housing costs. We encourage R to make a rough estimate on this. If the costs cover two homes, each for part of a year, that is all right. Trailer lot rental should also be included.

C4

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?

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.

For farmers and ranchers, include value of the land and other buildings with the house.

C5

Do you have a mortgage on this property?

If R took out a mortgage when he bought his home but has paid it off, "NO" should be checked.

Mortgages, land contracts, deeds of trust, and personal loans are all "YES" answers to this question.

C7

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.

C9

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.
C10  About how much rent do you pay a month?

For the primary family total rent for the dwelling is required. 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.

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 friends, obtain the respondents best estimate of "an average month's rent" or what he paid for the whole year.

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

C13-14 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 R does to distinguish work substantial enough to pay for housing from essentially free living quarters.

C15 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.

C18 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. Include work done on any house/apartment the family lived in during 1968.

C19 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. In this question and in C20, we would like you to distinguish between inside and outside painting.
C20  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 C19, 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 C19 are clear. Other examples are "All but the electrical work"; "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."

Note the most difficult things done.

C22  About how much do you think you saved by doing it yourself?
Was it about $25, $50, $100, $200, or what?

The value of 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.

C23  About how many people in this neighborhood do you know by name?

"People" means number of adults. The replies to this question will be used as a measure of connectedness to the local community. Accept whatever R thinks of as his neighborhood: it might be a few blocks in the city or an entire small town. The actual number of people known, not the percent, is the preferred reply. For example, the reply "6 people" or "20 of them" is preferred to the reply "all of them" or "about half of them."

C24  Do you (FAMILY) have any relatives who live within walking distance of here?

"Relatives" of any family member is what is meant. "Yes" or "No" are adequate replies. 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 they live outside the DU, but within walking distance of this family.

C25  Have you (HEAD) moved since last spring?

This question refers only to the head. If he moved into this DU since last spring - regardless of what the rest of the family did - the correct answer is "YES."

The time reference is unfortunately vague - we really mean since the last interview, but the R may not remember when that was.
C26  (IF MOVED) Why did you move?

Get as specific answers here as possible. We at least want to know if he moved because he wanted to or because he had to.

C27,28  Do you think you might move in the next couple of years? Why might you move?

We will code different types 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 D

D1  Now we would like to know about your present job: are you working now, looking for work, retired, a housewife, or what?

This question and the following D, E, and F sequence apply to the head of the household even if your respondent is not the head. It is crucial that you get an adequate response to the question since you must use the response to decide which of three alternative sections to ask. For detailed instructions on how to determine which section to ask, see Crucial Instructions for this Questionnaire.

D2, E1, F2  What is your main occupation? What kind of job are you looking for? What kind of work did you do when you worked?

Again, remember these questions refer to the head of the family.

1. Probe for clear, complete answers. We want to be able to distinguish among such groups as unskilled workers, skilled workers, and professionals so the answers must be adequate for such coding.

2. We need more information than simply the name of the place where the head works (e.g., if he works in a bank, he may be the manager, a teller, or the janitor).

3. Try to avoid vague job titles which may apply to a wide range of occupations. For example, if R tells you that he is an engineer, he may:
   a) design bridges or airplanes
   b) operate a railroad locomotive
   c) tend an engine in a power plant
   or d) shovel coal into a furnace.
4. Other particularly unacceptable answers are: 
- factory worker
- construction worker (laborer, machine operator, foreman, or what?)
- driver (of what?)
- nurse (registered, practical, or what?)
- sailor (officer, enlisted man, deck hand, or what?)

5. Use a probe such as D3 "Tell me a little more about what you do" when the initial response is inadequate.

D4 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.

D5 How long have you had this job?

We are primarily interested in how long he has been working for this present employer, not the length of time he has been in his present position within the company. However, if he has had a major promotion or other change in the last year such that he regards his new position as a new job, accept that and continue with D6-9.

D6 What happened to the job you had before . . . did the company fold, were you laid off or what?

The alternatives given in the question are purposely a bit negative in hopes that their mention will make the respondent talk more freely about getting fired or laid-off if that is what happened. Of course more positive replies are also acceptable: "I quit to take a better job," "I wanted to move to California."

If the head of the household has just entered the labor force, a reply such as "First job" is acceptable and D7, D8, and D9 may be omitted.

D7-9 Does your present job pay more than the previous job?

On the whole, would you say your present job is better or worse than the one you had before? Why is that?

These three questions taken together are designed to get a comparison of the new and old jobs, first on strictly economic grounds, and then on an over-all basis. Appropriate sets of responses would be:

(D7) "Yes it pays a little more," (D8) "Worse," (D9) "I don't like the hours";

(D7) "About the same," (D8) "Better," (D9) "I like the work and there is more chance for advancement."

The respondent may volunteer information to D7 which makes D8 and D9 a bit redundant but it is usually best to ask at least D8 since it may add some information or clarify the previous question. For example: (D7) "Yes, but the work is harder," (D8) "I'd say it's better, I like the challenge." In this case D9 may be omitted since the answer was volunteered.
GENERAL INSTRUCTIONS FOR QUESTIONS D10-D16

These questions are designed to give a complete accounting of the head's employment year. In general vacation (D11), sick time (D13), unemployment time (D15), and weeks worked on the main job (D16), should add up to 12 months or 52 weeks. Keep a mental note and if the total is more than two weeks off you should probe to account for the difference. One possible reason for such a discrepancy would be that the head was in school for part of the year.

D10, D11 Did you take any vacation during 1968? How much vacation did you take?

This figure should include unpaid as well as paid vacation. Be sure to enter the figure on the proper blank, i.e., if the respondent says "2 weeks" put a 2 on the middle blank or better yet be redundant and write down the "2 weeks."

D12, D13, D14, D15 Did you miss any work in 1968 because you were sick or because anyone else in the family was sick? How much work did you miss?

Again, include both paid and unpaid sick leave. If the head distinguishes his own sick time from time lost because others were sick, note this information in the margin. For example, "I was sick 4 days and took off a week when my wife had an operation."

D16 Then how many weeks did you work on your main job (jobs) in 1968?

If the respondent changed his main job during the year this applies to the total of weeks worked on the two (or more) jobs.

As mentioned above, this question is the final one in the series which should in most cases account for the full year. Make a mental check at this point to see that the time does indeed add up.
D17-19  And on the average, how many hours a week did you work on your main job last year? Does that include overtime? About how many hours of overtime did you work in 1968?

We are ultimately interested in the total number of hours the head worked on his main job in 1968. Responses to this sequence, together with the number of weeks worked in 1968, must give us enough information to make this kind of calculation:

a) D17, "37 1/2 hours a week," D18, "No, I didn't have any overtime."

b) D17, "45 hours a week," D18, "No, I worked Saturdays for two months," (D19) "8 days x 9 hrs/day = 72 hours."

c) D17, "50 hours a week June through August, 40 the rest of the year," (D18) "Yes, the extra ten hours in the summer was overtime."

We are interested in overtime even if the head was not paid for it, but it would be helpful if you made a note in the margin that he wasn't paid for the extra work.

D20,21, 22  Did you have any extra jobs or other ways of making money in addition to your main job in 1968? What did you do? Anything else?

In this question, as in D2, we would like complete enough information to enable us to code occupation: "I'm a hospital orderly" is good; "I work at the hospital" is not.

This question generally applies to extra jobs, or ways of making money, not to the head's previous main job if he changed during the year.

If the head has worked at a number of irregular jobs, however, there may be no clear distinction between main job and extra jobs. In such cases these questions will still serve to get more complete information on the kinds of work he does. We're interested in anything that brings in extra income, whether it is a job as a night watchman, a small home business, or time spent managing real estate or other investments. If the head spends time profitably on extra-legal activities such as gambling or bootlegging, that is also relevant if he volunteers it.

D23  How much did you make per hour at this?

This should be straightforward where the head is working for someone else. If the extra work is such that it is difficult to estimate an hourly rate, as for instance with the management of real estate, an answer like "I can't figure it by the hour" is acceptable.
D24, D25 And how many weeks did you work on this extra job in 1968? On the average, how many hours a week did you work on your extra job(s)?

Here our objective is to find out the total number of hours the head worked on extra jobs in 1968. The responses may fit the weeks and hours per week framework, "20 hours every weekend for 3 months," or they may not; "Oh, I just work on it when I have time." In the latter case you should probe to try to get an overall estimate of time spent on the extra jobs. A bracket probe might also be useful - "Would you say it was closer to 50 hours, 100 hours, 200, 500, or what?"

D26-30 This sequence is intended to answer three basic questions about the head's choice between work and leisure.

a) Did the head have a free choice about the number of hours he worked in 1968?

b) (If he did not have a choice): Would he have chosen differently if he had had a choice?

c) What is the wage rate the head has in mind when he decides whether or not to work more?

D26 Was there more work available on (your job) (any of your jobs) so that you could have worked more if you had wanted to?

D26 is designed to determine whether he had the option of working more on his present job or jobs. THE "YES" CONTINGENCY TO THIS QUESTION SHOULD BE RESTRICTED TO DEFINITE, POSITIVE ANSWERS. "Maybe," "Never thought about it," "I don't know," should be taken as negative answers. In short, we want to ask D27 only if the head knew he could work more but decided not to.

D27 How much would you have made per hour at this?

A person's decision as to whether or not to work more presumably depends on how much he would be paid for it. A respondent who says "Yes" to D26 could have worked more but apparently decided not to. Thus his answer to D27 gives us a measure of a wage rate which was not high enough to motivate him to work longer hours in 1968. The answers may range from zero for persons on a flat salary to overtime or holiday rates for union wage earners. We need an answer in dollars and cents: "time and a half" or "double time" are not adequate answers.

D28 Would you have liked to work more if you could have found more work?

This question asks those who didn't have a clear choice whether they would have preferred to work more than they did. For those who wanted more work but couldn't get it ("Yes" to D28) there is no point in asking the question about working less so the sequence skips out to D31.
D29 Could you have worked less if you had wanted to? Would you have preferred to work less even if you had earned less money?

Work less in this question means work fewer hours with consequent reduction in pay. It does not refer to taking it easy on the job. As an example, a worker might prefer to work 30 hours for $90, but given a choice of working 40 hours for $120 or not working at all, he does the former.

D30 is analogous to D28, but in the opposite direction.

D31-38 The purpose of these questions is to determine the annual cost of the journey to work in terms of time as well as money spent.

D31, E12 About how much time does it take you to get to work each day?

We want the total time it takes the head to get to work, from door to door, so include time spent waiting for buses, finding parking places, etc.

Be certain that R's answer is only for one way. If he mentions that it takes a different amount of time to get to work than to get back home, record both answers. If R does not work at the same place each day, ask for the average amount of time spent going to work.

D32, E13 Do you drive to work, walk, use public transportation, or what?

We want to know the method of transportation R uses most often. If he walks part of the way but also uses public transportation, ask the public transportation sequence.

Those who are members of carpools should be asked the sequence for drivers.

D33, E14 About how many miles is it to where you work?

We want to know the number of miles R drives one way so that we can estimate how much it costs him for gas, oil, and depreciation on the car to get to work.

Again, if R doesn't work at the same place each day, probe for an estimate of the average number of miles he drives to get to work.

D34,35 E15-16 Do you have to pay for parking? How much does that cost you?

If R pays for parking, be sure to specify if it is by the day, week, month, or year. If he shares this cost with others, note this also.

D36, E17 What is the total cost of a one-way trip to work?

Be sure R's answer is only for a one-way trip. If R buys a book of several passes or tokens, it is all right to record how much that costs him if you also record the number of trips.
Do you have to pay anything to get to work and back? About how much do you pay?

If R does have to pay anything, be sure you specify if it is by the day, week, month, or year (or trip).

Are there times when you are late getting to work? About how often does that happen?

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

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 respondent's answer - don't probe. Response may range from "the first day of fishing (hunting) season" to "whenever I store up a couple of sick days." But if he gives some special reason that explains his situation, write it down.

Have you been thinking about getting a new job, or will you keep the job you have now?

A new job 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 content with what he is currently doing.

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.

Would you be willing to move to another community if you could earn more money there?

"Move to another community" means moving far enough to be out of easy contact with friends in the old neighborhood. This might be a move to the other side of a large city or a move across the country. We want to find out whether the head has ties in his present location which would prevent his taking advantage of economic opportunities elsewhere.
D50  (IF YES, MAYBE OR DEPENDS TO D49)
How much would a job have to pay for you to be willing to move?

Be sure to write down the time reference - $3/hour, $150/week, $6500/year. Other factors may be more important to the respondent than pay . . . "Chance for advancement is more important than pay." Such factors are relevant and should be written down, but you should probe to try to get a response about pay as well . . . "If the job had good opportunities for advancement, how much would it have to pay?"

D51  (IF NO TO D49)
Why is that?

We want to know what the ties are that keep him from moving. Responses may range from "I'm too old to move" to "It's taken me 20 years to establish my business; I'd be foolish to leave it."

D52-53  E29-30
Tell me about your main job - how much choice do you have about the way you do your work?

Would you like a chance to make more decisions than you do now, do you like it the way it is, or what?

It may bother you that both a garbage man and a surgeon can give quite similar answers to the first question. We get other information on the kind of work elsewhere and can thus treat these responses in their proper context in analysis.

The primary purpose of question D52 in its present position is to provide background for asking the question about desired changes.

Does the head want a chance to exercise more initiative on his job, is he satisfied with his present situation, or would he prefer to have fewer demands made of him? The third alternative is simply alluded to by "or what?" in order to make the question a little less of a mouthful. This also leaves the way open for qualified responses which are perfectly acceptable - "I'm pretty well satisfied the way it is, but I've got a couple of ideas that I wish I had a chance to try out."

If the respondent simply selects one of the alternatives, you can simply check the appropriate box. If he adds a qualifying phrase, write it in below the check box.
SECTION E

E1 What kind of a job are you looking for? (What kind of a job will you be looking for when you start looking for work?)

The respondent has just been asked D1 which gives "Looking for work" as one of the alternatives. If he repeats this alternative verbatim then E1 follows quite naturally. We want an answer complete enough to allow occupation coding - see instructions for D2.

You may have a respondent who is unemployed but who doesn't happen to be looking for work at the present time. This might come up if the head lost his last job because of illness and will not start looking for another until he recovers. Similarly, an unemployed construction worker may not be looking for work during the off season. In such cases the modified phrasing of the question in parentheses above would be appropriate.

E2 How much do you hope to earn?

It is hoped that this will elicit a realistic estimate of earning prospects. Be sure to state pay period - $3 per hour, $500 per month, etc.

E3 Will you have to get any training to qualify?

Note any specific training that the respondent mentions, but don't probe if he gives only a vague answer. Responses to such probes won't mean much if he hasn't previously thought about getting additional training.

E4 What have you been doing to find a job?

Accept whatever the respondent mentions. We want to know what he is doing that he thinks is important to finding a job.

Ask this question even for those not presently actively looking for a job. Such a person may have done something toward lining up a job for when he is ready to take it. If, however, the response is "nothing" or some equivalent, check the box and skip to E6.

E5 How many places have you been to in the last few weeks to find out about a job?

The number of jobs applied to in recent weeks is an important specific dimension of the job search. If the respondent requests clarification, "few" weeks may be taken as three.

E6 See D6
E7  How many weeks did you work in 1968?

E8  About how many hours a week did you work when you worked?

E9  How many weeks were you sick in 1968?

E10 Then how many weeks were you unemployed in 1968?

These questions are roughly equivalent to D10-17 and those instructions apply. In general, the total number of weeks should add up to 52, although we don't ask here about vacation so there may be some discrepancy because of that.

The question about hours of work per week is skipped over if the head had no job in 1968. In those cases we are still interested in whether the head was ill for a major period in 1968, so we still ask E9 and E10 to divide the year between sickness and unemployment.

E11-19 See D31-38

E20-21 See D39-40

E22-23 See D41-42

E24-25 Are there jobs around here that just aren't worth taking? How much do they pay?

We want to know what level of pay the respondent considers to be unacceptable. An affirmative answer may be simply "Yes" or he may mention a job such as "car wash." You should then ask E25. He may reply, however, "There just aren't any jobs in the area" which is an adequate reply to E24 and, in which case, E25 need not be asked.

E26-28 See D49-51

E29-30 See D52-53. (There is, of course, a change of reference from "present job" to "most recent job").
SECTION F

F1 During the last year (1968) did you do any work for money?

Such work may have been irregular part-time work or work on a full
time job prior to retirement or disablement. We are interested in
any money earning activity during 1968.

F2 What kind of work did you do when you worked?

The response must be occupation codable - see D2

F3-4 How many weeks did you work last year? About how many hours a week
did you work?

We want to be able to calculate the total hours of work in 1968. If
the work was irregular you may need to take down more detail.

We don't try to account for all 52 weeks in terms of work, vacation,
sickness, etc., since retired persons and others given the F sequence
generally don't fit into such a schedule.

F6 What kind of job do you have in mind?

We want to be able to code expected occupation. See D2

F7-10 See E2-E5

F11-12 See E24-E25

F13-15 (FOR UNMARRIED WOMEN UNDER 50) Are you thinking about going to work
sometime in the future? What does this depend on?

Many of the questions we ask in this study focus on the Head's employ-
ment as a means for improving his economic status. If the Head is a
female, especially if she has young children, there are many constraints
which may keep her from working. This question simply asks for her
idea of the factors to be taken into account when thinking about going
to work. Answers may range from child care problems or possible cuts
in welfare allotments to the unavailability of job training and other
considerations about the kind of work.
SECTION G

Since many of the questions in this section apply to things that are usually the concern of the wife or some other adult female in the family, you might suggest that she help answer the questions in this section.

G1 Are you married, single, widowed, divorced, or separated?

If you are interviewing a female head of household, who says she is married, note this and, if possible, find out the circumstances of the situation.

G2-3 Did your wife do any work for money last year? What kind of work did she do?

See objectives for D1-D2

G4-5 About how many weeks did she work last year? And about how many hours a week did she work?

See objectives for D16-D17

G6-7 How much time does it take her to get to work each day? What does this cost her per trip?

See objectives for D31 ff

G8-11 Children in FU. Do you expect to have any (more) children? When do you think you might have (a, 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. Note that this year we are asking both wives and certain female heads of families whether or not they plan to have additional children. You need not ask a female head under 45 if she plans to have more children unless it is her own children who are living with her. For example, if she has grandchildren, nieces and nephews or other such relatives, you need not ask her about her plans for having any more children herself.

If the reply to Q. G9 is "don't know," you need not probe, 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 (G11).
G12 We're interested in the time people spend working around the house. Who does most of the housework in this family?

Housework refers to things that are done more or less regularly, such as child care, cooking, cleaning, doing the laundry, cutting grass, shoveling snow, and minor maintenance. It does not include major improvements or large repairs.

The most common reply to this question probably is "my wife," or "I do."

G13 About how much time (does he/she) (do you) spend on this housework in an average week -- I mean time spent cooking, cleaning, and other work around the house?

Our objective here is to get a rough estimate of the weekly number of hours spent on such housework by this family member.

If it is impossible to supply a precise quantitative response to this question, a reply such as "all the time," "a few hours a day," "just a few minutes" are acceptable. Remember that this question refers to the housework done by the person mentioned in G12 not the total time spent on housework by all members of the family.

G14 Does anyone else here in the household help with the housework?

Do not include family members who occasionally perform only minor chores, such as very young children. Other adults or teenagers who contribute substantial amounts of effort to housework or child care should be included. Be especially alert for extra family members helping with housework when there are large numbers of small children and/or where there is only one parent in the family, and where the wife works for money.

G15-17 Who is that? About how much time does (he/she) spend on housework in an average week? Anyone else?

If respondent in reply to G15 says "The children," this is adequate. The objective here is to get a weekly total for the other family members collectively, not individually.

The male head of the family may be the individual mentioned here.

G18-21a How about help from anyone outside your household -- did you get any help with housework (or baby sitting) from friends, relatives, or anyone else during 1968? What help did you get? About how many hours would you say they helped during 1968? How much did this cost you for the year?

This can include irregular help such as emergency care for someone in the family who was ill, regular child care that is needed because the (continued on next page)
wife or some other adult female in the family works, maid service, etc. You should also include in the concept of child care, nursery school, but only in the cases where the mother or responsible adult female works for money. This help can be free or paid for. Only a rough estimate of the number of hours is needed in reply to G20.

G22 About how much do you spend on the food that you use at home in an average week?

Note that the above asks for a weekly figure for the family. If the respondent asks this figure should not include the amount spent on food eaten at restaurants or drive-ins, nor should the amount include expenditure on items such as toothpaste, soap, paper towels, etc., which are usually purchased when food is purchased. However, the amount spent on cigarettes or other tobacco products, and on alcoholic beverages can be included here. If such amounts are included, then the answers to G26 and/or G29 should be "Yes." If the weekly food bill seems unreasonably high or low to you, probe to find out why the bill seems so high or low. The respondent may be answering in terms of a month or a day instead of a week or he may be including large amounts of nonfood items or money spent on food eaten at restaurants. This figure is important to us so please be sure the respondent understands exactly what we mean here.

G23-24 Do you have any food delivered to the door which isn't included in that? How much do you spend on that food?

The purpose of these questions is to ascertain the amount the weekly food bill in G22 is increased if the amount of delivered food was not included in G22. When items that are delivered to the family's dwelling are included in G22 ("No" to G23), it is not necessary to know the weekly bill of this delivered food.

G25-26 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 include beer, wine, and liquor. As shown from last year's interviews, this question does not seem to bother non-drinkers, nor does it usually bother those who drink a great deal.

G27-29 Do (any of) you smoke? About how many cigarettes do you (FAMILY) smoke in a day or week? How much do you spend on this in an average week? Is that included in the food bill?

Be sure to note whether the respondent is answering in terms of cigarettes, packs, or cartons and per day or week by writing down the word or circling the appropriate word. Please note that we are interested in the amount smoked by the entire family. We do not ask about pipes or cigars, and you need not probe for them.
G30-33 Do you (or your family) get meals at work or school? About how much do all these meals cost you (FAMILY) in an average week? Were any of these meals free or at a reduced cost? About how much do you think these free meals saved you last year - was it about $25, $50, $100, $200, or what?

"Get meals" at work or at school means either buying the meals or having meals given to them free. Exclude meals that the person brings from home, since these are probably already included in the weekly food bill, as mentioned in G22. Persons most likely to be getting free meals include employees of restaurants, maids, and persons in the armed forces. Note that G33 asks the amount saved, which means the total amount he would have paid for the food he received minus what he actually did pay for the food, if only some fraction of it was free.

G34 About how much do you (FAMILY) spend in an average week eating out, not counting meals at work or at school?

This amount should include the amount the family spends in an average week, but should exclude food expenditures arising from special events such as parties, wedding receptions, etc. This can include meals eaten by the entire family together or the amounts spent by various individuals separately.

G35-36 Did you (FAMILY) raise any of your own food during 1968 or do any canning or freezing? About how much did that save you in 1968 - was it about $25, $50, $100, $200, or what?

Farmers and families living in rural areas often save substantial amounts by raising their own food. If the respondent is unable to estimate the amount saved, ask him what he grew.

G37-40 Did you (FAMILY) get any help buying your food with government food stamps (commodity stamps)? How much would you say that saved you in an average month? Tell me how you use the stamps. How much did you pay for the stamps?

If possible, we would like the frequency with which the family acquired food stamps, the amount spent for the food stamps, and the value of the food that could be purchased with the food stamps. An example of an adequate reply is: "We get stamps every two weeks; they cost us $40 and we can buy $55 worth of food with them." Hence, we are really after the amount the family saved during 1968 by using food stamps.

G41-42 Did you (FAMILY) get any (other) free food during 1968? About how much would you say that was worth - was it about $25, $50, $100, $200, or what?

Free food can include that given by welfare, charitable organizations, friends, employers, relatives, etc. It should not include purchases of food made with government food stamps, nor should it include home grown food.
How many days a week does the family sit down and eat the main meal of the day together?

A quantitative reply such as "every day" or a less precise reply such as "once in a while" are both acceptable. We are asking this question to get an indication of the cohesiveness of the family unit. The term "family" refers to all the members of the unit.
SECTION H: 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 1968 (and 1969) 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 1968 or 1969 of a former member of the family, we still want his 1968 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 dependent upon them, ask about his work and earnings too.

H1 [ ] Farmer or rancher [ ] Not a farmer or rancher

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 H1b for non-farmers. For our purposes we consider "rancher" and "farmer" synonymous terms. Therefore, questions applicable to farmers apply to ranchers also.

H2 What were your total receipts from farming in 1968, 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
H3 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)

H4 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 H4 will enable you to discover omissions and correct errors.

H5 Did you (R and Family) own a business at any time during 1968, 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.

H6 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 H11c clearly for such persons.

H7 (FOR UNINCORPORATED BUSINESSES) How much was your family's share of the total income from the business in 1968 - that is, the amount you took out plus any profits you left in?

The figure should include the total profits from the business in 1968, 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.
H8  How much did you (Head) receive from wages and salaries in 1968, 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 1968. For most wage earners this is the income reported on one's W2 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 1968. He may, for example, have had a raise in September, or have started work after graduating from college in June. Again, we want **total 1968 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 that 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.

H9-10  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 H8, 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 H8 figure.

H11a  (IN ANSWERING QUESTIONS H11a-11k, IT IS VERY IMPORTANT TO STATE WHETHER THE AMOUNTS GIVEN ARE WEEKLY, MONTHLY, ANNUAL, OR WHAT)

Did you (Head) receive any other income in 1968 from a professional practice or trade?

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-repairmen, etc.; a carpenter may receive wages from a construction company and do independent work in the evenings - and the latter is included here.
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 H2-4 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.

... 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 H8. 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.
ADC is Aid to Dependent Children while AFDC is Aid to Families of Dependent Children. 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 AFDC covers where the father is present in the household, but unemployed. Even though ADC and AFDC 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.

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.

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.
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.

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.

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.

Hllh . . . . 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."

Hllj . . . . alimony, child support

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.

Hllk . . . . help from relatives

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

Hllk . . . . 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 C37-40, 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 received 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.

H12-12a Did anyone else not living here now help you (FAMILY) out financially — I mean give you money, or help with your expenses during 1968?

Besides the income received by the Head recorded in H11a-11k, the Head may have received some additional financial help; furthermore, other family members may have been helped financially. Enter the total amount of this additional help for the entire family in H12a.

H13-15a 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 H7. If so, note "included in business income" in the margin.

If she had a clearly defined wage or salary from the business which was not included in H7, it can be listed here but circle it and note the source and the fact it was not included in H7.
H16-17  DO NOT ASK IF THERE WERE ONLY HEAD AND WIFE IN DU IN 1968.

Did anyone else living here have any income in 1968?
Who was that?

CHECK BOX IN H16. This question applies to everyone in FU except HEAD and WIFE. The only exception is the case where FORMER HEAD moved out of FU during 1968 but contributed support to the FU while still living there. In such a case the HEAD should be listed in H17. 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 farm or in a family business, ask H21-23 anyway.

H19  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 H11f. Income from interest, dividends, and trust funds should also be included. All of the above should be clearly identified.

H21-23  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. "More than half time" here refers to the average over the year.

H27  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 H27 to be answered "Yes."

H28  Is (he/she) likely to stay here with you or might (he/she) move away within the next few years?

"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. If you get a "Don't know" answer, probe to find out which is more likely.
H29-30 Did you get any other money in the last year - like a big settlement from an insurance company, or an inheritance?

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 H30 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.

H32 Why was that - would you say it was something that just happened, or did you do something to cause the change?

This question is designed to ascertain whether or not the change in the family income was a result of actions by some member(s) of the family. More specifically, we want to know if the change in income was related to motivations on the part of some family member(s). A change in income due to a union, negotiated wage increase or an automatic, bi-annual wage increase or sickness in the family would not be related to family motivations - however, still record these reasons if respondent gives them. These are examples of things that happened rather than things that some family member(s) did to bring about the change.

H33-34 What about your (family's) expenses, were they unusually high in 1968 - for example because of illness, accident, big repairs or purchases? Why was that?

Here we are interested in the family's expenses, not income during 1968. Our interpretation of the family's status will be different if its expenses that year were unusually high, than if it were normal. The question is phrased "unusually high" to exclude small variations like a cost of living increase - however, as usual record whatever respondent says, even if respondent mentions unusually low expenses.

H35-37 In general, would you say things were better for you (and your family) in 1968, or were they better the year before, in 1967? Why was that?

Check a box. "Yes" or "No" answers are inadequate.

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. Unless respondent answers "No difference" to H35, check a box in H37. We want to distinguish unusual or large changes from small ones.

H38-39 What about the next few years - do you think you (and your family) will be better off or worse off or what? Why is that?

This question again refers to the overall economic situation that we asked about in H35, but here we are asking the respondent to look ahead to the future. 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. Here again, "Yes" and "No" answers are strictly inadequate.

H40-42 Do you help support anyone who doesn't live here with you? How many are there? How much?

Check a box in H41.

These questions are broader than the subsequently related ones (H43-44) in this series. That is, these questions refer to anyone who can be claimed for tax purposes as well as any other persons who receive support from any family members and living outside the household. We want the total dollar amount that the family, not just the head, contributed for outside support. If respondent 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 purpose.

H43-44 Were any of these people dependent on you for more than half of their total support? How many were there?

This question 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 number of such persons entered in H44.

NOTE that H44 is not asked if there is only one dependent.

H45 Would you feel you had to help your parents or other relatives (more) if you had more money?

Our objective here is to find out if there might be a negative incentive to respondent'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.
H46 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.

H47-48 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 two 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.

H49 Are you (HEAD) covered by some hospital or medical insurance like Blue Cross?

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 with H50. Medical payment provisions in auto insurance do not count; they are too restricted in coverage.

Respondent 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 respondent says in the space above the boxes for H50 and H51 and then ask both of these questions.

H50 (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.

H51 (ASK IF NO INSURANCE OR NOT CLEAR)

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

From this question, in conjunction with H49, 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 H49 is unclear. Medicaid and most veteran's care are available only to those with low incomes, but accept the respondent's interpretation.
Do you have any physical or nervous condition that limits the kind of work you can do? ... that limits the amount of work you can do?

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 respondent 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.

Does your health limit the work you can do around the house?

This question is a catch-all one. It is meant in particular to pick up those people who are not gainfully employed; for example: housewives, students, and retirees who have health limitations on the amount or kind of work they can do.

How long have you been limited in this way by your health? YEARS

NOTE that the answer to this question is requested in "Years." This is done deliberately because our real concern here is prolonged or extended limitations as opposed to what might be just temporary limitations. However, as always, record what respondent says; that is, if respondent answers in "months," then record the answer in months. It is important to use some time dimension. Also, our interpretation of respondent's economic status will vary depending on the extent of his health limitations on work.

Is your health getting better, worse, or staying about the same?

Our expectations of R's future financial situation will be different depending on whether his health is getting better, worse, or staying the same.

Is there anyone (else) in this family who is not working or not going to school because of poor health? ... anyone (else) in this family who requires a lot of extra care? Who is that? Why does (he/she) need this care?

Not only does respondent's health affect his economic position, but also the health of other family members may have quite a lot to do with the family's economic situation. Our interpretation of a family's economic situation which has burdens in the form of health limitations will be quite different from that of a family with no such burdens. We ask "Why does (he/she) need this care?" to get some idea of the magnitude of the burden. Finally, please do not neglect to check the boxes in H55 and H58.
We're interested in the ways people spend their spare time. What things do you (Head) usually do in your spare time?

"Spare time" should not include time spent working for pay, doing regular housework, eating, sleeping, etc. It should include time spent on do-it-yourself projects, community organizations, as well as hobbies and recreational activities. "I don't have any spare time" is a relatively frequent response and, 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 some time is spent 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 things done by the head alone or together with the family.

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. Include here any government or nongovernment retraining courses and on-the-job training.

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

By "watch" we mean give attention such that other things cannot be done. Acceptable replies are "about two hours", "all evening", or some other partially quantifiable response.

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 a newspaper as an information source, and 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.

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 also acceptable.
How often do you (Head) go to social clubs or organizations?

Frequency of attendance at meetings or activities of fraternal, charitable, religious, community action, or neighborhood clubs, etc. is what is wanted here.

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. Answers such as "rarely" or "every two weeks" are acceptable here. We are asking this question to determine whether the respondent engages in what might be dysfunctional behavior.

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.

Is there anything we haven't talked about that you are doing or planning to do that might make things different for you (and your family) in the future? Tell me about it?

These two questions are purposely vague. Since we have already asked R's about their income expectations for the future, we expect them here to mention other plans they might have for the future, whether or not income related. Future plans might include marriage, moving to a new place, adding a new room to the house, taking job training courses, etc.
SECTION K: 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, 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 may save time by circling the phrase he repeats and writing any additional comments he makes in the space provided.

K1 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?

K2 Are you the kind of person that plans his life ahead all the time, or do you live more from day to day?

K3 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?

K4 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 form a scale, called "sense of personal efficacy". They should create no problems unless the respondent gives a normative reply to the question, in which case you should repeat the question.

K5 How much do you like to do things that are difficult and challenging?

This question should elicit answers varying from "very much" to "not at all". For normative replies such as "not as much as I should" you should repeat the question, emphasizing the word "like".

K6 Would you rather spend your money and enjoy life today or save more for the future?

"Spend", "I save enough for security and spend enough to live comfortably" are acceptable replies. "I ought to save more" is not an answer to the question, in which case you should repeat the question emphasizing the word "rather".
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 qualifications.

Are you more often satisfied, or dissatisfied with yourself?

Either alternative or a reply such as "usually satisfied" or "constantly dissatisfied" are adequate replies.

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

A "yes" or "no" reply is sufficient here; we are not interested here in what his limitations are.

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.

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".

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. Try to get R to select one of the three alternatives.

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

"Yes", "No", "All the time", "Some", "No way I can get more", are all acceptable replies.
Kl4 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 normative replies, but try to get R to select one of the alternatives.

Kl5 Do you think the life of the average man is getting better or is it getting worse?

"Better" or "worse" are adequate replies. If you get a reply in two or more frames of reference such as "There are lots of jobs around, but morality is breaking down", write this down, but then ask whether he thinks that it is better or worse overall.

Kl6 Are there a lot of people who have good things they don't deserve?

"Good things" might include health, a good job, etc. "Yes" or "no" are adequate replies.
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.

L1 Did you (HEAD) grow up on a farm, in a small town, in a large city, or what?

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

If R replies "small city", "village", or "in the country", this is sufficient.

L2-3 In what county and state was that? (IF DON'T KNOW) What was the name of the (nearest) town?

We want the name of the county, if possible, because we want to know the type of schools R went to and that information is only available on a county basis.

If R doesn't know the county, ask for the name of the (nearest) town, but be sure to find out the name of the state in any case.

If R grew up outside the United States, ask the name of the country in which he lived.

L4 What other states or countries have you lived in?

A person is considered to have lived somewhere if he stayed there more than three months.

L5-18 These are questions we asked last year and so we only need to get this background information from the new respondents this year.

L6 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 with which he grew up. "Poor", "Average", "Comfortable", "It was the depression but we were not poorer than anyone else", are all acceptable. If the respondent had no family, note this.
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 stepfather or guardian about the time when he was growing up.

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 L9 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.

(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.

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 L15a are BS, MSW, MD, BA.
L16 Are you (HEAD) a Veteran?

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

L17-18 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?

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.
SECTION M: BY OBSERVATION

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

M1. 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.

M2. 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 respondent.

M3. Race?

This question refers to the HEAD of the family, but note in margin if family is racially mixed.

M4. 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.

M5. 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.

M6. How much reading material was visible in the DU?

"Reading material" refers to those things which might be read by the head and his wife. Do not include those things that obviously belong to the children like school books and comic books.
M7. Were there language or other problems that made it difficult for you to interview this respondent?
Language problems may refer to a hard-to-understand foreign accent, or illiteracy. Also include here difficulties due to hard of hearing, speech defects, senility, inability to understand questions or verbalize replies.

M8. Does respondent have any obvious disfigurements or habits that could make it difficult for him to get a job?

Be especially sure to include here things that were not noted earlier in the questionnaire. Such things might be extreme obesity, unpleasant-appearing scars, a birthmark, obvious alcoholism, etc. Habits that might make it difficult for the respondent to get a job should include any types of unpleasant antisocial behavior, etc.

M9-M12. Is this address inside the city limits of a city (5000 population or more)? What city is that? What is the nearest city of 50,000 or more? How far is this DU from the center of that city (city in M11)?

NOTE that M9 asks for a city of size 5000, while M11 asks for a city of 50,000 or more. Be sure to consult your roadmap when answering these questions. Even if after consulting your roadmap you find you don't know the answers, merely write D.K. rather than guessing. It is not impossible for us to ascertain this information in the office. Remember that in large metropolitan areas there are often suburban cities with populations over 50,000, and if this is the case, we want the name of that suburban city. "Center of the city" refers to the central business district.

M13. Type of structure in which family lives

1. **Trailer**: including 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 entrances.

5. **Detached 3-4 family house**: This can include a large house converted to apartments or a small apartment house.

(continued on next page)
6. **Row house:** This is a single family structure with a separate entrance in a row of such units, usually attached so that they share common side walls.

7. **Apartment in a partially commercial structure:** This can be an apartment located above or in back of a store or business, or living quarters that are part of one's 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.**

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**M14. 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 respondent lives, houses on the other side of the street or houses in back of respondent's house which form another street.

2. The "vacant land ONLY" category applies in cases where there is no structure within 100 yards of respondent's DU on either side. If the land is vacant only on one side of respondent's DU, then just check the appropriate box(es) for structures on the other side.

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**M15. 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.

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**M16-M18** These questions should be answered by observation only - do not ask respondent about the condition of his DU. A dwelling unit is in need of major care if, for example, it has obvious leaks in the roof, crumbling plaster, sagging foundation, or severe need of paint. A substandard structure such as a tar paper shack should also be included as needing extensive repair.

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**Thumbnail Sketch**

We would like here your overall impression of the interview situation. Please be sure to note any factors you think are important in explaining this family's economic status which may not have been covered fully in the interview.