

1997 PSID

QUESTION BY QUESTION OBJECTIVES

(QxQs)

The following pages describe each section of the questionnaire and relate the study concepts from earlier in this manual to specific questions and sequences. In addition, we introduce section-specific concepts, such as work and income.

We have "blended" both paper and CAI explanations throughout this section. The concept and objective of each question remains the same whether you are conducting the interview using the computer or using a paper questionnaire, but the way in which you record the data will be different.

Some questions are not included in these QxQs because they are straightforward or self-explanatory, or because they have sufficient instructions in the questionnaire itself.

Please keep in mind as you're reading through the questions and their explanations the objectives of each question sequence. Some questions are asked only of certain FU Members, some questions are asked of the entire FU; some questions ask about 1996, some questions ask about 1997. Understanding the general frames of reference will greatly help you to move smoothly through the questionnaire.

Throughout the actual **CAI** questionnaire, you will have help at the touch of one key! By pressing [F1] you can see abbreviated or complete versions of many of the QxQs printed in this section. **Do not rely on these as your sole reference.** The printed copy is much more complete. But when you're in the middle of an interview, you will probably find these very helpful.

Face Sheet of Paper Questionnaire

All of this information is automatically coded into the CAI interviews.

Items 2-5. The interview information should match comparable dates, times and numbers on the coversheet.

Item 6. The top line of the Respondent label, item 3, p. 1, of the coversheet has the Sample ID information for each case. Please copy this information accurately! It is our most important link in case coversheets and questionnaires are separated before or during data processing.

GRID NOTE Note the box labelled "BEFORE YOU BEGIN." This is a reminder to complete the OFUM Grid G71 on page 89 before you begin the interview. Follow the selection guidelines for the type of interview you are doing (i.e., REINTERVIEW OR RECONTACT, SPLITOFF, or NEW SAMPLE) and an updated FU Listing.

In general, an eligible OFUM is anyone age 16 or older who is not the current Head, Wife, or "WIFE", and who was part of the FU for any part of last year (1996).

Item 7. For most interviews (REINTERVIEW AND RECONTACT) your respondent is the same as the last (or most recent) year=s and is listed on the Respondent label. If that person is still there and willing to do the interview, we ask that you try to interview him/her. But if circumstances result in your having to interview someone else, the preferred R would be a Sample Head/Wife/"WIFE" or other adult who is familiar with the finances of the FU. Be sure to check the Coversheet Summaries and last year=s Thumbnails for notes about who is, or is not, a good candidate for R.

For SPLITOFF and NEW SAMPLE interviews, you will be selecting a R when you select the new Head of the FU, since he/she is the preferred R for these interviews. If the FU is willing to participate, but the HEAD does not wish to be the Respondent, the Wife/"WIFE" or another adult OFUM who knows the finances of the FU can be the R.

Indicate in Item 7 the Relationship to Head of your Respondent (e.g., Head, Wife, "Wife", Head's son). Do not use the word "Self" here. If the interview was conducted with a proxy respondent (i.e., someone who is not a member of this FU), indicate that along with their relationship.

Item 8. The information we need here is the total number of calls required to obtain and complete the interview. The number of calls documented in the Call Record should correspond to this number.

Item 9. Complete this item for all interviews. The use of an English-language questionnaire

doesn't mean that you and the R didn't speak Spanish during the interview, for instance. **Check all that apply** to any part of the interview and use "3. OTHER" to specify any languages other than English or Spanish used in the interview.

Thumbnail SketchThumbnail Sketch

Completion of this section is required!

The Thumbnail sketch should be completed immediately after you finish the interview. Note that TN1-TN6 each have a different emphasis. **In the CAI application, the Thumbnail Sketch screens automatically appear at the end of each interview. Please complete your Thumbnail in the computer if you have conducted a computer interview.**

- TN1. Answer YES if the family listing contains anyone living there who is not included in the FU, e.g., roommates or family members who have their own CSs with an HU or HU/CS designation. If you answer YES to TN1, you must explain the living situation in the space provided.
- TN2. Please include information here at TN2 that will help us better understand the FU, especially those FUs with **potentially confusing family situations**. Refer to family members by name, as well as by relationship to Head. Please explain why you've changed any names as well as any RTHs, especially wives who become "wives."
- TN3. Please detail here any **ambiguous or conflicting** responses that editors should know about. Note the question numbers and your probes.
- TN4. Record here any general impressions about the interview situation or Respondent that might have a bearing on our understanding the interview or **recontacting** the R. Such things as R's difficulty in speaking or hearing, best times to catch R at home, or an uncooperative or difficult R can be very important.
- TN5. The response here should be YES **only** when the FU is a one-person FU, and the Head is living in some sort of institution.
- TN6 Complete this TN only when the FU has a child eligible for the Child Development Supplement. That is, a child under age 13 whose FU/HU status is FU and who has Follow Status of YES; or a child under age 13 whose FU/HU status is FU M/I and who has not been assigned a Follow Status.

Describe any reaction R had to being told about the supplemental study, including any questions they asked and what information you gave in response. Give details on any specific objections or reasons for refusal.

Section A--Marital Status and Housing

- A1. This checkpoint serves to remind you and the R that answers in this section should pertain only to FU members. If there are HU or HU/CS type people living there, remind R not to include amounts for them in their answers to these questions. Use the information recorded at Coversheet **items 22 and 23**, p. 4, to complete the checkpoint.

In CAI, this checkpoint is coded automatically by the computer, based on the information you entered on the Family Listing Screen.

The use of "you (HEAD)" is a convention in Family Economics. The (HEAD) is a parenthetical remark to remind you that the question is about the HEAD. Do not read these words to the R.

If a Wife is answering for her husband, say "your husband." If a "WIFE" or other OFUM is answering about the HEAD, use Head=s name.

In CAI, the correct name and relationship fills are supplied by the computer except for certain sections with proxy respondents.

- A4. Note the separate code for ROW HOUSE; TOWN HOUSE. Also, do not accept "CONDOMINIUM" or "CONDO" as an answer. "Condominium" is a form of ownership, not a type of dwelling. There are condominium apartments, condominium town houses, etc. Re-ask the question with the emphasis on type of structure.
- A5. If either HEAD, WIFE, or "WIFE" is age 55 or older, continue with A6-A14. These questions target older people's housing and services. **This checkpoint is automatically coded in CAI.**
- A6. A retirement community or a senior citizens' housing complex is one which generally has some type of formal requirement (usually age, but also minimum health requirements) for residence. Do not consider a person to be residing in a retirement community just because the majority of people in the city, neighborhood, building, or complex are retired.
- A7. The distinction between a retirement community and a senior citizens' housing complex is not always clear. The retirement community/building/complex generally has full-time nursing care available in a separate area or facility, common areas for dining and recreation, and many of the services listed in A8-A10.

Nursing homes are primarily for people who need constant nursing supervision or are incapable of living independently.

- A8-A11. The service does not have to be used by the person to answer "Yes" for these items. It does not have to be contained within the same building as they reside, provided it is within the same community or complex. For example, if the response is "There's a dining hall in the next building", consider this as a "Yes" response.
- A13-14. Note that a "Yes" to any question in the series A8-A11 means that A14 should be asked.
- A15. We want the fuel used--answers such as "hot air" or "steam heat" are inadequate. What fuel heats the steam or air? If more than one fuel is used, mark all kinds used.
- A16. Include only whole rooms (e.g., kitchens, bedrooms, dining rooms, living rooms, permanently enclosed sun porches, finished basement/attic rooms, or other rooms suitable for living purposes). If there are HU or HU/CS people living there, exclude rooms used only by these non-FU persons. In A16, record the number of rooms used exclusively by this FU. In a marginal note ([F2] in CAI), record the number of rooms used exclusively by HU and HU/CS people and the number of rooms shared with FU members
- If some rooms are used for business only, tell us how many and **exclude** them from the total at A16.
- If you are interviewing a Respondent in Spanish, be sure that he/she understands that "cuartos" includes a living room (sala), kitchen (cocina), dining room (comedor), etc., not just bedrooms (habitaciones).
- A17-18. These programs may be provided by state or local government agencies. Get both amounts paid to utility companies on FU's behalf and money given to any FU member by the government to help pay for heat. If R doesn't know the exact amount, get an estimate. If R gives an amount and frequency with which they received it, such as "\$20 per month for three months," probe for a total altogether using /RR/. Please give enough information so that we can calculate a total--such as, \$20 per month for 3 months. Do not include savings resulting from Senior Citizens' rates, rebates, or help from non-government agencies (church, Salvation Army).
- A19. It is very important that the answer to this question represent the housing situation of this FU and only this FU. The "you" in this question refers to anyone in the FU.

1. OWNS OR IS BUYING:

- (a) If anyone in the FU OWNS the HU, then we count it as owning/buying. If an HU member who is not in the FU owns, find out what the FU does. They may be renting rooms from the owner, in which case the FU PAYS RENT should be selected.
- (b) If anyone in the FU IS BUYING the home by making payments on a mortgage, land contract, or deed of trust, select OWNS OR IS BUYING.
- (c) If the FU "both owns and rents" (e.g., owns trailer but rents lot, or owns a condo but pays monthly fees for services), select OWNS OR IS BUYING.

5. PAYS RENT: We want to know only about this FU! If the FU pays an amount which includes room and board or other services, select FU PAYS RENT and try to get a separate amount for rent. FUs in nursing homes or other care facilities and people buying into retirement communities may have complicated situations, so get full details and record them in a marginal note.

8. NEITHER OWNS NOR RENTS. Some examples are:

- (a) janitors, maids, farm laborers, etc., who get living quarters as part of their pay;
- (b) people who live in houses or rooms provided rent-free as a gift from someone;
- (c) military or government employees living in government provided housing.
- (d) people who have sold their house but have not yet moved at the time of the interview.
- (e) people who pay no rent because a government housing or welfare program pays all of the rent, but the dwelling must cost them nothing--not just have reduced rent.

Note: Be aware of the importance of the FU. For example, if the interview is taken with a former Splitoff child who has returned to the parental home, the parents and the child are members of two separate family units (FUs). Thus, if the parents own the home and this FU pays them

rent, we say this FU PAYS RENT.

- A20. We want an estimate of what the sale price would be if the house were sold today, but not under forced-sale conditions. Include the value of the land/lot on which the home sits (if this also is owned by the FU; it usually is).

For farmers or people with a home business, we need to separate the value of the living quarters from the value of the farm/business. FARMERS: include the value of the lot/yard the home sits on, but not the farm buildings, equipment, or farmed land. HOME BUSINESSES: ask R to exclude the value of the business property. If R cannot separate these amounts, ask how many rooms or what proportion of space is used for personal business only. Make a marginal note to that effect.

- A21. We want the FU's tax liability, whether the taxes have been paid or not. Basically, we are asking, "How much are taxes on your place?" If taxes are included in mortgage or house payments, R may not know the exact answer. An approximate figure is acceptable. We want taxes paid on the FU's home and lot only, not on other properties owned.

- A22. We want only the cost of insurance on the FU's home.

- A23. Mortgages, land contracts, deeds of trust, and home equity loans all get a YES answer here. However, include only loans of money secured by the home (i.e., borrowed against its equity). If in doubt, collect all details and record in a marginal note.

- A23b. While we will accept any loan that borrows against the equity in the home for A23, we now want to know what type of loan it is. Original Mortgages and Refinanced Mortgages are loans from a bank or other lending institution for the purpose of buying the home. A refinanced mortgage means the original loan was paid off from a new loan, usually with a better interest rate and terms. The refinanced mortgage can be from the same or different lender. Once you have determined that the loan is a refinanced mortgage, remember that all subsequent questions (A24-A27) refer to this refinanced loan, not the original.

Loan from Seller, sometimes called a Contract for Deed or Land Contract, refers to buying a home directly from the owner in a contract for installment payments. Technically, the buyer does not have any equity in the home and does not have title to the property until the last payment is made. However, these are treated the same as a regular mortgage from a lending institution for this series of questions.

Home Equity and Home Improvement Loans from lending institutions which borrow against the equity in the home. Most "second mortgages" are one of these types. The money borrowed on a home improvement loan usually must be used on home improvements, but the money borrowed on a home equity can be used for whatever purpose the borrower decides. Both of these loans specify a set amount.

Line of Credit Loan is similar to a home equity loan, but it is not a one-time loan of a set amount. Rather, the borrower can draw money from the account up to a set limit. The interest is charged on the unpaid balance.

- A24. Get the amount still owed on the principal (i.e., how much of the original amount borrowed is still owed). The monthly payment amount times the number of remaining payments does not give us the principal since payments include interest, and sometimes property taxes and insurance. For farmers and others whose living quarters and business property are mortgaged together, we'd like the portion of the principal that is just for the house (i.e., living quarters), excluding the farmland, rooms or buildings, equipment, etc., used for the farm or business. We realize this is difficult for some Rs, but ask them to estimate the fraction or percentage of the total and record both the fraction and the total.
- A25. The figure here should be the monthly amount paid to the bank or mortgage company. If taxes and/or insurance are part of the payment, be sure A21-A22 and A29-A30 are consistent with this.
- A26-27. This information is asked of all FUs with a mortgage, but is especially helpful when A24 or A25 is missing. Note that A27 asks the number of years from now.
- A28. A second mortgage may also be a land contract, deed of trust, home equity loan, home improvement loan, etc. Again, it must be a loan secured by the property.
- A29-30. Sometimes the payment mentioned at A25 includes taxes and/or insurance amounts. These questions tell us whether this is the case.
- A31. If rent is paid irregularly on a "pay as I can" basis, obtain R's best estimate of total annual amount paid in rent. For whatever amount given, be sure you check the appropriate time period. If rent is free, A31=0, then this "FU NEITHER OWNS NOR RENTS." Go back and change A19 and then proceed to A36.
- A32. We mean completely furnished--chairs, tables, beds, etc.--not just stove and refrigerator. "Completely furnished" need not include bed linens, dishes, etc. If the HU is only partially furnished--a table or a couple of chairs--the answer is NO.
- A34. We want to know if this dwelling unit is part of a low-income housing project or subdivision where the local, state or federal government owns or subsidizes the properties to keep housing costs down. Do not include "student housing" (i.e., dormitory or family housing owned by a state university or college). Our focus here is government housing assistance for low-income families.
- A35. "Lower rent" here means a government program is paying only part of the rent, either to the landlord or to the family. We just want government rent assistance, not that from church or charity. Government help with heating costs only doesn't go here, it

belongs in A18. If the government helps with rent and rent includes heat, YES should be selected here..

If the government pays all of the rent, "FU NEITHER OWNS NOR RENTS" should be selected at A19. Go back and change A19 and proceed to A36.

- A36. Listen very carefully to R's answer and keep the idea of the FU in mind. If you discover that R lives with someone else (relative or friend) who owns the house and is an FU Member, go back and fix A19 and ask the OWNS OR IS BUYING sequence. If the person with whom R lives PAYS RENT and is an FU member, go back and fix A19 and ask A31-A35.
- A37. The amount here should be rent for a comparable room, house or apartment, including whatever furnishings and utilities the landlord provides. Military and government employees living in government provided housing often give us the amount of their housing allowance in answer to this question. We do not want that. Ask what comparable non-government housing would rent for in the R's area.
- A38. See A34.
- A39. Check the response to A36 to make sure that FU pays no rent because a government housing program pays it all. Exclude "student housing," as at A34 above.
- If this FU is in prison or jail, R may think the answer here is YES, since the "Federal, State, or local government is paying all of it". Sorry, we are after government housing assistance here. A39 is NO for these people.
- A40-41. We accept any kind of central or room air conditioners powered by conventional means. We are interested in whether utilities expenses include costs of air conditioning, so if R explicitly tells you they have it but never use it, the answer here is "NO." Likewise, if the "air conditioning" is by unconventional means and requires no power (e.g., certain kinds of "swamp coolers", evaporation, etc.), A40 is also "NO."
- A42. This question refers only to the Head, and here we mean an actual move from one housing unit to another. If Head moved into this **HU** since the 1996 interview--regardless of whether or not the rest of the family did--the reply should be YES. Be careful also with the opposite situation in which the rest of the FU Members move into the same HU with a New Head. Head moved into the FU for coversheet purposes, but the proper answer to A42 is NO.
- A44. We have tried to include all of the most common answers in the response categories for why Head moved. Please take some time to familiarize yourself with the different choices. If R's response doesn't seem to fit any of the choices, record R's response verbatim at code 8. OTHER (SPECIFY).
- A45. This question may seem awkward to the R, since it refers only to the Head. But once

again, we are interested only in Head's plans to move.

A46. It is very important to us to know if plans to move are definite or vague.

A47. Record R's verbatim response and probe once for /Any Other?/ reasons.

Section B--Employment of Head

Sections B and C apply to the current Head of the FU even if your respondent is not the Head.

All the instructions for Sections B and C will crop up again in Sections D and E (Wife's/"Wife's" employment history) so be sure you are familiar with them.

B1-3 It is crucial that you get an accurate reply to B1-B3 since this will determine whether you ask Section B or skip to Section C.

Mark as many choices as the R mentions at B1. If R's answer includes 1. WORKING NOW or 2. TEMPORARILY OFF from work, ask B4 and continue with Section B. If only CODES 3-8 are checked and B3 is YES, ask B4 and continue with Section B; if B3 is NO, GO TO Section C.

If you are conducting a CAI interview, still select all responses that R mentions, but the application will determine to which question you will go next.

CODE 1. WORKING NOW: Head has an employer (or is self-employed) and is currently working (i.e., Head worked in the last week). Includes those temporarily at home because they are sick (not on leave), on vacation or sabbatical.

CODE 2. ONLY TEMPORARILY LAID OFF: Head is employed (but off temporarily) and expects to return to her/his job in the near future. For example: a construction worker off because of bad weather; a factory worker who has been temporarily laid off or is on strike; a female Head on official maternity leave; a self-employed businessperson whose store is closed for repairs.

CODE 3. LOOKING FOR WORK, UNEMPLOYED: Head is not working now and does not have a job to which she/he expects to return. She/he is now **actively** seeking one. Some examples: permanently laid-off factory workers; people who have lost their jobs because of illness, injury or disability.

CODES 4-8. NOT WORKING/NOT LOOKING: R may mention these codes even though follow-up questions reveal that they are working now also. Examples are full-time students without jobs; homemakers; women who quit work (rather than taking maternity leave) to have a baby; retired

people.

Note: B4-B59 refer to Head's main job or consecutive main jobs. When R cannot decide which is the main job, the main job is the one on which Head spends the most hrs/wk. If Head spends an equal amount of time on two jobs, then select the one from which Head earns more money for the main job. For more information on main vs. extra jobs, see B82 Q-x-Qs.

B4. Be careful with the following situations and record as many details as possible in marginal notes:

Farmers/farm workers and ranchers/ranch workers who work for a larger operation are not self-employed. They're employed by someone else. Incorporated family farm owners, however, are SELF-EMPLOYED or BOTH SOMEONE ELSE AND SELF-employed.

Professional people, such as lawyers, doctors and engineers who are employees of a corporation of which they're also president, are probably not self-employed. Don't change the R's answer, just ask B5 and give details in a marginal note.

Full-time salaried professional people who have separate private practices in addition to their regular job or clients should divide these two roles into main and extra jobs, respectively. If they can't, record them as employed by BOTH someone else and self, ask B4a and give us details. Similarly, any other case in which employment by others and self-employment can't be separated by the R should be recorded as BOTH. Ask B4a and provide details in B9-B11.

B5. Many self-employed people and professionals do not consider what they do a "business" and don't think B5 applies to them. Mark them UNINCORPORATED and make a marginal note. If R is very clear that some other category applies (e.g., partnership), note it in a marginal note.

B8. We are not asking whether R belongs to any labor unions, but only the one covering her/his current main job.

Remember: For Spanish language interviews taken on paper questionnaire, record occupation and industry answers verbatim in Spanish. Then during post-interview editing translate completely into English before data entry into CAI.

B9-9a. Follow the guidelines below to get complete information on Head's main job and main job duties/activities.

1. Probe for clear complete answers. We want to be able to distinguish among unskilled workers (such as laborers), semi-skilled workers (such as operators), and skilled workers (such as plumbers or electricians), as well as among various white-collar occupations. You may use focused probes (/PO/) to get the factual information that you need.
2. The type of place at which Head works is usually insufficient in response to the occupation questions (e.g., if Head "works in a bank," she/he may be the manager, a teller, or a janitor).
3. Job titles at the lower end of the occupational scale are likely to be less descriptive than they are for professionals, so probe for specifics of what Head does on the job. For example, if someone says "engineer," that may mean Head: (a) designs bridges or airplanes, (b) operates a railroad locomotive, (c) tends an engine in a power plant or (d) shovels coal into a furnace. We need information more specific than "engineer" here, so that distinctions between skilled, semi-skilled and unskilled workers can be made. If Head is a road construction worker, she or he will be classified as: (a) foreman, if he or she supervises a road gang; (b) operative, if she or he operates a bulldozer; or (c) laborer, if he or she provides labor only.
4. Examples of specifics necessary at the other end of the occupational scale are: (a) whether a "nurse" is a registered nurse or practical nurse; (b) whether a "teacher" teaches in an elementary school, secondary school, or college, and the type of school or college in which she/he teaches.
5. Particularly unacceptable answers are: factory worker; construction worker; driver (of what?); teacher (type of school: level/grade?); engineer (what does Head do?); nurse (RN? LPN?); sailor (officer? enlisted man?); manager/supervisor (what kind of group does Head supervise?); sales (what does Head sell? retail or wholesale?); clerk (what does Head do?); mechanic/repair (what does Head repair?); apprentice (to what trade?); inspector (of what?). In most cases one of the probes listed here will elicit sufficient information. If Head works both for him/herself and for someone else, here are some examples where we want a full description: (a) Head works for a firm of which she/he owns a substantial portion; (b) Head sells on commission (e.g., selling insurance, real estate).

B10. The type of business or industry has to fit into an industrial code and is sometimes vital in determining which code a particular occupation should have. For instance, a laborer or warehouse worker does different tasks on the job according to the industry type. We need to know what's done at the company for which Head works--whether the company manufactures or sells, what product is manufactured or sold, and whether a sales company sells retail or wholesale. Responses such as "oil business" or "shoe business" are not acceptable without

further explanation. For sales especially, please find out whether Head is engaged in wholesale or retail trade, and what is sold.

The following list of questions should help you know what probes to use to get codable information about occupation and industry.

1. When something is constructed, is it: buildings? bridges? highways? etc.
2. Utilities: electric light and power? water? electric-gas? gas and steam? telephone?
3. If Head is employed by the government, specify the department: Parks and Recreation, Sanitation, Bureau of Land Management, Department of Labor, etc., and the level: federal, state or local.
4. Medical Clinics: hospital clinic? private doctor's clinic?
5. Nurses: Registered or licensed practical nurse (LPN)?
6. If Head operates a machine, please specify the kind of machine.
7. "Machinist" is a specialized occupation and is not the same as a machine operator. Be aware of this, as many people use the terms interchangeably.
8. School level: specify grade for elementary and secondary teachers, subject if college level, and type of school: vocational? private?
9. Organizations: profit? nonprofit?
10. Foundries (material produced): brass? iron? steel?
11. Canneries: specify the kind of food: fish? fruit? vegetables? etc.
12. Babysitter: is the babysitting done in the Respondent's own home or in someone else's home?
13. Engines and motors: diesel? steam? turbine? aircraft? electric? outboard? rocket? etc.
14. Textiles and clothing manufacture: yarn? fabric? finished garments? cotton? wool? silk? etc.
15. Shoes: leather? canvas? orthopedic? etc.
16. When Head's main job is in the Armed Forces, try to get Head's rank and what he/she does. If this is not possible, please try to find out whether the person

is or was commissioned, non-commissioned or enlisted. Keep in mind that civilians are also employed by the Armed Forces.

17. Mining: ask the type of material mined: copper ore? borax? aluminum? gravel? crude oil? tin? petroleum? natural gas? etc. (Mining industries can also have wholesale and retail trade categories.)
18. Oil: ask R to specify the type of oil business: oil field company (extraction)? oil lease buyers? oil distributor? oil station (retail)? oil royalty dealer? oil storage tanks? etc.
19. Heavy equipment or heavy machinery: farm? construction?
20. Engineer: chemical? civil? industrial? petroleum? electrical? locomotive? etc.
21. Restaurant: chain? hotel? country club? in a nonprofit organization? etc.
22. If occupation is manager or supervisor, ask what the job duties of the people Head supervises or manages are: sales? data processing? etc.

B11. You will be asking employer's name for every employer, main and extra jobs, that Head has or had last year. This may elicit concerns about confidentiality from some Rs. Tread softly here, using minimal persuasion only. Use standard procedures for assurance of confidentiality which applies to all survey information. If the R does not give you an actual employer name, use the information at B9-10 to construct a short job name or title for referencing in succeeding questions.

B12-19. Questions B12, B13, B16, and B18 refer to Head's regular pay. B15, B17 and B19 refer to rates of pay for overtime or extra hours. We want current (1997) salary/wage and overtime rates, not 1996 rates. Probe for specific dollar amounts as much as possible, and be sure to check the appropriate time period for the amount given.

B12. The OTHER category is for everything that is **not salary, hourly, or combinations of salary or hourly with tips or commissions** (Codes 1-4). Just select "OTHER" and then select from the B18 choices.

B14. This should be NO if Head's income is a fixed weekly/monthly/annual amount which won't be increased no matter how many hours are worked in a week/month/year. If Head is paid a fixed salary plus additional pay for overtime hours, the reply should be YES.

B15. Select all that R mentions. Use code 5. EXACT AMOUNT when R answers an amount. Accept an answer of "straight time," but probe: "By straight time you mean you (HEAD) are paid the same rate for overtime as you are for regular hours?" An answer of "comp time" or "compensation time" should also be probed: "Do you mean you (HEAD) receive additional time off instead of overtime pay?"

Use the OTHER category when overtime is paid in some inconsistent or nonstandard way. For example: half-time, shift differentials, etc.

B18 OTHER ways Head is paid for regular work time. Select only one of codes 1,2,5,6 or 7 to describe other forms of payment.

B19. We know that B19 may be difficult for some situations, but try to get an estimate from the Respondent.

B17. Select all that R mentions. Use code 5. EXACT AMOUNT when R answers with an amount. Accept an answer of "straight time," but probe: "By straight time you mean you (HEAD) are paid the same rate for overtime as you are for regular hours?" An answer of "comp time" or "compensation time" should also be probed: "Do you mean you (HEAD) receive additional time off instead of overtime pay?"

Use the OTHER category when overtime is paid in some inconsistent or nonstandard way. For example: half-time, shift differentials, etc.

B20. "Another job" can mean a different position with the same employer, a different employer, or plans for self-employment. We are talking about changing from the main job Head has now to something else.

B21. Select all that apply and specify at code 7. OTHER any response that does not fit the given choices.

Note that Code 6 is for placed or answered ads, not just checked or read them. Head must have taken the initiative to place or answer an ad. If R says "looked at newspaper want ads", "checked job ads", etc., probe whether Head placed or answered any ads. If not, record answers such as "checked want ads" at code 7. OTHER.

B23. By employer, we mean company, firm, or organization, not a specific boss. If the company changed owners, note the change(s) in a marginal note, and if Head worked several different times for this same employer, give us the total ("altogether").

Head's Work HistoryHead's Work History

With questions B24-B59 and pink Work History Supplements, we're collecting information on main jobs about both changes in employer and changes in position with the same employer from January of 1996 through today's date. The question sequences reflect our focus on employers and, in particular, spells of employment during 1996. We have designed the question sequences so that R tells us about Head's current main job (Section B) or Most Recent Main Job (Section C) first, then other main jobs held in 1996, in any order.

A quick **definition of main vs. extra jobs**: Very simply, Head cannot have an extra job unless she/he holds a main job at the same time. We make this distinction between main and extra jobs throughout and ask you to remind R of this, but in these sequences this distinction is not as important as a complete account of work with each employer.

Note that we will miss some information for Heads with several position changes in 1996-1997. Complete B27-B28 and B32-B33 for the most recent position change.

- B24. Both B23 and B24 refer to the present employer. While B23 asks for the total amount of time Head worked for this employer, B24 asks for the most recent start with this employer (or self-employment). Note that we've provided categories for 1996, 1997 and several types of "Don't Know." The "Other Year" category is only to be used for employment starts of 1995 or earlier.
- B25-29. For Heads who began their present employment in 1996, we ask the start date of the most recent position change in 1996. We are primarily interested in promotions and lateral transfers at B29, but you can record details of other position changes in the code 7 OTHER category. The term "work situation" may be substituted for "position" to make these questions less awkward for self-employed Heads. If you are using the paper questionnaire, follow the skips carefully; this questionnaire page is really full!
- B30. When Heads began their present employment in 1997 (or 1996/1997 DK WHICH), we ask start date of their present position and then skip to **B40** and ask whether Head had any 1996 main job employers.
- B31-34. When Heads began their present employment prior to 1996, we ask the start date of their present position and date of the most recent position change in 1996, if any. Again, (details) are appreciated at B34 in margin note. Note the skip to **B39**.
- B35-36. See B9-B9a for probes and cautions in asking occupation details.
- B38. The amount at B38 should be an average when Head first began with the present employer.
- B39. Mark the months of 1996 that Head worked for the present employer as a main job; this is often the ALL category. Include all months in which Head worked at least one day; but do not include months Head was not employed at all or was off the entire month on vacation, leave, temporary layoff, sick time, etc. You will gather more details on these periods later (B60-B78).
- If Head worked part of the year for this employer on a main job and part as an extra job, mark only the main job months here. Note the extra job months in a marginal note and be sure to ask the extra job sequences (B82-B106) about them.
- B40. If B40 is "NO", Head had no (other) main job employer in 1996, you're done with the work history and skip to B60.

If Head started with her/his present employer before 1996, B40 should be "NO" but R might answer "YES" referring to another employer Head worked for in 1996. Accept "YES" and continue with B41-B42, then use B42a-B42d to determine Main vs. Extra job.

If Head started with his/her present employer in 1996, and answers "YES" to B40 there may again be a Main vs. Extra Job problem if there are months worked for both. Again, accept "YES" and continue through B41-B42d.

If Head's most recent start with present employer was in 1997 (see B24), then YES to B40 refers to any main-job employers that Head had in 1996, including a previous spell of employment with his/her present employer.

B41-41c See B9-B11 instructions. Remember, occupation and industry answers must be verbatim in Spanish with English translation after the interview.

B42. See B39. The same procedures as above apply for entire months not employed or off for vacation, leave, etc., and main vs. extra job.

B42a-42d There should be no overlap between B39 and B42 except when Head ended one main job and started another in the same month.

If there is a partial overlap of 2-11 months and there are weeks in which Head was employed at both jobs, the R must determine which job Head considered her/his main job during that time. The other job is an extra job and be sure to ask the extra job sequence (B82-106) about the overlap.

If there is a complete overlap of all 12 months, the job recorded at B41-41c is considered an extra job which you will ask about at the extra job sequences (B82-106).

B43-44. See B4-B5 instructions.

B45a. Enter dollar amount and time period in which it was made. This is an average for 1996.

B45b. See B38 instructions.

B46-B47. Again we're looking for the most recent position change in 1996. See cautions and instructions at B25-B29 regarding detailing the position change. Also, be careful of Head changing from main job to extra job. Such a change is not a Main Job position change and is not recorded here. B46 would be "NO" and B53-B57a would be used to record this as an end of Main Job employment.

B49-49a. See B9-9a instructions.

B52. See B38 instructions.

B53-55. Since Head is currently employed on a different main job, the answer to B54 should always be "YES" and B54 should be consistent with B24 (i.e., the end of the previous job must precede or coincide with the beginning of the present job). If not, Head was working two main jobs at the same time. Resolve this overlap and record it as an extra job (B82-B106). At B55 we mention negative alternatives to make it easier for Heads who have been laid off or fired to talk about it, but positive answers like "I quit to take a better job" are welcome. This is where Head may indicate that his/her main job became an extra job.

B57a. See B38 instructions.

B59. If Head had any other main-job employers during 1996, complete the pink Work History Supplement for each additional main job employer. If not, go to B60.

Work History Supplement

The questionnaire employment sections are designed to cover the two most recent main job employers. If the person worked for more than two main job employers since January 1, 1996, complete a Work History Supplement (WHS) for each additional employer. Use as many as needed to account for all main job employers since January 1, 1996. In the CAI application, we have allowed for up to four main jobs and up to four extra jobs for both Head and Wife/"Wife." If a case requires more than the four job loops, please continue on a paper Work History Supplement and **mail it in with the completed coversheet.**

Note that the WHS can be invoked at four different points in the interview (Sections B or C for Heads, D or E for Wives/"Wives"). Mark the section clearly at the top of each WHS and number them sequentially (SUPPL. #) within each section. Checkpoint S20 on p. 4 of the WHS Form tells you how to return to the main questionnaire when you have completed all the required supplements. If you start a supplement from the CAI application, simply return to the application when you have finished the supplement.

Example: A currently employed Head tells you about his current employer and a previous employer in Section B. Then he tells you he had two other main jobs in 1996. You complete two WHSs with the Sample ID written in by you at the top right of the supplement, mark the box labeled SECTION B on each, and the supplement numbers (SUPPL. #) are 1 and 2, respectively. If his unemployed Wife had three main jobs since January 1, 1996, record two of the jobs in Section E and complete one WHS. It has the same Sample ID as Head's, but the SECTION E box is marked and the SUPPL. # is, again, 1. This will not be confused with Head's WHS #1 because you have marked the SECTION box on all WHS forms. **Again, the CAI application allows for up to four jobs--you will use the paper WHS very seldomly, if at all.**

- S41-41c. See B9-B11 instructions. Remember, occupation and industry answers must be verbatim in Spanish with English translation after the interview.
- S42. See B39 instructions.
- S42a-42d. See B42a-42d instructions.
- S43-44. See B4-B5 instructions.
- S45b. See B38 instructions.
- S46-47. See B25-B29 instructions. If Head/Wife/"Wife" had more than one position change with this employer in 1996, get month and circumstances for the most recent.
- S49-49a. See B9-B9a instructions.
- S52. See B38 instruction.
- S53-55. See B53-B55 instructions.
- S57a. See B38 instructions.
- S59. Complete one WHS for each additional employer Head/Wife/"Wife" had in 1996. Otherwise, return to the appropriate page and item in the questionnaire.

1996 Work Weeks--Questionnaire Pages 20 and 21

NOTE: ASK B60-78 FOR ALL HEADS!

Even if Head did not work at all in 1996, we need to know how much of that time Head was:

- a) Employed but temporarily off the job (B60-B74a),
- b) Unemployed and looking for work (B72-B74a), or
- c) Not Employed and Not Looking for a job (B75-B77a)

We need as much information as you can get in this series, so focused probing is acceptable. We do not need a day-to-day accounting of Head's time, but try to give a complete picture of how Head spent all 52 weeks of 1996. Record marginal notes for any unusual or complex situations.

Verifying the weeks is handled quite differently in the paper questionnaire than it is in CAI. In the paper questionnaire, to insure that the weeks listed add up to 52 weeks or 12 months, we have provided a column on the right of pp. 20 and 21 for you to total the weeks and a conversion table at the top of p. 20 to help you convert all the responses into weeks or months. Use the right column for your conversions and calculations only; record what R says below each question where indicated. In the CAI application, each question sequence is asked on a separate screen, then all of the information you entered is displayed and calculated for you on a summary screen.

The objectives of this sequence are:

1. Separation of weeks into periods of work and non-work on main job(s),
2. Average work hours per week for weeks worked, and
3. Annual overtime hours

In order to achieve them, several key concepts must be kept in mind:

Work in these questions means simply and only main job employment. Head had an employer (or was self-employed) and was either working at that job or was temporarily off but expected to return to it. This latter situation includes a) sick time, whether paid or unpaid; b) vacation, leave, or "time off," whether paid or unpaid; c) strike; and d) temporary layoff. In all these cases, Head was employed and expected to return to the job.

Unemployment vs. Temporary Layoff is a little more complicated. Temporary Layoff, as mentioned in the example above, is time off from a job while remaining officially employed, with the expectation of returning to the same employer. A permanent lay-off is required for "unemployed" status. The problem arises when, after being temporarily laid off for a long time, Head decides he will not return to the employer and finds another job. The distinction between unemployment and temporary layoff is not as critical for marking B72-B74a as it is for recording extra job(s) vs. main job periods.

Weeks spent as **unemployed** require two conditions: (1) Head had no job or other way of working for money during those weeks. Either Head's job had ended or Head has never had a job. This situation is probably obvious from the work history, but you might have to probe. (2) Head must be looking for a job in order to be considered truly unemployed. We accept R's word on this (i.e., no probing).

Not Working and Not Looking is often confused with taking time off and temporary layoff. As with unemployment time, two conditions must be met: (1) Again, Head had no job and did no other work for money during this time. Either Head's job had ended or Head has never had a job. (2) Contrary to the rule for unemployed weeks, Head was not looking for work during this period. Good examples here are full-time students with no job and no intention of working while in school, Heads KEEPING HOUSE, and fully RETIRED jobless Heads who aren't looking for second careers. Heads who took time off or were temporarily laid off from a job cannot meet this Not Working/Not Looking condition since they were employed at the time.

Head must have been employed and missed time from his or her job for any weeks mentioned in B61-B62 (illness of others), B64-B65 (illness of self), and B67-B68 (vacation or time off). If Head did not have a job and neither worked nor looked for work because of illness or because he/she was taking time off, this time should be recorded at B75-B77a.

- B60-62. "Someone else" means anyone, not just FU members. Include paid and unpaid sick leave or funeral time. Actual dates are not needed for a few days here and there, but we do need dates for large amounts of time. If R can volunteer such information, great!
- B63-65. Again, we don't need dates for the occasional flu. If Head missed a month or more, however, please get information that's as specific as possible. Ask whether the time was scattered through the year or all at one time.
- B66-68. Include paid and unpaid holidays, vacation time, etc. Teachers who are off for the summer should count that time as vacation. We are seeing a few teachers who are actually laid off during the summer (even getting unemployment compensation) and are rehired in the fall. These (thus far) unusual cases should report the summer time off at B72-B74a or possibly B75-B77a.

"Maternity leave" and various other temporary, voluntary leaves of absence also belong here. From this point through B77a, please get dates as specific as possible.

B69-71. Beware of overlaps with unemployment, temporary layoff, etc. Illegal strikes count as YES here, too.

B72-74. Check dates at B74 against work history (B24-B59 and WHSs) and extra job dates at B82-B106 (**in CAI, this information is displayed for you on the screen**). Head couldn't have been unemployed and looking for work during weeks when he/she was earning money. If Head had any job during this time, he/she is considered to have been employed at a main job. But Head could have been temporarily laid off and have had an extra job during the same weeks.

EXAMPLE: Head has worked at a brick factory for 6 years. A fire closed the plant for two months, so he took a job at Arby's in the meantime. When the brick plant reopened, he returned to his job there. The Arby's work time is listed as an extra job in B82-B106, and the two months appear in B73 as temporary layoff. (If he hadn't returned to the brick plant, but had taken a new job at a laundromat, all three jobs would be consecutive main jobs.)

Head cannot have vacation weeks while he/she is unemployed (i.e., no vacation from job hunting!). If Head reports being unemployed and looking for work (not temporarily laid off) and "on vacation" during the same time period, ask if Head took earned vacation time and then was laid off. If so, the vacation time stays in B66-B68, not in B72-B74a or B75-B77a. If the permanent layoff came first and then Head spent some time "doing nothing", this kind of "vacation" goes in B75-B77a. However, vacation weeks occurring during a period of temporary layoff may be reported at B66-B68. Check for double counting at B72-B74a and B75-B77a.

B75-77. Again, check these dates against the work history (**again, this information is displayed for you on the CAI screen**)--B24-B59 and WHSs. The occurrence of any job during a B76 time period means that Head was employed at a main job and therefore can't list the time here, but if Head had no job and reports the same time both here and as time off in B66-B68, it belongs here.

B78. We want the total number of weeks during which Head did any work. Do not allow R to combine hours from different weeks, such as "10 hours a weekend for 20 weeks--about 5 weeks of work altogether." This is not 5 weeks (B78) at 40 hours per week (B79), it's 20 weeks (B78) at 10 hours per week (B79). If Head alternates weeks working and weeks off (e.g., "80 hours a week for 2 weeks, then 2 weeks off"), get details and record them in a marginal note. The weeks worked go here, and the weeks off belong in B72-B74a as temporary layoff or in B66-B68. Note also that for this case, the answer to B79 is "80".

Note: If the B60-B78 series does not total 52 weeks or 12 months, /RR/ to find out why. If blocks of time don't seem to fit any of the categories, give us the number of weeks or months and a description of what Head was doing during each such period. Some examples: "in school January through May," "had a baby in August" and no previous mention of maternity leave, "traveling in Europe for the summer before job hunting," "housewife," "retired," etc.

- B79. This is the average hours per week on main job(s) worked in 1996.
- B80-81. Be careful not to double count any overtime hours already included in B79 (average number of hours worked each week). At B81, include both paid and unpaid overtime hours in 1996.
- B81a-d. If Head worked more than one main job in 1996, we ask separate average hours per week and overtime hours for each job.
- B82. **Main vs. Extra Job** distinctions are not as difficult as they seem. Very simply, Head cannot have an extra job unless he/she has a main job during the same time period. The extra job must be held simultaneously with the main job. Remember, we just pointed out above that Heads who were temporarily laid off (B72-B74a) were still employed at a main job and, therefore, could have had an extra job during this time period. However, Heads who were unemployed and looking (B72-B74a) or not working and not looking (B72-B77a) are saying that they had no main job employer during the time in question. But if Head was working for money at all during these times, this work is not an "extra" job. It is considered a main job.
- If Head worked at a number of irregular jobs in 1996, the distinction between "main" job(s) and "extra" job(s) may not be as clear. That being so, this series of questions still allows us to get more complete information on the kind(s) of work Head did. We're interested in any job that brought in income; examples include a small business conducted from home, a night watchman position, door-to-door sales, or anything else involving work and income for Head. If R tells you about time spent and money made on illegal activities such as gambling or drugs, that is acceptable. "Other way of making money" means any work, even if it was non-standard, that produced income.
- Asking this question sequence for each job may take some time, but we need to know each source of work income Head had during the past year.
- B83-85. Follow the same general rules that you used for probing on B9-B11. For example, "sold cosmetics" or "repaired cars" doesn't tell us enough. Did Head sell cosmetics from home? in a store? door-to-door? Did Head repair cars in the backyard? at a service station? at a car dealer's? Make notes, if necessary, to help us get the details.
- B86. See B11 QxQ.
- B87. Be sure to record the unit of time for the amount given. For small business: if R asks, we want dollars before taxes and after expenses--this is net income.
- B88. This is the number of calendar weeks in 1996 during which Head did any work on this extra job.
- B89. This is average hours per week for the weeks Head worked an extra job. Occasionally R will be unable to break down the time into weeks and hours per week (e.g., "Oh, I just worked

on it when I had time"). In such cases, get an estimate of total number of hours for that job during 1996.

- B90-93. These dates will help us to check for overlap with spells of Unemployment or Not Working/Not Looking.

The sequence on pp. 24-25 (B94-B105) is a repeat of B82-B93 and is not duplicated here.

Section C--Head Is Not Working Now at B1 ("No" to B3)**Section C--Head Is Not Working Now at B1 ("No" to B3)**

Section C parallels Section B quite closely, and the work history, work weeks, main and extra job concepts apply here, too.

C1. We accept Head's answer here.

C2. See instructions for B21.

C4-8. This sequence provides a short version of asking work week information for Heads who haven't worked since before last year. If Head has done any work since January 1, 1996, we need to get her/his work history for 1996. Note that, as at B24, we have provided categories for 1996, 1997, and various types of "Don't Know". Only select "Other Year" for years from 1995 or earlier. This is even more crucial than at B24, since you can miss the entire remainder of Section C here! Continue with C9-C51 and WHS as necessary. See the comparable questions/instructions from Section B.

C9-11. Probe for detail, as in the occupation/industry instructions at B9-B11. Remember, occupation and industry answers must be verbatim in Spanish with English translation after the Interview.

C12-14. For instructions, see B4-B5.

C14a. See B11 instructions.

C15. See B55 instructions.

C16-51. This sequence, with WORK HISTORY SUPPLEMENTS if needed, covers Head's employment history for the last job held and for each employer in 1996. Follow the instructions given for B24-B59. Get exact dates, salary rates, and occupation/industry descriptions, and explain in a marginal note any confusing situations.

C52-98. We have not reproduced the remainder of Section C questions here. Briefly, they parallel B60-B106.

Sections D and E--Employment of Wife/"Wife"Sections D and E--Employment of Wife/"Wife"

Review the definitions of Head, Wife, and "Wife." Note that a "Wife" is the female portion of an unmarried couple who have lived together for at least a year OR since last year's interview. She is treated the same as a legally married Wife in Sections D and E. However, when asking the questions in these sections, refer to her as "your friend" or by name. Do not use the terms wife or "WIFE".

Sections D and E apply to current Wife or "Wife" only. They parallel Sections B and C, respectively, and the questions are numbered identically (i.e., B with D and C with E), except for the D1 checkpoint.

In the CAI application, they are actually the same exact questions. Question objectives and concepts for B and C apply to D and E.

D1-1a. The D1 checkpoint routes all Female Heads and Male Heads with NO Wife/"Wife" through to Section F. If you are conducting a paper questionnaire interview, use p. 4 of the coversheet here and mark D1 carefully.

D1a is parallel to B1 and, like it, is critical to getting the correct Section completed for Wife/"Wife".

We have not reproduced the remainder of Sections D and E (pp. 40-71 of the questionnaire), as they parallel Sections B and C exactly. You may review them by looking at the blank questionnaire from your materials and the Sections B and C QxQs.

Section F--Housework, Child Care, and Food

F2-3. If roomers or boarders are living in the HU, time spent by Head or Wife/"Wife" cleaning these rented rooms should not be counted here. That housework is income-producing work and should be included in Section B or C (for the Head) or Section D or E (for the Wife/"Wife"). If R is unable to separate the time, make a note that time spent cleaning boarders' rooms is included in the housework hours.

Count here only housework that is done by Head, Wife or "Wife" for FU members. Outside house and grounds maintenance and/or yard work are acceptable, but gardening time that generates food for sale or FU consumption should not be included here. Also exclude time devoted solely to children and repairing or renovating the house. If R can't give you a precise number of hours per week, replies such as "all the time," "a few hours a week," "just a few minutes a day," etc., should be probed with "Could you be more specific" (/MS/). If R still can't give you an exact number, record R's response in a marginal note.

F5. Try for "days a week" but take any units R gives and enough detail so that we can convert. Quantitative replies such as "every day" and less precise ones such as "once in a while" are both acceptable but should be probed before accepting this as a final response. The term "family", as usual, refers only to the FU members.

F6. Code A is checked when someone was under 15 in 1996 and was in the FU for any part of 1996. This checkpoint is coded automatically in CAI.

F7. We want the total annual child care costs for all of these children (under 15) in 1996. Remind R of occasional babysitting and summer vacation for school-age children. If R gives a time period other than the whole year, be sure to specify amount per period and number of periods received (e.g., "\$100 a month during summer months").

The following questions detail Food Stamp usage and food costs for the FU only. If amounts for non-FU members can't be removed from FU amounts, please make a marginal note giving the gender and age of any "extra eaters" (e.g., "Amounts at F15 and F18 include food for non-FU female, age 35 and non-FU male age 41").

NOTE: Be sure you have specified a time period for each amount you list. Is the amount per week? Per month? Per two weeks? Or what? There is great variety in people's food expenditures, and often the time period is not at all obvious to us.
--

F8. "Commodity stamps" is an obsolete regional term that an R might use when referring to food stamps. Commodity stamps are issued by the local government, whereas food stamps are issued by the federal government. If R says the FU received commodity stamps, select "YES" and ask F9-F10.

F9. This is the cash value of the stamps, for the **entire year of 1996**. Usually R will give per

month or 2 weeks. If R gives the total dollar amount for the whole year, great. Record it as such and ask F10.

F11. This question is referring to **last month** only.

F12. Sometimes, some FU members are eligible for food stamps while other FU members are not. Probe for the number of FU members for whom stamps are issued. If the R includes non-FU members here (e.g., daughter with own Coversheet lives in the HU), do not count them.

F13. Cash value of the stamps for FU Members only, **last month** only.

F14/F15. Food bought elsewhere and eaten at home belongs here. This includes groceries and carry-out prepared foods from groceries, restaurants, etc., that are brought home to eat. Note that F15 asks for a weekly, biweekly, or monthly figure for all the persons now living in the FU. We do not want to include expenditures on non-food items such as toothpaste, soap, paper towels, dog food, etc.

If the weekly food bill seems unreasonably high or low to you, use the probe built into the question, "Is that only your (FU's) share of the food?" or repeat the question emphasizing "...food that you use at home in an average week?"

F16. Food delivered to the FU and eaten at home belongs here. Again, it may be groceries (milk, eggs, etc.) or prepared ready-to-eat food (pizza, meals-on-wheels, etc.); the distinction between F14 and F16 is that some service (i.e., cooking, delivery) is included in the cost of the food.

F18. Food that is both bought and eaten elsewhere, as at a restaurant, belongs here. We do not want to include special events (parties, wedding receptions, etc.), or lunches eaten at restaurants during the working day.

F19-F22. See F14-F18 instructions.

Section G--Income

- ! If Head or Wife/"Wife" reports work income in Section G, hours for that work must be reported in Section B/C or D/E.
- ! If Head or Wife/"Wife" reports working during 1996 in the employment sections, income from those hours must be reported in Section G.
- ! All wages and salaries listed in Section G should be before taxes and other deductions. All profit or loss amounts should be net (i.e., after expenses), but before income taxes.

- G1a. You will know from B9b and B10 whether Head's current occupation is farmer or rancher. If Wife/"Wife" is part owner and worked on the farm, too, we should have her work hours in Section D/E; you may simply cross-reference the fact at G52: "income included at G4."
- G2. Receipts from normal farm operations include:
- a) money from sale of cash crops;
 - b) money from sale of livestock, dairy products, poultry, eggs, fruits and vegetables;
 - c) soil bank payments;
 - d) receipts from commodity credit loans, which count as income because they guarantee set prices for crops.
- Farm receipts do *not* include:
- a) money from sale of land;
 - b) rent from tenant farmers;
 - c) crop loans (not considered income).
- G3. Farm operating expenses can include:
- a) expenses for feed, seed, lime, fertilizer, insurance, fuel, tires, repairs to trucks and machinery, rent for machinery, crop storage, irrigation, ginning, veterinary expenses, etc.;
 - b) livestock purchases;
 - c) wages for employees, including any FU Members who are paid for working on the farm but who don't share in the ownership);
 - d) custom work (work done by someone who brings his own machinery);
 - e) depreciation;
 - f) interest on loans;
 - g) property taxes (but not federal income taxes).

G4. Farm income equals total receipts (see G2) minus operating expenses (see G3). Do the subtraction and then ask G4, to discover omissions and correct any errors on the spot.

WE MUST HAVE WORK HOURS FOR ALL INCOME FROM A JOB AND INCOME FOR ALL WORK HOURS REPORTED IN SECTIONS B-E. IF YOU ARE MISSING INCOME OR WORK HOURS, CALL R FOR BACK BEFORE SENDING THE COMPLETED INTERVIEW IN.

G5-7a. Do not include stock ownership in G5. These questions refer to any business or financial interest owned by anyone in the FU. Get details on what the business is and specify who in the family owned it. If the family had more than one business, repeat questions G7a-G11b for each separate business up to 5.

Many self-employed people are not set up as a "business", so they answer "NO" to G5. If so, be sure the income from their work is reported elsewhere (G12-G17a or G18-G20c).

G8. Remember that "family" refers to members of this FU only. Check all that apply.

G9a-G9d. These questions are crucial. If the Head put in work time, these hours should be reported in Section B/C, and Wife's/"Wife's" work time should be reported in Section D/E. If work time for a business wasn't reported, you need to complete a (yellow) Job Supplement. OFUMs' time will be reported in the G76-G81 and G95-G97 sequences.

G10. If R doesn't understand the question, select DON'T KNOW. If some FU member owned a business in 1996, but R doesn't know whether the business was incorporated or not, make a marginal note giving what information you can and select code 8 DK.

G11a. The amount given here is net profit, i.e., after expenses, the amount they paid income taxes on. If part of this amount is counted as Head's "draw" and another part as profit from the business, give us both sums separately and tell us which is which. Record the total profit as the final answer; do not double count the draw.

If the Wife/"Wife" or other FU member is not a part owner and is paid wages or salary by the unincorporated business, that amount should not be included here. It belongs with the Wife's/"Wife's" or OFUM's job income questions. If Wife/"Wife" or other FU member is part owner, we would like their separate part(s) of the total profit recorded in a marginal note, in addition to the total profit, if possible. If only the total amount is known, write in the total amount and which FU members received it.

G11c. Attach an extra page or pages to record information for each additional business.

The secret to success on these questions is to get as much detail as possible and to make frequent marginal notes.

WE MUST HAVE **WORK HOURS** FOR ALL **INCOME** FROM A JOB AND **INCOME** FOR ALL **WORK HOURS** REPORTED IN SECTIONS B-E. IF YOU ARE MISSING INCOME OR WORK HOURS, CALL R BACK **BEFORE** SENDING THE COMPLETED INTERVIEW IN.

- G12. If Head was working in 1996, this question almost certainly should be marked "YES". Respondents sometimes give an answer of NO here thinking that they've given you this information before (in Section B, questions B12-B17c), but they haven't. B12-B17c ask about current pay rates; this question asks about **last year's** earnings.
- G13. This question applies only to current Head. For most wage-earners, the amount here is the income reported on the W2 form(s). It should include income from extra jobs if Head had one. Here we catch small amounts from part-time jobs that were not mentioned while you were asking Section B/C. Note the section of the question referring to the unincorporated business--this only appears when the FU owns an unincorporated business and has just gone through that question sequence. Be careful of the following:
- ! fixed salary rates: if Head now makes \$10,000 a year, this doesn't necessarily mean that he/she made \$10,000 in 1996. Head may, for example, have had a raise in September or started work after graduating from college in June. We want total 1996 wages/salary, not the current salary rate.
 - ! complicated work history: if Head had several jobs and was unemployed during part of the year, remind her/him of the several jobs and get total income from all 1996 wages.
 - ! self-employed Heads: wages and salaries that unincorporated business people pay themselves should not be listed here; this should be recorded at G11a. However, wages from any other job or incorporated business should be listed here.
- If an amount is given for both G11a and G13, probe to be sure that it is not the same money recorded twice here.**
- G14. Note the phrase "in addition to this." If R has already included some or all of the income from these sources in G13, do not double-count it.
- G16. If earnings are solely from bonuses, overtime, tips or commissions, select YES here.
- G17f. If there are no work hours reported in Section B or C for income recorded at G13 and G17a-e, you must complete a (yellow) Job Supplement. If you are conducting a CAI

interview, the correct question sequence will automatically be asked.

G18. **PROFESSIONAL PRACTICE:** Includes self-employed doctors, lawyers, and CPAs who don't report their earnings as salary or business income, as well as those with income from consulting, honoraria, etc.

TRADE: Includes self-employed tradesmen such as plumbers, carpenters, electricians, etc. A carpenter may receive wages from a construction company and also do independent work; this "side" work goes here. Income already given at G11a or G13 should not be included here. We need net income but after expenses.

G18b. **FARMING or MARKET GARDENING:** If farming is Head's current main job occupation, the farming income should be listed at G2-G4 and not be repeated here; but if Head's current main job at B9-B10 is not farming, include any amounts earned from farming in 1996 (main or extra jobs).

G18c. **ROOMERS OR BOARDERS:** This is money paid to Head by **non-FU members** for separate room(s) and/or prepared meals. Stress "roomers" or "boarders" in the question to indicate the source of the income. Head must work for this money (e.g., clean rooms, change bedding, launder clothes, cook), so if income is reported in response to this question, work hours should be mentioned in Section B/C. If no work hours are recorded, you are probably dealing with "rent income," which is asked after this in G25a.

We want net income here (i.e., the money received minus expenses). However, if R cannot separate the food costs, tell us the age and gender of the boarder(s) in a marginal note so we can attempt a calculation.

NOTE: Money paid for rent or room and board by an FU member is not included as income here or anywhere else. But money from an HU member who is not in the FU is income. For example, someone who has his own coversheet and shares his parents' HU is considered a separate FU. If he pays his parents for room and board, the amount should be recorded at G19c (or if he pays rent only, recorded at G26a).

G19a-c. It is very important to select the appropriate unit of time for which the amount reported is received. This question is asked throughout this section, but beware -- the units of time are not the same for all possible types of income.

G20a-c. We want to know during which months of 1996 this income was received. This question is also asked throughout this section and it is very important that you select the correct months for each type of income received.

G21a-c. Again, make sure you have work hours in Section B/C for any income reported in these questions. If work hours haven't been reported for income mentioned here, complete a (yellow) Job Supplement. If you do not realize you have missed work hours until you are editing, please call R for missing information before the interview leaves your hands. If you are conducting a CAI interview, the correct question sequence automatically is asked.

G22-24. The purpose of this sequence is to help you make sure that IF Head had work hours on extra jobs, we get the income from them.

G25a-c. Income from rent, dividends and interest is sometimes paid to Head and Wife jointly. If you can get their separate amounts, put Head's here and Wife's/"Wife's" at G59a/59b or G63b. If not, include the total here and specify "joint" income in a marginal note.

G25a. RENT: Head may own real estate or other property that is rented to others. The income should be net, i.e., after expenses are deducted. Expenses include maintenance, property taxes, mortgage payments, etc.

Once again, here is the place to report money paid to the Head by non-FU members for living in the HU (i.e., Head does no work for the money). Rent payments by someone who has his/her own coversheet (and who lives in the HU) are fairly common here.

G25b. DIVIDENDS: Dividends are amounts paid to stockholders by corporations.

If Head owns a small incorporated business, he/she may have taken profits out of the business by paying a dividend to him/herself on common stock. These dividends, as well as any income received on other stocks Head owns, belong here.

Sometimes companies pay dividends by giving stockholders more shares. These are stock dividends and should not be included here. However, all cash dividends must be included here, regardless of whether Head used them to buy more stock in the company.

"Dividends" on insurance policies are not income and should not be included.

G25c. INTEREST: Receipts here include interest from all kinds of savings accounts, money market funds, income from government and corporate bonds, interest on mortgages owned (not those Head is paying on), as well as interest received on personal loans made.

G25d. TRUST FUNDS and ROYALTIES: A trust fund is money invested by a person or group of persons for another person known as a beneficiary. If Head is a beneficiary and received payments from a trust fund, these payments belong here.

G25e. ADC or AFDC (Aid to [Families with] Dependent Children) covers needy single parents with children under age 18, as well as two-parent families with the father present in the household but not working.

Please read the acronyms ADC and AFDC to Rs; clarify with full name only if necessary.

We are very interested in getting a good estimate of this form of welfare, as distinct from other types of welfare. If the family is covered by a number of programs, make sure the dollar amount for ADC/AFDC is separate from all other forms of public assistance.

G25f. SUPPLEMENTAL SECURITY INCOME (SSI): SSI is not Social Security, although the program is administered by the Social Security Administration and a person can receive both. Generally it's for people who didn't (or can't) work long enough to qualify for Social Security. Three categories of recipients are:

1. The elderly, over 65, who did not work enough to qualify for Social Security
2. The disabled
 - a) adult (18 and older) with a physical or mental condition that keeps him or her from working for 12 months or is considered terminal.
 - b) child (under 18) with a physical or mental condition that would keep an adult from working for 12 months or is considered terminal
3. The blind, either adult or child, with severely limited or no vision

This must be Head's SSI only. Head must be the recipient (i.e., the check is in Head's name). SSI is given to individuals, even children, so be careful. SSI checks received by children but cashed by Head still belong to the child and should be recorded in the younger earner section (G94c, p.90) or in the 1995 OFUM INCOME AND WORK BOOKLET (G84c) [**this is in the computer application**].

G25g. OTHER WELFARE covers general assistance usually funded by state and local governments. This is a catchall covering the needy who are not eligible for the "categorical" welfare programs asked about at G25e-f. If Head and Wife/"Wife" receive "other" welfare jointly and cannot separate the amounts, report the total here, not in the Wife's/"Wife's" income questions. Explain in a marginal note that it is joint income.

G31-32a. SOCIAL SECURITY: We want Social Security information about all FU members here to help us avoid double-counting of benefits. If the answer to G31 is YES, record the name and relationship to Head of the individual who received Social Security.

G33a. Generally, there are three types of recipients of regular Social Security (not including Medicare):

1. Disabled workers who became severely disabled before age 65. Disabled means having a severe physical or mental condition which
 - a) prevents one from working and
 - b) is expected to last at least 12 months or result in death
2. Retired people 62 or older who are qualified.
3. Dependents of a covered worker who has retired, become disabled, or died. These are typically spouses, widows or widowers, and unmarried children under 18, or under 19 and full time high school students.

If R says someone is receiving "Dependent's" benefits "from Head", "from Mother", etc., determine whether they are receiving benefits because they are a dependent of a retired, disabled, or deceased person. If the person upon whom they are dependent is (1) disabled, check DEPENDENT OF DISABLED RECIPIENT. (2) retired, check DEPENDENT OF

RETIRED RECIPIENT. (3) If they are dependent survivors of a deceased person, check SURVIVOR'S BENEFITS. Check this type also for the lump-sum death benefit to surviving widow/widower and entitled children.

NOTE: Benefits received by unmarried children under 18, or under 19 and full-time high school students, are usually paid to the parents or guardian. Please indicate in a marginal note who the parent or guardian is by relationship to Head and person number or age, if possible.

G36a/32b. See G31-G32a instructions

G33b. See G33a instructions

G36b. Attach an extra page or pages to record information for each additional Social Security recipient. If you are using CAI, the application will loop through questions for each individual.

G37-39. VETERANS PENSIONS: There are various armed service benefits and state and federal government pensions for ex-military personnel and their families.

1. Retired service pension: an officer or enlisted person is eligible for such a pension after 20 years' service.
2. Widow's or survivor's pension: paid to the wife or husband and dependents of deceased military personnel.
3. Disability pension: for a permanent injury received in military service.
4. GI Bill payments: may be for school tuition or student living expenses, grants to help buy a home or start a business.

Some people get a military service benefit directly from the Army, Navy, or other branch in which they served, rather than from the Veterans Administration (VA). Include all military stipends here, even if the check doesn't come from the VA.

G40. PENSIONS: From previous employers, federal and state employee pensions, etc. Money paid into a retirement plan is not income. It will only become income when it is paid out. Include permanent, long-term disability paid in regular payments by employer, but not amounts already reported as armed services related (G37-G39) or Social Security Disability (G33a/b).

ANNUITIES: Regular payments, usually for 10 years, 20 years, or life. Individual Retirement Annuity (IRA) payments are included here.

G44a. UNEMPLOYMENT COMPENSATION: All the states participate in this program, which they administer with funds from employer contributions and the federal government. The amount of benefits varies greatly.

- G44b. **WORKERS COMPENSATION:** Money to replace lost wages for employees injured on the job. Amounts received strictly for medical expense reimbursements belong at G99-G100.
- G44c. **CHILD SUPPORT:** If Head receives child support payments, note it here. Be careful that child support is not confused with ADC payments. If child support **is received by Wife/"Wife,"** it should be listed at G60/G60c-60cc.
- G44d. **ALIMONY or SEPARATE MAINTENANCE:** Payments from an ex-spouse as a result of divorce or separation. Do not include child support here.
- G44e. **HELP FROM RELATIVES:** Include money received from relatives who are not FU members. This is help in the form of cash, not goods, and does not include gifts for special occasions. The "\$20 my mother sends every month to help out" would go here; "\$100 for a wedding present" would not. Be sure this amount doesn't double-count rent received from non-FU family members.
- G44f. **HELP FROM OTHERS:** These questions cover financial help given to any 1996 FU member, not just Head. Include both regular and irregular amounts from unrelated individuals outside the FU.

Include gifts of cash; but not the value of non-monetary gifts. A marginal note indicating regular or irregular receipt, several times or one time, would be appreciated.

Do not count loans. They have to be paid back and, therefore, do not increase the income of the FU.

- G44g. **ANYTHING ELSE (SPECIFY):** Some examples follow.
1. Training Program Allowances: Manpower Development Acts provide vocational training, as well as paying subsistence allowances. Unemployed young adults sometimes receive this form of income.
 2. Illegal Sources of Income: Record here if R mentions. If you can get them, any work hours involved would be greatly appreciated!
 4. Family allotments: Dependents of armed services personnel on active duty receive allotments from the government. If R tells you her daughter or husband is in the service, be alert for income here.
 5. Government grants of any kind: Be sure this income has not already been reported. Don't include tax refunds, or GI Bill payments (see G37-G39).
 6. Land contracts and mortgages owned: If possible, try to find out how much of the payment is principal and how much is interest.

G50-52. Remember that work hours in Section D/E imply income here and vice versa. Make sure

Wife's/"Wife's" income from all work sources is recorded, including tips, commissions or bonuses.

If some or all of the Wife's/"Wife's" income is from work in a business of which she is full or part owner, it may already be included at G5-G11a. If this is the case, make a note "included in business income". Specify the amount if known. Wife's/"Wife's" business income, regardless of where it is reported, should be the amount after expenses were deducted but before income taxes were paid. Wage and salary amounts, however, should be "before any taxes or deductions."

G52b. Again, if income is reported but no work hours were recorded in Section D or E, complete a (yellow) Job Supplement. If you are conducting a CAI interview, the appropriate question sequence will automatically be asked.

G53. See G44a instructions.

G56. See G44b instructions.

G60-60dd. These questions are the same as those asked for the Head, but in a different order. The same instructions apply.

G61. See G40 instructions.

G62. See G44e-f instructions.

G63-63c. If Wife/"Wife" had more than 1 other source of income, note source amounts and when received in margin. Probe, if necessary, to make sure income here hasn't already been reported in G25, and that it is the Wife's/"Wife's" own income. Note all those "joint" amounts (e.g., interest, dividends, ADC).

Reinterview or Recontact Interviews Only

G65. List at G71, all persons whose current FU/HU status (Item 22b, p. 4 of the coversheet) is FU, **and** whose current Relationship to Head (Item 22a) is **not** MALE HEAD, FEMALE HEAD, WIFE, or "WIFE."

G66. Add to G71, all persons whose current FU/HU status (Item 22b) is M/O, some type of INST*, or DIED, **and** who Moved Out, became an *INST*, or Died since January 1, 1996.

G67. Finally, add anyone whose current FU/HU status (Item 22b) is FU M/I, who moved in **before January 1, 1997**, and whose current Relationship to Head (Item 22a) is **not** MALE HEAD, FEMALE HEAD, WIFE, or "WIFE."

Splitoff Interviews Only

G68. Regardless of when they were actually formed, Splitoff FUs are treated as though they were

together all of the previous year. So you only have to look for persons who are FU M/I and whose RTH (Item 22a) is **not** MALE HEAD, FEMALE HEAD, WIFE, or "WIFE."

New Sample Interviews Only

G69. Like Splitoff FUs, New Sample FUs are treated as though they were together all of the previous year. So begin by listing at G71, all persons who are FU M/I and whose RTH (Item 22a) is **not** MALE HEAD, FEMALE HEAD, WIFE, or "WIFE."

G70. Then add to G71, all persons whose current FU/HU status (Item 22b) is M/O, some type of *INST*, or DIED, and who Moved Out, became *INST*, or Died **since January 1, 1996**. These are people who were part of the FU in 1996, but have since moved out or died.

G71. 1996 Other FU Member Grid

[G64-G70 and the G71 Grid are used only when completing a paper questionnaire interview to determine the OFUMS eligible for questions on the blue 1996 income and work supplement. In CAI, eligible OFUMs are identified by the system.]

Determining who is eligible for the Blue OFUM Income and Work Supplement seems to cause interviewers the MOST TROUBLE every year. We need this information for every eligible 1996 OFUM, including people no longer in the FU. We must contact the Respondent again if you have not obtained OFUM information for every eligible person who lived in the FU in 1996.

In general, an eligible OFUM is anyone 16 years or older, who is not the current Head, Wife, or "WIFE" and who was part of the FU for any part of 1996. Eligibility rules also depend upon the type of interview you are doing. Using the updated FU Listing from p. 4 of the coversheet paper supplement, complete the G71 Grid by following the instructions for the type of interview you are doing:

G72. One final check that all persons listed at G71 are age 16 or older and are **not** the **current** HEAD, WIFE, or "WIFE".

1996 Job Supplement

The yellow JOB SUPPLEMENT is for those rare occasions when R informs you of income from a job that she/he did not report in the employment sections. There are seven places in the income section where this could occur; each has a checkpoint or question to help you verify that work hours have been reported. If work hours have not been reported, you use the supplement to collect the information about this job in the income section, rather than going back to the employment section. Initiate the process by filling out the top with the Interview Number, Supplement Number, your Interviewer ID, and the SAMPLE ID. Checkpoint GJ11 directs you back to the main questionnaire. **As mentioned at individual questions above, the CAI application will automatically provide you with the correct question sequence in these cases.**

- GJ0a-b. Indicate which of seven places you discovered the missing job information:
 G9b HEAD'S BUSINESS Income
 G9d WIFE'S/"WIFE'S" BUSINESS Income
 G17e Head's WAGE/SALARY Income
 G21-a Head's PROFESSIONAL PRACTICE/TRADE Income
 G21-b Head's FARMING/MARKET GARDENING Income
 G21-c Head's ROOMER/BOARDER Income
 G52b Wife's/"WIFE'S" WAGE/SALARY Income
- GJ3-3a. Follow the same general rules that you used for probing on B9-B11. For example, "sold cosmetics" or "repaired cars" doesn't tell us enough. Did you/he/she sell cosmetics from home? in a store? door-to-door? Did you/he/she repair cars in the backyard? at a service station? at a car dealer's? Make notes, if necessary, to help us get the details.
- GJ3ab. If it was work hours for business income (G9b or G9d) that initiated the supplement, skip down to GJ4. For ALL OTHERS, ask GJ3b then GJ4.
- GJ4. This is the number of calendar weeks in 1996 during which Head/Wife/"WIFE" did any work on this job.
- GJ5. This is average hours per week for the weeks worked on this job. Occasionally R will be unable to break down the time into weeks and hours per week (e.g., "Oh, I just worked on it when I had time"). In such cases, get an estimate of total number of hours for that job during 1996.
- GJ6-9. These dates will help us to check for overlap with spells of Unemployment or Not Working/Not Looking.
- GJ10. We mention negative alternatives to make it easier for R to talk about a lay-off or firing, but positive answers like "I quit to take a better job" are welcome.

1996 Other FU Member Grid

[Please note that only when you complete a paper questionnaire interview will you need to complete this OFUM grid. In CAI, the OFUMs are identified by the system.]

The Other FU Member (OFUM) sequence seems to cause interviewers the MOST TROUBLE every year. We need this information for every eligible 1996 OFUM, including people no longer in the FU. We must contact the Respondent again if you have not obtained OFUM information for every eligible person who lived in the FU in 1996.

If qualifying OFUMs were in the family last year--that is, no one other than Head and Wife/"Wife" who would be 16 years of age or older this year--then you will need to make these entries by hand.

During the interview, check the box at the top of page 93 and follow the instructions. If anyone age 16

or older moved into the FU before January 1, 1997, you will need to add such a person to the OFUM grid. You also need to enter the current age for all listed 1996 OFUMs.

Instances in which you may need to cross out a prelisted person from the OFUM label:

- 1) If any prelisted OFUM is still 15 or younger.
- 2) If any prelisted B'FRIEND has become Head, or any prelisted G'FRIEND has become Wife/"Wife".

DO NOT CROSS OFF OFUMs IF THEY'VE MOVED OUT OR DIED--we want the 1996 income and jobs information for movers-out as well as for OFUMs who are still in the FU.

Blue Reinterview Coversheets Only

G64-72. Check the "BLUE COVERSHEET" box and answer G65-G69 and G72. You should add to the G71 grid, if you haven't yet.

If there is an eligible OFUM listed in G71 turn to the BLUE 1996 OFUM Income and Work Booklet. Use one booklet for each additional OFUM.

Ivory Splitoff Coversheets only

G64-72. No preprinted 1996 OFUM labels exist since the household didn't exist last year. During the interview, you must add to the G71 grid all FU Members age 16 or older except the current Head and Wife/"Wife." We want information on these FU Members even if they were not living together during 1996. Be very careful about "Wives" vs. girlfriends here. Very seldom have a Head and girlfriend been living together long enough (a year or more) for us to move her in as a "WIFE" on one of these kinds of coversheets. Almost always, she is a G'FRIEND and should be entered in the grid for information on when a G'FRIEND becomes a "WIFE".

Use the OFUM Income and Work Booklet if there is an eligible OFUM in the FU.

The 1996 OFUM Income and Work Booklet

For each eligible OFUM in Grid G71, you will ask a blue 1996 OFUM INCOME AND WORK BOOKLET. Note that even though this is the 1997 interview, we refer to them as 1996 OFUMs. This is because we are interested in persons who were OFUMs in 1996, the time reference for these questions.

If the R really doesn't know and the 1996 Other FU Member's income is significant, try to get this information from the Other FU Member him/herself, or from someone else in FU. But don't hold up interviews because of spotty 1996 Other FU Member information. Try to get the information within a few days of the rest of the interview.

G75. Unlike the Head/Wife/"Wife" employment status questions B1 and D1a, you may select as many as apply to the OFUM's current situation. (See B1 Q-x-Qs, however, for

definitions of employment status.)

G76-82. If this person's employment was irregular, try to get as much information as you can about each job in 1996. We're after total hours (weeks x hours per week) and total amount earned.

G77. We use occupation to help us assign missing income data; be as specific as possible. Once again, record answers verbatim in Spanish and translate into English at post-interview edit.

G78. List total annual income from each job here. If R gives you a per month or per week rate, record the unit of time and number of units.

G79. This figure should be the number of weeks in which any work was done. See instructions for B78.

G81. If employment was irregular and R can't give hours per week, get an estimate of the total number of hours worked in 1996 at that job. See instructions for B79.

G83-87. "Income" in this sequence refers to non-labor income; all income from work should be included at G78, not here.

Retired or disabled adults may have income from pension plans or Supplemental Security Income (SSI). If they received Social Security and you recorded it back in G31-G35, do not record it again. But, if you missed this Social Security, collect it here.

If R mentions "welfare," ask whether the welfare is ADC, AFDC, or some other kind. GET THE EXPLICIT SOURCE WHENEVER POSSIBLE.

Income from interest, dividends, and trust funds should also be included here.

G88-89. These questions about OFUM's education should be asked for each 1996 Other FU Member age 16 to 50.

G90. This question is ask about every OFUM in this section (i.e., age 16 and older).

Complete 1 OFUM BOOKLET for each eligible OFUM.

If you are using CAI, the proper number of OFUM question sequences will automatically be asked.

1996 Younger OFUM/Income and Work

G92-98. Note these questions are only about children who are now 15 and younger, and who lived in the FU in 1996. This section is important for gathering information about any child who might have received income. Sometimes children make money from odd jobs, a trust fund, a paper route, babysitting, etc. Please provide detail for each amount.

G90b. First, check the family listing on p. 4 of the coversheet to determine whether any OFUMS were in the FU in 1996. If "NO OFUMS IN FU", turn to p.92. If there were "OFUMS IN FU IN 1996", determine whether any of them "ARE NOW AGE 15 OR YOUNGER". Note that young children living in the family since last year and those who have moved out are meant to be included here. **[Again, if you are conducting a CAI interview, the eligible OFUMs will be determined by the application.]**

If you are doing an interview with a Splitoff or New Sample FU, remember that they are considered to be a Family Unit for all of 1996, regardless of when they actually moved in together. Thus, all OFUMs in these FUs are treated as being in the FU for all of 1996.

Ask G92-G98 for Each Child with Income in 1996

G92-94ff. We need enough detail to calculate total amount of each type of income and total work hours for all income from work. Ask G92 and mark the answer boxes along the left margins of pp. 90-91. Next go back to the first type of income mentioned and ask the follow-up series for that income. Then ask the follow-up series for any other income.

G94(b-bb) If a child has money in savings, be sure R is giving you only the interest earned. If R says "son has \$600 in savings", probe "And how much of that is interest earned in 1996?"

Be careful not to double count income already reported as received by the Head or Wife/"Wife" for the child, such as:

- a. Child support, ADC/AFDC, etc. belong in Head/Wife/"Wife" income (whoever received it).
- b. Social Security should be in G31-G35, listed under the parent or guardian of these dependent children.
- c. Supplemental Security Income (SSI) can be received by these dependent OFUMs, regardless of age. Ask whose name is on the check. If it is the child's, enter the income here and not under Head's/Wife's/"WIFE'S". If it is someone else in FU, report it under his/her SSI income and not here under the child's SSI.

G99-100. This applies to anyone in the FU, and any kind of money not already covered. If you are not sure whether a sum belongs here, please specify the source in a marginal note. **(Example: R made \$10,000 profit from selling his cottage.)**

G101. If the G100 amount includes an inheritance, we want to know the separate amount.

- G102. There are two ways of deducting expenses for federal income tax.
- 1) the standard deduction is an amount allowed taxpayers automatically for expenses. Those who file forms 1040EZ or 1040A use the standard deduction.
 - 2) itemized deductions are used when the taxpayer's actual amounts exceed the standard deduction amount and they want to take advantage of this. People buying their own homes, for example, would itemize interest and property taxes which are usually greater than the standard deduction.

G103-104. We are primarily interested in support given by Head/Wife/"Wife", but "you" can mean anyone in the FU. The RELATIONSHIP TO HEAD of the persons who received the support will enable us to sort it out. The support must be given in 1996 by anyone in the FU to anyone not in the FU at the time. **Example:** money to grown children away at college, child support for children living somewhere else, or money to help parents or other relatives not living in the FU.

G105. Regardless of who R is or who in the FU gave the support, we want the Relationship to HEAD of each person who received the money. **Example:** OFUM son gave money to his grandfather (i.e., Head's father), the relationship to Head would be entered as "FATHER". Write a marginal note if necessary.

G106. We want the total of all support given by all FU members in 1996.

G107-110. We want to know whether any of the money given to support a child was child support or whether any support given to an ex-spouse was alimony. We are looking for court-awarded amounts, and please get separate amounts if possible.

G112-114. This information is used in our tax calculation program, so we mean "dependent on you for more than half of their total support" in the same way that the IRS does. In other words, would they be able to claim these persons as dependents on their 1996 income tax return? Again, we are primarily interested in support by Head/Wife/"Wife", but if another FU member provided more than half of the support of these dependents, please indicate which OFUM that was (use person number) and how many of the dependents in G112-G114 depend on their support.

Child Support: Incoming

G115. We are looking for children who would be considered eligible for child support, regardless of whether or not this has been legally determined or they are actually receiving it. These would be children whose parents are divorced, separated, or otherwise living apart. Do not ask these questions if this is not a "child support" type situation or if the R says DK or REFUSED to questions about absent parent.

On page 7 of the coversheet you listed all children under 18 and determined for each

whether his/her father and mother were living IN THE FU, living ELSEWHERE, deceased (DIED), or whereabouts unknown. Only two types of children are eligible for this series based on the answers at Item 30, p. 7 of the coversheet:

1. Children with **Follow Status of YES and** at least one **parent** is living **ELSEWHERE**
2. Children who are **FU M/I** and new to the PSID, **and do not have a Follow Status** assigned yet, and one or both **parents** is living **ELSEWHERE**.

[In a CAI interview, eligibility is determined and G116 grid is loaded by the application.]

G116. Complete G116 entries, copying the information from Item 30, for each eligible child. Indicate for both father and mother, whether they are IN FU, ELSEWHERE, or DIED.

Read the definitions of legal and informal agreement and then ask the question G116 on which **type of agreement** there is for **each child** listed. You can only enter one type of agreement for each child and there is a priority: Legal, Informal, None.

If there is more than one agreement of the same type (legal or informal), append a letter to differentiate them (e.g., LEGAL-A, LEGAL-B, INFORMAL A, INFORMAL B).

If two or more children are covered by the same agreement, be sure to indicate this by entering the same agreement for each such child (e.g. LEGAL-A, LEGAL-A).

G117-G128. This series is asked for each legal agreement, rather than for each child. Note that we ask what was agreed to as well as what actually happened. Be sure the R keeps these two references separate.

G125. This is not a multiple response question. There should be one method of payment that is the primary or expected method according to the legal agreement. The agreement may allow for alternative methods when the primary is not followed; we only want the primary method here. Any others go in a marginal note. Note that number 4. WAGE ATTACHMENT is not mentioned in the question, but is a possible answer choice.

G126-127. We will need sufficient detail to calculate the total received in 1996: dollar amount, payment period, and which months payments were received.

G128. This must be the parent or guardian in the FU; not the child. Indicate Relationship to Head (RTH) and first name.

G129-136. This series is asked for **each informal agreement**, rather than for each child. Again, we ask what was agreed to as well as what actually happened. But for these there are no questions about the legal aspects.

G134-135. Again, we need details: dollar amount, payment period, and months payments were received.

G136. This must be the parent or guardian in the FU; not the child. Indicate RTH and first name.

G137-140. This series is asked for **each child** in Grid G116 who is **not covered** by any support agreement. Record the details of any support received for each child.

Custody and Visitation - Child In FU

G141-149b. Ask this series on custody and visitation of each child listed on Grid G116. We are asking what was agreed to regarding custody and visitation of the child and what visitation actually occurred in 1996.

G141-143. Legal agreements and informal understandings are both covered by this series. Read the definitions before each of these questions and determine both physical custody (where the child lives) as well as legal custody (who makes legal decisions for the child).

G145-146. Here we are asking whether the number of days the child was supposed to stay with the other parent was limited or unlimited. "Limited" could include situations where no visitations are allowed.

G147-148. See G145-146 above. Here we are asking about overnight stays. Some agreements allowing daytime visitation may not allow overnight stays.

G149a-b. Record actual number of days and overnight stays the child spent with the absent parent in 1996. Combinations of days, weeks, and months may be entered, but cannot add up to more than 366.

Paternity - Child In FU

G149c. This is a very sensitive series of questions; you do not want to ask it for inappropriate situations. See Grid G116 and ask this series only for a child with **father living elsewhere** and who is covered by an **informal agreement or no agreement** for child support. Do not ask it for children with the mother or both parents absent. Do not ask it for children covered by a legal agreement for child support.

G150a-f. These questions ask about ways in which paternity may have been established. The series ends with the first "YES" or "RF" answer, or after all questions have been answered "NO" or "DK."

G150a. This question refers to the child's natural mother and father and asks whether they were ever married. Fill with name/you depending on whether your R is one of the parents.

Child Support: Outgoing

- G151. This series is for the situation where the parent is in the FU and it is the child that lives elsewhere. Again, we are only interested in "child support" situations. Not, for example, the financial responsibility for a child who is away at school or temporarily living with a relative or friend.
- G152-153. Complete the Grid G152-153 entries, using the FU Listing, for each FU member who has a child living elsewhere for whom the FU member would be considered financially responsible. By definition, a child is under age 18. Accept any name R gives you, do not probe.
- G154. If you have not already read the definitions of legal and informal agreement (i.e., for the Child Support Incoming series) read them before asking G154 for **each child** you have listed in G153. Enter one type of agreement only into the grid at G154. If the R says there is more than one type, use this priority: Legal, Informal, None.
- If there is more than one agreement of the same type (legal or informal), append a letter to differentiate them (e.g., LEGAL-A, LEGAL-B, INFORMAL A, INFORMAL B).
- If two or more children are covered by the same agreement, be sure to indicate this by entering the same agreement for each such child (e.g. LEGAL-A, LEGAL-A).
- G155-165. This series is asked for **each legal agreement**, rather than for each child. Note that we ask what was agreed to as well as what actually happened. Be sure the R keeps these two references separate.
- G163. This is not a multiple response question. There should be one method of payment that is the primary or expected method according to the legal agreement. The agreement may allow for alternative methods when the primary is not followed; we only want the primary method here. Any others go in a marginal note. Note that WAGE ATTACHMENT is code 4. even though it is mentioned first in the question.
- G164-165. We will need sufficient detail to calculate the total paid in 1996: dollar amount, payment period, and which months payments were made.
- G166-173. This series is asked for **each informal agreement** in G154. Again, it covers both what was agreed to as well as what actually happened.
- G172-173. Again, we need details: dollar amount, payment period, and which months payments were received.
- G174-176. This series is asked for **each child** in Grid G154 who is **not covered** by any support agreement. Record the details of any support paid by the FU member for each child.

Custody and Visitation - Child Living Elsewhere

G177-186. See QxQs for G141-149b. Ask G177-186 for each child listed in Grid G154.

G177-179. If you have already read the definitions when asking G141-149b, you may skip them here.

Paternity - Child Living Elsewhere

G186a. This is a very sensitive series of questions and you will likely be talking to the father himself or a close relative. See Grid G154 and ask this series only for a child of a male FU member who is covered by an **informal agreement or no agreement** for child support. Do not ask it for children living elsewhere of female FU members nor for children covered by a legal agreement for child support.

G187a-f. These questions ask about ways in which paternity may have been established. The series ends with the first "YES" or "RF" answer, or after all questions have been answered "NO" or "DK."

G187a. This question refers to the child's natural mother and father and asks whether they were ever married. Fill with name/you depending on whether your R is the father.

Section H--Health

H1. This is R's broad assessment of Head's health.

H2-4. We'd like only work-limiting health problems. That is, problems that limit the kind or amount of work that Head can do on his/her job.

H5. We'd like to know if any FU member gets Medicaid coverage. Medicaid is not private or employer provided insurance such as Blue Cross-Blue Shield -- it is for low-income people who must meet eligibility requirements.

Unlike the Medicare program administered by the federal government, Medicaid is administered by states and has different names in different states. In most states it is called Medicaid and is administered through the state or county medical assistance department. However, it may also be called Medi-Cal (in California) or Medical Assistance from Welfare. Arizona has a new term for it: Arizona Health Care Cost Containment System (AHCCCS). A medical assistance program may be in the form of an HMO, but it must be administered by the state or county medical assistance or welfare departments, not a private or employer HMO plan.

Remember, no Medicare here.

For each covered FU member, give complete name and relationship to Head from p. 4 of coversheet.

H8-11. Questions H8-11 are identical to H1-H4, except that these questions are asked if there is a Wife/"Wife" in the FU. The same rules and definitions for H1-H4 apply to these questions.

H13-14. For other FU members (not Head/Wife/"Wife") UNDER AGE 55 who are not in good health, fill in complete name and relationship to Head using p. 4 of the coversheet.

Section J--Marriage and Children

Section J collects information on births, adoptions, and marriages for the Head, Wife/"Wife," and OFUMs. If you are conducting the interview using a paper questionnaire, be sure to check the Family Listing carefully to see whether the FU contains a Wife (no quotes) or a "Wife."

You will be recording names of children and spouses throughout this section. All names will be removed from the data set during processing by the study staff. If needed, reassure Rs that we will protect their privacy. We are asking for names only to help us clarify family relationships among the family members. If R gives you only a first name, do not ask for a last name.

If you are using a paper questionnaire, Section J contains a number of important checkpoints that require you to check the Family Listing label on page 4 of the Paper Coversheet Supplement for changes in Head, Wife or "Wife" since last year's interview. The checkpoints exist so that we don't repeat complete marriage and child histories already collected for these people. Changes in Head, Wife and "Wife" are determined by looking at prelisted relationships of Head, Wife and "Wife" at item 6 on the front of the Reinterview and Recontact coversheets versus any updates you may have made at Item 23b, p. 4.

You will need to use the OWN CHILDREN SUPPLEMENT (green) or ADOPTED CHILDREN SUPPLEMENT (gold) to record detailed information on each child. If there are OFUMs who have been married or had any children, you will need to complete a 1997 BOOKLET FOR MARRIAGE AND CHILDREN OF OTHER FU MEMBERS. **All of these sections are included in the CAI application.**

J2-J9 are child history updates for FUs in which the Head and Wife (**not "Wife"!**) are the same individuals as they were at the time of last year's interview. They must be prelisted on the Family Listing label, p. 1 of the coversheet, as Head and Wife. If this year's Wife is prelisted as a "Wife" or girlfriend, do not complete this question sequence. When the Head and legal Wife haven't changed, we don't reask marriage history questions or any questions concerning children born or adopted before 1996. We are interested in getting information only on children born or adopted since January 1, 1996.

J12-J43 are marriage and child history sequences: a) for a single Male Head (no Wife/"Wife") who was also Head last year; b) for this year's Female Head who was also Head or Wife or "Wife" during last year's interview; c) for a Head who has a "Wife"; and d) for a Head who has a New Wife.

J46-J66 are marriage and child history sequences for a New Head who was neither a Head, Wife nor "Wife" for last year's interview.

J70-J99 are marriage and child history sequences for a Wife this year who was a Head or "Wife" for last year's interview. If this year's Wife is prelisted as a Wife but has a New Head, this sequence should be asked. For families with a Head and "Wife" now who were also Head and "Wife" last year, this sequence should be completed for the "Wife". We do this because we know the marital status of a Wife, but there is no way for us to update the marital status of a "Wife" unless we ask these questions. This sequence should also be asked of a "Wife" who was Head or Wife last year.

J102-J124 are marriage and child history sequences for a New Wife or New "Wife" who was not Head, Wife, or "Wife" last year.

J127-J133 identifies current OFUMs who are between the ages of 12 and 44. If you are using a paper questionnaire, complete the 1997 BOOKLET FOR MARRIAGE AND CHILDREN OF OTHER FU

MEMBERS for all such OFUMs. Please list carefully, double-checking the ages of all current OFUMs.

Sometimes a Respondent gives you information that entirely contradicts our preprinted relationship to Head. For example, a prelisted Head and "Wife" turn out to be a Head and Wife who have been married for several years. This may occur while completing the Family Listing. In order to obtain information on this marriage, treat these people (and the checkpoint) just as if they had gotten married since last year's interview--the 1996 "Wife" has become the 1997 Wife. The reverse situation also occurs--the R tells you they have never been married to each other, but in previous interviews we've been given "married" as Head's marital status and a marriage date in Section J. Your prelisted Wife is now a "Wife" for 1997, and she is treated as if they had just divorced but had remained living together. We are not sure how these things happen--how Rs can change their minds about whether they got married in the past--but every year we come across a few cases with such problems. Just look at the prelisted relationships on the Family Listing and at your updates to them when completing the checkpoints in this section.

When dealing with a Girlfriend who becomes a "Wife," couples who split up, and other changes, refer to *Appendix 1* for clarification if necessary.

- J1. Although Wife and "Wife" have been treated identically in previous sections of the interview, this is **not true** for Section J. Different question sequences are asked, depending on whether the FU includes a **(legal) Wife** or **"Wife" (in quotes)**, so it is very important to mark the appropriate box both at this checkpoint and at J69. As mentioned above, the marital status recorded on the Family Listing may be inconsistent with previous information and with the prelisted relationship on the Family Listing label. **Example:** the Family Listing label includes a Head and "Wife", but while you're updating the family composition the respondent claims they have been married for ten years. This year's FU now includes a Head and Wife, but remember that the Family Listing label prelists her as "Wife." Check ALL OTHERS here (box 5).

In order to mark this checkpoint correctly, read the boxes at the top of the page from left to right. Select one of these options and follow the skip instruction given. If you choose 1997 MALE HEAD IS PRELISTED AS HEAD, you will be guided to three more boxes, which you again read from left to right. Select one of these options and follow the skip instruction given. If we have prelisted a Wife whom you find is still the Wife (and the Head hasn't changed), mark either WIFE IS UNDER AGE 45 or WIFE IS AGE 45 OR OLDER. If the Head has a "Wife" (in quotes) this year, then "WIFE" IN FU NOW will be checked. Select ALL OTHERS which are Heads with either a new Wife or no Wife/"Wife" at all .

When this year's Female Head was last year's Head, Wife or "Wife", the appropriate box is 1997 FEMALE HEAD IS PRELISTED AS HEAD OR WIFE OR "WIFE."

- J2. Both Head and Wife should be the natural parents of any children reported here. Although an OWN CHILDREN SUPPLEMENT was completed by the 1996 interviewer for children who were born in 1996 before last year's interview was taken, the supplement should be filled out again this year.
- J4. Record the names of any children born on or after January 1, 1996, at OS0 on the OWN CHILDREN SUPPLEMENT. Take down children's names in whatever order the Respondent gives them--they don't have to be in birthdate or age order. If R gives you a first name only,

don't ask for a last name. Use the OWN CHILDREN SUPPLEMENT (green) to ask about them (in CAI, the appropriate questions will be asked automatically).

- J7. If any children have been adopted in 1996 or 1997, use the ADOPTED CHILDREN SUPPLEMENT (Gold). Record the names of these adopted children at AS0 . Only children whose adoptions have been finalized should be included here. Sometimes Rs confuse adoptions with legal custody or guardianship; usually this is when the Head or Wife are the "adoptee's" grandparents or other relatives. If necessary, probe such cases to find out if this is a real legal adoption.

Q-x-Q's for the supplements follow on the next few pages.

Again, in the CAI application, all supplement questions are brought up by the system when appropriate.

1997 Own Children Supplement

This supplement may be invoked at several points in the questionnaire.

- OS2. If the R doesn't know the month of birth, probe for the season.
- OS4. Where was (he/she) born?
- TOWN/CITY - Enter open-ended; ask/verify spelling.
 - STATE IN U.S. - For states in the U.S. use [F3] for a pop-up menu of choices. If it is not in the U.S., you have two choices. The preferred method is to use [Enter] and leave STATE blank, moving on to FOREIGN COUNTRY. The second option is to select FOREIGN COUNTRY from the STATE menu, enter a blank in the SPECIFY box, then [Enter] [Enter] to move on to FOREIGN COUNTRY.
 - FOREIGN COUNTRY - Enter open-ended, ask/verify spelling.
- OS5. We want to know where this child resides now or whether he or she is deceased. Read these boxes carefully; if the child is living with his or her mother or father in the FU/HU, then box 1 has priority over box 2 or 3. The 7. OTHER (SPECIFY) category is for children who are neither living in the FU, with another relative, in their own home, nor deceased--for example, children away at college, in the armed services, institutionalized. Please specify where these children are.
- OS7. RACE - This is a slight revision of our standard race question (i.e., still somewhat dated and designed for U.S. use in 1968) so you may have some difficulty with certain Rs. Make liberal use of the 7. OTHER (SPECIFY) category in such cases with our apologies to R. And remember this is a multiple response question.
- OS8. ETHNIC GROUP - This is a new question and different than OS7; it is intended to solicit more of a nationality or religious based group membership. So a person answering "BLACK" at

OS7 could answer "African-American," "Cuban," etc. We are asking for "primary" group. If R asks for definition, it=s whatever they consider to be the most important or whatever group they would put the child in. In other words, "WMTY." Remember to ask for and record any second group.

1997 Adopted Children Supplement 1997 Adopted Children Supplement

This supplement may be invoked at several points in the questionnaire.

- AS2. If R doesn't know the month of birth, probe for the season.
- AS4. Where was (he/she) born?
- a. TOWN/CITY - Enter open-ended; ask/verify spelling.
 - b. STATE IN U.S. - For states in the U.S. use [F3] for a pop-up menu of choices. If it is not in the U.S., you have two choices. The preferred method is to [Enter] and leave STATE blank, moving on to FOREIGN COUNTRY. The second option is to select FOREIGN COUNTRY from the STATE menu, enter a blank in the SPECIFY box, then [Enter] [Enter] to move on to FOREIGN COUNTRY.
 - c. FOREIGN COUNTRY - Enter open-ended, ask/verify spelling.
- AS5. We want to know where this child resides now or whether he or she is deceased. If the child is living in the FU/HU, then box 1 takes priority over the other boxes here. The OTHER category is for children who are neither living in the FU, with another relative, in their own home, nor deceased--for example, children away at college, in the armed services, institutionalized. Please specify where these children are.
- AS7. RACE - This is a slight revision of our standard race question (i.e., still somewhat dated and designed for U.S. use in 1968) so you may have some difficulty with certain Rs. Make liberal use of the 7. OTHER (SPECIFY) category in such cases with our apologies to R. And remember this is a multiple response question.
- AS8. ETHNIC GROUP - This is a new question and different than AS7; it is intended to solicit more of a nationality or religious based group membership. So a person answering "BLACK" at OS7 could answer "African-American," "Cuban," etc. We are asking for "primary" group. If R asks for definition, it=s whatever they consider to be the most important or whatever group they would put the child in. In other words, "WMTY." Remember to ask for and record any second group.
- J12. Be sure to mark this checkpoint identically with the response at coversheet item 22n.
- J14. You need ask this question only if you did not obtain Head's spouse's name at coversheet item 22p.
- J35. Check a female Head's current age on p. 4 of the coversheet against this checkpoint. Remember that a person turns 45 years old on her birthday, so if that birthday hasn't yet

occurred, AGE IS UNDER 45 should be checked.

- J69. Please note the difference between a **legal Wife** and a **"Wife" (in quotes)** here. See the introduction to Section J and the instructions for the J1 checkpoint for further perils to be avoided.
- J91. See J35 instructions.
- J103. Again, be very careful to note the difference between a **legal Wife** and a **"Wife" (in quotes)**. Otherwise, we could miss the marital status of the "Wife".
- J104. If the "Wife" has never been married, follow the skip instruction to page 132, J118. If, however, the "Wife" is now or ever has been married, J105 must be asked.
- J127. If you are using a paper questionnaire, be very careful when marking this checkpoint. Note ages of all current OFUMs, including Head's girlfriend or boyfriend, by referring to items 23k, 23m, 24h, and 24i on p. 4 of the coversheet. This checkpoint is based solely on the ages of the OFUMs, regardless of whether or not they have had children or been married. If any OFUMs age 12 through 44 are currently living in the FU, then SOMEONE IN FU NOW IS **AGE 12-44** (OTHER THAN HEAD AND WIFE/"WIFE") should be marked and J127a completed.
- We want complete marriage and child histories for all current OFUMS, even if they have been OFUMS in other years and we already have this information. These questions are not just updates.
- J127a List the name and relationship to Head of all current OFUMs age 12-44. Again, review page 4 of the coversheet very carefully to include all eligible OFUMs.
- J133. Complete a Booklet for Marriage and Children of Other FU Members for each person listed at J127a. A booklet should be completed for each OFUM age 12-44, regardless of whether or not they have ever been married or had children. **Again, the use of a paper supplement is not necessary with CAI.**

1997 Booklet for Marriage and Children of Other FU Member***Booklet for Marriage and Children of Other FU Member***

- J135 Note that this question asks for the same information as on the coversheet. If you obtained the OFUM's marital status on the coversheet, simply verify it here. If, for some reason, this information was not collected on the coversheet, be sure to ask this question.

We haven't given any Q-x-Qs for the booklet because the questions are identical to many throughout Section J.

Section K--Background and Education of Wife/"Wife"

- K1. Again, if you are using a paper questionnaire, you must use your updated Family Listing and navigate through the checkpoint carefully. All interviews in which there is a Wife/"Wife" listed in the current FU (Item 22a, p.4 of the coversheet) will go through this section. For interviews in which the Wife/"Wife" is a **new Wife/"Wife"** this year, you will ask the complete background series, **K2-K66**. For Reinterviews in which the current Wife/"Wife" (Item 22a, p. 4 of the coversheet) is the **same person as last year's Wife/"Wife"** (prelisted at Item 6, p. 1 of the coversheet), you will ask **K67-K93**.

[In a CAI, the application automatically determines whether or where Section K begins.]

Reinterview Coversheet

Check to see whether the FU has a new Wife or "Wife", the same Wife/"Wife" this year and last year, or no Wife/"Wife" in the current FU.

1. NEW WIFE OR "WIFE" IN FU THIS YEAR - ASK K2-K66

A new Wife/"Wife" is anyone who is Wife/"Wife" on this year's updated FU Listing (Item 22a, p. 4 of coversheet), but who wasn't last year's Wife/"Wife" (Item 6, p. 1 of the coversheet). If last year's prelisted "Wife" is now a (legal) Wife, or vice versa, she is not considered a new Wife/"Wife". She is the same person, but with a new RTH. **BUT DO ASK K2-K66 FOR ANY WIFE/"WIFE" WHO IS NEW THIS YEAR EVEN IF SHE HAS BEEN A WIFE/"WIFE" AT SOME TIME IN THE PAST.** For example, a Wife since 1968 became a widow (and New Head) in 1995.

This year she remarried; her new spouse is the new Head, and she is a **new Wife**.

2. SAME WIFE OR "WIFE" IN FU THIS YEAR AND LAST - ASK K67-K93

If the **same person** is Wife/"Wife" this year (Item 22a, p. 4 of the coversheet) and last year (Item 6, p. 1 of the coversheet), you do not need to ask the complete Section K background. However, this year we add/changed some questions to the background series, and asking **K67-K93** gives us comparable data on all Wives/"Wives".

5. NO WIFE OR "WIFE" IN FU - TURN TO SECTION L

Splitoff, Recontact, and New Sample Coversheets

1. WIFE OR "WIFE" IN FU - ASK K2-K66

Every Wife/"Wife" in the current FU of a Splitoff or Recontact interview is considered a **new Wife/"Wife"**, regardless of her RTH on any previous coversheet. **Every Wife/"Wife"** in a New Sample interview is, in fact, a **new Wife/"Wife"**. Thus, if there is a Wife/"Wife" listed in the current FU of any of these types of interviews, she is **new** and you **MUST ASK K2-K66**.

5. NO WIFE OR "WIFE" IN FU - TURN TO SECTION L

- K2-11. If Wife/"Wife" did not have a father, ask these questions about the male who was stepfather or guardian, if any. If she had numerous guardians other than parents while growing up, ask about those with whom she lived the longest. ACCEPT MOTHER/FATHER SUBSTITUTE means if she was raised by anyone in place of a parent, ask these questions about the man and/or woman who raised her, and explain the situation in a margin note.
- K4. This is a new question this year, designed to separate education received in the United States from that received in other countries that might have different grading or degree systems. It will be of most use in asking education of parents in immigrant cases.
- K10-11. We are asking the occupation/industry of her father when Wife/"Wife" was growing up, ages 6 to 16. Use the same probing technique you use at B9-10 to get all the details of this work. If he wasn't doing any work for money or you get a DK or RF here, do not ask K10a or K11. You will have to enter a note in K11 indicating why you skipped this question, such as "DOES NOT APPLY" or "DK/RF AT K10, SKIPPED K11".
- K12-21. These questions on Wife's/"Wife's" mother are comparable to K2-K11. See them for QxQs.
- K22-33. We're asking about Wife's/"Wife's" natural brothers and sisters, including half-brothers or half-sisters, but not brother/sister substitutes (like cousins or adopted/step sisters/brothers).
- K34. This is the standard, but somewhat dated, question used by us and other studies for many years. You might have some difficulty with certain Rs. Take whatever race R names here and do not question it. If R says ANOTHER RACE, ask "What race is that?" and record the complete response in 7. OTHER (SPECIFY).
- Latino Rs find this question particularly lacking, but we are stuck with a classic U.S. Census question here. Note that there is a code 5. LATINO ORIGIN OR DESCENT even though this choice is not mentioned in the question wording. Make liberal use of marginal notes, regardless of which answer category you use.
- K34a. This is a new question and different than K34, though you may get a repeat of the answer at K34. This is more of a subjective category based on nationality or religion. A person who answers "BLACK" at K34 could answer "African-American", "Cuban", etc. here. We are asking what group she "primarily" identifies with. The definitions of these groups and the term "primarily" are whatever they mean to the R. Remember to ask for and record any second mention.
- K35. For New Sample cases where you know the Wife/"Wife" is an immigrant and could not have served in the U.S. military, you may verify, rather than ask, this question.
- A GED means Wife/"Wife" took an exam to earn a diploma that is the equivalent of a high school diploma. "GED" stands for General Equivalency Diploma.
- K38-59. If older Rs have problems remembering the year the Wife/"Wife" finished school or

completed some degree, probe for as much as he/she can remember (around what year or decade was it?), and record responses in the margin.

K39,K42. Record the number of grades Wife/"Wife" finished.

K46. This is the highest year of college completed.

K48-51. This information is used to compare how people with different kinds of degrees from various types of higher education institutions do economically. "College" includes junior/community colleges, universities and graduate school. At K49-50, we want the institution where Wife/"Wife" received her highest degree, which may not be the same as the last college attended.

K55-59. We want such training here as trade school, secretarial school, cosmetology school, ministry training, professional apprenticeships, etc., that result in skills and certification for jobs. We do not want mini-courses in cooking, skiing, or other one-time, self-improvement courses. Also, we do not want other college degrees "lower" than the one reported at K48-51. But, if R insists upon giving it, verify (i.e., probe) that the degree at K48-51 is the highest and record the other here.

K61-62. This is Wife's/"Wife's" religious preference--NONE is an acceptable answer, and if Respondent prefers not to answer, don't probe.

If you select 08. PROTESTANT, K62 is a follow-up question asking for the specific denomination. If the R gives the specific Protestant denomination at K61, please select 08. PROTESTANT at K61 (do not mark 97. OTHER) and select the specific denomination at K62.

K63. This means the number of years in which any work was done, not total work time. For instance, if the Wife/"Wife" worked two months in 1982 and six months in 1993, that amounts to two years worked for the purposes of this question. Count time in the armed services as work years.

K64. Thirty-five hours or more per week is full-time.

K65-66. Again, use the same probing technique you use at B9-10 to get all the details of this work.

K67-K93. These are new questions asked when the Wife/"Wife" on a Reinterview is the same as last year's Wife/"Wife." They are identical to questions within the full series K2-K66 and the QxQ will direct you there.

K67-76. See QxQs at K2-K11.

K77-86. See QxQs at K12-K21.

K87-88. See QxQs at K34-K34a

K92-93. See QxQs at K64-K66.

Section L--Background and Education of Head

- L1. Every interview has a current Head and will go through Section L, regardless of the type of interview. However, different questions will be asked when the current Head is new this year (L2-L74) versus the same Head as last year's (L75-101).

[For CAI, the application automatically determines whether you have a new Head.]

Reinterview Coversheet

Check to see whether the current FU has a new Male/Female Head or the same person is Head this year and last year.

1. NEW HEAD IN FU THIS YEAR - ASK L2-L74

A new Head is anyone who is Head on this year's updated FU Listing (Item 22a, p. 4 of coversheet), but who wasn't last year's Head (prelisted at Item 6, p. 1 of the coversheet).

5. SAME HEAD IN FU THIS YEAR AND LAST - ASK L75-L101

If the **same person** is Head this year (Item 22a, p. 4 of the coversheet) and last year (Item 6, p. 1 of the coversheet), you do not need to ask the complete Section L background.

However, this year we add/changed some questions to the background series, and asking **L75-L101** gives us comparable data on all Heads.

Splitoff, Recontact, and New Sample Coversheets

Every Head in the current FU of a Splitoff or Recontact interview is considered a to be a new Head, regardless of his/her RTH on any previous coversheet. Every Head in a New Sample interview is, in fact, a new Head. Thus, for any of these types of interviews, the Head is **new** and you **MUST ASK L2-L74**.

- L2-11. If Head did not have a father, ask these questions about the male who was his/her stepfather or guardian, if any. If he/she had numerous guardians other than parents while growing up, ask about those with whom he/she lived the longest. ACCEPT MOTHER/FATHER SUBSTITUTE means if Head was raised by anyone in place of a parent, ask these questions about the man and/or woman who raised him/her, and explain the situation in a marginal note.
- L4. This is a new question this year, designed to separate education received in the United States from that received in other countries that might have different grading or degree systems. It will be of most use in asking education of parents in immigrant cases.
- L10-11. We are asking the occupation/industry of Head's father when Head was growing up, ages 6 to 16. Use the same probing technique you use at B9-10 to get all the details of this work. If he wasn't doing any work for money or you get a DK or RF here, do not ask L10a or L11. You will have to enter a note in L11 indicating why you skipped this question, such as "DOES NOT APPLY" or "DK/RF AT L10, SKIPPED L11".

- L22-33. We're asking about Wife's/"Wife's" natural brothers and sisters, including half-brothers or half-sisters, but not brother/sister substitutes (like cousins or adopted/steps sisters/brothers).
- "Grow up" refers roughly to the ages of 6 to 16. If R mentions several places, say we want the place where the most years between ages 6 and 16 were spent.
- L34a. We want the name of the city and state if in U.S.; or city and foreign country. If Head grew up inside the U.S., ask for the name of the **county**.
- L36. There are two key phrases here. "Moved out of a community where you were living" means moving far enough to be out of easy contact. This may be a move to the other side of a city or across the country.
- "In order to take a job somewhere else" means just that. We are not interested in moves made if Head did not change jobs at the same time. Moving to take a different position with the same company does count.
- We want R's subjective estimate. If Head was not living with parents, then the question applies to the family in which he/she grew up. "Poor," "average," etc. are acceptable.
- L40-41. See QxQ at K34-K34a.
- L43-66. See QxQ for comparable questions K36-K59.
- L68-69. See QxQs for comparable questions K61-62.
- L70-71. See QxQs for comparable questions K63-64.
- L72. We are interested in the similarity of occupations Head has had. That is, has the Head mostly worked in the same profession (construction, teacher, clerical, sales, etc.) or held a number of diverse professions? These occupations should include things at which the Head worked full time, not part-time jobs held during high school, etc. This question applies regardless of whether or not Head was in the labor force continuously.
- L73-74. See QxQs for comparable questions K65-66.
- L75-L101. These are new questions asked when the Head on a Reinterview is the same as last year's Head. They are identical to questions within the full series L2-L74 and the QxQ will direct you there.
- L75-84. See QxQs at L2-L11.
- L85-94. See QxQs at L12-21.
- L95-96. See QxQs at L68-69
- L100-101. See QxQs at L73-L74.

Section M: Immigrant Background

This section is asked in New Sample interviews only. There are four series of questions: Employment, Family Ties, Language Proficiency, and Residency History. Each series is asked first about the Head; then about the Wife/"Wife" if there is one. Not all questions will apply in every interview as Heads and Wives/"Wives" differ in whether they were born in the U.S. or immigrated here, have worked for money, and speak a second language at home.

M1. INTRO. For many of these families, questions about connections to their country of origin and the circumstances of their immigrating to the United States can be very sensitive and disturbing. Before going into these areas, repeat the assurance of confidentiality and remind R of his/her right to skip any question he/she does not wish to answer.

Part 1: Employment

M1. For Heads born outside the U.S., we want to ask about any last employment they had before they came to the U.S. For Head's who never worked according to Sections B/C, you are skipped to M23. Head's born in the U.S. are skipped out completely.

Last Job Before Coming to the United States

M2-M12. Last Job Before Coming to U.S. For those Head's born outside the U.S., this series asks about any last job they had before coming to the U.S. Since we haven't yet asked how old they were when they came to the U.S., M2 may be awkward in some cases.

M4-5. Use the same occupation/industry probing technique as at B9-B10 to get the details on this job.

M10. This is the average hours worked per week for all jobs (combined) just before Head left those jobs.

M11-11a. Be sure to get both the amount and the period of payment. Note that amounts in M11 may be in non-U.S. currency. We would prefer that R give U.S. dollar amounts but, if he/she is unable, record what the currency is in M11a, 7. OTHER (SPECIFY).

First Job in the United States

M12a-22. First Job in U.S. For Heads who immigrated to U.S., this series asks about the first job (if any) they had after coming to the U.S. M12a-12b checks to make sure that Head's who are not currently working, but who worked before coming to the U.S., also worked in the U.S.

M13-14. These questions should prevent us from asking again about Head's current job (Section B) or Head's first, full-time regular job (Section L).

M15-16. See comparable QxQs at M4-5.

M17. We mean where, in the United States, was Head living when he/she was working at his/her first job in the United States.

- M18-19. See comparable QxQs at M6-7
- M21. See comparable QxQ at M10
- M23a. The series M1-M23 repeats for any eligible Wife/"Wife."

Part 2: Family Ties

- M24-26. Because of our extra attention to children this year, there is some redundancy in our questions about the whereabouts of children. You may use verification rather than asking some of these questions and our apologies to the R for the repetition.
- M27-30. We **can** avoid the redundancy in asking about siblings. Check Section L and ask M28-M30 only when Head has living siblings.
- M31-32. If R has indicated in a previous answer that mother or father is deceased, you may use a verification approach at M31-M32 rather than asking the questions.
- M32a. The series M24-M32 repeats for any eligible Wife/"Wife."

Part 3: Language Proficiency

This series is designed to measure the R's assessment of the usage and proficiency of English and any other primary or secondary language. The influence of a language other than English is determined from M33-M37 and only those who speak "a language other than English at home now" are asked the full series.

- M36-M37. We are talking about a primary or secondary language that they use for everyday communication needs, not just another language they know. Later questions will reference the language entered at M37 specifically, so be careful what you put in here.
- M39-M42. These are standard questions for self-assessment of language proficiency. Hand R Show Card #1 and read the questions completely. Note the skip to the end of series (M40a) if English is the only language Head speaks at home.
- M43-49. Prepare Show Card #2 by writing in the other language used at home given at M37 in the spaces provided at answers 4. and 5. Show or hand Card #2 to the R and read M43. Allow the R to answer with either the code number or the words of the answer categories.
- Note the code 0. DOES NOT APPLY is available for situations where Head does not have opportunity to speak to such people as mentioned in the question and we do not have a checkpoint to skip the question. For example, they might not have or might not speak to parents or older relatives (M45) or might not have any children (M47).
- M49a. The series M33-M49 repeats for any eligible Wife/"Wife."

Part 4: Residency History and Status

This series is only asked for a Head/Wife/"Wife" born outside the United States.

M53-54. Note that these two questions are referring to the same visit/stay. M54 can be a combination of years, months, weeks, and days, but it must equal at least 3 months.

M56-56a. This is a multiple response question; be sure to probe /AO/. The reasons are many and often complicated. Do your best to fit R's answers into the answer categories and make liberal use of marginal notes.

M57. It is possible that no one helped Head. Use code 10. NO ONE HELPED for these situations. If no one was "primarily" responsible, code the first person R mentions and put any others in a marginal note.

M58-62. The key work in defining sponsorship is "financial." There must be a guarantee of financial support for the help to qualify as sponsorship. Only ask M60-M62 when the sponsor is a person.

Probe M60-M61 as you would any occupation unless the R is reluctant to give information about the sponsor.

M67. If this is not the first time Head has lived in the United States, M67 is asking Head's status when he/she first came here for three months or longer, the date in M53. See the definitions following M70 QxQ.

M68. If this is the first time Head has lived in the United States, M68 is asking Head's status when he first arrived here, the date in M55. See the definitions following M70 QxQ.

M70. For every Head except naturalized citizens, we are asking their current status at M70. Note the following definitions:

AsyleeXAn alien who is unable or unwilling to return to his or her country of nationality, because of persecution based on race, religion, nationality, social group, or political opinion.

DependentXSpouse, unmarried dependent child under 21 years of age, unmarried dependent child under 25 years of age who is in full-time attendance at the postsecondary educational institution, or unmarried child who is physically or mentally disabled.

ImmigrantXAn alien admitted to the United States as a lawful permanent resident. Immigrants are those persons lawfully accorded the privilege of residing permanently in the United States.

Legalized AliensXCertain illegal aliens who were eligible to apply for temporary resident status under the Immigration Reform and Control Act of 1986.

NonimmigrantXAn alien who seeks temporary entry to the United States for a specific purpose. The alien must have a permanent residence abroad and qualify for the nonimmigrant classification sought.

RefugeeXAny person who is outside his or her country of nationality who is unable or unwilling to return to that country because of persecution based on race, religion, nationality, social group, or political opinion. They are eligible to become a permanent resident after one year of continuous presence in the United States.

StudentXA nonimmigrant alien coming temporarily to the United States to pursue a full course of study in a approved program in either an academic or a vocational institution.

Temporary Protected Status (TPS)XLegal status allowing a group of persons temporary refuge in the United States because conditions in that country pose a danger to personal safety due to ongoing armed conflict or an environmental disaster.

M72. For Head's without any permit or visa, we are asking whether they think their status will change to some type of temporary permit or visa in the next twelve months. For Head's with some type of temporary status, we are asking whether they think their status will change to some other temporary status or to that of a Permanent Resident.

M72a. M50-M72 repeats for any eligible Wife/"Wife."