Design and Methodology

American Community Survey

Issued May 2006

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U S C E N S U S B U R E A U

Helping You Make Informed Decisions

U.S. Department of Commerce
Economics and Statistics Administration
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United States Census 2010

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Chapter 1.
Introduction

The American Community Survey (ACS) is a new survey conducted by the U.S. Census Bureau. This survey uses a series of monthly samples to produce annually updated data for the same small areas (census tracts and block groups) as the decennial census long-form sample formerly surveyed. Initially, five years of samples are required to produce these small-area data. Once the Census Bureau has collected five years of data, new small-area data are produced annually. The Census Bureau will also produce three-year and single-year data products for larger geographic areas. Like the decennial census, the ACS will include people living in both housing units (HUs) and group quarters (GQ) facilities.

This document describes the basic design of the ACS and details the full set of methods and procedures that are currently in place. The ACS is conducted in the United States and in Puerto Rico. In Puerto Rico the survey is called the Puerto Rico Community Survey (PRCS). For ease of discussion, throughout this document the term ACS is used to represent both the survey that is conducted in the United States and in Puerto Rico. The purpose of this paper is to provide data users and other interested individuals with documentation of the final methods planned for the ACS. Future updates of this paper will reflect revisions to existing methods, descriptions of new methods, and details on multi-year estimation. Citations are provided that cover critical background documentation for those with an interest in greater detail.

The paper is organized in a series of 15 chapters. Each chapter includes a brief overview followed by detailed documentation and a list of references. A set of appendices provide facsimiles of forms and letters. A glossary is included that defines terms and acronyms used throughout the paper.

Chapter 2 summarizes the history and evolution of the ACS from the earliest origins to the development of a survey prototype, national testing, and ultimately to its current implementation.

Chapters 3 and 4 cover topics associated with the ACS sample. Chapter 3 describes the survey frame including the methods for updating that frame over time. Chapter 4 documents the ACS sample design and includes an explanation of how the ACS samples are selected.

Chapters 5 and 6 detail the content covered by the ACS and define several basic concepts that are critical to the ACS. Chapter 5 provides information on the content development process for the ACS, focusing on current content and highlighting the ACS policy for changes to existing content. Chapter 6 explains the interview and residence rules used in ACS data collection and includes definitions of the concepts covered in the survey.

Chapters 7, 8, and 9 cover data collection and data capture methods and procedures. Chapter 7 focuses on the methods used to collect data from people who live in HUs while Chapter 8

focuses on methods used to collect data from people who live in GQ facilities. Chapter 9 discusses the ACS language assistance program, a critical support for data collection.

Chapters 10, 11, and 12 describe the data processing, weighting and estimation, and variance estimation methods. Chapter 10 includes a discussion of data preparation activities (such as coding) that are required to produce files for data processing activities such as editing and imputation. Chapter 11 is a technical discussion of the process to produce survey weights. Chapter 12 details the methods used to produce variance estimates.

Chapters 13 and 14 cover the definition, production, and dissemination of ACS data products. Chapter 13 explains the process followed to produce, review, and release ACS data. Chapter 14 explains how these products can be accessed and provides examples of each type of data product.

Chapter 15 documents the methods used in the ACS to control for non-sampling error. Also included are examples of measures of quality that are produced annually to accompany each data release.

Chapter 2.
Program History

2.1 OVERVIEW

Continuous measurement has long been viewed as a possible alternative method for collecting detailed information on the characteristics of population and housing, but it was not considered a practical alternative for the decennial census long form until 15 years ago. At that time, federal, state, and local government, as well as private sector demands for current, nationally consistent data led policymakers in government to consider the feasibility of collecting social and economic data continuously throughout the decade, instead of only once every 10 years. The benefits of current data, along with the anticipated benefits in cost savings, planning, improved census coverage, and more efficient operations led the Census Bureau to plan to implement continuous measurement in 2000, which was later renamed the American Community Survey (ACS). The need to understand the nuances of sample design, survey methods, and data products under the new program delayed implementation until after Census 2000. After additional testing, outreach to stakeholders, and an ongoing process of interaction with key data users, especially those in the statistical and demographic communities, the Census Bureau expanded the ACS to full sample size for housing units (HUs) in 2005 and for group quarters (GQ) facilities in 2006.

The history of the ACS can be divided into four distinct stages. The design and early proposals stage, 1990 to 1993, occurred when the concept of continuous measurement was first proposed. The development stage, between 1994 and 1999, occurred when the Census Bureau tested early prototypes of continuous measurement in a small number of sites. The demonstration stage, between 2000 and 2004, occurred when the Census Bureau carried out large-scale, nationwide surveys and produced reports for the country, states, and large geographic areas. The full implementation stage began in January 2005 with an annual HU sample of about three million addresses throughout the United States and about 36,000 addresses in Puerto Rico.

Design Origins and Early Proposals

In 1981, Leslie Kish introduced the concept of a rolling sample design in the context of the decennial census (Kish, 1981). During the time that Kish was conducting his research, the Census Bureau also recognized the need for more frequently updated data. In 1985, Congress authorized a mid-decade census, but the funds were never appropriated. In the early 1990s, Congress expressed renewed interest in an alternative to the once-a-decade census. The Census Bureau began developing continuous measurement methods in the mid-1990s based on Kish's research.

The Census Bureau developed a research proposal for a continuous measurement alternative to the collection of detailed sample data (Alexander, 1993g). Charles Alexander, Jr. developed

three prototypes for continuous measurement (Alexander, 1993i). Based on staff assessments of operational and technical feasibility, policy issues, cost, and benefits (Alexander, 1994d), the Census Bureau selected one prototype for further development.

Designers made several decisions in prototype development. They knew that in order to be cost efficient, the survey would need to use a mailout mode of data collection. It was also decided that the survey would use both telephone and personal visit follow-up modes. Additional decisions were made with regard to the prototype's geographic makeup, sampling rates, and the use of population controls.

With the objective of producing five-year cumulations for small areas at the same level of sampling reliability as the long form census sample, a monthly sample size of 500,000 HUs was suggested (Alexander, 1993i), but this sample size drove costs out of an acceptable range. It was determined that a monthly sample size of 250,000 would generate an acceptable level of reliability when potential improvements in non-sampling error were considered. While great progress had been made, there were still many outstanding issues to be resolved.

Development

Development moved to the next level with the establishment of a permanent Continuous Measurement Staff in 1994. This staff continued the development of the survey prototype and several design elements were identified as the foundation of this survey.

- Data would be collected continuously throughout the year using independent monthly samples.
- Three modes of data collection would be used: mailout, telephone non-response follow-up, and personal visit non-response follow-up.
- The survey reference date for establishing HU occupancy status and for many characteristics would be the day the data were collected. Some data items would refer to a longer reference period (for example, "last week," "past 12 months").
- The survey's estimates would be controlled to intercensal population and housing estimates.
- All estimates would be produced by aggregating data collected in the monthly surveys over a period of time, such as the calendar year.

Documentation of early development took several forms. A group of 20 reports, known as the Continuous Measurement Series (Alexander, C., 1994; Alexander, Charles H, 1992, 1993a – 1993i, 1994a – 1994e, and 1995a – 1995b; Alexander and Wetrogan, 1994; and Cresce, 1993), were critical to the development of these design elements. These reports began in 1993 and documented the research that led to the final prototype design. Plans for continuous measurement were formally introduced to the statistical establishment at the American Statistical Association's (ASA's) Joint Statistical Meetings in 1995. Love, Dalzell, and Alexander (1995) outlined the assumptions that had to be met for such a survey to be successful, while Dawson, Sebold, Love, and Weidman (1995) reported on some early feasibility studies of collecting

survey information by telephone. Possible modifications that were being considered and evaluated with continuous measurement data were also discussed at that first ASA presentation (Weidman, Alexander, Diffendal, and Love, 1995).

Operational testing of the ACS began in November 1995 in four test sites: Rockland County, NY; Brevard County, FL; Multnomah County, OR; and Fulton County, PA. Testing was expanded in November 1996 to include areas with a variety of geographic and demographic characteristics. These areas included Harris County, TX; Fort Bend County, TX; Douglas County, NE; Franklin County, OH; and Otero County, NM. This testing was undertaken to validate methods and procedures, as well as to develop cost models for future implementation. The tests resulted in revisions to the prototype design and identified additional areas for research. Further research occurred in numerous areas, including: small area estimation (Chand and Alexander, 1996), estimation methods (Alexander, Dahl, and Weidman, 1997), non-response follow-up (Salvo and Lobo, 1997), weighting in ACS tests (Dahl, 1998), item non-response (Tersine, 1998), response rates (Love and Diffendal, 1998), and the quality of rural data (Kalton, Levine, Waksberg, and Helmick, 1998).

Operational testing continued and in 1998 three counties were added: Kershaw County, SC; Richland County, SC; and Broward County, FL. The two counties in South Carolina were included only in 1998 to produce data to compare with the 1998 Census Dress Rehearsal results. Broward County was substituted for Brevard County. In 1999, testing expanded to 36 counties in 26 states (U.S. Census Bureau, 2004e). The sites were not selected to be representative of the country, but to represent different combinations of county population size, difficulty of enumeration, and 1990-1995 population growth. The selection also incorporated geographic diversity and sought to include areas representing different characteristics, such as racial and ethnic diversity, seasonal populations, migrant workers, American Indian reservations, changing economic conditions, and predominant occupation or industry types. Additionally, the Census Bureau attempted to select sites with active data users who could participate in evaluating and improving the ACS program. Based on the results of the operational tests, revisions were made to the prototype and additional areas for research were identified.

In addition to testing methods for data collection and processing for HU populations, tests of methods for the enumeration of people living in GQ facilities were held in 1999 and 2001. These tests focused on the methodology for visiting GQ facilities, selecting resident samples, and conducting resident interviews. The tests selected GQ facilities in all 36 test counties and used procedures developed in the prototyping stage. Results of the tests led to modification of sampling techniques and revisions to data collection methods.

While the main objective of the testing in the development phase was to determine the viability of the methodologies utilized, usable data were generated. Data tables and profiles were produced and released in 1999. These products provided data on demographic, social, economic, and housing topics in both tabular and narrative format. Additionally, public use microdata sample (PUMS) files were generated for a limited number of locations from 1996 through 1999. PUMS files show data for a sample of all of the survey's HUs, with information

on the housing and population characteristics of each selected unit. All identifying information is removed and other disclosure avoidance techniques are used to ensure confidentiality.

Demonstration

In 2000, a large scale demonstration was undertaken to assure Congress and other data users that the ACS was capable of producing the demographic, social, economic, and housing data previously attained from the census long-form sample.

The demonstration stage of the ACS was initially called the Census 2000 Supplementary Survey (C2SS). The primary goal of the C2SS was to provide critical assessments of feasibility, quality, and comparability with Census 2000, thus demonstrating the ability to fully implement the ACS. Although ACS methods had been successful in the test sites, national implementation needed to be demonstrated. Additional goals included refining procedures, improving the understanding of the cost structure, improving cost projections, exploring data quality issues, and assuring users of the reliability of ACS data and its ability to meet their needs.

The C2SS was conducted in 1,239 counties, of which 36 were ACS test counties and 1,203 were new counties. It is important to note that only the 36 ACS test counties used the proposed ACS sample design. The remaining counties used a primary sampling unit stratified design similar to the Current Population Survey. The annual sample size increased from 165,000 HUs in 1999 to 800,000 HUs in 2000. The test sites remained in the sample throughout the C2SS and were sampled at higher rates than the C2SS counties through 2001. This increased sample allowed three-year period estimates from the ACS in these counties to be comparable to the planned five-year period estimates of a fully implemented ACS and to data from Census 2000. Supplementary surveys were repeated from 2001 through 2004 using the same methodology.

A series of 11 reports was issued during the demonstration stage that analyzed various aspects of the program. There were two general types of reports, methodology and data quality and comparability. The methodology reports reviewed operational feasibility of the ACS. The data quality and comparability reports compared C2SS data with the data from Census 2000, including comparisons of three years of ACS test site data with Census 2000 data for the same areas.

Report 1 (U.S. Census Bureau, 2001) found that the C2SS was operationally successful, planned tasks were completed on time and within budget, and that the data collected met certain basic Census Bureau quality standards. However, the report also noted that certain areas needed improvement. Specifically, telephone questionnaire assistance (TQA) and failed-edit follow-up (FEFU) operations were not sufficiently staffed to handle the large increase in workloads, due to coinciding with the decennial census. This evaluation further noted that the ACS will improve planning and simplify the 2010 decennial census design. The report notes, implementing the ACS, supported by an accurate Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) database, holds promise to improve decennial census coverage. Report 6 (U.S. Census Bureau, 2004c) was a follow-up evaluation on

feasibility utilizing data from 2001 and 2002. The evaluation concluded that the ACS was well managed, achieving the desired response rates, and quality control procedures were functioning as intended.

Report 2 (U.S. Census Bureau, 2002) concluded that the ACS would provide a reasonable alternative to the decennial long form sample and added that the timeliness of the ACS data gives it advantages over the long form. This evaluation did note that while ACS methodology was sound, improving it needed to be an ongoing activity.

A series of reports compared national, state, and limited sub-state single-year period estimates from the C2SS and Census 2000. Reports 4 and 10 (U.S. Census Bureau, 2004a and 2004g) noted differences; however, the overall conclusion was that this research supported the proposal to eliminate the decennial long form and move forward with plans for the ACS. Report 5 (U.S. Census Bureau, 2004b) compared economic characteristics and concluded that estimates from both methodologies were essentially the same. Report 9 (U.S. Census Bureau, 2004f) compared social characteristics and noted that estimates from both methods were generally consistent, with the exceptions of disability and ancestry. The report included the suggestion to complete further research on these and other issues.

A set of multi-year period estimates (1999-2001) from the ACS test sites was created in order to help demonstrate the usability, and reliability of ACS estimates at the county and tract geographic levels. Results are found in Report 7 (U.S. Census Bureau, 2004d) and Report 8 (U.S. Census Bureau, 2004e). These comparisons with Census 2000 sample data helped further confirm the comparability of the ACS and the Census 2000 long form estimates. Also identified were additional areas requiring further research, such as variance reduction in sub-county estimates.

In addition to the C2SS, a voluntary methods test was conducted during the demonstration phase, at the request of Congress. The test was conducted between March and June of 2003 and was designed to examine the impact, if any, that a change from mandatory to voluntary methods would have on mail response, survey quality, and costs. Report 3 (U.S. Census Bureau, 2003b) and Report 11 (U.S. Census Bureau, 2004h) examined the results of the test. The major impacts of instituting voluntary methods included reductions in response rates across all three modes of data collection (with the largest drop in traditionally low response areas); reductions in the reliability of estimates; and increases in cost of more than $59 million annually.

As in the development phase, the demonstration phase yielded valuable demographic, social, economic, and housing data. In addition to the data tables and PUMS files generated during the development phase, ranking tables and charts were created to give a visual view of comparative data on key characteristics across states, counties, and places. Detailed tables were produced to provide data on all topics and geographic areas with populations of at least 250,000. Profiles were made available comparing estimates between specific years for geographic regions with more than one million in population.

Full Implementation

In 2003, with full implementation of the ACS approaching, the American Community Survey Office (ACSO) came under the direction of the Associate Director for the Decennial Census. While the Census Bureau's original plan was to fully implement the ACS in 2003, budget restrictions pushed back full HU implementation of the ACS in the United States and Puerto Rico to January 2005. The GQ component of the ACS was fully implemented in January 2006.

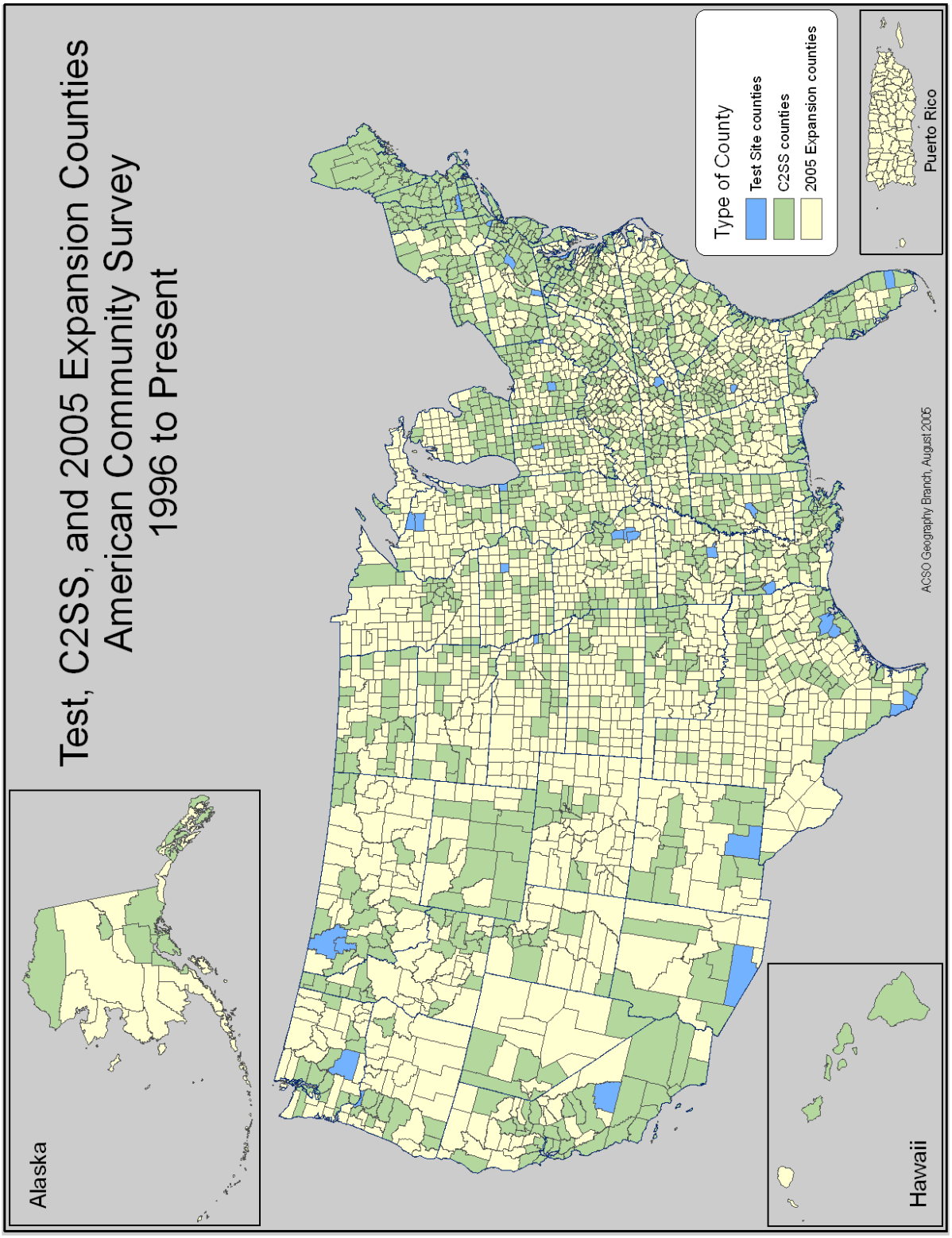
Under full implementation, the ACS expanded from 1,240 counties in the C2SS and ACS test sites, covering 37.1 percent of the geography of United States, to all 3,141 counties in all 50 states and the District of Columbia and to all 78 *municipios* in Puerto Rico, as shown in Figure 2-1.

The annual ACS sample increased from approximately 800,000 addresses in the demonstration phase to about three million addresses in full implementation. Workloads for all ACS operations increased by more than 300 percent. Monthly mailout from the National Processing Center (NPC) went from approximately 67,000 addresses per month to approximately 250,000 addresses per month. Telephone non-response follow-up workloads conducted from three telephone call centers expanded from 25,000 calls per month to approximately 85,000. In addition, about 3,500 field representatives (FRs) across the country conducted follow-up visits at approximately 40,000 addresses each month, up from 1,200 FRs conducting follow-up visits at 11,000 addresses each month in 2004.

About 36,000 addresses in Puerto Rico are sampled every year. The same three modes of data collection are used in Puerto Rico. Beginning in 2006, the ACS sampled 2.5 percent of the population living in GQ facilities. This includes about 20,000 GQ facilities and approximately 195,000 people in GQ facilities in the United States and Puerto Rico.

With full implementation beginning in 2005, population and housing profiles for 2005 will first become available in the summer of 2006 and every year thereafter for specific geographic areas with populations of 65,000 or more. Three-year period estimates will be available in 2008 for specific areas with populations of 20,000 or more, and five-year period estimates will be available in 2010 for areas down to the smallest block groups, census tracts, small towns, and rural areas. Beginning in 2010, and every year thereafter, the nation will have a five-year period estimate available as an alternative to the decennial census long-form sample, a community information resource that shows change over time, even for neighborhoods and rural areas. See Chapters 13 and 14 for additional information on data products and their dissemination.

Figure 2-1. **Test, C2SS, and 2005 Expansion Counties, American Community Survey, 1996 to Present**



2.2 STAKEHOLDERS AND CONTRIBUTORS

Consultations with stakeholders began early in the ACS development process with the goal of gaining feedback on the overall approach, as well as identifying potential pitfalls and obstacles. Stakeholders include data users, federal agencies, and others with an interest in the survey. A wide range of contacts was included in developmental activities, including federal, state and local governments, advisory committees, professional organizations, and data users at many levels. These groups provided their insights and expertise to the staff charged with developing the ACS.

The Census Bureau established special-purpose advisory panels with the Committee on National Statistics of the National Academies of Science (NAS) to identify issues of relevance in the design of the survey. ACS staff undertook meetings, presentations, and other activities in support of carrying out the ACS in American Indian and Alaska Native areas. These activities included meeting with tribal officials and tribal liaisons, attendance at the National Conference of American Indians, and continued interactions with the Advisory Committee for the American Indian and Alaska Native Populations. A Rural Data Users Conference was held in May 1998 to discuss issues of concern relating to small areas and populations. Numerous presentations were made at annual meetings of the American Statistical Association (ASA) and other professional associations.

Data users were also given opportunities to learn more about the ACS. A series of community workshops were held during the development phase of the ACS. From March 1996 to November 1999, 31 town hall-style meetings occurred throughout the country. More than 600 community members attended the meetings. A series of three regional outreach meetings, in Dallas, TX; Grand Rapids, MI; and Seattle, WA, was held in mid-2004, with an overall attendance of more than 200 individuals representing data users, academicians, the media, and local governments.

Meetings with the Decennial Census Advisory Committee, the Census Advisory Committee of Professional Associations, and the Race and Ethnic Advisory Committees provided opportunities for ACS staff to discuss methods and to receive specific advice on methods and procedures to improve the quality of the survey and the value of ACS data for all users. The Census Bureau's Field Division Partnership, Data Services Staff, and regional directors have played a prominent role in communicating the message of the ACS to a variety of stakeholders. These groups provide valuable input to the decision making process. Further, the ACS staff regularly briefs several oversight groups including the Office of Management and Budget (OMB), the Government Accountability Office (GAO), and the Inspector General of the Department of Commerce (DOC). The Census Bureau has regularly briefed Congress on multiple aspects of the ACS. Congressional briefings have been conducted with staff of the:

- Committee on Government Reform, Subcommittee on Technology, Information Policy, Intergovernmental Relations and the Census (House)
- Committee on Governmental Affairs (Senate)

- Committee on Appropriations (House)
- Committee on Appropriations, Subcommittee on Justice, State, Commerce, and Related Agencies (House)
- Committee on the Budget (House)
- Finance Committee (Senate)
- Committee on Government Reform, Subcommittee on the Census (House)
- Congressional Rural Caucus
- Republican Conference (House)

These briefings began during the early stages of the ACS and continue to occur on a regular basis.

In September 2000, the "Symposium on the ACS: Data Collectors and Disseminators" took place. This symposium focused on the data uses and needs of the private sector. Public comments were requested in a Federal Register Notice of May 14, 2004 regarding ACS data products. As a result of this notice, comments were received, discussed, and ultimately led to several changes. Continuing comments will be requested through the *ACS Alert*, a periodic electronic newsletter. Changes based on stakeholder input were important in shaping the design of the ACS and in the development of ACS. Stakeholder interactions continue to influence the future form of the ACS, including questionnaire content and design.

Knowing that census long-form data were used by numerous government agencies, ACS staff began a series of information meetings with the key federal agencies that are primary data users. These meetings resulted in the formation of two independent groups. The Interagency Committee for the ACS was formed in 2002 to discuss data collected by the ACS. The ACS Federal Agency Information Program (FAIP), started in 2003, was developed to ensure that federal agencies having a current or potential use for data from the ACS will have the assistance they need in using the data. In addition, workshops are conducted by ACS staff members to assist federal agencies in making the transition to ACS data.

Efforts are being made to share the Census Bureau's experiences from the development and implementation of the ACS internationally. Presentations have been made and working papers have been shared with the United Nations Economic Commission for Europe (UNECE) working sessions. Presentations have also been made at the International Seminar on Alternative Methods for Housing and Population Censuses in Mexico and at a Workshop on Alternative Approaches to Population and Housing Censuses in Brazil. A paper titled "Continuous Measurement of Quality in the American Community Survey" was presented for the European Conference on Quality and Methodology in Official Statistics conducted in Germany. A presentation was also made to the International Statistical Institute's Biennial Session in Australia.

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Chapter 3.
Frame Development

3.1 OVERVIEW

The U.S. Census Bureau maintains a national Master Address File (MAF) that is used as the source of addresses for the American Community Survey (ACS), other Census Bureau demographic surveys' sampling frames, and decennial censuses. The MAF is the Census Bureau's official inventory of known living quarters (housing units (HUs) and group quarters (GQ) facilities) and selected non-residential units (public, private, and commercial) in the United States and Puerto Rico. The MAF contains mailing and location address information, geocodes, and other attribute information about each living quarters.

The MAF is linked to the Topological Integrated Geographic Encoding and Referencing (TIGER) files. TIGER is a database with a digital representation of all census-required map features and related attributes. TIGER provides a resource for the production of maps, data tabulation, and the automated assignment of addresses to geographic locations in a process known as geocoding.

For Census 2000, the initial MAF was created using multiple sources that included the 1990 Address Control File, the U.S. Postal Service's (USPS's) delivery sequence file (DSF), field listing operations, and addresses supplied by local governments through partnership operations. The MAF, as it existed at the conclusion of Census 2000, is used as the initial base frame for the ACS. The Census Bureau continues to update the MAF using the DSF and various automated, clerical, and field operations such as the Community Address Updating System (CAUS).

This chapter contains four sections that provide detailed information on the development of lists from which the ACS sample units are selected. The first section provides basic information about the MAF and its development. The next two sections describe the MAF development and update activities for HUs in the United States and Puerto Rico. The fourth section describes the MAF development and update activities for ACS GQ facilities.

3.2 MASTER ADDRESS FILE BASICS

The MAF is the Census Bureau's official inventory of known HUs in the United States and Puerto Rico. Each HU is represented by a separate MAF record that contains various information about the mailing address, the location address, the description of the unit, and various geographic codes. The geographic codes contained in the MAF identify a variety of areas including states, counties, county subdivisions, places, American Indian Reservations, Alaska Native Villages, Hawaiian Homelands, census tracts, block groups, and blocks. Two important geographic code sets within the MAF are the Census 2000 tabulation geography set, which is based on the January 1, 2000 legal boundaries, and the current geography set, which is

based on the January 1 legal boundaries of the most recent year. For example, MAF extracts received in July 2006 reflect the legal boundaries as of January 1, 2006. The geographic codes associated with each MAF record are assigned by the TIGER database. Because each MAF record contains these various geographic codes, it is possible to sort the MAF in different geographic hierarchies. Sorting by state, county, tract, and block is generally used for ACS operations. Each MAF record also contains attribute information including some or all of the following: current unit status (a code indicating whether an address is valid, demolished, nonexistent, under construction, and so on), residential status (a code identifying each MAF record as either residential or nonresidential), latitude and longitude coordinates, and information indicating the operation(s) that added/updated the record.

The MAF contains both city-style and non-city-style mailing addresses. A city-style address is one that uses a structure number and street name format; for example, 201 Main Street, Anytown, MA 01977. A non-city-style mailing address is one that uses either a rural route and box number format, a post office (PO) box format, or a general delivery format. Examples of these types of addresses are RR 2, Box 13, Anytown, MA 01977; PO Box 123, Anytown, MA 01977; and T. Smith, General Delivery, Anytown, MA 01977.

In the United States, the city-style addresses are most prevalent in urban and suburban areas and at the end of Census 2000 accounted for 94.4 percent of all residential addresses in the MAF. Most city-style addresses represent both the mailing address and the location address of the unit. In some situations, a city-style address may be used only as a location address, such as addresses used for emergency-response assistance. For example, the location address could be 77 West Street, but the mailing address is PO Box 123.

The non-city-style mailing addresses are prevalent in rural areas of the United States and represent approximately 2.5 percent of all residential addresses in the MAF. The non-city-style address provides a mailing address but it does not provide specific information about the location of the unit. Locating a rural route and box number address in the field can be difficult because the mail box is not always adjacent to the unit. Locating the unit associated with a PO box address or a general delivery address is very difficult. In order to easily locate non-city-style addresses in the field, the MAF often contains a location description of the unit and its latitude and longitude coordinates. The presence of this information in the MAF makes field follow-up operations possible.

The MAF also contains some address records that are classified as incomplete because they lack a complete city-style or a complete non-city-style address. Records in this category are often just a description of the unit's location and usually its latitude and longitude. This incomplete category accounts for the remaining 3.1 percent of the United States addresses in the MAF.

The MAF, as an inventory of living quarters and some non-residential units, is a dynamic entity. It contains millions of addresses that reflect ongoing additions, deletions, and changes. The MAF contains current addresses, as well as addresses determined to no longer exist. Users of the MAF, such as the ACS, define the set of usable addresses for their program. These addresses are provided in what are known as MAF extracts. The ACS MAF extracts are generated based

on requirements that define the frame from which the sample is selected. In general, the ACS MAF extracts contain several classes of units including: HUs that existed during Census 2000, post census adds from the DSF, adds from the demographic area address listing (DAAL), count question resolution (CQR) adds and reinstatements, and Census 2000 deletes that persist on the DSF. As the ACS learns about its sample addresses and learns more about the coverage and content of the MAF, the filter is enhanced. Filtering rules change and as such, the ACS frame changes. For details on the ACS requirements for MAF extracts, see Dean (2005a). For more information on the ACS sample selection, see Chapter 4.

For details on the MAF, including its content and structure, see U.S. Census Bureau (2000b). For a description of data collection for these different kinds of addresses, see Chapter 7. For details on the MAF, its coverage, and the implications of extract rules on the ACS frame, see Shapiro and Waksberg (1999) and Johns (2005).

3.3 MASTER ADDRESS FILE DEVELOPMENT AND UPDATING FOR HOUSING UNITS IN THE UNITED STATES

MAF Development

For the 1990 Decennial Census and earlier censuses, address lists were compiled from several sources (commercial vendors, field listings, and others) and assembled. Before 1990, the address lists were not maintained or updated after the Census was completed. Following the 1990 Census, the Census Bureau decided to develop and maintain a master address list in order to support both the decennial census and other Census Bureau survey programs and to avoid the need to rebuild the address list just prior to each census.

The MAF was created by merging city-style addresses from the 1990 address control file, field listing operations, the USPS's DSF, and addresses supplied by local governments through partnership operations like the Local Update of Census Addresses (LUCA) and other Census 2000 activities such as the Be Counted Campaign. For areas that contained predominantly non-city-style addresses, the Census Bureau obtained information from various Census 2000 field operations (i.e., address listing, list/enumerate, and non-response follow-up), map update operations, and feedback from states and local governments. At the conclusion of Census 2000, the MAF contained a complete inventory of known HUs nationwide. For details on the address list development for Census 2000, see U.S. Census Bureau (2000a).

MAF Improvement Activities and Operations

MAF maintenance is an ongoing, complex task. New HUs are constantly being built, older units are demolished, and the institution of new emergency-response addressing schemes render many addresses, that have been used for decades, obsolete. Maintenance of the MAF occurs through a coordinated combination of automated, clerical, and field operations designed to improve existing MAF records and keep up with the nation's changing housing stock and associated addresses. With the completion of Census 2000, the Census Bureau implemented several short-

term, one-time operations to improve the quality of the MAF. These operations included CQR, automated address unduplication, MAF/TIGER reconciliation, and address corrections from rural directories. For the most part, these operations were implemented to improve the addresses recognized in Census 2000 and their associated characteristics. Many other operations to improve the MAF are ongoing. Some are designed to deal with errors remaining from Census 2000, while others are to keep pace with post-Census 2000 address development. In the remainder of this section, we will discuss several ongoing operations including DSF updates, MAF geocoding office resolution (MAFGOR), ACS non-response follow-up updates, and DAAL updates, of which the CAUS is a part.

Delivery Sequence File. The DSF is the USPS's master list of all delivery-point addresses served by postal carriers. The file contains specific data coded for each record, a standardized address and ZIP code, and codes that indicate how the address is served by mail delivery (for example, carrier route and the sequential order in which the address is serviced on that route). The DSF record for a particular address also includes a code for delivery type that indicates whether the address is business or residential. After Census 2000, the DSF has been the primary source of new city-style MAF addresses. For areas in which a significant number of mail deliveries are accomplished using non-city-style addresses, DSF addresses are not used to update the MAF because those addresses lack geocodes and might provide different (and unmatchable) address representations for HUs whose addresses already exist on the MAF. New versions of the DSF are shared with the Census Bureau twice a year, and updates or "refreshes" to the MAF are made at those times. For additional details on the MAF update process via the DSF, see Hilts (2005).

MAFGOR. MAFGOR is an ongoing clerical operation in all Census Bureau regional offices. In this operation, geographic clerks examine address clusters representing addresses that do not geocode to the TIGER database. Reference materials available commercially, from local governments, and on the Internet are used to add or correct features, feature names, and/or address ranges in the TIGER database. This process increases the Census Bureau's ability to assign block geocodes to DSF addresses.

Address Updates from ACS Non-Response Follow-Up. Field Representatives (FRs) can obtain address corrections for each HU visited during the personal visit non-response follow-up phase for the ACS. The MAF is updated to reflect these corrections. For additional details on the MAF update process for ACS address corrections collected at time of interview, see Riley (2005).

Demographic Area Address Listing. DAAL is a combination of operations, systems, and procedures associated with coverage improvement operations, address list development, and automated listing for the CAUS and the demographic household surveys. The objectives of the DAAL are to: update the inventory of HUs and feature information for specified areas of the country to improve the completeness and coverage of the MAF in preparation for the ACS sample selection (see the section on the CAUS, below), and to create and update the inventory of HUs and GQ facilities in identified areas for surveys such as the Current Population Survey

(CPS), the National Health Interview Survey (NHIS), and the National Crime Victimization Survey (NCVS).

In a listing operation, such as DAAL, a defined land area is traveled in a systematic manner as an FR records the location and address of every structure where a person lives or could live. Listings for DAAL are conducted using software known as the automated listing and mapping instrument (ALMI), on laptop computers. The ALMI uses extracts from the current MAF and TIGER databases as inputs. Functionality in the ALMI allows users to edit, add, delete, and verify addresses; edit, add, and delete streets and other map features; view a list of addresses associated with a selected level of geography; and view and denote the location of HUs on the electronic map. For information once collected by paper and pencil, the ALMI allows standardization of the data collected through edits and defined data entry fields, standardization of field procedures, efficiencies in data transfer, and timely reflection of the address and feature updates in MAF and TIGER. For details on DAAL, see Perrone (2005).

Community Address Updating System. As a program designed specifically to address coverage concerns for the ACS, the CAUS program is described below in additional detail. The Census Bureau recognized that the DSF, as the primary source of ACS frame updates, was not adequate to deal with changes in predominantly rural areas of the nation where city-style addresses are generally not used for mail delivery. The CAUS program, an automated field data collection operation, is designed to provide a rural counterpart to the update of city-style addresses received from the DSF. Without the CAUS program, coverage of the ACS would be negatively impacted by addresses that exist but do not appear on the DSF; non-city-style addresses on the DSF that do not appear on the MAF; and addresses on the DSF that also appear on the MAF but are erroneously excluded from the ACS frame or are erroneously included in the ACS frame.

Implemented in September 2003, the CAUS program focuses its efforts on census blocks with high concentrations of non-city-style addresses and suspected growth in the HU inventory. Of the approximately 8.2 million blocks nationwide, the CAUS universe is defined as the approximately 750,000 blocks where DSF updates are not used to provide adequate coverage. CAUS blocks are selected using a model-based selection method that transforms information gained from previous field data collection efforts and administrative records into knowledge for predicting where the CAUS work is needed. The blocks are ranked according to the model and the number of selected blocks is subject to budget and operational considerations of the program. Through DAAL operations, the CAUS captures address information for new HUs not currently found in the MAF, as well as updates for existing MAF HUs. Past results indicate that the model-based selection is more effective than a random selection of blocks. For details on the CAUS program and its block selection methodology, see Dean (2005b).

All of these MAF improvement activities and operations (DSF, MAFGOR, and so on) contribute to the overall update of the MAF. In general, quality assurance and quality control checks are implemented for operations that update the MAF. Continual evaluation of the MAF and its updating are planned and will be cited in future releases of this report.

Planning for the 2010 Census is underway. Field operations to support the 2010 Census will be implemented to enable HU and GQ updates, additions, and deletions to be identified, collected, and used to update the MAF. The Census Bureau will begin its 2010 Census operations in 2008. The operations will include several nationwide field canvassing and enumeration operations, and will obtain address data through a cooperative effort with tribal, county, and local governments to enhance the MAF. The MAF extracts used by the ACS for sample selection will be improved by these operations. ACS and Census 2010 planners are working closely to assess the impact of the decennial operations on the ACS.

3.4 MASTER ADDRESS FILE DEVELOPMENT AND UPDATING FOR HOUSING UNITS IN PUERTO RICO

The Census Bureau created an initial MAF for Puerto Rico through field listing operations and other Census 2000 activities. This initial MAF did not include mailing addresses because Census 2000 used an update/leave methodology through which a census questionnaire was delivered by an enumerator to each living quarters. The MAF update activities that took place in 2002 through 2004 were focused on developing mailing addresses, updating the address information, and improving the coverage through yearly updates. These improvements will benefit both the ACS in Puerto Rico and the 2010 Census.

Puerto Rico MAF Development

As with the MAF development in the United States, MAF development in Puerto Rico used the Census 2000 operations as its foundation. The Census 2000 operations in Puerto Rico included address listing, update/leave, the LUCA, and the Be Counted Campaign. For details on the Census 2000 for Puerto Rico, see U.S. Census Bureau (2004b)

The Census 2000 procedures and processing systems were designed to capture, process, transfer, and store information for the conventional three-line mailing address. The mailing addresses in Puerto Rico generally incorporate the urbanization name (neighborhood equivalent) in the address, which creates a four-line address. Use of the urbanization name eliminates a problem created when street names are repeated in adjacent communities. In some instances, the urbanization name is used in lieu of the street name.

The differences between the standard three-line address format and the four-line address format used in Puerto Rico created problems during the early MAF building stages. The resulting file structure for the Puerto Rico MAF was the same used in other states, and it did not contain the additional fields required to handle the more complex Puerto Rico mailing address. These processing problems did not adversely impact Census 2000 operations because the methodology used to conduct the census was update/leave, and this procedure is designed for an enumerator to deliver a census questionnaire instead of mailing it. However, in the ACS, where mailout is planned as the primary means of collecting data, the three-line address format did create a problem. Due to these limitations, it is not possible to calculate the percentage of city-style addresses, non-city-style mailing addresses, and incomplete addresses in Puerto Rico.

Puerto Rico MAF Improvement Activities and Operations

The MAF for Puerto Rico as it existed at the conclusion of Census 2000 required significant work before it could be used by the ACS. As a result, the Census Bureau had to revise the address information in the Puerto Rico MAF. This effort included the creation of a new address record layout and the splitting of address information into the various fields required to construct a mailing address using Puerto Rico addressing conventions.

The Census Bureau also contracted for the list of addresses on the Puerto Rico MAF to be updated. Approximately 64,000 new HUs were added to the MAF since Census 2000 with each address geocoded to a *municipio*, tract, and block. The Census Bureau also worked with the USPS customer files for Puerto Rico and attempted to extract information on new HUs from the USPS DSF. Matching the USPS file to the existing MAF was only partially successful because of inconsistent naming conventions, missing information in the MAF, and the existence of different housing numbering schemes (USPS versus local schemes).

The data collection activities in Puerto Rico began in November 2004. FRs in Puerto Rico are now capturing address corrections for each HU visited during the personal visit non-response follow-up phase of the ACS. These corrections will be incorporated into the current Puerto Rico MAF. In addition, the Census Bureau is pursuing options for the ongoing collection of address updates in Puerto Rico. This may include operations comparable to those that exist in the United States, such as DSF updates, MAFGOR, and the CAUS. Future versions of this document will include decisions relating to these operations and MAF development and updating in Puerto Rico.

3.5 MASTER ADDRESS FILE DEVELOPMENT AND UPDATING FOR SPECIAL PLACES AND GROUP QUARTERS IN THE UNITED STATES AND PUERTO RICO

Group Quarters MAF Development

In preparation for Census 2000, the Census Bureau developed an inventory of special places (SPs) and GQ facilities. SPs are places such as prisons, hotels, migrant farm camps, and universities. GQ facilities are contained within SPs and include college and university dormitories and hospital/prison wards. The SP/GQ inventory was developed using data from internal and external administrative lists and numerous Census 2000 operations, such as address listing, block canvassing, and the SP/GQ facility questionnaire operation used to collect/update address and location information for SPs and associated GQ facilities. Responses to the questionnaire identified GQ facilities and any HUs associated with the SP. Similar to the HU MAF development process, local and tribal governments had an opportunity to review the SP address list and add any SPs that were missing. In August 2000, after the enumeration of GQ facilities, address and identification information for GQ facilities was incorporated into the MAF.

Group Quarters MAF Improvement Activities and Operations

As with the HU side of the MAF, maintenance of the GQ universe is an ongoing and complex task. Listed in the earlier section on MAF Improvement Activities and Operations for HUs are short term, one-time operations that also update GQ information. Additionally, the Census Bureau completed a GQ geocoding correction operation that corrected errors (mostly census block geocodes) associated with college dormitories in the MAF and TIGER.

On an ongoing basis, information on new GQ facilities and updated address information for existing GQ facilities are collected by listing operations, such as DAAL which includes the CAUS in rural areas. This information is used to update the MAF. Additionally, it is likely that DSF updates in city-style address areas are providing the Census Bureau with new GQ addresses; however, the DSF does not yet identify such an address as a GQ facilities.

A process to supplement the activities above was developed to create an updated GQ universe by which to select the ACS sample. The ACS GQ universe for 2006 was constructed from merging the updated SP/GQ inventory file, extracts from the MAF, and a file of GQ facilities that were closed on April 1, 2000 (but which may be open if visited at another time of year). To supplement the ACS GQ universe, the Census Bureau obtained a file of federal prisons and detention centers, and a file from the Department of Defense (DOD) containing military bases and vessels, and conducted Internet-based research to identify new state prisons and state prisons which had closed.

Additionally, ACS FRs may collect updated address and geographic location information. The ACS will use the updates collected to provide more accurate information for subsequent visits to a facility, as well as to update the ACS GQ universe for subsequent years.

As mentioned in the MAF Improvement Activities and Operations section on HUs, planning for Census 2010 is underway. In addition to the major decennial operations that will collect and provide updates for GQ facilities, ACS and Census 2010 planners are evaluating the feasibility of a repeatable operation to extract information on new GQ facilities from administrative sources including data provided by members of the Federal-State Cooperative Program for Population Estimates. This approach, if deemed successful, will likely provide a cost-effective mechanism for updating the GQ universe for the ACS during the intercensal years.

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Chapter 4.
Design of the Sample and Sample Selection

4.1 OVERVIEW

The sample for the ACS is selected in each of the 3,141 counties and county equivalents in the United States, including the District of Columbia, and each of the 78 *municipios* in Puerto Rico. Samples of housing unit (HU) addresses and group quarters (GQ) facilities are selected separately. The first full-implementation sample of HU addresses was selected for use in 2005. Each year the ACS samples about three million HU addresses in the United States and about 36,000 HU addresses in Puerto Rico. The first full-implementation sample of GQ facilities was selected for use in 2006 and approximately 2.5 percent of the people in GQ facilities are included in the ACS annually.

Each HU address in sample is assigned to a month for which it is eligible to receive a mail questionnaire. Addresses that are not complete enough for mailing purposes are termed unmailable. An interview for a HU and its residents can be completed during the assigned month or the two months following it. All addresses mailed a questionnaire for which no response is received during the assigned month and that have an available telephone number are sent to the computer-assisted telephone interviewing (CATI) staff to conduct interviews during the following month. After the CATI month, a sub-sample of the cases for which neither a completed questionnaire has been received nor a CATI interview completed, and a sub-sample of unmailable addresses is selected for computer-assisted personal interviewing (CAPI) in the third month. Each GQ sample is assigned to a month and in most GQ facilities six weeks are allowed for collection of data by personal interview only. Details on the data collection methods are provided in Chapters 7 and 8.

This chapter presents details about the selection of the HU address samples, the GQ samples, and the CAPI sub-samples. Some hard-to-reach areas in Alaska, referred to as Remote Alaska, are treated differently from the rest of the ACS counties[1] in several of the sampling and data collection processes. The section on Remote Alaska sampling at the end of this chapter describes these differences.

4.2 HOUSING UNIT SAMPLING – INITIAL SAMPLE

Two separate sampling operations are carried out at different times to determine the addresses that will be assigned to each month during a given calendar year -- the main sample is selected in August/September preceding the sample year and the supplemental sample is selected in January/February of the sample year. The ACS frame of HU addresses for each of these samples is derived from the most recently available updated Master Address File (MAF), so the frames differ between the main and supplemental samples for a given year. The MAF available at the time of the main sample is referred to as the main sample MAF and the MAF available at the

[1] In the remainder of the chapter the term "county" includes county equivalents and *municipios*.

time of the supplemental sample is referred to as the supplemental sample MAF. In the main sample addresses are selected from the full frame and allocated to all 12 months. In the supplemental sample only addresses new to the frame since the main sampling are selected and allocated to the months of April through December.

One of the ACS design requirements is that no HU address can be sampled more than once in five years. To accommodate this restriction, the addresses in the frame are randomly split into five sub-frames, each containing 20 percent of the frame. Addresses from only one of these sub-frames are eligible to be in the ACS sample in each year, and a sub-frame can be used only once every five years. As a result, each main and supplemental sample is conducted in two phases. The first phase splits the frame into the five sub-frames and the second phase selects addresses to be included in the ACS from the sub-frame eligible for the sample year.

Sampling Rate Categories

Before the first phase of address sampling can proceed for each year's main sample, the sampling rate category to which each address belongs must be determined. This is because the ACS produces estimates for geographic areas having a wide range of populations, and in order that the estimates for these areas have similar reliabilities as measured by their variances, areas with smaller populations must have their HU addresses sampled at higher rates than those with larger populations. To accomplish this, blocks and their constituent addresses are separated into five categories with different sampling rates. The addresses in each of these categories are allocated evenly to the five sub-frames in the first-phase sample to ensure that the variances of individual estimates do not differ too much across years. Sampling rates for these categories are calculated for use in the second phase of sampling.

Every block's sampling rate category is determined based on information about both the census tract and the sampling entity where it is located. Sampling entities are defined as counties; places with active and functioning governments; tracts; school districts; American Indian Area/Alaska Native Area/Hawaiian Home Land (AIANHH); minor civil divisions (MCDs) in 12 states[2] for which they are considered as functioning and active governmental units for ACS sampling; and, in Hawaii only, census designated places. The sampling rate for each block is based on:

1. The estimated number of occupied HUs in the smallest sampling entity that contains the block or, in American Indian/Alaska Native Village Statistical Areas (AIANSAs)[3], the estimated number of occupied HUs with an American Indian/Alaskan Native resident; and
2. The estimated number of occupied HUs in the block's tract.

[2] The 12 states are Connecticut, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Wisconsin.
[3] AIANSA is a general term used to describe American Indian and Alaska Native statistical areas. For detailed technical information on the Census Bureau's American Indian and Alaska Native Areas Geographic Program for Census 2000, see Federal Register Notice Vol. 65, No. 121, June 22, 2000.

Factor 1 is called a block's measure of size (MOS) as defined by its smallest sampling entity and is calculated in the following manner. Block-level counts are derived from the main sample MAF for each block in the nation. This count is converted to an estimated number of occupied HUs by multiplying it by the proportion of the HUs in the block that was occupied in Census 2000. For each sampling entity the estimated number of occupied HUs is summed across all blocks in the entity.

For AIANHHs, which can cross state boundaries, the estimated counts are cumulated across states. If a block is not in an AIANSA, then the smallest of these sums across all sampling entities in which it is contained is its MOS. If a block is in an AIANSA, then an additional set of calculations is required. Each block in an AIANSA has its estimated number of occupied HUs converted to an estimated number of occupied HUs having an American Indian or Alaska Native householder by multiplying it by the proportion of its population that was American Indian or Alaska Native in Census 2000. If the sum of these estimates across all blocks in an AIANSA is non-zero, then it is the MOS for all blocks in the AIANSA. If it is zero, then the estimate of occupied HUs in the AIANSA is the MOS for all of its blocks. See Hefter (2005a) for additional details.

Factor 2 is obtained by summing the estimated number of occupied HUs across all blocks in a tract. Using the two factors, blocks are separated into five sampling rate categories as defined in Table 4.1 below. These categories are consistent with the categories used in Census 2000.

Table 4.1. **Sampling Rate Categories for the 2005 ACS**

Sampling Rate Category	**Measure of Size (MOS)**
Blocks in smallest sampling entities	<200
Blocks in smaller sampling entities	200≤MOS<800
Blocks in small sampling entities	800≤MOS≤1200
Blocks in large tracts	1200<MOS and tract occupied HUs >2000
All other blocks	1200<MOS and tract occupied HUs ≤2000

First-Phase Sample

For the 2005 ACS main sample, the frame of addresses from the MAF was divided into five sub-frames in the first phase, each containing 20 percent of the full frame. Addresses in each of the sampling rate categories were also divided equally among these sub-frames. This was accomplished by sorting the addresses in each county by new versus previously existing address, sampling rate category, and geographical order in the address frame. Consecutive addresses were then assigned in a specified order to each of the five 20 percent sub-frames. One of these sub-frames was designated the first-phase sample for 2005 and the remaining sub-frames were designated for the years 2006-2009. Starting with 2010, the sub-frames will be re-used in the same order used during 2005-2009.

Since the first-phase sample was selected in 2005, when selecting the main samples starting with the 2006 ACS, only the addresses new to the MAF since the previous year's supplemental sample MAF are used in the first-phase sample. Similarly, for all supplemental samples only

addresses added to the MAF since that year's main sample MAF are used in the first phase. These new addresses are sorted by sampling rate category and geographical order in the address frame, and assigned in a specified order to the five existing sub-frames. The sub-frame allocated to the sample year is its first-phase sample, and addresses to be included in the ACS will be selected from it in the second-phase sample. For additional details about HU address sampling, see Asiala (2004) and Hefter (2005b).

Sampling Rates

Each year the specific set of sampling rates to be used in the second-phase sample must be determined for each of the five sampling rate categories. This requires two steps. The first step is the calculation of five initial overall sampling rates, which are defined as the sampling rates across both phases of sampling that produce approximately equal reliability across the categories for an estimate of a given characteristic and maintain the ACS address sample at about three million in the United States and about 36,000 in Puerto Rico. The ACS sub-samples addresses for the final stage of data collection (see Section 4.3). Because of this sub-sampling, the second step of defining the sampling rate refines these initial overall sampling rates.

Initial Overall Sample Rates. The initial overall sampling rates for the 2005 ACS are given in columns 2 and 4 of Table 4.2 for the United States and Puerto Rico, respectively (Hefter, 2005b). As the number of addresses in the United States and Puerto Rico increases over time, the initial overall rates for all but the smallest governmental units category (MOS<200) will be reduced annually to maintain the address sample at about three million in the United States and about 36,000 in Puerto Rico, but their relative initial overall rates will remain constant. The initial overall sampling rate for the smallest governmental units will remain at 10 percent in future years.

Table 4.2. **Initial and Final Overall Sampling Rates for the 2005 ACS**

Sampling Rate Category	Overall Sampling Rates		
	United States		Puerto Rico
	Initial	Final	Initial and Final
(1)	(2)	(3)	(4)
Blocks in smallest sampling entities (MOS<200)	10.0%	10.0%	10.0%
Blocks in smaller sampling entities (200≤ MOS<800)	6.9%	6.9%	8.1%
Blocks in small sampling entities (800≤ MOS≤ 1200)	3.6%	3.6%	4.1%
Blocks in large tracts (MOS > 1200, tract occupied HUs > 2000)	1.7%	-	2.0%
Mailable addresses ≥ 75% and predicted levels of completed interviews prior to sub-sampling > 60%	-	1.6%	-
Mailable addresses < 75% and/or predicted levels of completed interviews prior to sub-sampling ≤ 60%	-	1.7%	-
All other blocks (MOS > 1200, tract occupied HUs ≤ 2000)	2.3%	-	2.7%
Mailable addresses ≥ 75% and predicted levels of completed interviews prior to sub-sampling > 60%	-	2.1%	-
Mailable addresses < 75% and/or predicted levels of completed interviews prior to sub-sampling ≤ 60%	-	2.3%	-

Final Overall Sampling Rates. As part of maintaining the reliability of estimates across areas with differing proportions of the initial sample subject to CAPI sub-sampling, these initial overall rates are reduced for selected tracts in the United States. This reduction is based on the predicted level of completed interviews prior to CAPI sub-sampling for each tract.

> Predicted rate of completed interviews prior to CAPI sub-sampling = (annual number of interviews completed by the mail and CATI modes, by the end of their CATI month, for addresses mailed questionnaires)/(annual estimated number of occupied HUs mailed questionnaires)

Since these rates were not available for all tracts in the country prior to 2005, projections were used. For tracts that were included in the 2000-2003 ACS, these projections were based on production data from those years. In the remaining tracts these rates were projections based on a model that also uses information from Census 2000.

In the 2005 ACS, the initial overall sampling rate for each block in the United States in one of the last two sampling rate categories from Table 4.2 (MOS>1200) was multiplied by 0.92 to obtain its final overall sampling rate if its tract had a level of completed interviews prior to CAPI sub-sampling of at least 60 percent and at least 75 percent of its addresses defined as

mailable. In the remaining blocks in the United States the final overall sampling rates are the same as the initial overall sampling rates, so there are seven different final overall sampling rates in the United States as shown in column (3). A brief description of the relationship between this reduction and CAPI sub-sampling rates is given in Section 4.3. For full details see Asiala (2005). If the reduction factor is recalculated in the future, it will be based on levels of completed interviews prior to CAPI sub-sampling obtained directly from the ACS for all tracts. This reduction does not occur in Puerto Rico, so all blocks in Puerto Rico have the same initial and final overall sampling rates.

Second-Phase Sample

The second-phase sample selects a subset of the addresses from the first-phase sample to be included in the ACS during the sample year. In the main sample, addresses selected for a county in the first phase are sorted by sampling rate category, new versus previously existing address, and first-phase order of selection. In the supplemental sample they are sorted by sampling rate category and first-phase order of selection. A systematic sample of addresses is selected for both the main and supplemental samples, where each address has a second-phase sampling rate equal to its final overall sampling rate divided by 20 percent, the first-phase sampling rate for all addresses.

Month Assignment

Each address selected in the second-phase sample is assigned to a month. The set of all addresses assigned to a specific month is referred to as the month's sample. For the main sample, most of the addresses are sorted by their second-phase order of selection and assigned in a specified order to the 12 months of the year, starting with a randomly determined month. However, addresses that have been selected for one of several Census Bureau household surveys[4] in the same year or in specified months (which vary by survey) of the two surrounding years are treated differently. Each of these addresses is assigned a month based on its interview month(s) for the other survey in such a way as to avoid individuals being asked to complete interviews for both the ACS and one of these surveys within a few months of each other.

[4] These surveys include the Survey of Income and Program Participation, the National Crime Victimization Survey, the Consumer Expenditures Quarterly and Diary Surveys, the Current Population Survey, and the State Child Health Insurance Program.

In the supplemental sample, the addresses are sorted by their second-phase order of selection and assigned to the months of April through December in a specified order, starting with a randomly determined month. Since the supplemental sample will have very few addresses that are also in one of the other household surveys in the specified months, no special month assignment is performed.

4.3 HOUSING UNIT SAMPLING -- COMPUTER-ASSISTED PERSONAL INTERVIEWING SUB-SAMPLE

The ACS uses three consecutive modes of data collection—mail, telephone, and personal visit. (See Chapter 7 for more information.) An interview for a HU and its residents can be completed during the month to which the address is assigned or the two following months. All addresses mailed a questionnaire can return a completed questionnaire during this three-month time period. The mailable addresses for which no response is received during the assigned month and that have an available telephone number are sent to a telephone follow-up operation to conduct interviews using CATI methods during the following month. No sampling is done for CATI. After the CATI month, cases are selected for personal visit follow-up using CAPI methods in the third month. The universe of CAPI cases for the third month consists of the mailable addresses for which neither a completed questionnaire has been received nor a CATI interview completed and all unmailable addresses. A systematic sub-sample of these addresses is selected for CAPI, using the rates in Table 4.3, after sorting them within county by mailable versus unmailable, CAPI sub-sampling rate, and geographical order on the MAF. The determination of CAPI sub-sampling rates is summarized in the following paragraphs. See Hefter (2005d) for details of CAPI sub-sampling.

During the years prior to 2005, when the ACS was being developed, only two CAPI sub-sampling rates were used: 1-in-3 for mailable addresses and 2-in-3 for unmailable addresses. Because the reliability of estimates for HUs and people living in HUs is a function of the number of interviews completed within the area, these sub-sampling rates were revisited. Because interviews are attempted for only a fraction of the cases eligible for CAPI and the proportion of completed CAPI interviews are similar across areas, for two areas with the same number of addresses in sample, the one with the highest rate of completed interviews prior to CAPI sub-sampling will tend to have more reliable estimates. To mitigate concerns about reliability differentials resulting from large differences in the rate of completed interviews prior to CAPI sub-sampling across areas, tracts in the United States with low predicted levels of completed interviews prior to CAPI sub-sampling have their CAPI sub-sampling rates adjusted upward from their default rates in order to potentially increase their numbers of interviews completed across all modes. To compensate for the resulting increase in interviewing costs, the initial overall sampling rates for tracts in the United States with the highest rates of completed interviews prior to CAPI sub-sampling are reduced to obtain their final overall sampling rates. This process was summarized in Section 4.2. Refer to Asiala (2005) for complete details.

No information was available about the levels of completed interviews prior to CAPI sub-sampling in Puerto Rico prior to 2005, so the default CAPI sub-sampling rates of 1-in-3 for mailable addresses and 2-in-3 for unmailable addresses were used initially. Based on early

results observed during the first months of the ACS in Puerto Rico, the CAPI sub-sampling rate for mailable addresses in all Puerto Rico tracts was changed to 1-in-2 beginning in June 2005.

Table 4-3. **CAPI Sub-Sampling Rates for the 2005 ACS**

Address and Tract Characteristics	CAPI Sub-sampling Rate
United States	
Unmailable addresses and addresses in Remote Alaska	66.7%
Mailable addresses in tracts with predicted levels of completed interviews prior to CAPI sub-sampling between 0% and 35%	50.0%
Mailable addresses in tracts with predicted levels of completed interviews prior to CAPI sub-sampling greater than 35% and less than 51%	40.0%
Mailable addresses in other tracts	33.3%
Puerto Rico	
Unmailable addresses	66.7%
Mailable addresses – June through December	50.0%
Mailable addresses – January through May	33.3%

4.4 GROUP QUARTERS SAMPLING

GQ facilities include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, workers' dormitories, and facilities for people experiencing homelessness. Each GQ facility is classified according to its GQ type. For more information on GQ facilities, see Chapter 8. As noted previously, GQ facilities were not included in the 2005 ACS but are included in 2006 and will be included in subsequent years. There is no supplemental GQ sample; therefore, all GQ samples are selected during the main sampling phase. The sample is selected by state, not county, as is done with the HU sample. Some locations that were classified in Census 2000 as specific GQ types are not included in ACS data collection operations. These are domestic violence shelters, soup kitchens, regularly scheduled mobile food vans, targeted non-sheltered outdoor locations, crews of commercial maritime vessels, natural disaster shelters, and dangerous encampments. There are several reasons for their exclusion, depending on GQ type, including concerns about privacy and the operational feasibility of repeated interviewing for a continuing survey rather than once a decade for a census. Nevertheless, ACS estimates of the total population are controlled to be consistent with the intercensal population estimates. The exclusion of these GQ types may result in a small bias in some ACS estimates.

Two strata are created to sample the GQ facilities. The first stratum includes both small GQ facilities (having 15 or fewer people according to Census 2000 or updated information) and GQ facilities listed as closed on Census Day. The second stratum includes large GQ facilities (having more than 15 people according to Census 2000 or updated information). In the remainder of this chapter, these strata will be referred to as the small GQ stratum and the large

GQ stratum. A GQ measure of size (GQMOS) is computed for use in sampling the large GQ facilities. GQMOS is the population of the GQ facilities divided by 10.

Different sampling procedures are used for these two strata. The small GQ stratum is sampled like the HU address sample and data are collected for all people in the selected GQ facilities. Like a HU, a small GQ facility is eligible to be in sample only once in five years. Groups of 10 people are selected for interview from GQ facilities in the large GQ stratum and the number of groups selected for a large GQ facility is a function of its GQMOS. Unlike HUs, large GQ facilities are eligible for sampling each year. For details on GQ sampling, see Hefter (2005c).

Small Group Quarters Stratum Sampling

For the small GQ stratum, a two-phase sample of GQ facilities is selected in a method similar to that used for the HU address sample.

> **First-Phase Sample.** The first-phase sampling procedure for 2006 address assigns all of the GQ facilities in this stratum to one of five 20 percent sub-frames. The GQ facilities within each state are sorted by small versus closed on Census Day, new versus previously existing, GQ type, and geographical order in the frame. Consecutive GQ facilities are assigned to the five sub-frames in a specified order. One of these sub-frames was designated as the 2006 first-phase sample and the others were designated for the years 2007-2010. The GQ facilities on the 2006 sub-frame will not be eligible for sampling again until 2011, as the once-in-five-years restriction of HU addresses also applies to the small GQ stratum.
>
> Beginning with the 2007 sample, all small GQ facilities that are new since the previous year's sampling (there will be no new GQ facilities that were closed on Census Day) will be sorted by GQ type and geographical order in the frame, and assigned to the five existing 20 percent sub-frames in a specified order for the first-phase sample. In 2007, the 2006 sub-frame will be defined as the 2011 sub-frame. The 2007 sub-frame becomes the 2007 first-phase sample.
>
> **Second-Phase Sample.** The second-phase sample is a 1-in-8 systematic sample of the GQ facilities from the first-phase sample sorted by new versus previously existing address and first-phase order of selection. Regardless of their actual size, all of these small GQ facilities have the same probability of selection. Every person in the GQ facilities selected in this second-phase sample is eligible to be interviewed. If the actual number of people in the GQ facility exceeds 15, even though it was included in the small GQ stratum, a field sub-sampling operation is performed to reduce the total number of sample people in the GQ facility to 10.

Large Group Quarters Stratum Sampling

The ultimate sampling units for large GQ facilities are groups of 10 people within a GQ facility. The number of groups of 10 people that can be sampled from a large GQ facility is equal to its GQMOS. For example, if a GQ facility had 550 people in Census 2000, then its GQMOS is 55

and there are 55 groups of 10 people that are eligible for selection in the sample. A two-step sampling procedure is used to select the people to be included in the large GQ sample. The first step selects the GQ facilities and the number of groups in sample for each GQ facility. The second step selects the people within each GQ facility to be included in its sample groups.

First-Step Sample. For the first step, all the large GQ facilities in a state are sorted by GQ type and geographical order in the frame, and a systematic sample of 1-in-40 groups is selected. GQ facilities with fewer than 40 groups, therefore, may or may not have one of its groups selected for the sample; GQ facilities with between 40 and 80 groups will have at least one group selected; GQ facilities with between 80 and 120 groups will have at least two groups selected; and the like.

Second-Step Sample. The second step of sampling takes place within each GQ facility which has at least one group selected in the first step. When a field representative visits a GQ facility to conduct interviews, an automated listing instrument is used to select the 10 people to be included in each group being interviewed. It computes sampling parameters based on the observed population at the time of interviewing in order to achieve a group size of 10. If the observed population is 15 or fewer, then the group size will be at most 10.

For most GQ types, if multiple groups are selected within a GQ facility, their groups of 10 people are assigned to different sample months. Very large GQ facilities with more than 12 groups selected have multiple groups assigned to some sample months. In these cases, we attempt to not select the same person more than once in a sample month. However, there is no attempt to not select a person more than once across sample months within a year. All GQ facilities in this stratum are eligible for selection every year, regardless of their sample status in previous years.

Sample Month Assignment

The selected small GQ facilities and groups of 10 people for large GQ facilities are assigned to months in a manner similar to that used for HUs. All the GQ samples from a state are combined and sorted by small versus large stratum and second-phase or second-step order of selection. Consecutive samples are assigned to the 12 months in a pre-determined order, starting with a randomly determined month, except for correctional facilities and military barracks.

Due to operational and budgeting constraints, the same month is assigned to all sample groups of 10 people within a given correctional facility or military barracks. The sample groups of 10 in all federal correctional facilities are assigned to September and data collection may take up to 4.5 months, an exception to the six weeks allowed for all other GQ types. For the sample groups of 10 in non-federal correctional facilities -- state prisons, local jails, halfway houses, military disciplinary barracks, and other correctional institutions -- or military barracks, individual GQ facilities are assigned to months throughout the year.

4.5 REMOTE ALASKA SAMPLING

Remote Alaska is a set of rural areas in Alaska that are difficult to access. Due to data collection related difficulties for field operations during some months, data collection operations in Remote Alaska differ from what has been described for the rest of the country. In both the main and supplemental samples, the month assigned for each Remote Alaska HU address is based on certain types of geographical entities in which it can be contained. All addresses located in each specific geography of these types are assigned to the same month, either January or September. The assignment of each specific geographical entity to either January or September is done in such a way as to balance workloads between these months and to keep groups of cases together geographically. The addresses for each month are sorted by county and geographical order in the frame, and a sample of 2-in-3 of them is sent directly to CAPI in the appropriate month. The GQ sample in Remote Alaska is assigned to January or September in the same manner as are main sample HU addresses. Up to four months is allowed to complete the HU interviews and GQ data collection for each assigned month.

4.6 REFERENCES

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Chapter 5.
Content Development Process

5.1 OVERVIEW

The content for the American Community Survey (ACS) is designed to meet the needs of federal government agencies. Additionally, these data are a rich source of local area information, making the data useful to state and local governments, universities, and private businesses of all sizes. The Census Bureau coordinates the content development and determination process for the ACS with the Office of Management and Budget (OMB) through interagency committee meetings based upon the needs of the federal agencies. The OMB, in consultation with the Census Bureau, establishes new content determinations for the survey. Approved new content or changes to existing content are tested according to the ACS content change process, which provides Census Bureau guidelines for pretesting, field testing, and implementing new content and changes to existing ACS content. This chapter provides greater detail on the history of content development for the ACS, the current content of the survey, and the content determination process and policy.

5.2 HISTORY OF CONTENT DEVELOPMENT

The ACS is part of the 2010 Decennial Census Program and is an alternative method for collecting the long form sample data collected in the last five censuses. The long form sample historically collected detailed population and housing characteristics only once a decade through questions asked of a sample of the population.[1] Beginning in 2005, the ACS is collecting this detailed information from a sample of the nation's population on an ongoing basis, thereby providing more accurate and timely data than was possible using the once-a-decade census long form. Starting in 2010, the decennial census will no longer include long form sample data collection, but will include only a short form that collects basic information for a total count of the nation's population.[2]

Historically, the content of sample questions included on the long form was constrained by only including questions for which:

1. There was a current federal law that explicitly called for the use of decennial census data for a particular federal program (mandatory).

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[1]Sampling began in the 1940 census, when a few long form questions were asked of a small sample of people. A separate long-form questionnaire was not implemented until 1960.

[2]In addition to counting each person in every household, the "basic" information planned for the Census 2010 short form will include a very small select set of key demographic information needed for voting rights and other legislative requirements. Currently, data on gender, age, relationship, race, and ethnicity are planned.

2. It was unequivocally clear that a federal law (or implementing regulation) required the use of specific data and the decennial census was the historical or only source of data (required).
3. The data were necessary for Census Bureau operational needs (programmatic).

Constraining the content of the ACS is just as critical as it had been for the long form sample in the past. The Census Bureau's goal is to limit the size of the ACS so that data quality, measured by survey and item response rates, remains at or above the current levels.

In order to accomplish this goal, the Census Bureau works closely with the OMB and the OMB Interagency Committee for the ACS. This Committee (co-chaired by the OMB and the Census Bureau) was established in July 2002 and includes representatives from more than 20 federal departments and agencies that use decennial census data. The initial focus of the committee was to identify legislative justifications for the questions on the 2003 ACS. The federal agencies were asked to examine each question on the ACS and provide the Census Bureau with justification(s) for their need for the data by subject matter, the legal authority for the use, the lowest geographic level required, the variables essential for cross-tabulation, and the frequency with which the data are needed. They were asked to provide actual statutes and other legislative documentation, with the relevant sections annotated, and to classify their uses of the ACS questions as "mandatory," "required," or "programmatic" consistent with the constraints of the traditional long form. See Section 5.4.

In the summer of 2002, the Department of Commerce General Counsel's Office asked each federal agency's General Counsel to examine the justifications submitted for its respective agency and, if necessary, to revise the information so that it would include the most up-to-date material necessary to accomplish the statutory mission of its department in relation to census data. This step was taken to ensure that the highest-ranking legal officer in each agency validated its stated program requirements and data needs.

Only those subjects classified as either mandatory or required were asked on the 2003 ACS questionnaire, along with two programmatic subjects, fertility and seasonal residence. The end result was a 2003 through 2007 ACS questionnaire with content almost identical to the Census 2000 long-form questionnaire content. The ACS questionnaire was approved by the participating federal agencies and OMB, and subsequently submitted to and approved by the Congress.

5.3 2003 - 2007 CONTENT

ACS Content

In 2005 and 2006, the ACS included 25 housing and 42 population questions (six basic questions and 36 detailed questions). The identical set of questions was used in 2003 and 2004 and is scheduled for use in 2007. See Table 5-1 for a complete list of ACS topics.

Refer to Chapter 6 for definitions of each of these topics and a summary of how they are organized within the ACS questionnaire. The ACS GQ questionnaire contains all population questions that are contained in the population column in Figure 5-1, except the relationship to householder. One housing question, food stamp benefit, is contained on the ACS GQ questionnaire.

Table 5-1. **ACS Topics Listed by Type of Characteristic and Question Number**

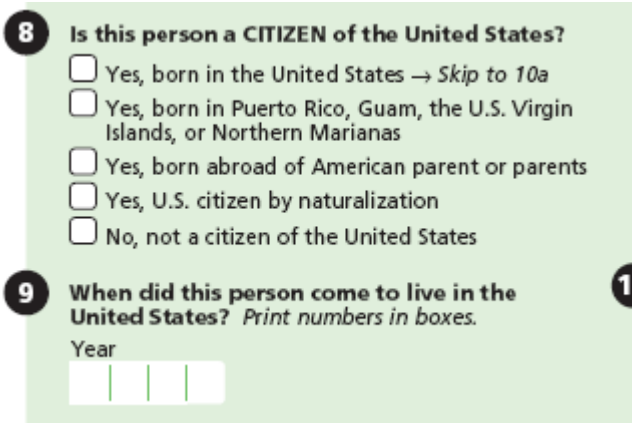
Housing	**Population**
Household Size	Name
H1 Units in Structure	P1 Sex
H2 Year Structure Built	P2 Age and Date of Birth
H3 Year Householder Moved Into Unit	P3 Relationship to Householder
H4 Acreage	P4 Marital Status
H5 Agricultural Sales	P5 Hispanic Origin
H6 Business on Property	P6 Race
H7 Rooms	P7 Place of Birth
H8 Bedrooms	P8 Citizenship
H9 Plumbing Facilities	P9 Year of Entry
H10 Kitchen Facilities	P10 Type of School and School Enrollment
H11 Telephone Service Available	P11 Educational Attainment
H12 Vehicles Available	P12 Ancestry
H13 House Heating Fuel	P13 Language Spoken at Home, Ability to Speak English
H14 Cost of Utilities	P14 Residence 1 Year Ago (Migration)
H15 Food Stamp Benefit	P15 Disability: Sensory, Physical
H16 Condominium Status and Fee	P16 Disability: Mental, Self-care
H17 Tenure	P17 Disability: Going out Alone, Ability to Work
H18 Monthly Rent	P18 Fertility
H19 Value of Property	P19 Grandparents as Caregivers
H20 Real Estate Taxes	P20 Veteran Status
H21 Insurance for Fire, Hazard, and Flood	P21 Period of Military Service
H22 Mortgage Status, Payment, Real Estate Taxes	P22 Years of Military Service
H23 Second or Junior Mortgage Payment or Home Equity Loan	P23 Worked Last Week
H24 Mobile Home Costs	P24 Place of Work
H25 Seasonal Residence	P25 Means of Transportation
	P26 Private Vehicle Occupancy
	P27 Time Leaving Home to Go to Work
	P28 Travel Time to Work
	P29 Layoff, Temporarily Absent, Informed of Recall or Return Date
	P30 Looking for Work
	P31 Available to Work
	P32 When Last Worked
	P33 Weeks Worked
	P34 Usual Hours Worked Per Week
	P35 Class of Worker
	P36 Employer
	P37 Type or Kind of Business
	P38 Industry
	P39 Occupation
	P40 Primary Job Activity
	P41 Income in the Past 12 Months (by type of income)
	P42 Total Income

Puerto Rico Community Survey Content

The content for Puerto Rico is identical to the content used in the United States. The Puerto Rico Community Survey (PRCS) includes six questions that are worded differently from those on the ACS to accommodate cultural and geographic differences between the two areas of data collection. See Figure 5-1 for an example of ACS questions that were modified for the PRCS. (Refer to Appendix A for documentation of changes that have been made to the ACS questionnaire.)

Figure 5-1. **Example of Two ACS Questions Modified for the PRCS**

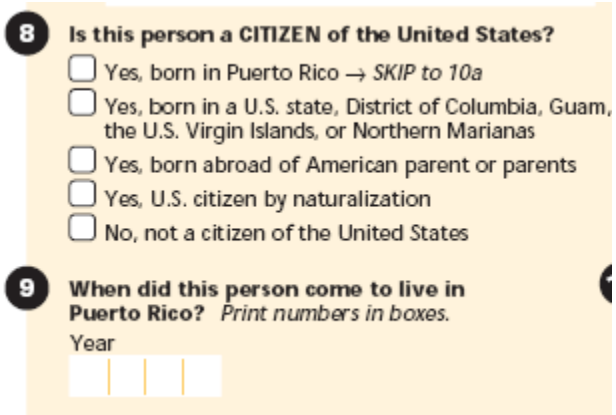
ACS (2005)


8 **Is this person a CITIZEN of the United States?**
- ☐ Yes, born in the United States → *Skip to 10a*
- ☐ Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 **When did this person come to live in the United States?** *Print numbers in boxes.*

Year

PRCS (2005)


8 **Is this person a CITIZEN of the United States?**
- ☐ Yes, born in Puerto Rico → *SKIP to 10a*
- ☐ Yes, born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 **When did this person come to live in Puerto Rico?** *Print numbers in boxes.*

Year

5.4 CONTENT POLICY AND CONTENT CHANGE PROCESS

The ACS is designed to produce detailed demographic, housing, social, and economic data every year. Because it accumulates data over time to obtain sufficient levels of reliability for small geographic areas, the Census Bureau must minimize content changes. Consistency must be maintained throughout all ACS data collection operations, including HUs and GQ facilities both in the United States and in Puerto Rico. Introducing changes could affect data quality and result in only partial releases of data for a given year if a question changes significantly or has not been asked for enough years to accumulate three or five years worth of data.

In 2006, the Census Bureau adopted a more flexible approach to content determinations for the ACS with the implementation of the ACS Content Policy. This policy states that the OMB, in consultation with the Census Bureau, will determine any new content for the ACS. In making content determinations, the OMB, in consultation with the Census Bureau, will consider issues, such as frequency of data collection; the level of geography needed to meet the required need; and whether any other source of data would meet the requestor's need in lieu of collection on the ACS.

The Census Bureau recognizes and appreciates the interests of federal partners and stakeholders in the collection of data on the ACS. The fact that respondents' participation in the ACS is mandatory requires that the OMB will only approve, and the Census Bureau will only ask, necessary questions. The OMB's responsibility under the Paperwork Reduction Act requires that practical utility of the data be demonstrated and that respondent burden be kept to a minimum.

The ACS Content Policy is used as a basic guideline for all new question proposals from federal agencies, the Congress, and the Census Bureau. The ACS Content Change Process is part of a risk management strategy to ensure that each new or modified question has been fully tested and will collect quality data without reducing overall survey response rates.

The ACS Content Policy provides guidance for on-going ACS content development. The implementation of this policy includes Census Bureau coordination of input from internal and external groups. The Interagency Committee for the ACS obtains broad input from all federal agencies. The Census Bureau coordinates the creation of subject area subcommittee groups that include representatives from the Interagency Committee for the ACS and the Census Bureau who provide expertise in designing sets of questions and response categories so the questions will meet the needs of all the agencies. The Census Bureau's ACS Content Council members review the subcommittee proposals and provide comments and internal approval of content changes.

The ACS Content Change Process provides guidance for Census Bureau pretesting, including a field test, of all new or modified questions prior to incorporating them into the ACS instruments based on the standards outlined in the *Census Bureau's Standard: Pretesting Questionnaires and Related Materials for Surveys and Censuses*. After new or modified questions have been fully pretested, data collection of the tested content will begin at the start of an ACS production year (January). Pretested, new questions will only be added to the production ACS after OMB approval has been provided to the Census Bureau.

Content Change Factors

The OMB and the Census Bureau consider several factors when new content is proposed for the ACS. Additionally, federal agencies must provide the OMB and the Census Bureau with specific information about the new data collection need(s).

The uses of the data must be determined in order to ascertain the appropriateness of collecting the new data through a national, mandatory survey, or if another Census Bureau data-collection operation would better meet the need. ACS data are collected and tabulated at the tract or block-group level and the response burden to the majority of respondents that are required to answer a question that is not applicable to them must be considered. The Census Bureau is bound by law (Title 13, United States Code (U.S.C.),

Section 9) to ensure that the data produced preserves the confidentiality of individual respondents. Therefore, it is critical to understand how the collected data will be used.

The principal benefits of the ACS are that it is a mandatory, annual, and national survey. Federal agencies interested in content changes (new or modifications) must be able to demonstrate that they require detailed data with the frequency of ACS data collection, and that failure to obtain the information with ACS's frequency of data collection and release would not meet the agency's needs. Requests for new ACS content will be assessed with regard to the impact on the requesting federal agency if the data are not collected through the ACS. Federal agencies requesting new content must also demonstrate that they have considered legitimate alternate sources for the data, including both existing and new data collections and administrative records, to meet their needs at the detail level requested, and why those alternative sources do not meet their needs.

Content Change Requirements

Federal agency or Census Bureau proposals for new content and/or changes to existing ACS questions due to identified quality issues are subject to the following requirements:

- ACS content can be added to or revised only once a year due to the annual nature of the survey and the number of operations that must also be revised to reflect the change. New content will only be incorporated into the ACS after pretesting, including a field test, has been completed and OMB has provided final approval for inclusion of the new content on the ACS.

- The requesting federal agency will assist with the development of a draft question(s), work with the Census Bureau and other agencies to develop or revise the question, and submit the proposal to the OMB and Census Bureau for further review. In addition to drafting test questions, a plan to pretest new or modified content, including a field test, must be developed in accordance to the *Census Bureau's Standard: Pretesting Questionnaires and Related Materials for Surveys and Censuses*.

  Pretesting is conducted to detect respondent error and to determine whether or not a change would increase or decrease respondent's understanding of what is being asked. Alternative versions of questions are pretested to try to identify one version most likely to be answered accurately by respondents. The resulting question is field-tested.

- The requesting federal agency must support the cost of pretesting, including a field test, when proposing new or modified content for the ACS. To meet Census Bureau operational deadlines, all of the activities above must be carried out early enough to finalize changes and incorporate them before ACS production deadlines.

5.5 2006 CONTENT TEST

In 2004, planning began on a 2006 ACS Content Test that would provide the last opportunity to field test content changes in the ACS before the 2008 instrument is finalized. The OMB and the Census Bureau again asked members of the ACS Interagency Committee to review their legislative authority for their current or proposed ACS questionnaire content and to identify any questions that needed to be reworded or reformatted due to data quality issues or changes to the mandatory or required data collection needs of the requesting federal agency.

The 2006 ACS Content Test is the first opportunity to test revisions to the long-form sample questions used in Census 2000. The content of the 2006 ACS Content Test includes new questions on the subjects of marital history, health insurance and coverage, and veteran's service-related disability.

The test methodology for the 2006 ACS Content Test is designed to be similar to ACS data collection in the production phase and incorporates the prenotice letter, initial mailing package, reminder postcard, and second mailing package if no response is received after three weeks. A computer-assisted personal interview (CAPI) follow-up is also planned. To measure response error, a computer-assisted telephone interview (CATI) content re-interview is conducted. Along with other data quality measures, such as item non-response rates and measures of distributional changes, simple response variance and gross difference rates serve as indicators of the quality of the test questions relative to the current versions of the ACS questions.

The data analysis from the content test and content re-interview will guide the selection of the version of each question that yields the highest quality data. Census Bureau analysts, federal experts, and subject matter experts will examine the data to determine the final content recommendations. The OMB, in consultation with the recommendations of the Census Bureau, will make final content determinations for the 2008 ACS. These approvals will occur by January 2007, so that the changes can be reflected and implemented in the 2008 ACS. Refer to U.S. Census Bureau (2005a) for copies of the four versions of the 2006 ACS Content Test questionnaires.

5.6 REFERENCES

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Chapter 6.
Survey Rules, Concepts, and Definitions

6.1 OVERVIEW

Interview and residence rules define the universe, or target population for a survey. These rules therefore identify the units and people eligible for inclusion in the survey. The American Community Survey (ACS) interviews the resident population living in both housing units (HUs) and group quarters (GQ) facilities. The ACS uses residence rules based on the concept of current residence. Sections 6.2 and 6.3 in this chapter detail the interview and residence rules.

This chapter also includes a discussion of the full set of topics included in the ACS. This discussion is organized into four sections to parallel the organization of the ACS questionnaire. Definitions are provided for all address, HU status, and household information, basic demographic information, detailing housing information, and detailed population information.

6.2 INTERVIEW RULES

The Census Bureau classifies all living quarters as either HUs or GQ facilities. A HU is a house, an apartment, a group of rooms, or a single room that is either occupied or intended for occupancy as a separate living quarters. GQ facilities are places where people live or stay that are normally owned and managed by an entity or organization that provides housing and/or services for the residents. GQ facilities include correctional facilities and living quarters such as group homes, healthcare and treatment facilities, and college dormitories. See Chapter 8 for a full description of GQ facilities.

Interview rules define the scope of data collection by defining the types of places that are included in the sample frame and the people who are eligible for inclusion in the survey. Beginning in 2006, the ACS includes HUs and GQ facilities. Only HUs and the people living in HUs were included in the 2005 ACS. Like the decennial census, the ACS interviews the resident population without regard to the person's legal status or citizenship. The ACS excludes people residing in HUs only if the residence rules (see below) define their current residence to be somewhere other than the sample address.

6.3 RESIDENCE RULES

Residence rules are the series of rules that define who (if anyone) should be interviewed at a sample address, and who is considered, for purposes of the survey or census, to be a resident of the sample address. Residence rules decide the occupancy status of each HU and the people whose characteristics are to be collected.

The ACS collects data nearly every day of the year. The survey's residence rules are applied and its reference periods are defined as of the date of the interview. For mail returns, this is the date that the respondent completes the questionnaire, while for telephone and personal visit interviews it is the date when the interview is conducted.

Residence Rules

Housing Units. The ACS defined the concept of current residence to determine who should be considered residents of sample HUs. This concept is a modified version of a de facto rule where a time interval is used to determine residency.[1] The basic idea behind the ACS current residence concept is that everyone who is currently living or staying at a sample address is considered a resident of that address, except people only staying there for a short period of time. People who have established residence at the sample unit and are away from this unit for only a short period of time are also considered to be current residents. For the purposes of the ACS, the Census Bureau defines this "short period of time" as two consecutive months, and the ACS current residence rule is often described as the "two-month rule." Under this rule, anyone who is living for more than two months in the sample unit when the unit is interviewed (either by mail, telephone, or personal visit) is considered a current resident of that sample unit. This means that their expected length of stay is more than two months, not that they have been staying in the sample unit for more than two months. For the ACS, the Census Bureau classifies a HU in which no one is determined to be a current resident, as vacant. In general, people who are away from the sample unit for two months or less are considered to be current residents, even though they are not staying there when the interview is conducted, while people who have been or will be away for more than two months are not considered to be current residents.

Residency is determined as of the date of the interview. A person who is living or staying in a sample HU on interview day and whose actual or intended length of stay is more than two months is considered a current resident of the unit. That person will be included as a current resident of the unit unless he or she, at the time of interview, has been or intends to be away from the unit for a period of more than two months. There are three exceptions to this rule.

- Children (below college age) who are away at boarding school or summer camp for more than two months are always considered current residents of their parents' home.

- Children who live under joint custody agreements and move between residences are always considered current residents of the sample unit where they are staying at the time of the interview.

[1]A de facto rule would include all people who were staying at an address when an interview was conducted, regardless of the time spent at this address. It would exclude individuals away from a regular residence even if they were away only for that one day.

- People who stay at a residence close to work and return regularly to another residence to be with their family are always considered current residents of the family residence.

A person who is staying at a sample HU when the interview is conducted but has no place where he or she stays for periods of more than two months is also considered to be a current resident of the sample HU. A person whose length of stay in the sample HU is only for two months or less and has another place where he or she stays for periods of more than two months is not a current resident of the unit.

Group Quarters. Residency in GQ facilities is determined by a purely de facto rule. All people staying in the GQ facility when the roster of residents is made and sampled are eligible to be selected to be interviewed in the ACS. The GQ sample universe will include all people residing in the selected GQ facility at the time of interview. Data are collected for all people sampled regardless of their length of stay in the GQ facility. Children (below college age) staying at a GQ facility functioning as a summer camp are not considered to be GQ residents.

Reference Period. As noted earlier, the survey's reference periods are defined relative to the date of the interview. The survey questions define the reference periods and always include the date of the interview. When the question does not specify a time frame, respondents are told to refer to the situation on the interview day. When the question mentions a time frame, it refers to an interval that includes the interview day and covers a period before the interview. For example, a question that asks for information about the "past 12 months" would be referring to the previous 12 months relative to the date of the interview.

6.4 STRUCTURE OF THE HOUSING UNIT QUESTIONNAIRE

The ACS questionnaires and survey instruments used to collect data from the HU population are organized into four sections, each section collecting a specific type of information. Refer to Appendix B.7 for a copy of the HU questionnaire. The first section verifies basic address information, determines the occupancy status of the HU, and identifies who should be interviewed as part of the ACS household. The second section of the questionnaire collects basic demographic data. The third section collects detailed housing information and the final section collects detailed population data.

Data are collected by mail, telephone, and in person. Data collection instruments therefore exist for all three of these modes. The telephone instrument is a computer-assisted telephone interview (CATI) instrument and the personal interview instrument is a computer-assisted personal interview (CAPI) instrument. See Chapter 7 for more detailed information on data collection. This section describes the basic data collection process from a personal visit perspective but the same basic process is followed in the mail and telephone modes.

Address, Housing Unit Status, and Household Information

During personal visit follow-up the field representative (FR) first must verify that he or she has reached the sample address and then must determine if the sample address identifies a HU. If not, the address is not eligible to be interviewed and is considered out of scope. Out-of-scope addresses include those determined to be non-existent because, for example, the HU has been demolished, or because it identifies a business and not a residential unit. Interviewers use the residence rules to determine whether the sample HU is occupied (at least one person staying in the unit is a current resident) or vacant (no one qualifies as a current resident of the unit). Interviewers also apply the residence rules to create a household roster of current occupants to interview. The name of the household respondent and the telephone number are collected in case follow-up contact is needed. The terms below are critical to this data collection.

> **Housing unit (HU).** A HU may be a house, an apartment, a mobile home or trailer, a group of rooms or a single room that is occupied (or, if vacant, intended for occupancy) as separate living quarters.
>
> **Housing unit (HU) status.** All sample addresses are assigned a status of either an occupied, vacant, or temporarily occupied HU, or a status of delete, indicating the address does not identify a HU. A temporarily occupied unit is a HU where at least one person is staying, but where no people are determined to be current residents. These addresses are considered a type of vacant unit. Deleted units are addresses determined to represent commercial units or HUs that are demolished or non-existent.
>
> **Household.** A household is defined to be all people (including both related and unrelated individuals) whose current residence at the time of the ACS interview is the sample address.
>
> **Household roster.** The list of all current residents of the sample address and therefore all people whose characteristics will be collected in the interview according to the ACS residence rule.
>
> **Household respondent.** One person may provide data for all members of the household. The Census Bureau refers to this person as the household respondent. ACS interviewers try to restrict their household respondents to members who are at least 18 years old, but if necessary, household members who are 15 and older can be a household respondent. If no household member can be found to provide the survey information, the interviewer must code the case as a non-interview.

Basic Demographic Information

The basic demographic data of sex, age, relationship, marital status, Hispanic origin, and race are collected first in the ACS and are considered the most critical data items. They are used in many of the survey's tabulations. Age defines the critical paths and skip patterns used in the instrument/questionnaire. Name is also collected for all household members. One individual in the household must be identified as a reference person to define relationship within the household. The section below provides details of the concepts and definitions associated with the basic demographic data. Additional details on race, relationship, and Hispanic origin definitions can be found on the ACS website. See <www.census.gov/acs/www/Downloads/2004/usedata/Subject_Definitions.pdf>.

Reference person or householder. One person in each household is designated as the householder. Usually this is the person, or one of the people, in whose name the home is owned, being bought, or rented and who is listed as "Person 1" on the survey questionnaire. If there is no such person in the household, any adult household member 15 and older can be designated as the householder. This person is listed first on the form.

Sex. Each household member's sex is marked as "male" or "female".

Age and date of birth. The age classification is based on the age of the person in complete years at the time of interview. Both age and date of birth are used to calculate each person's age on the interview day.

Relationship. The questionnaire/instruments ask for each household member's relationship to the reference person/householder. Categories include both relatives and non-relatives.

Martial status. The marital-status question is asked of everyone responding on the mail form but only of people 15 and older responding through CATI and CAPI interviews. The response categories are "now married," "widowed," "divorced," "separated," or "never married". Couples who live together (unmarried people, people in common-law marriages) are allowed to report the marital status they consider the most appropriate.

Hispanic origin. Hispanic origin can be viewed as the heritage, nationality group, lineage, or country of birth of each person or of each person's parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race. Like the concept of race, Hispanic origin is based on self-identification.

Race. The concept of race, as defined by the Office of Management and Budget (OMB) and used by the Census Bureau, reflects self-identification by people according to the race or races with which they most closely identify. These categories are socio-political

constructs and should not be interpreted as scientific or anthropological in nature. The race categories include both racial and national-origin groups.

Detailed Housing Information

The housing section collects data on physical and financial characteristics of housing. The 2005/2006 ACS questionnaire includes 25 detailed housing questions. Selected housing data are collected for vacant and temporarily occupied HUs. For these units the information is determined either by observation or from a neighbor or other source. This section details the concepts associated with some of the housing items. A full description of concepts, definitions, and terminology used with ACS housing data are available on the ACS website. See <www.census.gov/acs/www/Downloads/2004/usedata/Subject_Definitions.pdf>.

Units in structure. All HUs are categorized by the type of structure in which they are located. A structure is a separate building that either has open spaces on all sides or is separated from other structures by dividing walls that extend from ground to roof. In determining the number of units in a structure, all HUs, both occupied and vacant, are counted. Stores and office space are excluded.

Year structure built. This question determines when the building in which the sample address is located was first constructed, not when it was remodeled, added to, or converted. The information is collected for both occupied and vacant HUs. Units that are under construction are not considered housing units until they meet the HU definition – that is, when all exterior windows, doors, and final usable floors are in place. This determines the year it was built. For mobile homes, houseboats, recreational vehicles, the manufacturer's model year is assumed to be the year the unit was built.

Year householder moved into unit. This question is only collected for occupied HUs, and these data refer to the year of the latest move by the householder. If the householder moved back into a HU he or she previously occupied, the year of the last move is to be reported. If the householder moved from one apartment to another within the same building, the year the householder moved into the present apartment is reported. The intent is to establish the year the current occupancy of the unit by the householder began. The year that the householder moved in is not necessarily the same year other members of the household moved in, although usually an entire household moves at the same time.

Acreage. This question determines a range of acres on which the house or mobile home is located. A major purpose for this item is to identify farm units.

Agricultural sales. This item refers to the total amount (before taxes and expenses) received in the 12 months prior to the interview, from the sale of crops, vegetables, fruits, nuts, livestock and livestock products, and nursery and forest products, produced on this property. This item is used to classify HUs as farm or non-farm residences.

Business on property. A business must be easily recognizable from the outside. It usually will have a separate outside entrance and the appearance of a business, such as a grocery store, restaurant, or barbershop. It may be either attached to the house or mobile home or located elsewhere on the property.

Rooms. The intent of this question is to determine the number of whole rooms in each HU that are used for living purposes. Living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, enclosed porches suitable for year-round use, and lodgers' rooms are to be included. Excluded are strip or Pullman kitchens, bathrooms, open porches, balconies, halls or foyers, half rooms, utility rooms, unfinished attics or basements, or other unfinished space used for storage. A partially divided room is a separate room only if there is a partition from floor to ceiling, but not if the partition consists solely of shelves or cabinets.

Bedrooms. Bedrooms include only rooms designed to be used as bedrooms; that is, the number of rooms that the respondent would list as bedrooms if the house, apartment, or mobile home were on the market for sale or for rent. Included are all rooms intended to be used as bedrooms even if they currently are being used for another purpose. A HU consisting of only one room is classified, by definition, as having no bedroom.

Plumbing facilities. Answers to this question are used to estimate the number of HUs that do not have complete plumbing facilities. Complete plumbing facilities include: hot and cold piped water, a flush toilet, and a bathtub or shower. All three facilities must be located inside the house, apartment, or mobile home, but not necessarily in the same room. HUs are classified as lacking complete plumbing facilities when any of the three facilities is not present.

Kitchen facilities. Answers to this question are used to estimate the number of HUs that do not have complete kitchen facilities. A unit has complete kitchen facilities when it has all three of the following facilities: a sink with piped water, a range or cook top and oven, and a refrigerator. All kitchen facilities must be located in the house, apartment, or mobile home, but they need not be in the same room. A HU having only a microwave or portable heating equipment such as a hot plate or camping stove is not considered as having complete kitchen facilities.

Telephone service available. For an occupied unit to have telephone service available, there must be a telephone in working order and service available in the house, apartment, or mobile home that allows the respondent to both make and receive calls. Households whose service has been discontinued for non-payment or other reasons are not considered to have telephone service available. Beginning in 2004, the instructions that accompanied the ACS mail questionnaire advised respondents to answer that the house or apartment has telephone service if cellular telephones are used by household members.

Vehicles available. These data show the number of passenger cars, vans, and pickup or panel trucks of one-ton capacity or less kept at home and available for the use of household members. Vehicles rented or leased for one month or more, company vehicles, and police and government vehicles are included if kept at home and used for non-business purposes. Dismantled or immobile vehicles are excluded. Vehicles kept at home but used only for business purposes also are excluded.

House heating fuel. House heating fuel is only collected for occupied HUs. The data show the type of fuel used most to heat the house, apartment, or mobile home.

Selected monthly owner costs. Selected monthly owner costs are the sum of payments for mortgages, deeds of trust, contracts to purchase, or similar debts on the property; real estate taxes: fire, hazard, and flood insurance on the property; utilities (electric, gas, water, and sewer); and fuels (oil, coal, kerosene, wood, and so on). It also includes, where appropriate, the monthly condominium fee for condominiums and mobile home costs.

Food stamp benefit. The Food and Nutrition Service of the U.S. Department of Agriculture (USDA) administers the Food Stamp Program through state and local welfare offices. The Food Stamp Program is the major national income-support program to which all low-income and low-resource households, regardless of household characteristics, are eligible. The question concerning the receipt of food stamp benefits estimates the number of households that received the benefit at any time during the 12-month period before the ACS interview.

Tenure. All occupied HUs are divided into two categories – owner-occupied and renter-occupied. A HU is owner-occupied if the owner or co-owner lives in the unit even if it is mortgaged or not fully paid for. All occupied HUs that are not owner occupied, whether they are rented for cash rent or occupied without payment of cash rent, are classified as renter occupied.

Contract rent. Contract rent is the monthly rent agreed to or contracted for, regardless of any furnishings, utilities, fees, meals or services that may be included.

Gross rent. Gross rent is the contract rent plus the estimated average monthly cost of utilities and fuels if these are paid by the renter.

Value of property. The survey estimates of value of property are based on the respondent's estimate of how much the property (house and lot, mobile home and lot, or condominium unit) would sell for if it were for sale. The information is collected for HUs that are owned or being bought, and for vacant HUs that are for sale. If the house or mobile home is owned or being bought, but the land on which it sits is not, the respondent is asked to estimate the combined value of the house or mobile home and the

land. For vacant HUs, value is the price asked for the property. This information is obtained from real estate agents, property managers, or neighbors.

Mortgage status. Mortgage refers to all forms of debt where the property is pledged as security for repayment of the debt.

Mortgage payment. This item provides the regular monthly amount required to be paid the lender for the first mortgage on the property.

Detailed Population Information

Detailed population data are collected for all current household members. Some questions are limited to a subset of the population based on age or other responses. The ACS includes 36 detailed population questions. The place of birth, residence one year ago (migration), and citizenship questions used in Puerto Rico differ from those used in the United States. The definitions in this section refer specifically to the United States. This section describes concepts and definitions for these items. The ACS website includes a complete inventory of terms, concepts, and definitions for all population items. See <www.census.gov/acs/www/Downloads/2004/usedata/Subject_Definitions.pdf>.

Place of birth. Each person is asked whether he or she was born either in the United States or outside the United States. Those born in the United States, are then asked to report the name of the state while people born outside the United States are asked to report the name of the foreign country, or Puerto Rico, Guam, and so forth.

Citizenship. The responses to this question are used to determine the U.S. citizen and non-U.S. citizen populations and to determine the native and foreign-born populations. The foreign-born population includes anyone who is not a U.S. citizen at birth. This includes people who indicate they are a U.S. citizen by naturalization or are not a U.S. citizen.

Year of entry. All respondents born outside the United States are asked for the year in which they came to live in the United States. This includes people born in Puerto Rico and U.S. Island Areas, people born abroad of an American (U.S. citizen) parent or parents, and the foreign born.

Type of school and school enrollment. People are classified as enrolled in school if they have attended a "regular" public or private school or college at any time during the three months prior to the time of interview. The question includes instructions to "include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma, or a college degree" as regular school or college. Data are tabulated for people three years and older.

Educational attainment. Educational attainment data are tabulated for people 18 years and older. Respondents are classified according to the highest degree or the highest level of school completed. The question includes instructions for people currently enrolled in school to report the level of the previous grade attended or the highest degree received.

Ancestry. Ancestry refers to a person's ethnic origin or descent, "roots," or heritage, or the place of birth of the person, or the person's parents' ancestors before their arrival in the United States. Some ethnic identities, such as "Egyptian" or "Polish" can be traced to geographic areas outside the United States, while other ethnicities such as "Pennsylvania German" or "Cajun" evolved in the United States.

Language spoken at home. A respondent should mark "Yes" if the person sometimes or always speaks a language other than English at home but should mark "No" if a language is spoken only at school or if speaking is limited to a few expressions or slang. The questionnaire instructs respondents to print the name of the non-English language spoken at home. If the person speaks more than one language other than English, the person is to report the language spoken most often or, if they cannot determine the one spoken most often, the language learned first.

Ability to speak English. The data on ability to speak English represent the person's own perception of his or her own ability.

Residence one year ago (migration). Residence one year ago is used in conjunction with location of current residence to determine the extent of residential mobility of the population and the resulting redistribution of the population across geographic areas of the country.

Disability. The Census Bureau defines disability as a long-lasting sensory, physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering. It can impede a person from being able to go outside the home alone or to work at a job or business, and it includes people with severe vision or hearing impairments.

Fertility. This question asks if the person had given birth in the past 12 months.

Grandparents as caregivers. Data are collected on whether a grandchild lives with a grandparent in the household, whether the grandparent has responsibility for the basic needs of the grandchild, and the duration of that responsibility.

Veteran status. A "civilian veteran" is a person aged 18 years and older who has served (even for a short time), but is not now serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or who served in the U.S. Merchant Marine during World War II. People who served in the National Guard or military reserves are classified as veterans only if they were ever called or ordered to active duty, not counting

the four-six months for initial training or yearly summer camps. All other civilians aged 18 years and older are classified as non-veterans.

Work status. People aged 16 and older who worked one or more weeks are classified as, "worked in the past 12 months." All other people aged 16 and older are classified as, "did not work in the past 12 months."

Place of work. Data on place of work refer to the location (that is street address, city/county, state) at which workers carried out their occupational activities during the reference week.

Means of transportation to work. Means of transportation to work refers to the principal mode of travel or type of conveyance that the worker usually used to get from home to work during the reference week.

Time leaving home to go to work. The time of day that the respondent usually left home to go to work during the reference week.

Travel time to work. The total number of minutes that it usually took the worker to get from home to work during the reference week.

Labor force status. The series of questions on labor force status is designed to identify, in this sequence: (1) people who worked at any time during the reference week; (2) people on temporary layoff who were available for work; (3) people who did not work during the reference week but who had jobs or businesses from which they were temporarily absent (excluding layoff); (4) people who did not work during the reference week, but who were looking for work during the last four weeks and were available for work during the reference week; and (5) people not in the labor force.

Industry, occupation, class of worker. Information on industry relates to the kind of business conducted by a person's employing organization, while occupation describes the kind of work the person does on the job. For employed people, the data refer to the person's job during the previous week. For those who worked two or more jobs, the data refer to the job where the person worked the greatest number of hours. For unemployed people, the data refer to their last job. The information on class of worker refers to the same job as a respondent's industry and occupation and categorizes people according to the type of ownership of the employing organization.

Income. ''Total income'' is the sum of the amounts reported separately for wage or salary income, net self-employment income, interest, dividends, or net rental or royalty income or income from estates and trusts, Social Security or railroad retirement income, Supplemental Security Income (SSI), public assistance or welfare payments, retirement, survivor, or disability pensions, and all other income. The estimates are inflation-adjusted using the Consumer Price Index.

6.5 STRUCTURE OF THE GROUP QUARTERS QUESTIONNAIRES

The 2006 GQ questionnaire includes all of the population items included on the HU questionnaire except for relationship. One housing question, food stamp benefit, is asked. Address information is for the GQ facility itself and is collected as part of the automated GQ Facility Questionnaire (GQFQ). See Chapter 8 for more information on this automated instrument. The survey information collected from each person selected to be interviewed in GQ facilities is entered on a separate questionnaire. The number of questionnaires completed for each GQ facility is the same as the number of people selected, unless a sample person refuses to participate.

6.6 REFERENCES

U.S. Census Bureau (2006), "American Community Survey 2004 Subject Definitions," Washington, DC, 2006, <www.census.gov/acs/www/Downloads/2004/usedata/Subject_Definitions.pdf>.

Chapter 7.
Data Collection and Capture for Housing Units

7.1 OVERVIEW

A key measure of the success of a data collection effort is reflected in the final response rate. The American Community Survey (ACS) achieves a high total response rate each year, due in part to the data collection design, which reflects experience and research in data collection strategies from the Census Bureau's decennial census and demographic survey programs. Success, however, would not be possible without the high level of quality associated with the implementation of this data collection through the efforts of the interviewing staff in the telephone centers and the regional offices. This success is also related to the fact that survey participation is mandatory, meaning that households are required by law to respond to the survey. Title 13 of the United States Code (U.S.C.) authorizes the Census Bureau to conduct the ACS, requires households to participate, and requires the Census Bureau to keep confidential all information collected on the ACS.

The data collection operation for housing units (HUs) consists of three modes: mail, telephone, and personal visit. For most HUs the first phase of data collection includes a questionnaire mailed to the sample address for the household to complete and return by mail. If no response by mail is received, the Census Bureau follows up with computer-assisted telephone interviewing (CATI) if a telephone number is available for the address. If the Census Bureau is unable to reach an occupant of the unit using CATI, or if the household refuses to participate, the address may be selected for computer-assisted personal interviewing (CAPI).

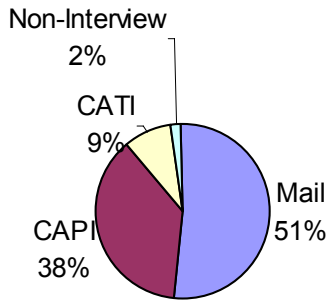
The ACS includes 12 independent samples, with a new one introduced each month. Data collection for each sample lasts for three months, with mail returns accepted during this entire period, as shown in Figure 7-1. The three-phase data collection process operates in continuously overlapping cycles, so that during any given month, three samples are in the mail phase, one is in the CATI phase, and one is in the CAPI phase.

Figure 7-1. **ACS Data Collection Consists of Three Overlapping Phases**

ACS Sample Month	**Month of Data Collection**					
	2005		**2006**			
	November	**December**	**January**	**February**	**March**	**April**
November 2005	**Mail**	**Mail Telephone**	**Mail Personal Visit**			
December 2005		**Mail**	**Mail Telephone**	**Mail Personal Visit**		
January 2006			**Mail**	**Mail Telephone**	**Mail Personal Visit**	
February 2006				**Mail**	**Mail Telephone**	**Mail Personal Visit**
March 2006					**Mail**	**Mail Telephone**

Figure 7-2 summarizes the distribution of interviews and non-interviews for the January 2005 through June 2005 samples. Among the ACS sample addresses eligible for interviewing in the United States, approximately 51 percent were interviewed by mail, nine percent were CATI interviews, and 38 percent were represented by the CAPI interviews. Two percent were non-interviews (U.S. Census Bureau, 2005a). See Figure 7-2.

Figure 7-2. **Distribution of ACS Interviews and Non-Interviews**[1]



Source: January -- June 2005 Samples

[1]All results are weighted and estimate the proportion of interviews and non-interviews by mode out of the total eligible sample addresses in the January through June 2005 samples.

7.2 MAIL PHASE

Using the mail is the least expensive method of data collection, and the success of the program depends on high levels of response from this collection method. Sample addresses are reviewed to determine if the available address information is sufficient for mailing. The requirement for a "mailable" address in the United States is met if the address has either a complete city-style address or a complete rural route address. A complete city-style address includes a house number, street name, and ZIP code. The town or city and state fields are not required because they can be derived from the ZIP code. A complete rural-route address includes a rural-route number, box number, and ZIP code. About 95 percent of the 2005 sample addresses in the United States meet the address completeness criteria and were designated as mailable (U.S. Census Bureau, 2005a).

The requirement for a mailable address differs slightly in Puerto Rico. In addition to the criteria for mailable addresses in the United States, sample addresses in Puerto Rico must also have an *urbanizacion* name to be considered mailable. About 70 percent of the addresses in Puerto Rico were considered mailable in 2005 (U.S. Census Bureau, 2005a).

Examples of unmailable addresses are descriptions about a HU and its location (for example, white house with blue shutters, one mile east of intersection of Routes 15 and 29), post office (PO) box addresses, and addresses that are missing ZIP codes. PO box addresses are considered unmailable because of the unknown location of the HU that uses the PO box. Addresses that are missing ZIP codes are also considered unmailable, because they also would be missing the place name. HU addresses that do not meet one of the completeness criteria are still included in the sample frame, but they bypass the mail and telephone phases and are only eligible for CAPI.

Mailout

Because a high level of mail response is critical, the mail phase used in the ACS consists of at least three and as many as four mailings to each sample address, depending on when a return is received. ACS materials sent to U.S. addresses are printed in English, and Puerto Rico Community Survey (PRCS) materials sent to Puerto Rico are printed in Spanish. U.S. respondents can request Spanish mailing packages, and Puerto Rico respondents can request English mailing packages via telephone questionnaire assistance (TQA). Refer to Chapter 9 for information about the ACS language assistance program. The address label file that includes all mailable sample addresses defines the universe for the first three mailings: a pre-notice letter, an initial mail package, and a reminder postcard. A replacement mail package is sent to sample addresses from which there is no response within three weeks of mailing the initial mail package. Details of each are provided below.

> **Pre-notice letter.** The first mailing includes only a pre-notice letter, signed by the Census Bureau's director, alerting residents that they will receive the ACS questionnaire in a few days and encouraging them to return the questionnaire promptly (see Appendix B.1 for the U.S. version and Appendix B.2 for the Puerto Rico version). The pre-notice letter is mailed on the Thursday before the last Monday of the month, unless the last

Monday is one of the last two days of the month. In that case, the entire mailout schedule is one week earlier. The pre-notice letter is one of two ACS items that is printed in-house using print-on-demand technology, which merges the letter text and the sample address from the address label file.

Initial mail package. The next mailing is the initial mailing package. On the front of the envelope used for this package is a boxed message informing recipients that the ACS form is enclosed, and in bold, upper-case type, that their response is required by law. Appendices B.3 (U.S. version) and B.4 (Puerto Rico version) show the front of an outgoing envelope. This initial mail package is mailed on the last Monday of the month, or on the previous Monday if the last day of the month is a Monday or a Tuesday. The first mail package includes a cover letter, the questionnaire, a guide, a brochure, and a return envelope.

> **Cover letter.** The cover letter is signed by the Census Bureau's director (see Appendix B.5 for the U.S. version and Appendix B.6 for the Puerto Rico version.) The letter reminds householders that they received the pre-notice letter a few days earlier and encourages them to return the completed questionnaire as soon as possible. The letter then explains the purpose of the ACS and how the data are used. Finally, a toll-free telephone number is included for respondents to call if they have questions or need help completing the questionnaire.
>
> **ACS questionnaire.** The 2005/2006 questionnaire is a 24-page, two-color booklet-style form (see Appendix B.7 for the U.S. version and Appendix B.8 for the Puerto Rico version). The questionnaires are printed on white paper with black and green ink. The ink (green for the U. S. form, yellow for the Puerto Rico form) is used in three different levels of shading. The cover of the questionnaire includes information on how to obtain assistance in English and Spanish. The questionnaire includes questions about the HU and the people living in the HU. Refer to Chapter 6 for details. Space is provided to record detailed information for up to five people. Follow-up by telephone occurs for households with six or more people.
>
> **Guide to the ACS.** The guide instructs respondents how to complete the survey. See Appendix B.9 for the U.S. version and Appendix B.10 for the Puerto Rico version.
>
> **Frequently Asked Questions (FAQs) brochure.** The color brochure (available in both English and Spanish) provides answers to questions that are frequently asked about the ACS. Examples of the FAQs are "What is the American Community Survey?", "Do I have to answer the questions on the American Community Survey?", and "Will the Census Bureau keep my information confidential?" A similar brochure about the PRCS is substituted in packages mailed to Puerto Rico. See Appendix B.11 for the U.S. version and Appendix B.12 for the Puerto Rico version.

Return envelope. The postage-paid envelope is for the respondent to use in returning the questionnaire to the Census Bureau.

Reminder postcard. The third mailing is a postcard, signed by the director of the Census Bureau. See Appendix B.13 for the U.S. version and Appendix B.14 for the Puerto Rico version. The postcard is mailed on a Thursday, three days after the initial mail package, and reminds respondents to return their questionnaires. The reminder postcard is the second of two items that are printed in-house, using print-on-demand technology to merge text and addresses.

Replacement mail package. The last mailing is sent only to those sample addresses from which the initial questionnaire has not been returned. It is mailed about three and a half weeks after the initial mail package. The content is the same as the initial mail package, except that it contains a different cover letter. The final cover letter is signed by the Director of the Census Bureau, reminds the household of the importance of the ACS, and asks them to respond soon. See Appendix B.15 for the U.S. version and Appendix B.16 for the Puerto Rico version.

The Census Bureau's National Processing Center (NPC) is responsible for assembling and mailing the packages for addresses selected for mailout. All of the components of the mail packages described above are printed under contract by outside vendors with the two exceptions noted earlier. The vendors who print the mailout materials are selected through a competitive bidding process conducted by the Government Printing Office (GPO) on behalf of the Census Bureau. As the vendors print the materials, trained quality control staff from the NPC monitor the work and reject batches of work if they do not meet contractual standards for quality. The NPC maintains about a six-month inventory of mailout materials in its Jeffersonville, IN facility, and print jobs are put out for bid about twice each year.

The NPC is responsible for labeling the outgoing mail packages. Several months before each sample's mailings, Census Bureau staff provide an address file to the NPC to use in creating address labels for the first three mailings listed above. An updated address file is provided to the NPC about three days before the replacement mail package is sent. This file excludes addresses from which a questionnaire was returned in the first three weeks, which is usually about 25 percent to 30 percent of the sample addresses for the United States, and about 10 percent of the sample addresses for Puerto Rico (U.S. Census Bureau, 2005b).

Most mail responses are received within five weeks of the date the initial mail package is sent, but the NPC will continue to accept questionnaires for about three months from the start of each monthly sample. After a specified cutoff date for each monthly sample, late mail returns will not be included in the data set.

Check In

The United States Postal Service (USPS) returns all completed ACS questionnaires to the NPC. The check-in unit receives mail deliveries two or three times each business day. Each questionnaire contains a unique bar code in the address label area, which shows through a window on the front of the return envelope. The mail returns are sent through a laser sorter where the bar code is initially scanned. The bar code permits forms to be sorted according to monthly sample and within each monthly sample, by whether they are United States or Puerto Rico addresses. During this step, the return envelopes are mechanically slit for clerks to remove the contents.

After clerks remove the forms from the return envelopes, the forms are taken to a unit where clerks look at each page of every returned questionnaire. The clerks look for enclosed correspondence, which they forward to headquarters, if necessary. The clerks then scan the bar code on each questionnaire to officially check in the form, and organize the forms into batches of 50 questionnaires. The check-in staff have three days to check in a form. Usually the staff can check in all the forms they receive within one day, but during particularly high volume days, sometimes that is not possible. Each day, NPC staff transmit a file of the checked-in cases and headquarters staff update the status of each checked-in case on the control file. See Chapter 10 for information about the control file.

Some of the mailed forms are returned to the NPC as undeliverable as addressed (UAA) by the USPS. In 2005 UAA returns accounted for 12 percent to 13 percent of mailed questionnaires in both the United States and in Puerto Rico (U.S. Census Bureau, 2005a). UAAs occur for many reasons, including a bad or unknown address, an address corresponds to a vacant HU, or a resident's refusal to accept mail delivery. Sample addresses which are UAAs for the initial mail package remain eligible for the replacement mail package because often the delivery process for an address is successful on this second attempt without any change to the address. UAAs are eligible for the CATI and CAPI operations.

Telephone Questionnaire Assistance (TQA)

TQA is a toll-free, interactive voice recognition (IVR) telephone system that respondents can call if they have questions about completing the questionnaire, or to request a questionnaire in the other language. The telephone number for TQA is listed on the questionnaire itself, as well as on all of the letters, brochures, and postcards. Alternate TQA numbers are listed on the questionnaire for Spanish speakers and for telephone device for the deaf (TDD) use.

When respondents call TQA, they enter the IVR system, which provides some basic information on the ACS and directions on using the IVR. Respondents may obtain recorded answers to frequently asked questions, or, during business hours, they can choose to speak directly to an agent. Respondents can furnish their ACS identification number from the questionnaire (or one of the other mailing pieces), which allows them to hear a customized message about the current status of their questionnaire. The IVR can indicate whether the NPC has received a questionnaire for the sample address, and, if not, state that an ACS interviewer may call or visit

the sample address. If a respondent chooses to speak directly to an agent, the agent answers the caller's questions and encourages the respondent to complete the questionnaire over the telephone. Agents use an automated survey instrument to capture the respondent's answers.

In 2005, a household member called the toll-free number for assistance for approximately six percent of the mailable addresses (U.S. Census Bureau, 2005c). For less than one percent of the mailable addresses in 2005 (U.S. Census Bureau, 2005a), a household member agreed to complete the survey over the telephone. All calls to TQA are logged, and the system can record up to five reasons for each call. Even though TQA interviews are conducted by telephone, they are considered mail responses, not CATI responses, because the call was initiated by the sample household upon receiving the questionnaire in the mail.

Data Capture

After the questionnaires have been checked in and batched into groups of 50, they move to the data entry, or keying, unit in the NPC. The keying unit has a goal of keying the responses from the questionnaires within three weeks of receipt, but the NPC usually keys the responses within two weeks. Data keyers enter the information from the forms directly into a data capture file. The NPC's data keying operation uses stringent quality assurance procedures to ensure that non-sampling errors from keying data are minimized.

Data keyers progress through three levels of quality assurance verification. When new keyers begin data entry for ACS questionnaires, they are considered to be in a training stage and 100 percent of their work is checked to determine whether they keyed the data correctly. An experienced keyer independently re-keys the same batch of 50 questionnaires entered by the new keyer, and the work of the two keyers is compared to check for keying errors. A keying error is defined as an incorrectly keyed data item. If the new keyer's error rate (the percentage of all keyed data items that are in error) in one of the first two batches of questionnaires is equal to or less than 1.5 percent, the keyer is moved to the pre-qualified stage. If the keyer's error rate in both of the first two batches of 50 questionnaires is above 1.5 percent, the keyer is immediately retrained and then is eligible to advance to the pre-qualified stage. These keyers are still subject to 100-percent verification. Once pre-qualified keyers key a batch at an error rate equal to or less than 1.5 percent, they are moved to the qualified stage. If they exceed the error rate of 1.5 percent, keyers are provided feedback on their errors immediately. A supervisor eventually decides whether to move keyers to the qualified stage. Supervisors verify a sample of each qualified keyer's work, with an acceptable error rate of 1.5 percent or less. Keyers at all levels are subject to removal from the project and administrative action if they fail to maintain an error rate of less than 0.80 percent, but most keyers have a rate far below that level.

Each day, NPC staff transmit a file with the data from the keyed questionnaires, and headquarters staff update the status of each keyed case on the control file. See Chapter 10 for more information on data processing operations.

The Census Bureau is currently exploring the possibility of moving to a key-from-image (KFI) data capture system, which involves imaging the questionnaire, interpreting the check box

entries with optical mark recognition (OMR), and keying write-in responses from the images using a computerized system. The advantages of KFI include reduced costs and potential for increased data-capture accuracy.

Failed Edit Follow-up

After the data on the mail-returned questionnaires are keyed, the data files are processed in batches through a computerized edit for coverage consistency and content completeness. The purpose of the edit is to identify cases requiring additional information. Cases that fail the edit are eligible for the telephone failed-edit follow-up (FEFU) operation, and become part of the FEFU workload if we have a telephone number for the sample address. This operation is designed to improve the final quality of mail-returned questionnaires.

Cases can fail the edit for two broad reasons: coverage failures and content failures. Coverage failures can take two forms. First, since the ACS questionnaire is designed to accommodate detailed answers for households with five or fewer people, a case will fail the coverage edit when a respondent indicates that there are more than five people living in the household. Also, a case will fail the coverage edit if the reported number of people differs from the number of people for whom responses are provided. Content failures occur if the edit determines that two or more critical items have not been answered, or if a specific number of other required items have not been answered.

Approximately 33 percent of the keyed mail-return questionnaires in 2005 (U.S. Census Bureau, 2005b) failed either the coverage or the content edit and required FEFU. A new set of FEFU cases is generated each business day with work constantly flowing into the FEFU operation. Staff in the Census Bureau's three telephone centers call respondents and attempt to obtain the missing data. The interview period for each FEFU case is three weeks.

7.3 TELEPHONE PHASE

The second of the three data collection phases is the telephone phase, or CATI. The automated data collection instrument (the set of questions, the list of response categories, and the logic that presents the next appropriate question based on the response to a given question) is written in an open-source scripting software language called Blaise. The CATI instrument is available in English and Spanish in both the United States and Puerto Rico. Chapter 9 provides more information on the ACS language assistance program.

To be eligible for CATI, a HU that did not respond by mail must have a mailable address and a telephone number. The Census Bureau contracts with vendors who attempt to match the Bureau's sample addresses to their database of addresses and provide telephone numbers. There are two vendors for United States addresses and one for Puerto Rico addresses. Since the vendors use different methodologies and sources, one of the vendors may be able to provide a telephone number while the other one may not. This matching operation occurs each month before a sample is mailed. About a month later, just prior to the monthly CATI work,

headquarters staff transmit a file of the CATI-eligible sample addresses and the corresponding telephone numbers to a common queue for all three telephone call centers.

The Census Bureau conducts CATI out of its three telephone call centers located in Jeffersonville, IN; Hagerstown, MD; and Tucson, AZ. The CATI operation begins about five weeks after the first mail package was sent out. A control system, called WebCATI, is used to assign the cases to individual telephone interviewers. As CATI interviewers begin contacting the households, the WebCATI system evaluates the skills needed for each case (for example, a language skill or a refusal conversion skill) and delivers the case to only those interviewers who possess the matching skill.

If a CATI interviewer reaches a person, the first task is to verify that the interviewer has contacted the correct address. If so, the interviewer attempts to complete the interview. If the householder refuses to participate in the CATI interview, a different CATI interviewer specially trained in dealing with refusals will call the household after a few days to attempt to complete the interview. If the household again refuses, CATI contact attempts are stopped, and the case is coded as a non-interview. If at any time during the CATI operation a household's questionnaire is received, that case is removed from the CATI sample and the case is considered a mail response.

The CATI operation has a strong quality assurance program, including CATI software-related quality assurance and monitoring of telephone interviewers. The CATI instrument has a sophisticated, integrated set of checks to prevent common errors. For example, a telephone interviewer cannot input out-of-range responses, skip questions that should have been asked, or ask questions that should have been skipped. New telephone interviewers, in particular, but also experienced interviewers, are subject to random monitoring by supervisors to ensure that they follow procedures for asking questions and effectively probe for answers. In addition, they are monitored to ensure that the answer they enter into the computerized instrument matches the answer provided by the respondent.

Approximately 650 interviewers conduct CATI interviews from the Census Bureau's three telephone call centers. Interviewers participate in a three-day classroom training session to learn and practice the appropriate interviewing procedures. Interviewers have 25-26 calendar days to complete the monthly CATI caseload, which averages about 85,000 cases each month. At the end of the CATI interview cycle, all cases receive a CATI outcome code in one of three general categories: interview; non-interview; or ineligible for CATI. This final category includes cases with an incorrect telephone number. Cases in the last two categories are eligible for the personal visit phase.

Each day, NPC staff transmit a file with the status of each case in the telephone mode, and headquarters staff update the status of each case on the control file. See Chapter 10 for more information on data processing operations.

7.4 PERSONAL VISIT PHASE

The last phase of ACS data collection is the personal visit phase, or CAPI. This phase usually begins on the first day of the third month of data collection for each sample, and typically lasts the entire month.

A sub-sample of the remaining non-response addresses is selected for CAPI. After mail and CATI operations have been completed, the CAPI sub-sample is selected from two categories of cases. Mailable addresses with neither a response to the mailout nor a telephone interview are sampled at a rate of one-in-two, two-in-five, or one-in-three. Unmailable addresses are sampled at a rate of two-in-three. See Table 4-3 and Chapter 4 for more information about CAPI sub-sampling.

The CAPI operation is conducted by Census Bureau field representatives (FRs) operating from the Census Bureau's 12 regional offices (ROs). The sampled cases are distributed among the 12 ROs based on the RO's geographic boundaries. The Boston RO is responsible for CAPI data collection in Puerto Rico.

After the databases containing the sample addresses to interview each month are loaded in the ROs, the addresses are assigned to FRs. FRs can conduct interviews by telephone or personal visit, using laptop PCs loaded with a survey instrument similar to the one used in the CATI operation, written in Blaise. The CAPI instrument is available in English and Spanish in the United States and Puerto Rico. See Chapter 9 for more information on language assistance provided during CAPI.

If a telephone number is available, the FR will first attempt to contact the sample address by telephone. There are two exceptions to this procedure. Unmailable addresses are not contacted initially by telephone because an FR would not be able to verify the location of the address over the telephone. Cases which were refusals during the CATI phase are also never contacted by telephone because the residents at the sample address have already refused a telephone interview. The FR will call the telephone number and confirm that he or she has reached the sample address. If so, the FR uses the automated instrument on the laptop PC and attempts to conduct the interview. If an FR cannot reach a resident of the sample address after calling three to five times during the first few days of the interview period, at different times of the day, he or she must make a personal visit to the address.

Approximately 80 percent of CAPI cases require that the FR visit the sample address. A personal visit is needed to determine whether the HU exists and to determine the HU's occupancy status. If a HU does not exist at the sample address, that status is documented. If an FR verifies that a HU is vacant, he or she will interview a knowledgeable respondent, such as the owner, building manager, real estate agent, or as a last resort, a neighbor, and conduct a "vacant interview" for the HU to obtain some basic information about the HU. If the HU is currently occupied, the FR will conduct an "occupied" or "temporarily occupied" interview. An FR conducts a temporarily occupied interview when there are residents living in HU at the time of the FR's visit, but no resident is living there for more than two months.

The FRs are trained to remain polite while being persistent and tenacious when attempting to obtain responses. The FRs are also trained in how to handle almost any situation, ranging from how to respond to a household that claims to have returned their questionnaire by mail to how to handle an interview with a non-English speaking respondent.

When FRs are not able to obtain interviews, they must indicate the reason the interview was not possible. Such non-interviews are taken seriously because they impact both sampling and non-sampling error. Non-interviews will occur when an eligible respondent (someone who lives at the sample address) cannot be located, is unavailable, or is unwilling to provide the survey information. Additional non-interviews occur when FRs are unable to confirm the status of a sample HU due to restricted access to an area because of a natural disaster during the interview period. Examples include floods, earthquakes, tornadoes, and fires. Note that initially, FRs may be unable to gain access to a gated community, but they need to find appropriate methods to obtain access and attempt to interview at the sample address. Some sample cases will be determined to be ineligible for the survey. They include sample addresses identifying structures that are under construction, structures that have been demolished, and non-existent addresses.

One of the important tasks for an FR is to check the geographic codes (state, county, tract, and block) for each address to which he or she makes a personal visit. The FR confirms that the codes are correct, corrects the codes, or records the codes if they are missing.

Each day, FRs transmit a file with the status of all their cases that are in the personal visit mode, and headquarters staff update the status of each case on the control file. See Chapter 10 for more information on data processing operations.

Approximately 3,500 FRs conduct CAPI interviews across the United States and Puerto Rico. FRs participate in a four-day classroom training session to learn and practice the appropriate interviewing procedures. Interviewers have almost the entire month to complete the monthly CAPI caseload, which averages about 40,000 cases each month. At the end of the CAPI interview cycle, all cases receive a CAPI interview or non-interview outcome code.

Supervisors travel with FRs during their first few assignments of work to observe their work and to reinforce procedures learned in the classroom training sessions. In addition, a sample of FRs is selected each month and supervisors reinterview a sample of those FRs' cases. The primary purpose of the reinterview program is to verify that FRs are conducting interviews for their assigned cases and doing so correctly.

Data Collection in Remote Alaska

FRs conduct data collection at sample addresses in areas of Alaska designated as remote during two separate periods each survey year, January through April and September through December. This procedure is used because of the difficulties accessing these areas and the costs associated with the data collection in these areas.

7.5 REFERENCES

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Chapter 8.
Data Collection and Capture for Group Quarters

8.1 OVERVIEW

All living quarters are classified as either housing units (HUs) or group quarters (GQ) facilities. An HU is a house, an apartment, a mobile home, a group of rooms or a single room occupied as a separate living quarters or intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from outside the building or through a common hall.

GQ facilities are places where people live or stay that is normally owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in GQ facilities are usually not related to each other. GQ facilities include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, workers' dormitories, and facilities for people experiencing homelessness. GQ facilities are defined according to the housing and/or services provided to residents and are identified by Census GQ type codes. See Appendix C.1 for a copy of the GQ type codes and definitions.

In January 2006, the American Community Survey (ACS) expanded to include GQ facilities. The ACS GQ sample includes 12 independent samples, like the HU sample, a new sample is introduced each month. Data collection for each sample lasts for six weeks. The GQ data collection operation is conducted in two phases. Census Bureau field representatives (FRs) conduct interviews with a GQ contact or administrator of a selected GQ facility (GQ level) and then conduct interviews with a sample of individuals from the selected GQ facility (person level).
The GQ-level data collection instrument is an automated Group Quarters Facility Questionnaire (GQFQ). The FRs will conduct GQ-level data collection at approximately 20,000 individual GQ facilities each year. Information collected by the FR during the GQ-level interview determines the type of facility the selected GQ facility represents, and the sample of individuals to be interviewed.

An FR collects the GQ survey information from the sampled residents using a paper, bilingual (English/Spanish) questionnaire during the person-level phase. The GQ questionnaire records detailed information for one person. FRs will collect data from approximately 195,000 GQ sample residents each year. All of the methods described in this chapter apply to the ACS GQ operation in both the United States and Puerto Rico.

8.2 GROUP QUARTERS-LEVEL PHASE

Data collection is completed, primarily, through FR interviews at sample GQ facilities. The FRs may also obtain the facility information by conducting a telephone interview with the GQ contact. FRs collect data from approximately 20,000 GQ facilities each year. Each FR is assigned approximately five sample GQ facilities each month. GQ-level interviews are conducted for a period of six-weeks. The GQ-level interviews determine whether the FR will sample all, some, or none of the residents at a sampled facility for person-level interviews. The FR verifies the sample GQ information and can record up to two additional GQ types identified at a sample GQ address in the GQFQ instrument. The GQFQ is programmed to determine the appropriate GQ population to sample when more than one GQ type is identified at one sample GQ address. The GQFQ assigns the correct GQ type code(s) based on GQ contact responses to the GQFQ questions. The information obtained from GQ-level interviews is transmitted through a secure file transfer to Census Bureau headquarters on a nightly basis.

Pre-Visit Mailings. The GQ-level data collection phase begins when an introductory letter is mailed from the Census Bureau's National Processing Center (NPC) to a monthly sample of GQ facilities. This mailing includes a GQ FAQ brochure. A separate letter is mailed to sampled state and local correctional facilities as an effort to obtain contact and security information prior to making telephone contact with the GQ facility.

> **GQ Introductory Letter.** NPC will mail an introductory letter that contains Regional Office (RO) contact information to the sample GQ facility approximately two weeks before the FRs begin each monthly GQ assignment. The letter explains that the FR will visit the facility to conduct both GQ-level and person-level data collection. It also describes the information that is asked for on the questionnaire, uses of the data, and the Internet address where they can find more information about the ACS. This letter is printed in-house using print-on-demand technology, which merges the letter text and the sample GQ name and address and specific Regional Office contact information. There are 12 RO-specific letters generated for each sample month. See Appendix C.2 for a copy of this letter.
>
> **GQ Frequently Asked Questions (FAQ) Brochures.** The color, tri-fold brochure contains FAQs (see Appendix C.3) about the ACS and GQ facilities and is mailed to sample GQ facilities with the GQ introductory letter. Examples of the FAQs are "What is the American Community Survey?" "Do I have to answer the questions on the American Community Survey?" and "Will the Census Bureau keep my information confidential?" A similar Puerto Rico brochure (see Appendix C.4) is included with the GQ introductory letter mailed to Puerto Rico sample GQ facilities, and a brochure that specifically addresses the interests of populations in Remote Alaska (see Appendix C.5) is mailed with introductory letter to those sample GQ facilities.

GQ State and Local Correctional Facilities Letter. FRs may mail another letter to selected correctional facilities after the GQ introductory letter, described above, is sent but before calling to schedule an appointment to visit the sample GQ facility. This letter was developed during GQ pretesting and is designed to assist FRs with gaining access to state and local correctional facilities. The GQ operation does not require FRs to send this letter to all state and local correctional facilities. The letter asks for the name and title of a person with the authority to schedule FR visits and to coordinate the GQ data collection. It also provides information about the ACS, the dual nature of the FR visit to the facility, and includes a form to return to the RO with the contact name, title, and phone number of a designated GQ contact. See Appendix C.6 for a copy of this letter.

Group Quarters Facility Questionnaire - Initial GQ Contact

The GQ FRs conduct GQ-level interviews for the assigned GQ facility prior to selecting the individual person-level sample and collecting the GQ person-level data. The FR will always try to make initial contact with the GQ facility by telephone. If successful in reaching the GQ contact (the GQ contact is usually the facility administrator), the FR will collect information about the GQ facility and schedule an appointment to visit the GQ facility and complete the GQ-level data collection phase.

Using a laptop computer, the FR conducts an interview with the sample GQ contact person to complete an automated GQFQ. The GQFQ instrument is available to FRs in both English and Spanish languages. Information collected by the FR during the GQ-level interview verifies and assigns the sample GQ type code. This type code identifies the population that will be included in the person-level phase.

The GQFQ is initially used by the FRs to verify or update the name and the address of the GQ facility and to set up an appointment to visit the GQ facility to select the person-level sample and conduct interviews. If the GQ contact refuses to schedule an appointment for a visit, the FR notifies the RO and another attempt at gaining the GQ contact's cooperation is made. If the RO is unsuccessful at scheduling an appointment, the FR goes to the GQ facility without an appointment and attempts to talk to the GQ contact or administrator to obtain cooperation and the information needed to generate the sample of residents and conduct the person-level interviews. If the GQ contact again refuses, the RO/FR will attempt to explain the mandatory nature of the survey, what the FR is attempting to do at the facility, and why. The FR or RO will also attempt to determine or verify the GQ type code during this contact.

Group Quarters Facility Questionnaire - GQ Visit

Once a visit has been successfully scheduled and the FR arrives at the GQ facility, the FR will update or verify the Special Place (SP) and GQ name, mailing and physical address, facility telephone number, contact name(s), and telephone number(s). Using a flashcard (see Appendix C.7), the FR asks the GQ administrator to indicate which type of facility best describes the GQ

facility. The GQ contact is asked to identify up to three different GQ type codes at one sample address.

The FR will generate a person-level sample from all, some, or none of the residents at the facility depending on whether the GQ address can now be classified as the Census 2000 type code, multiple type codes, or a type code that is out of scope for data collection. When multiple type codes are verified and assigned to the address, only those people in the sampled GQ type code are included in the universe for person-level sampling. The FR records any other GQ type codes that are identified at the sample GQ address and the address information is updated for future ACS GQ sample selection. If none of the GQ type codes are the same as the sampled GQ type code, the type code that identifies the largest population, and is in-scope for ACS GQ data collection, is used for determining the population for person-level sampling at the sample GQ facility.

After determining that the GQ facility is in scope for GQ data collection, the FR asks for a list or register of names and/or bed locations for everyone that is living or staying at the sample GQ facility on the day of the visit. This register is used to generate the sample of residents to be interviewed. If a register is not available, the FR will create one using the GQ listing sheet. The listing sheet contains preprinted GQ contact and facility address information. See Appendix C.8 for a copy of the listing sheet.

The FR uses the sampling component of the GQFQ instrument to verify the register provided to them by the GQ contact person. The instrument will proceed automatically to the beginning of the sampling component after the FR has entered all the required facility information and the GQ contact person verifies that there are people living or staying there at the time of the GQ visit. If there are no residents living or staying at the GQ facility at the time of the visit, the FR will complete the GQ-level interview to update the GQ information and the GQ type code will be determined. No person-level data collection follows.

The person-level sample of GQ residents is generated from the GQFQ instrument through a systematic sample selection. See Section 8.3 for information about data collection from individuals. The FR matches the line numbers generated by the instrument for the person sample to the register of current residents. A grid up to 15 lines long appears on the GQFQ laptop screen with a place for name and sample person location description, the line number corresponding to the register, a telephone number, a telephone extension, and a GQ control number (assigned by the GQFQ sampling program). To complete the sampling process, the FR enters information that specifically identifies the location of each sample person into the GQFQ.

The FR must select an interim or final outcome to record the status of the GQ-level interview. The reason for a GQ refusal or non-interview is specified, when applicable. The FR can enter an interim GQ-level interview status reason to allow them to close the case and reenter it at a later time. The FR will select the appropriate reason for exiting the interview from a list provided in

the GQFQ. When the FR does this, an outcome code will be assigned by the GQFQ that reflects the current status of the interview.

There are several reasons why the GQ-level data collection may not be completed. These non-interviews occur when the FR is unable to locate the facility, finds there are no residents living or staying at the sample GQ facility during the data collection period, the FR determines there are no living quarters at the sample GQ facility, or when the sample GQ facility no longer exists.

The FRs will ask the GQ contact one reinterview question in the GQ-level GQFQ interview when GQ production begins. The full series of questions for the GQ Reinterview (RI) has been developed, programmed, and tested. GQ RI implementation began in April 2006. The purpose of the reinterview is to detect and deter falsification at the GQ-level.

All information collected during the GQ-level phase is transmitted through secure, electronic file transfer to the Census Bureau on a nightly basis from each FR.

8.3 PERSON-LEVEL PHASE

This section describes the activities needed to conduct person-level interviews at sample GQ facilities. During the person-level data collection phase, the FR will collect data for 10 to 15 sample residents at each assigned GQ facility. The FR will prepare person-level survey packages from GQ-level survey packages assembled at NPC, interview sample residents or distribute survey packages to them, review and edit completed questionnaires, and assign a final outcome code to all questionnaires and GQ assignments.

Preparation

The Census Bureau's NPC is responsible for assembling GQ survey packages and delivering them to the ROs two weeks before the start of each survey month. Most of the GQ materials are printed under contract by outside vendors; however, due to the smaller scale of the GQ data collection, some forms that are only needed at the GQ level are printed in-house. The vendors who print the survey materials are selected through a competitive bidding process conducted by the Government Printing Office (GPO) on behalf of the Census Bureau. Trained quality control staffs from NPC monitor the work as the contractors print the materials. NPC rejects batches of work if they do not meet contractual quality standards. NPC maintains about a six-month inventory of ACS GQ survey materials in its Jeffersonville, IN facility, and print jobs are put out for bid about twice a year.

The NPC is also responsible for DocuPrinting and/or addressing the GQ introductory letters, Survey Package Control List for Special Sworn Status (SSS) individuals, instruction manual for SSS individuals, listing sheets, and FR folder labels. Contractors print all the questionnaires, the questionnaire information guide booklet, brochures, information card booklet, and Privacy Act

notices. The geocoding forms and geocoding packages are printed at the Census Bureau. NPC also labels ACS GQ sample questionnaires with address and control numbers.

The Census Bureau provides label/address files to NPC for DocuPrinted materials on a monthly basis. NPC receives the files approximately eight weeks prior to the sample months when they are needed for data collection. On each FR assignment folder, NPC pre-prints a label containing the SP name, GQ name, GQ address, state, city, county, tract-block, RO name, and GQ type code. Each of 10 to15 personal interview survey packages included in the assignment folder contain a GQ questionnaire (pre-printed with the previously described folder label information), questionnaire instruction guide, an unlabeled GQ introductory letter, a return envelope, and a supply of FAQ brochures and Privacy Act notices. Other materials the FR may need, such as the SSS form and the instruction manual for SSS individuals is provided to the FRs by the ROs, as needed.

The FR prepares the number of survey packages needed to interview the sample residents. There are 10 sample residents selected at large sample GQ facilities. All residents will be interviewed at GQ facilities identified as small GQ facilities. The FRs will use the register information from the GQFQ to prepare the survey packages needed for person-level interviews. The GQFQ also generates a questionnaire control number to track the questionnaires from the beginning of the person-level phase through keying. The GQ questionnaire contains blank lines below the pre-printed GQ address where the FR will manually record specific information to locate the sample residents such as: name and floor, wing, room, and/or bed location. This information helps the FR organize the order of personal interviews to efficiently conduct the person-level interviews, and also enables another FR to locate the sampled residents at the GQ facility if a case is reassigned.

Person-level Survey Materials

This section provides details about the materials needed to conduct ACS GQ person-level interviews.

> **Introductory Letter for the Sample Resident.** The FR will give each sampled person an introductory letter (see Appendix C.9) at the time of the person-level interview. It provides information about the ACS and describing why it is important that they complete the GQ questionnaire, describes uses of ACS data, stresses the confidentiality of their individual responses, and also includes the Internet address for the ACS website.
>
> **ACS GQ Questionnaire.** The FR uses a paper GQ questionnaire for person-level data collection. This questionnaire is a bilingual, 12-page, four-color, flip style booklet. Six blue pages make up the English language GQ questionnaire (see Appendix C.10), and when flipped over, six green pages make up the Spanish language GQ questionnaire. Each page measures 10-1/4" wide by 10-1/2" high, the same dimensions as the ACS

questionnaire. The GQ questionnaire is designed to record detailed population information for one person. The GQ questionnaire does not include housing questions except for the food stamp benefit question. When a questionnaire is damaged or missing, the FR uses case management assignment software to obtain the control number, SP/GQ name, and address information. The FR transcribes this information into the label area of a blank questionnaire and uses this new copy for the data collection. A PRCS GQ bilingual questionnaire is used for person-level data collection in Puerto Rico. See Appendix C.11.

GQ Questionnaire Instruction Guide. The FR will provide a copy of the questionnaire Instruction Guide booklet (see Appendix C.12) to sample residents when a personal interview cannot be conducted and the resident is completing the questionnaire him/herself. This guide provides respondents with detailed information about how to complete the GQ questionnaire. It explains each question, with expanded instructions and examples, and instructs the respondent on how to mark the check boxes and record write-in responses.

GQ Question and Answer Brochure. When beginning person-level data collection, the FR will have a supply of brochures to give sample residents. This brochure provides answers to questions about the ACS GQ program. See Appendix C.13 for a copy of this brochure.

GQ Return Envelopes. The envelopes (see Appendix C.14) used to return completed questionnaires to the FR or GQ contact are not designed for delivery through the U.S. Postal Service. The FR personally collects and reviews all completed questionnaires.

Completing the GQ Questionnaire

There are several ways for an FR to obtain completed GQ questionnaires. The preferred method is for the FR to fill out the questionnaire in a face-to-face interview with the sample resident. However, other data collection methods may be necessary for the FR to obtain a completed GQ questionnaire. The FR may fill out the questionnaire during a telephone interview with the sample resident; conduct a face-to-face proxy interview with a relative, guardian or GQ contact; leave the questionnaire with the sample resident to complete; or leave the questionnaire(s) with the GQ contact to distribute the questionnaires to sampled residents and collect them when completed. If the questionnaires are left with the residents to complete, the FR will make arrangements with the sample resident, or GQ contact, to return and pick up the completed questionnaire(s) within two days. The FR must be certain that the sample resident is physically and mentally able to understand and complete the questionnaire him/herself.

Before a GQ contact or a GQ employee has access to the names of the sample residents and the sample residents' answers to the GQ questionnaire, they must be sworn in by the FR as an SSS individual. Generally, an SSS individual is needed when the sample person is not physically or

mentally able to answer the questions. An FR must swear in a person under Title 13, United States Code (U.S.C.) whether it is a social worker, administrator or GQ employee, any time that person is going to see a sampled resident's responses to the GQ questionnaire. In taking the Oath of Nondisclosure, SSS individuals agree to abide by the same rules that apply to other Census Bureau employees regarding safeguarding of Title 13 respondent information and other protected materials and acknowledge that they are subject to the same penalties for unauthorized disclosure. Legal guardians do not need to be sworn in as SSS individuals. If the sample person gives a GQ employee permission to answer questions or help to answer questions on their behalf, the GQ employee does not need to be sworn in.

Questionnaire Review

After data collection has been completed for each sample resident, the FR will conduct two separate edit reviews: one review of the person-level questionnaires and a second review of all questionnaires within a GQ-level assignment. The first review is a manual edit check of the responses that are recorded on the questionnaire. The FR verifies that all responses are legible and that the write-in entries and check boxes contain appropriate responses according to the skip patterns on the questionnaire.

The FR will determine whether a person-level interview is complete, a sufficient partial, or incomplete based on certain criteria. An interview is complete when all or most of the questions have been answered. An interview is a sufficient partial interview when enough questions are answered to define the basic characteristics of the sample person. A case is classified as a non-interview when answers were not obtained to meet the criteria of a complete or a sufficient partial interview. The FR will verify that the correct outcome code has been assigned to each questionnaire. The FR records the status of the questionnaire review as an interim or final outcome code by marking the appropriate check box on the last page of the questionnaire.

The FR will conduct a GQ-level assignment review after completing the questionnaire review. This review is necessary to ensure that all questionnaires within each GQ assignment are accurately coded and accounted for. The FR determines if all questionnaires for the GQ facility have been completed or if a return visit will be necessary. The FR marks any unused questionnaires with an "X" and writes the word "UNUSED" on the front. The FR will ship the unused and completed questionnaires to their RO on a flow basis throughout each six-week data collection period. The ROs all conduct a final review of the questionnaires prior to sending completed questionnaires to NPC for keying.

8.4 CHECK IN AND DATA CAPTURE

The RO will check in all questionnaires returned by the FRs. Based on the final outcome code recorded for each questionnaire, the RO separates any blank questionnaires from those with data. Only questionnaires that contain data, identified by the outcome code assignment, are shipped to

NPC for check in and keying on Tuesday of each week. The forms are sorted according to the sample month and by whether they were interviewed in the United States or Puerto Rico.

Check In

The NPC check-in staff is given three days to check in a form. Usually the staff can check in all the forms they receive within one day, but during particularly high volume days, sometimes that is not possible. The check-in process results in batches of 50 questionnaires for data capture.

The NPC will continue to accept completed questionnaires, shipped from the RO on a weekly basis for a period of six weeks from the start of the sample month. Each RO will close out the sample month GQ assignments, account for all questionnaires, and send the remaining completed questionnaires to NPC on the last day of the six-week data collection period. The NPC will complete the sample month check in within seven days of receipt of the final shipment from each RO. Each questionnaire contains a unique bar code in the address label area. The bar code is scanned and permits forms to be sorted according to monthly sample panel and within each panel, by whether they are were interviewed in the United States or Puerto Rico. The forms for the United States and Puerto Rico contain slightly different formatting; therefore, the forms are keyed in separate batches at NPC.

The ACS GQ questionnaires are taken to a unit where clerks look at each page of every returned questionnaire. The clerks look for correspondence, which they forward to headquarters, if necessary. The clerks then scan the bar code on each questionnaire to officially check in the form, retain the English or Spanish pages of the questionnaire, depending on which side has been completed, and organize the forms into batches of 50 questionnaires.

Data Capture

After the questionnaires have been checked in and batched into groups of 50, they move to the keying unit in NPC. NPC clerical staff key the data from the questionnaires and transmit data files to Census headquarters each night. Final keying of each GQ sample month is scheduled for the last day of the month following the sample month. This schedule allows approximately 2 ½ weeks to complete all GQ keying after the final delivery of questionnaires for a sample month has been received. The NPC keying quality assurance verification process mirrors the ACS key-from-paper process used for ACS mail returns. See Section 7.2 for additional information about keying quality assurance verification.

The GQ questionnaire will be designed to accommodate key-from-image data-capture system in the future. See Chapter 10 for more information on data processing operations.

8.5 SPECIAL PROCEDURES

A few exceptions to the data collection procedures outlined above are necessary to efficiently collect data from all GQ facilities. Exceptions to the GQ data collection were made due to the geographic location of a GQ facility and because of GQ security requirements.

Biannual Data Collection in Remote Alaska

FRs will conduct data collection at sample GQ facilities in Remote Alaska during two separate periods each survey year. FRs will visit a sample of GQ facilities from January through mid-April, and from September through mid-January. This exception is needed because of difficulties accessing these areas of the United States at certain times of the year. The two time periods designated for GQ interviewing are the same as those used for ACS data collection from sample housing units in Remote Alaska. See Chapter 7 for more information about data collection in Remote Alaska.

Annual Data Collection Restrictions in Correctional and Military Facilities

The FRs will conduct all data collection at state prisons, local jails, halfway houses, military barracks, military disciplinary barracks, and correctional institutions classified as "other" only once each survey year. These GQ types, when selected for the sample multiple times throughout the survey year, will have each instance of selection clustered into one random month for data collection. The Census Bureau agreed to a Department of Justice request to conduct data collection at each sampled State prison and local jail only once a year. Limiting FR visits to military GQ facilities during the year is also necessary as a result of the increased potential for periods of "no-access" at military installations due to heightened national security.

When these GQ types are selected for the sample more than once in a year, the FR (or group of FRs) will make one visit and conduct all interviews at the GQ facilities during one randomly assigned month in the survey year, rather than multiple times each year as is the procedure for data collection at non-correctional sample GQ facilities. The FR does not conduct the GQ-level data collection phase after completing it once for the GQ sample facility. The GQFQ will automatically take the FR to the person-level sample selection screen for each multiple sample occurrence of the GQ facility. The FR (or group of FRs) will conduct the person-level data collection.

Survey Period and Security Restrictions in Federal Correctional Facilities

The FRs will conduct person-level data collection during a 4-1/2 month period for selected federal prisons and federal detention centers. The Census Bureau will provide the Bureau of Prisons (BoP) with a file containing the federal prisons and federal detention centers that were sampled for the survey year. The BoP will update the GQ-level information and generate the person-level samples for these GQ facilities. All FR data collection at the federal correctional

facilities will be conducted from September until mid-January each survey year. Each sampled facility will be visited once during the 4-1/2 month data collection period.

The BoP sample GQ list is provided to the ROs one year prior to the start of data collection at these sample GQ facilities. The BoP will deliver the person-level sample to the Census Bureau for processing before sending these GQ assignments to the appropriate ROs. The BoP conducts the security clearances on a list of FR names provided to them by the ROs. This process takes eight to 10 weeks. The FRs cannot contact any federal prison or federal detention center until informed by their RO that all clearances and BoP contact notifications have taken place. The BoP will provide the GQ contact names and phone numbers to the ROs prior to the start of data collection. The RO will contact the FR after clearance, provide them with the contact information for their BoP assignments, and give the FR permission to begin contacting the federal prison or federal detention centers in their assignment list.

The FR will call the GQ contact to make an appointment to visit and conduct all interviews in one day. Appointments may be scheduled in advance for any time during the federal prison/detention center data collection period. The FR cannot visit a BoP prison or detention center without calling and setting up an appointment first. The FR will not be authorized to enter the facility without an appointment. Each facility will have different periods of time when there is limited or no access allowed. FRs will prepare their survey packages before entering the federal prison. The person-level interview process continues from this point in the same way as described for all other GQ facilities.

8.6 REFERENCES

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Chapter 9.
Language Assistance Program

9.1 OVERVIEW

The language assistance program for the American Community Survey (ACS) includes the full set of methods and procedures designed to assist sample households with limited English proficiency in completing the ACS interview. Language assistance can be provided in many forms, including the development of translated instruments and other survey materials, the recruiting and training of bilingual interviewers, and the provision of telephone or Internet assistance in multiple languages. Providing language assistance is one of many ways that the ACS can improve survey quality. Language assistance can reduce levels of survey non-response and the potential for non-response bias. It can also reduce the introduction of response errors by ensuring that individuals with limited English skills more fully understand the survey questions.

The ACS language assistance program reflects the use of several key tools to support each of the three modes of data collection - mail, telephone, and personal visit. The development of these tools is based on research that was conducted to assess the current performance of the ACS for non-English speakers. McGovern (2004) found that despite the limited availability of mail questionnaires in languages other than English, non-English speakers were successfully interviewed by telephone and personal visit follow-up modes. She also found that the level of item non-response for households speaking languages other than English were consistent with the low levels of item non-response in English-speaking households. These results focused language assistance priorities on the development of tools to improve the quality of data collected in the telephone and personal visit data collection modes. The program includes assistance in a wide variety of languages during the telephone and personal visit non-response follow-up stage.[1] Efforts to expand language assistance in the mail mode were moved to a slightly later time table. The greatest emphasis in the mail mode at this time is to support Spanish-language speakers.

This chapter provides greater detail on the current language assistance program. It begins with an overview of the language support, translation, and pretesting guidelines. Current methods are then discussed for the mail mode and the telephone and personal visit follow-up modes. Research and evaluation activities are discussed in Section 9.7.

[1]In 2003 interviewer language capabilities included English, Spanish, Portuguese, Chinese, Russian, French, Polish, Korean, Vietnamese, German, and Japanese.

9.2 BACKGROUND

The 2010 Decennial Census program has placed a priority on developing and testing tools to improve the quality of data collected from people with limited English proficiency. This population represents a growing share of the total population. The 2004 ACS found that 8.4 percent of the total population who speak a language other than English at home, speak English less than "very well." This is an increase from 7.6 percent in 2000 (U.S. Census Bureau, 2004b). The ACS is an integral part of the decennial census and the 2010 Census includes many common data collection activities and quality objectives. Staff involved in the ACS and the 2010 Census have been working jointly to study language barriers and effective methods for data collection.

9.3 GUIDELINES

The Census Bureau does not require that all survey instruments or materials be translated into any specific set of languages. Each census and survey determines the appropriate set of translated materials and language assistance options needed to ensure high quality survey results. The Census Bureau does, however, require that guidelines be followed whenever a decision is made to translate a data collection instrument or a respondent letter.

In 2004 the Census Bureau released guidelines for language support translation and pretesting. These guidelines state that data collection instruments that are translated from a source language into a target language should be reliable, complete, accurate, and culturally appropriate. Reliable translations convey the intended meaning of the original text. Complete translations neither add new information nor omit existing information provided in the source document. When a translation is free of both grammatical and spelling errors, it is considered to be an accurate translation. Cultural appropriateness considers the culture of the target population in developing the text for translation. In addition to meeting these criteria, translated Census Bureau data collection instruments and related materials should also have semantic, conceptual, and normative equivalence. The Census Bureau guidelines recommend that a translation team approach be followed to ensure equivalence. The language support guidelines include recommended practices to prepare, translate, pretest, and revise materials and to ensure sound documentation of findings. See U.S. Census Bureau (2004a) for details on these guidelines. The ACS utilizes the Census Bureau guidelines in the preparation of data collection instruments, as well as advance letters and other respondent communication.

9.4 MAIL DATA COLLECTION

The Census Bureau currently mails out ACS questionnaires in a single language to each sample address. In the United States, English language forms are mailed, and in Puerto Rico, Spanish language forms are mailed. The cover of the English mailout form (in the United States) and the Spanish mailout form (in Puerto Rico) contains a message written in the alternative language requesting that people who prefer to complete the survey in the alternate language call a toll-free

assistance number to obtain assistance or to request a form in that language. Upon request, the Census Bureau will mail a Spanish form to people in the United States and an English form to people in Puerto Rico. In 2005 we received requests for Spanish questionnaires from less than 0.01 percent of the mailout sample (Griffin, 2006b).

Telephone questionnaire assistance (TQA) is provided in both English and Spanish. A call to the toll-free Spanish help number reaches a Spanish speaker directly. The interviewer will either provide general assistance or conduct the interview. Interviewers are encouraged to convince callers to provide the interview over the phone.

9.5 TELEPHONE AND PERSONAL VISIT FOLLOW-UP

The call centers and the regional offices that conduct the computer-assisted telephone interviewing (CATI) and computer-assisted personal interviewing (CAPI) non-response follow-up operations make every effort to hire bilingual staff to conduct interviews with households that speak a language other than English. In addition, the CAPI interviewers are instructed to search for interpreters either within the sample household or from the neighborhood to assist in data collection. The regional offices maintain a list of interpreters skilled in many languages who are available to assist the CAPI interviewer in the language preferred by the respondent. A flashcard is available for interviewers to use to identify the specific language spoken when they encounter a household with which they cannot communicate.

The ACS CATI and CAPI survey instrument is currently available in both English and Spanish. Interviewers can conduct interviews in additional languages if they have those language capabilities. Because a translated instrument is not available in languages other than English and Spanish, interviewers translate the English version during the interview and record the results in the English instrument. The Census Bureau is exploring the possibility of creating translated instruments or guides for interviewer use in languages other than English and Spanish. Special procedures and a unique training module about collecting data from respondents who do not speak English exist for CATI and CAPI interviewers. All ACS interviewers are given this training as part of their classroom interviewer training. The training is designed to improve the consistency of procedures used in these situations and to remind interviewers of the importance of collecting complete data for all households.

The CATI and CAPI instruments collect important data on language-related issues. This information allows the Census Bureau to monitor how data are being collected, including information on the frequency of use of interpreters and the frequency of use by the interviewers of the Spanish instrument. The instrument also records how often an interviewer conducts translations of their own into a different language. For example, Griffin (2006b) found that in 2005 over 86 percent of all CAPI interviews that were conducted with Spanish-speaking households were conducted by a bilingual, Spanish-speaking interviewer. She also found that about eight percent of the interviews conducted with Chinese-speaking households required assistance of an interpreter who was not a member of the household.

Additional reports allow the call centers and the regional offices to identify CATI and CAPI cases that could not be completed due to language barriers. A profile of this information by the specific language highlights the languages for which greater support is needed. Griffin (2006b) found that out of a total of 31,489 cases that were in the 2005 CATI workload and were identified as requiring a language other than English, 9.3 percent could not be interviewed due to a language barrier. The greatest language needs were Spanish, Vietnamese, Korean, and Chinese. Call center managers used this information to identify specific language recruiting needs and have hired additional staff with these language skills. Similar reports are used for CAPI. Refer to Griffin (2006b) for more information on the results of these CATI and CAPI evaluations.

Griffin and McGovern (2004) compared the language abilities of CAPI interviewers in each regional office with the language needs of the population for that regional office. This assessment was based on 2003 ACS data on language spoken at home and on 2003 regional office staffing information. The regional offices used these data to assist in recruiting for to support the full sample expansion in 2005. An update of this assessment for both CATI and CAPI is planned to look at current staffing, now that the ACS sample has been expanded into all counties across the United States.

9.6 GROUP QUARTERS

Chapter 8 describes the data collection methodology for people living in group quarters (GQ) facilities. Two instruments are used in GQ data collection – a paper survey questionnaire that is used to interview people living in GQ facilities and an automated instrument used to collect administrative information from each facility. The Census Bureau designed and field tested a bilingual (English/Spanish) GQ questionnaire in 2005. Interviewers used these bilingual questionnaires to conduct interviews with a small sample of GQ residents. An interviewer debriefing found that the interviewers had no problems using this questionnaire. This form is currently used for GQ data collection. As with other personal visit data collection activities in the ACS, the Census Bureau will hire bilingual interviewers to conduct interviews in GQ facilities in Puerto Rico with non-English speakers. The Group Quarters Facility Questionnaire (GQFQ) is available in both English and Spanish.

9.7 RESEARCH AND EVALUATION

Due to limited resources, research and development activities related to the language assistance program were prioritized. Of critical importance was a benchmarking of the effectiveness of current methods. The potential for non-response bias due to language barriers was assessed in McGovern (2004) and Griffin and Broadwater (2005). In addition, ACS staff created a website on quality measures with annual information about the effect of language barriers on survey non-response. See Chapter 15 for more information on quality measures. These evaluations and the website show that current methods result in very low levels of non-interviews from the interviewers' inability to speak the respondent's language. These non-response levels remain

low because of special efforts undertaken in the field to use interpreters and other means to conduct these interviews. Item level non-response was also assessed by McGovern (2004). She found that although most non-English speakers respond during an interviewer-assisted mode, such as telephone or personal visit, the mail returns received from non-English speakers are nearly as complete as those from English-speakers. She also found that the interviews conducted by telephone and personal visit with non-English speakers are as complete as those from English-speakers. The Census Bureau continues to monitor unit non-response due to language barriers.

Language barriers can result in measurement errors when respondents do not understand the questions or when interviewers incorrectly translate a survey question. The production of accurate and reliable translated instruments in languages such as Spanish, Korean, Chinese, Vietnamese, and Russian will reduce the potential for such errors to be introduced into ACS data. Cognitive testing of the ACS Spanish instrument identified translation concerns (Carrasco, 2003). The Census Bureau is planning a more complete assessment of the Spanish instrument to improve the quality of data collected from Spanish-speaking households. Staff are also exploring options for developing either translated instruments or language guides for use by telephone and personal visit interviewers who conduct interviews in Chinese, Korean, Vietnamese, and Russian.

Future research is planned to develop and test additional language assistance materials for the mail mode. Increasing levels of participation by mail can reduce survey costs and improve the quality of final ACS data. Future updates of this report will reflect progress in this area.

9.8 REFERENCES

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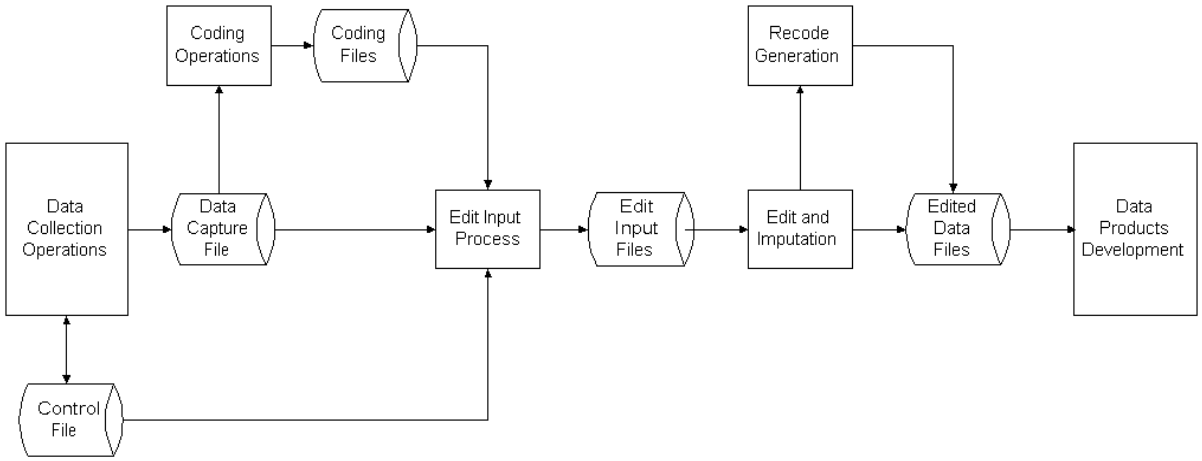
Chapter 10.
Data Preparation and Processing for Housing Units and Group Quarters

10.1 OVERVIEW

The broad purpose of data preparation and processing is to take the response data gathered from each survey collection mode to a point where the data can be used to produce survey estimates. Files to be edited, known as edit input files, are created during the data preparation phase by merging operational status information for each housing unit (HU) and group quarters (GQ) facility with the files that include the response data. The combined data must go through a number of processing steps before they are ready to be tabulated. Once the edit input files are prepared, the edit and imputation process can be initiated. Editing and imputation ensure that the final data are consistent and complete. Subject matter analysts thoroughly examine and approve the results of the edit and imputation process.

Figure 10-1 depicts the overall flow of data as they pass from the data collection operations through data preparation and processing and into data products development. All activities leading to the creation of the edit input files are considered data preparation activities. The activities that follow constitute data processing. Each of the files, operations, and processes included in Figure 10-1 is described in Sections 10.2 and 10.3. The American Community Survey (ACS) data preparation operations include a wide range of activities, which may occur daily, monthly, or yearly. Data processing operations occur once a year, at the end of each year of data collection, resulting in an annual data release. The annual release reflects data collected in the months of the previous calendar year by mail, computer-assisted telephone interviewing (CATI), and computer-assisted personal interviewing (CAPI).

Figure 10-1. **American Community Survey (ACS) Data Preparation and Processing**



This chapter summarizes the data preparation and data processing activities used for both HU and GQ data. The processes and files used for GQ facilities are identical to those used for HUs. GQ data are, however, limited to population variables, except for one housing variable, food stamps. Section 10.2 details the data preparation activities, including the creation and processing of the data capture files, coding files, and the edit input files. Section 10.3 details the data processing activities, which include editing and imputation, the generation of recoded variables, weighting, and the application of disclosure avoidance techniques, the review of edit results, and the creation of input files for data products. Section 10.4 lists references which provide greater detail for many of these activities.

10.2 DATA PREPARATION

The ACS control file includes detailed information documenting operational outcomes for every ACS sample case. For the mail operations, this file documents the receipt and check-in date of a questionnaire returned by mail. The status of data capture for these questionnaires returned by mail and the results of the failed-edit follow-up (FEFU) operation are also recorded on the ACS control file. For details of these mail data collection operations, refer to Chapter 7. For the CATI and CAPI operation, the ACS control file stores information on whether or not the unit was determined to be occupied or vacant. Refer to Chapter 7 for more information on the CATI and CAPI operation. The ACS control file is updated daily, based on data from data collection and data capture operations, to reflect the latest status of all sample cases.

Data preparation, which joins together control file information for each case with the raw, unedited response data, involves the following three operations:

- Creation and processing of data capture files,
- Coding, and
- Creation of edit input files.

Creation and Processing of Data Capture Files

Every day throughout the year, HU data are collected in the ACS by mail, CATI, CAPI, FEFU, and telephone questionnaire assistance (TQA). GQ data are also collected throughout the year by personal visit interviews. Each of these data collection activities is described in Chapters 7 and 8. The data from questionnaires received by mail are returned to headquarters from data capture activities on a flow basis, with daily file deliveries. The data collected by the use of CATI and CAPI instruments are returned to headquarters at the end of each month.

The ACS uses a centralized data capture file (DCF) to store all response data. At the end of each month, all of the response data for that month from the various collection modes are added to the DCF. These data represent all data collected during the previous month, regardless of the sample month for which the HU or GQ facility was chosen. During the creation of the DCF, responses are reviewed and illegal values and responses of "Don't Know" and "Refused" are identified and coded. These responses are blanked in the final edit input files. The ACS questionnaire includes a set of questions that offer the possibility of a write-in response. Each of these write-in entries requires coding to turn it into a numerical value. A part of processing newly received data onto the DCF involves identifying these write-in responses and placing them in a series of files that serve as input to the various coding operations. The DCF is a collection of files, including a housing data file, a population data file, a GQ data file, and a separate file for each of the various write-in entries. The GQ write-ins are stored along with write-ins from the HU data. At the end of the year, the response data stored in the DCF will have been updated 12 times and will become a principal source for the edit-input process. Coding input files are created from the DCF files of write-in entries. Edit input files combine data from the remaining DCF files and the returned coding files.

Coding

The ACS form contains several questions that either require or permit respondents to write in their responses. These write-in responses must be coded before they can be processed in editing and imputation. This second step in the data preparation phase is performed on a monthly basis, and follows the monthly run of the DCF. The coding input files provide monthly coding workloads, with the expectation that the files will be completely coded within the space of one month. The coded files are called coding output files and are accumulated throughout the year in preparation for the annual processing operation.

The 2005 ACS questionnaire contains the following write-in fields which require coding: race, Hispanic origin, place of birth, ancestry, migration, language, place of work, industry, and occupation. In the coding phase, fields with write-in values are translated to a prescribed list of valid codes. For more details, see U.S. Census Bureau (2006). The write-in responses are coded

in slightly different ways depending on the subject matter. Place of birth, migration, and place of work responses require coding of a geographic location. This geocoding is accomplished in an automated first pass at Census Bureau headquarters using automated geocoding software. Cases that cannot be coded automatically are coded clerically by geocoding experts at the National Processing Center (NPC). Questions dealing with industry and occupation are all coded clerically at the NPC. All other coding, referred to as general coding, is accomplished at Census Bureau headquarters. The first attempt is automated, and the cases that cannot be automatically coded are coded clerically. All of these operations are subject to quality assurance processes to ensure that the coding is consistent and accurate.

Creation of Edit Input Files

The final data preparation operation involves creating edit input files to be used for data processing. To create these edit input files, a number of steps must be followed. Data from the DCF are combined with data returned from the coding operations, and operational information for each case is merged from the ACS control file.

This combined set of data is referenced to determine the number of people living in a HU and to identify the response type of the HU. The data are examined to determine the total number of people living in the HU, which is not always straightforward. For example, on a mail return, sometimes the count of people on the cover of the form does not match the number of people reported on the inside of the form. For a CATI or CAPI interview, this uncertainty also arises when people are initially identified as residents, but later during the interview it is determined that they really are not residents of the HU. Each HU is assigned a response type that describes it as either an occupied unit, a temporarily occupied unit, a vacant unit, a delete[1], or a non-interview. While this type classification already exists on the DCF, it can be changed from "occupied" to "vacant" or even to "non-interview" under certain circumstances, depending on the final number of persons in combination with other variables.

The Census Bureau calculates an acceptability index at the form level to determine whether there is enough information about an occupied HU or a GQ person to consider the record an interview. The acceptability index is based on the number of responses to several questions. All records for vacant units are considered to be acceptable. Records that do not meet this acceptability index are classified as non-interviews and will not be included in further data processing. Non-interviews are accounted for in the weighting process. For details of this process, refer to Chapter 11.

Once the universe of acceptable interviews is determined, the HU data are reviewed to unduplicate multiple returns for a single HU. More than one response can exist for a HU for several reasons. A household might return two mail forms, one in response to the initial mailing

[1]Deleted HUs are units that are determined to be non-existent, demolished, or commercial units.

and a second in response to the replacement mailing. A household might return a mailed form but also be interviewed in CATI or CAPI if the mail form was returned after a CATI or CAPI interview is conducted. If more than one return exists for a HU, a quality index is used to choose one of the returns. The quality index is calculated as the percentage of items with responses out of the total number of items that should have been completed. This index considers responses to both population and housing items. Unduplication of multiple returns is not necessary in processing GQ data.

After multiple returns are resolved, each sample case is assigned a value for three critical variables – data collection mode, month of interview, and case status. The month in which data were collected from each sample case is determined and used to define the universe of cases to be used in the production of survey estimates. For example, data collected in January 2005 are included in the 2005 ACS data products. The majority of sample cases fall into one of the following statuses: occupied, vacant, temporarily occupied, non-interview, delete, and sub-sampled out. Additional statuses exist to describe rare conditions that result in a sample case not being classified in one of these six categories.

The final step in edit input creation is the creation of the actual edit input files. They contain essentially the information in the DCF housing and person files, but only for the unduplicated response records that met the requirements for an interview. At this point, a first name recode and a Spanish surname recode are added to each person record. For cases where the number of person records is less than the determined number of person, extra person records are created which are assigned values during the edit. This addition of blank records does not apply to GQ facilities. Failure to collect data for a GQ sample person is addressed in the non-interview adjustment step of the GQ weighting process. For more information on this process, refer to Chapter 11. The edit input files are fully verified.

10.3 DATA PROCESSING

Once the edit input files have been generated and verified, the edit and imputation process can be initiated. The main steps in processing are:

- Editing and imputation,
- Generating recoded variables,
- Weighting and the application of disclosure avoidance techniques,
- Reviewing edit results, and
- Creating input files for data products.

This chapter does not include a discussion of weighting or of the application of disclosure avoidance methods. Chapter 11 provides details about the derivation and application of person and housing weights. Chapter 13 includes information on disclosure avoidance methods.

Editing and Imputation

The edit input files described in the previous section are the basis for this processing step. The HU edit input files contain one data record for each interviewed sample address. Cases classified as non-interviews are not included on the edit input file. There is a separate edit input file for GQ data. Only the data collected during the calendar year being processed are included. The files contain the raw data as collected, so responses to some questions are missing and some responses are not consistent. HU data are expanded to include blank records for people who were not included in the initial response records but are determined to be part of the household. The data are separated by state, since the HU editing and imputation operations are completed on a state-by-state basis.

Edit and imputation rules are designed to ensure that the final edited data are as consistent and complete as possible, and thus ready for tabulation. Subject matter experts develop these rules, and processing staff write and run the programs. Application of edit and imputation rules helps maintain data quality when complete responses cannot be obtained. These rules are used to identify and account for missing, incomplete, and contradictory responses. Application of these rules in the ACS does not affect the total number of people or housing units in the data file, as the rules are used only to supply responses for missing or inconsistent answers about a housing unit's characteristics, not to create new units or new people. In each case where a problem is detected, consistent, pre-established rules govern its resolution.

There are two principal ways to deal with missing or inconsistent data--assignment and allocation. Both are considered imputation methods. Assignment involves looking at other data as reported by the respondent. For example, when determining the gender of a person, the first name is often used. An indication that this person had children born in the past 12 months would indicate that the person was female. This approach also uses data as reported by other people in the household to fill a blank or inconsistent field. For example, if the reference person and the spouse are both citizens, a child with a blank response to citizenship is assumed to be a citizen. Assigned values are expected to have a high probability of being correct. Certain values, such as whether a person has served in the military, are better if provided from another HU or from a person with similar characteristics. This approach uses the technique known as hot deck allocation.

Hot deck allocation uses a statistical approach to supply responses for missing or inconsistent data from similar responding HUs or people in the sample. A hot deck matrix contains the data for prospective "donors" that can be called upon when a "recipient" needs data. Specifications for each question or item outline in detail how the hot deck matrices for that item are to be structured in the editing system. Classification variables for an item are used to determine categories of donors (referred to as cells) in the hot deck. These donors are HUs or people with complete and consistent data. One or more cells constitute the matrix used for allocating one or more items. Some hot deck matrices are simple and contain only one cell, while others may have thousands of cells. For example, in editing the housing item known as tenure (which identifies whether the housing unit is owned or rented), a simple hot deck of three cells is used,

where the cells represent responses from single-family buildings, multi-unit buildings, and cases where a value for the question on type of building is not reported. Alternatively, there are dozens of different matrices defined with thousands of cells specified in the joint economic edit, where many factors are used to categorize donors for these cells, including sex, age, industry, occupation, hours and weeks worked, wages, self-employment income, and so forth.

Sorting variables are used to order the input data prior to processing and thus determine the nearest neighbors for hot deck allocation. In the ACS, the variables used for this purpose mainly consist of geographic variables like state, county, census tract, census block, and basic street address. This sequence is used since it has been shown that housing and population characteristics are often more similar within a given geographic area. One exception to this rule, is the item place of work, where a unique ordering is used to provide a better grouping of donor values in processing this question. The sorting variables for this edit are used to combine similar people together by industry groupings, means of transportation to work, minutes to work, state of residence, county of residence, and state in which the person works.

For each cell in the hot deck, up to four donors are stored at any one time. The hot deck cells are given starting values which have been determined in advance to be the most likely values for particular categories. These starting values, known as cold deck values, are used as donor values only in rare instances where there are no donors. Procedures are employed to replace these starting values with actual donors from cases with similar characteristics in the current data file. This step is referred to as hot deck warming.

The edit and imputation programs look at the housing and person variables according to a predetermined hierarchy. Thus, each item in a response record is edited and imputed in an order delineated by this hierarchy. The hierarchy includes the basic person characteristics first, including sex, age, and relationship, followed by most of the detailed person characteristics, then all the housing items. Lastly, the remainder of the detailed person items, such as migration and place of work, are edited. For HUs, the edit and imputation process is performed for each state separately, with the exception of the place-of-work item, which is done at the national level, by necessity. For GQ facilities, the data are processed nationally by GQ type, with GQ facilities of the same type (nursing homes, prisons, and so on) edited and imputed together.

In the edit and imputation system, a flag is associated with each variable to indicate whether or not it was changed in any way and if so, the nature of the change. These flags support the subject matter analysts in their review of the data and provide the basis for the calculation of assignment and allocation rates. Allocation rates measure the proportion of values that required hot deck allocation and are an important measure of data quality. The ACS provides these rates on its website under the quality measures section. For the most recent set of rates, refer to the ACS quality measures website (<www.census.gov/acs/www/UseData/sse/index.htm>) . Chapter 15 provides more information about these quality measures.

Generating Recoded Variables

During data processing, new variables referred to as recoded variables, or recodes, are calculated based on the response data. These recodes are used later in tabulating the data. There are many recodes for both housing and person data. For example, one recode variable is called "Presence of Persons 60 and Over." In this case, the algorithm examines each person's age in a HU and sets the variable equal to a value depending on the results. There are four possible values: null value, indicating that this variable does not apply because the HU is not occupied; 0, indicating no people 60 years of age or older are in the HU; 1, indicating one person 60 years of age or older is in the HU; or 2, indicating two or more people 60 years of age or older are in the HU. For a complete list of recoded variables see Appendix D.

Reviewing Edit Results

After editing and imputation are complete, weighted, and swapped, subject matter analysts review the resulting data files. They contain both unedited and edited data, together with the accompanying imputation flag variables that indicate which missing, inconsistent, or incomplete items were filled by imputation methods. The subject matter analysts undertake their own analyses, looking for problems or inconsistences in the data, or differences from what is outlined in the specifications. Analysts may also examine unusual individual cases that were changed during editing.

In addition, the analysts receive a number of special reports based on the edit outputs and multiple years of survey data that can be used in comparisons. These reports and data are used to help isolate problems in the specifications or in processing. They include detailed information on imputation rates for all data items, as well as tallies representing counts of the number of times various logic was executed during editing. If editing problems are discovered in the data during this review process, it is often necessary to re-run the programs and repeat the review.

Creating Input Files for Data Products

Once the files of edited data and their associated recodes have been approved by the subject matter analysts, they are ready to serve as inputs to the data products processing operation. Chapter 13 details the production of ACS data products. If errors detected during the creation of data products are attributable to editing problems, it may be necessary to repeat the editing and review processes.

10.4 REFERENCES

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Chapter 11.
Weighting and Estimation

11.1 OVERVIEW

Beginning in 2010, three sets of American Community Survey (ACS) estimates will be calculated annually for specified geographic areas using data collected over three different time periods. In general, the ACS will produce and publish estimates for the same set of statistical, legal, and administrative entities that were produced and published for the Census 2000 long form sample. The ACS will publish a variety of tabulation summaries for the nation, states, American Indian and Alaska Native (AIAN) areas, counties and county equivalents, minor civil divisions (MCDs), incorporated places, and census tracts among others (see Section 13.2). The population of each geographic area determines whether estimates can be released based on five years, three years, or a single year of sample data.

- Multi-year estimates based on five years of sample data are published for all statistical, legal, and administrative entities, including census tracts, block groups, and small incorporated places such as cities and towns. The five-year period estimates are based on data collected during the 60 months of the five most recent collection years.

- Geographic entities with populations of at least 20,000 receive three-year estimates based on data collected during the 36 months of the three most recent collection years.

- Geographic entities with populations of at least 65,000 receive single-year estimates based on data collected during the twelve months of the most recent calendar year.

When the three- and five-year period estimates are produced each year, data from the most recent year replace the earliest year of data included in the previous years' estimates.

The basic estimation approach is a ratio estimation procedure that results in the assignment of two sets of weights: a weight to each sample person record and a weight to each sample housing unit (HU) record. For any given tabulation area, a characteristic total is estimated by summing the weights assigned to the people, households, families, or HUs in a specific area possessing the characteristic of interest. Estimates of person characteristics are based on the person weight. Estimates of family, household, and HU characteristics are based on the HU weight. As with most household surveys, weights are used to bring, on the average, the characteristics of the weighted sample more into agreement with the characteristics of the full population. The weights compensate for differences in sampling rates across areas, for differences between the full sample and the interviewed sample, and for differences between the sample and independent estimates of basic demographic characteristics (Alexander, Dahl, and Weidman, 1997).

The next section describes in detail the methodology for computing the 2005 ACS single-year estimates, which use both housing data and population data for people living in HUs. Later sections discuss the single-year weighting methodology for total population–group quarters (GQ) facilities and HU persons combined. This methodology is planned for the 2006 ACS and

beyond. The ratio estimation method will also be used to produce three- and five-year period estimates. The general procedures for the production of these period estimates are expected to be similar to the single-year period estimates. Additional details will be provided in future versions of this document.

The input to the weighting process is the final edited data file. The estimation methodology is implemented by "estimation area," which is either a county or group of less populous counties. Estimates will be calculated for HUs and people living in HUs for the 2005 ACS. Single-year weighting can be thought of as occurring in three stages. The first stage is based on the sampling rates used to select the HU sample. The second stage adjusts the weights of responding HUs to compensate for the loss of weights of non-responding HUs. The third stage controls the estimates of HUs and persons by age, sex, race, and Hispanic origin to estimates from the Intercensal Population Estimates (IPEs) program of the Census Bureau.

11.2 2005 ACS WEIGHTING - PROBABILITY OF SELECTION

The first stage of weighting involves three steps. First, each HU is assigned a base weight as a function of its initial probability of selection. The second step involves an adjustment to account for the sampling of HUs prior to computer-assisted personal interviewing (CAPI). Then a further adjustment is made to these weights to reduce variability in the monthly weighted totals.

Assignment of base weights and CAPI sub-sampling factor

Each HU address in the annual sample is selected with a final overall sampling rate as given in Chapter 4. The base weight for a HU is the inverse of this overall rate. HUs that are sent to CAPI are eligible to be sub-sampled at one of the rates as described in Chapter 4, Table 4.3. Those selected for the CAPI sub-sample and for which no late mail return is received in the CAPI month receive a CAPI sub-sampling factor equal to the inverse of their sub-sampling rate, and those not selected receive a factor of 0.0. HUs that are eligible for CAPI and for which a mail return is received in the CAPI month, and HUs not eligible for CAPI (cases whose interviews were completed by mail or by computer-assisted telephone interviewing (CATI)) receive a CAPI sub-sampling factor of 1.0. A new weight equal to the base weight times the CAPI sub-sampling factor is calculated for every HU. Similarly, after each of the subsequent weighting steps, with one exception that will be noted, a new weight is calculated as the product of the new factor and the weight following the previous step. For additional details about the weighting steps discussed in this and the following section, see Asiala (2004).

Adjustment for variation in monthly response

The goal of ACS estimation is to represent the characteristics in a geographic area across the specified time period. For single-year estimates this is 12 months. It is 36 months for three-year estimates and 60 months for five-year estimates. An even distribution of HU weights is therefore required by month. The data for HUs assigned to any sample month can be collected during a three month time period. For example, the households in the January sample month can have their data collected in January, February, or March. Each HU in sample belongs to a

tabulation month, which is the month the case is completed. This is the month given by a respondent on the first page of the completed mail questionnaire, or the month the interview is completed by CATI or CAPI.

Due to seasonal variations in response patterns, the number of HUs in tabulation months may vary, thereby over-representing some months and under-representing other months in the single-year and multi-year estimates. To smooth out the total weight for all sample months, a variation in monthly response factor (VMS) is calculated for each month as:

VMS = (total sample base weights of all HUs in that sample month) / (total weights after CAPI sub-sampling factor of all HUs in that sample month).

When this factor is applied, the total VMS weight of all HUs tabulated in a sample month will be equal to the total base weight of all HUs selected in sample that month. The result is that each month contributes about 1/12 to the total single-year estimates. Analogously, each month contributes about 1/36 and 1/60 to the three-year and five-year estimates, respectively.

11.3 2005 ACS WEIGHTING - NON-INTERVIEW ADJUSTMENT

The non-interview adjustment uses two factors to account for sample HUs for which an interview is not completed. These steps are discussed below. Once the two steps are completed, factors are applied, and the sum of the weights of the interviewed HUs will equal the sum of the VMS weights of the interviewed plus non-interviewed HUs.

Since nothing new is learned about the HU or person characteristics of non-interviewed HUs during data collection, only characteristics known at the time of sampling can be used in adjusting for them. Characteristics that have been shown in other surveys and censuses to be related to HU response include census tract, single-unit vs multi-unit structures (building type), and month of data collection. If, within counties, a sufficient number of sample HUs were available to fill the cells of a three-way cross-classification table formed by these three variables, we could simultaneously adjust for these three factors. But since tracts have fairly small sample sizes, and the sample is evenly spread across all twelve months of a year, that will not usually be the case. As a result, the non-interview adjustment is carried out in two steps for each estimation area. Note that vacant units and deletes[1] are excluded from the non-interview adjustment. The weight corresponding to these types of HUs remain unchanged during this stage of the weighting process.

[1]Deletes or out-of-scope addresses fall into three categories - a) addresses of living quarters that have been demolished, condemned, or are uninhabitable because they are open to the elements, b) addresses that do not exist, and c) addresses that identify commercial establishments, units being used permanently for storage, or living arrangements known as group quarters.

Calculation of First Non-Interview Adjustment Factor

In this step, all HUs are placed into adjustment cells based on the cross-classification of building type and census tract. If a cell contains fewer than 10 interviewed HUs, it is collapsed with an adjoining tract until the collapsed cell meets the minimum size of 10 interviewed HUs. Cells with no non-interviews are never collapsed regardless of size. The first non-interview adjustment factor (NIF1) for each eligible cell is:

> NIF1 = (total HU weight after VMS of interviewed occupied and temporarily occupied HUs and non-interviewed HUs) / (total HU weight after VMS of interviewed occupied and temporarily occupied HUs).

All occupied and temporarily occupied interviewed HUs are adjusted by this first non-interview factor. Vacant and deleted HUs get a factor of 1.0, and non-interviews get a factor of 0.0.

Calculation of Second Non-Interview Adjustment Factor

In this step, all HUs are placed into adjustment cells based on the cross-classification of building type and tabulation month. If a cell contains fewer than 10 interviewed HUs it is collapsed with an adjoining tabulation month until the collapsed cell has at least 10 interviewed HUs. Cells with no non-interviews are never collapsed regardless of size. The second non-interview factor (NIF2) for each eligible cell is:

> NIF2 = (total HU weight after VMS of interviewed occupied and temporarily occupied HUs and non-interviewed HUs) / (total HU weight after NIF1 of interviewed occupied and temporarily occupied HUs).

NIF1 weights for all occupied and temporarily occupied interviewed HUs are adjusted by this second non-interview factor. Vacant and deleted HUs get a factor of 1.0, and non-interviews get a factor of 0.0.

Calculation of Mode Bias Non-Interview Factor

One property that has not been accounted for in the two non-interview factors is that systematic differences exist between characteristics of households that respond by mail and those that do not (Weidman, et al., 1995). The same property has been observed in the ACS across response modes. Virtually all non-interviews occur among the CAPI sample, and people in these HUs may have characteristics that are more similar to CAPI respondents than to mail and CATI respondents. Since the non-interview factors (NIF1 and NIF2) are applied to all HUs interviewed by any mode, there may be some mode-related non-interview bias that has not been compensated for. The mode bias factor ensures that the total weights in the cells defined by a cross-classification of selected characteristics are the same as if the weight of non-interview HUs had been assigned only to CAPI HUs, but distributes the weight across all respondents to reduce the effect on the variance of the resulting estimates.

The first step in the calculation of the mode bias non-interview factor (MBF) is to calculate an intermediate factor referred to as the mode non-interview factor (NIFM). NIFM is not used directly as a weighting factor. The cross-classification cells are defined within county by building type and tabulation month. Only HUs interviewed by CAPI and non-interviews are placed in the cells, not mail and CATI interview HUs. If a cell contains fewer than 10 interviewed HUs, it is collapsed with an adjoining month until the collapsed cell has at least 10 interviewed HUs. Cells with no non-interviews are never collapsed regardless of size. The mode non-interview factor (NIFM) for a cell is:

NIFM = (total HU weight after VMS of CAPI interviewed occupied and temporarily occupied HUs, and non-interviewed HUs) / (total HU weight after VMS of CAPI interviewed occupied and temporarily occupied HUs).

All CAPI interviewed occupied and temporarily occupied HUs get this mode non-interview factor. HUs whose interviews were completed by mail or CATI, vacant HUs, and deleted HUs get a factor of 1.0. Non-interviews get a factor of 0.0. The product NIFM and all previous factors are used in the next step only.

Next a cross-classification table is defined within each estimation area by tenure (HU owned, rented, or temporarily occupied), tabulation month, and marital status of the householder (married/widowed or single). All occupied and temporarily occupied interviewed HUs are placed in their cells. If a cell has fewer than 10 interviewed HUs, the cells with the same tenure and month are collapsed across all marital statuses. If there are still fewer than 10 interviewed HUs, the cells with the same tenure are collapsed across all months. The mode bias factor (MBF) for each cell is then calculated as:

MBF = (total weight after NIFM of interviewed occupied and temporarily occupied HUs) /(total weight after NIF2 of interviewed occupied and temporarily occupied HUs).

All interviewed occupied and temporarily occupied HUs are adjusted by this mode bias factor and the remaining HUs get the factor 1.0. The weight for each HU following the calculation of the mode bias factor is the base weight times the product of all factors except the mode non-interview factor.

11.4 2005 ACS WEIGHTING - HOUSING UNIT AND POPULATION CONTROLS

This stage of weighting forces the ACS total HU and person weights to conform with estimates from the Census Bureau's IPEs. The ACS estimates are based on a probability sample and will vary from their true population values due to sampling and non-sampling error (Chapter 12 and 15). In addition, we can see from the formulas for the adjustment factors in the previous two sections that they will also vary based on the combination of interviewed and non-interviewed HUs in each tabulation month. The IPE program of the Census Bureau annually produces estimates of the population by sex, age, race, and Hispanic origin and total HUs for each county in the United States as of July 1. As part of the process of calculating person weights for the ACS, estimates of totals by sex, age, race, and Hispanic origin are controlled to be equal to IPEs

by county. There are two reasons for this: (1) to reduce the variability of the ACS HU and person estimates; and (2) to reduce bias due to undercoverage of HUs and people within HU in household surveys like the ACS. The bias that results from missing these HUs and people is partly corrected by using these controls (Alexander, et al., 1997). However, biases due to differences between the interviewed and missed people within control cells will remain.

Production of IPEs for Puerto Rico is limited to population totals by *municipio* and the sex-age distribution at the commonwealth level. Therefore, for the PRCS, estimates of totals by *municipio*, sex, and age for the commonwealth are controlled to be equal to the IPEs. Currently, there are no HU controls available for Puerto Rico. HU controls are being developed based on information from the Puerto Rico Master Address File and field outcome codes.

The assignment of final weights involves the calculation of three factors based on the use of HU and population controls. The first adjustment involves the use of independent HU estimates. A second and separate adjustment relies on the use of independent population estimates. The final adjustment is implemented to achieve consistency between the ACS HU estimates and the HU estimates from the IPEs program.

Calculation of First Housing Unit Control Factor

Both HU and population estimates used as controls have a reference date of July 1. If person weights are controlled to the IPEs as of July 1, it is also logical that HUs are controlled to their IPEs to achieve a consistent relationship between the two totals.

The first housing control factor is employed to adjust the estimated number of ACS HUs by estimation area to agree with their IPEs. This factor (HUF1) is simply:

HUF1 = (IPE HU estimate) / (total HU weight of interviewed occupied, interviewed temporarily occupied, and vacant HUs).

All HUs (including deleted HUs) except non-interviews are adjusted by the first HU control factor or HUF1.

Calculation of Person Post-Stratification Factor

The next step in the weighting process is to assign weights to persons. Each person in an interviewed occupied HU is assigned an initial weight equal to the HU weight after HUF1 is applied. Single-year person estimates are controlled to the IPEs for that year by sex, age, race, and Hispanic origin combinations by estimation area. Race and Hispanic origin are combined to define six unique race-ethnicity groups consistent with the groups used in weighting the Census 2000 long form. These groups are created by crossing Non-Hispanic with the five major single race groups. The race groups are White, Black, American Indian and Alaskan Native, Asian, and Native Hawaiian or Pacific Islander. The sixth group is Hispanic. The assignment of a single major race to a person can be complicated because people can identify themselves as being of multiple races. People responding with either multiple races or "Other race" are

included in one of the six race-ethnicity groups for estimation purposes only. Subsequent ACS tabulations are based on the full set of responses to the race question.

Initial estimates are obtained from the ACS sample for each of the weighting race-ethnicity groups. The initial estimates are calculated based on the initial person weight. Estimates from the IPEs are also available for each weighting race-ethnicity group. The initial sample and IPEs are tested against a set of criteria. The criteria require a minimum of 10 sample people and the ratio of the population control to the initial estimate to be less than 3.5 for each weighting race-ethnicity group[2]. If there are weighting race-ethnicity groups that do not satisfy these requirements, they are further collapsed until all groups satisfy the collapsing criteria. See Asiala (2004) for further details.

1. If the requirements are not met for all non-Hispanic groups combined, then all weighting race groups are collapsed together.

2. If the requirements are not met for Hispanics, then the Hispanic group is collapsed with the largest non-Hispanic, non-White group.

3. For each non-Hispanic, non-White group, if the requirements are not met, then it is collapsed with the largest (prior to collapsing) non-Hispanic, non-White group.

4. If the largest collapsed non-Hispanic, non-White group still does not meet the requirements, then it is collapsed with the surviving non-Hispanic, non-White groups in this order - Black, American Indian and Alaskan Native, Asian, and Native Hawaiian and Other Pacific Islander, until the requirements are met.

5. If all non-Hispanic, non-White groups have been collapsed together but the collapsed group still does not meet the requirements, then the group is collapsed with all non-Hispanic groups together.

Within each collapsed weighting race-ethnicity group the persons are placed in sex-age cells formed by crossing sex by thirteen age categories: 0-4, 5-14, 15-17, 18-19, 20-24, 25-29, 30-34, 35-44, 45-49, 50-54, 55-64, 65-74, and 75+ years. These cells are also collapsed, if necessary, to meet the same requirement of a minimum sample size and a ratio of less than 3.5. The goals of the collapsing scheme are to keep children age 0-17 together whenever possible by first collapsing across sex within the first three age categories. In addition the collapsing rules keep men age 18-54 together, women age 18-54 together, and seniors 55+ together, by collapsing across age. For each resultant cell a person post-stratification factor (PPSF) is calculated as:

PPSF = (IPE) / (total initial person weight).

This factor is applied to all persons in the cell so that their weights become the product of their initial weight and this factor.

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[2]This is done to reduce the effect of large weights on the variance of the estimates.

Single-year estimates are produced for geographic areas of at least 65,000 population, including incorporated places, for which IPEs are also published annually. Since population controls are applied at the estimation area level, occasionally the ACS estimate of total population for a large place within an estimation area may be "far enough" from its IPE to cause confusion among data users. To avoid these anomalies, methodologies are being investigated that control HU person weights to total population for places of at least 65,000 population within estimation areas.

Calculation of Final Housing Unit Factors

Prior to the calculation of person weights, each HU had a single weight and the sum of these weights by estimation area was equal to the intercensal HU estimates. The set of person weights in a HU is used to define a new HU weight with this property. In each interviewed occupied HU we identify a principal person as either the wife in a household where both the husband and wife are present or the reference person (one of the persons who rents or owns the HU) otherwise. The principal person factor (PPF) for a HU is the person post-stratification factor of the principal person. Its use is based on the assumption that principal persons are missed only if their entire household is missed, not because of a failure to list them on the questionnaire, which happens for potential reference persons. So their person post-stratification factors give an indication of undercoverage for households whose principal persons have the same demographic characteristics, and applying the principal person factor adjust for the resultant bias. In particular, single males, particularly those 18-34 years of age, tend to have a lower response rate than females and married males (Hainer, et. al., 1988). Thus, husbands in married-couple households tend to get larger person post-stratification factors than their wives to make up for the single males. To prevent over-representation of these households, the person post-stratification factor of the wife is used. Vacant HUs get a principal person factor of 1.0 because they have no person weights.

A second HU control factor (HUF2) is calculated in a similar manner to HUF1 with the only difference being the use of the HU weights after the principal person factor has been applied to them.

HUF2 = (IPE HU estimate) / (total HU weight after principal person factor of interviewed occupied, interviewed temporarily occupied, and vacant HUs).

This weighting procedure results in two separate sets of weights, one for HUs and one for persons residing within HUs. This is not uncommon for household surveys but has the shortcoming that a single set of weights cannot be used to produce all estimates. In particular, the sum of reference person weights and HU weights for all occupied HUs are not necessarily the same, although it is logical that they should be. New procedures are being researched to achieve consistency that logically exists between a variety of estimates, for example, estimates of householders and occupied HUs.

11.5 WEIGHTING FOR SINGLE-YEAR ESTIMATES OF TOTAL POPULATION

Estimates from the 2006 ACS will include data from both HUs and GQ facilities because people living in GQ facilities are included in the ACS sample for the 2006 data collection year. A research project was undertaken to address the issue of developing an adequate method for single-year weighting including GQ residents when simultaneously controlling person estimates to IPEs by demographic characteristics at the county level. The research compared four alternative options for controlling GQ persons separately or in combination with HU persons to help address this issue. Results of this research show that it is feasible to weight the GQ data at the state level and combine those results with the weighting of the household population at the county level to produce adequate estimates of the total population for all levels of aggregation.

The methodology for controlling HU and GQ person estimates will not affect the prior weighting steps. These steps are described in the previous section for HUs. Fewer steps are needed for GQ facilities because all their data are collected by personal visit and tabulation month is not used in any adjustments of GQ weights. The base weight is the reciprocal of the sampling rate and will be equal to 40 for all people sampled in GQ facilities. In the small GQ stratum, there are sometimes more than 15 people in a GQ facility, and in the large GQ stratum, sometimes the initial number of people selected for a group is larger than 10. These situations occur when the GQ facility has more people than expected. In these cases, a sub-sample of the residents is taken so that only 10 will be eligible for interview. The weight of these 10 people must be increased equally by a GQ sub-sampling factor to account for those not selected for the sub-sample.

A non-interview factor is calculated to account for the GQ residents who do not complete an interview. This will occur in a single step where the non-interview cells will be defined by combinations of GQ types, and research will determine the most appropriate combinations. If a cell contains fewer than 10 people it is collapsed with an adjoining combination until the cell has at least 10 people. The GQ non-interview factor (GQNF) is similar to the non-interview factors applied to non-interviewed HUs and weights the interviewed GQ persons in these adjustment cells up to the total weights of the interviewed and non-interviewed GQ persons by cell.

11.6 MULTI-YEAR ESTIMATES

Weighting for the combined HU and GQ multi-year estimates will be similar to that used to produce single-year estimates. The annual samples corresponding to the estimation period will be combined together and all the weighting steps will be performed similar to the single-year weighting. The main difference is that the ACS population and HU estimates are controlled to the average of the current IPEs for the multi-year estimation period.

The weighting will be implemented based on the geographic definition of the estimation areas as of the last year of the estimation period. That is, all period estimates will be produced for a consistent set of geographic areas. Additional details of multi-year estimation will be included in future versions of this document.

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Chapter 12.
Variance Estimation

12.1 OVERVIEW

The American Community Survey (ACS) is committed to providing its users with measures of reliability with each published estimate. To accomplish this, all ACS estimates are accompanied by either 90 percent confidence intervals or margins of error, both based on direct estimates of sampling error. ACS variance estimates take into account sampling error and some types of non-sampling errors, such as simple response variance and intra-interviewer assignment correlation bias. The estimates of variance are computed using replication methods. Although the variance estimates are not completely unbiased, the current variance estimation method produces reliability measures that are accurate enough for practically all uses and analysis of ACS data.

Additionally, generalized variance parameters are provided for users of the Public Use Microdata Sample (PUMS) data to approximate standard errors for PUMS-tabulated estimates. The generalized variance parameters are derived from the direct variance estimates.

12.2 ACS HOUSING UNIT AND PERSON ESTIMATES

Due to the systematic sample design and the ratio adjustments used in estimation, unbiased estimates of the variance do not exist. The basic idea under a replication method is to choose a fixed number of replicates (the ACS uses 80 replicates). For each replicate, the base weight for each housing unit (HU) is multiplied by a replicate factor, and the entire weighting process is re-run, creating a new set of replicate weights. Replicate estimates are created by using the same tabulation method as the original estimate, except applying each set of replicate weights instead of the original weights. Finally, the replicate estimates and the original estimate are used to compute the variance estimate.

The ACS will use the same variance estimation method as has been used in all its testing phases-the successive differences replication (SDR) method. The theoretical framework for this method was originally discussed by Wolter (1984) and extended by Fay and Train (1995). The SDR was designed specifically to be used with systematic samples where the sort order is informative. Applications of this method were developed to produce estimates of variance for the Current Population Survey (CPS) (U.S. Census Bureau, 2002) and Census 2000 long-form sample estimates (Gbur and Fairchild, 2002).

Replicate Factors

The replicate factor for each HU is determined from two rows of an 80x80 Hadamard matrix. A Hadamard matrix **H** is a k-by-k matrix with all entries either 1 or -1, such that **H'H** = k**I** (that is, the columns are orthogonal). Each of the 80 columns represents one of the 80 replicates. A

repeating sequence of 780 pairs of rows in the Hadamard matrix is assigned to each HU, in sort order. For HU I and replicate r, the replicate factor is

$$f_{i,r} = 1 + 2^{-1.5} a_{c(i),r} - 2^{-1.5} a_{c(i+1),r}$$

where c(I) and c(I+1) are the rows of the Hadamard matrix assigned to the I-th HU, and $a_{c(i),r}$ and $a_{c(i+1),r}$ are the cell values (either 1 or -1) from the Hadamard matrix in row c(i) and c(i+1) and column r.

The replicate factors $f_{i,r}$ can take one of three approximate values: 1.7, 1.0, or 0.3.

With the replicate factors assigned, the replicate weights and estimates can be created. For any estimate X_0, with replicate estimates X_1 through X_{80}, its variance is estimated as the sum of squared differences between each replicate estimate X_r and the full sample estimate X_o. The formula is as follows:

$$V\hat{a}r\left(X_0\right) = \frac{4}{80}\sum_{r=1}^{80}\left(X_r - X_0\right)^2$$

This equation holds not just for simple count estimates, but for any type of estimate – percent, ratio, or median, among others.

12.3 SPECIAL CASES

There are certain cases, however, where the formula does not apply. The most important class are estimates which are "controlled" and have their standard errors set to zero. These are the estimates that are forced to equal intercensal estimates during the weighting process – total HUs for estimation areas and the collapsed age, sex, or Hispanic origin estimates. In general, race group estimates are not controlled because the categories used in the weighting (see Chapter 11) do not match the tabulation groups published (because of multiple race responses and the “Some Other Race” category. Information on the final collapsing of the raking matrix's margins is passed from the weighting process to the variance estimation process to identify estimates that are controlled. This is done for all geographic areas. Standard errors for those estimates are set to zero. Another special case is zero estimated counts of people, households, or HUs. For these cases, as well as for percents with zero estimates, a model-based estimate of the standard error is assigned. The model-based estimate is a function of the state or national average of final weights. Once the standard errors have been created, 90 percent margins of error and 90 percent confidence bounds are produced. These are the measures of reliability that are presented along with each published ACS estimate. The "Accuracy of the Data" document (U.S. Census Bureau, 2005) accompanying the 2004 ACS data release, provides more information on variance special cases, margins of error, and confidence bounds. It also includes formulas to allow users to approximate standard errors for sums, differences, proportions, and ratios of published ACS estimates.

12.4 2006 ACS AND BEYOND

For each year, the group quarters (GQ) and HU samples are selected independently, so the groups of GQ sample persons – all the persons from a small GQ of maximal size 15, the sub-sample of 10 persons from a small GQ with more than 15 persons, or each separate group of ten selected from a large GQ – are assigned to the replicates separately from HUs. Then the replicate factors, replicate estimates, and replication variances are calculated in the same manner as described in section the previous section.

A similar replication methodology will be used for the three- and five-year variance estimates. An additional factor that needs to be taken into account is that separate sub-universes of HUs and small GQ facilities are in sample each year and a sub-universe is repeated only every fifth year. This is to prevent HUs from being selected in sample more than once every five years, and introduces a small amount of negative correlation to the ACS estimates.

12.5 GENERALIZED VARIANCE ESTIMATES

Data users of microdata or PUMS files tabulate the data for an unlimited number of characteristics. A presentation of standard errors for all possible characteristic estimates is just impossible. At this point, replicate weights are not provided on the PUMS files. Instead, generalized variance parameters are provided which allow users to produce approximate standard errors for any estimate they may create using the PUMS data. This is a simple yet very effective way to provide users with a mechanism to obtain an approximate standard error for numerous characteristic estimates.

The generalized variance parameters are calculated using one of three weighted regression models on groups (by characteristic) of direct variance estimates. Standard errors for almost all counts and proportions of persons, HUs and households are approximated using design factors:

$$SE\left(\hat{Y}\right) \doteq 1.2 \times DF \times \sqrt{F^* \times \hat{Y}\left(1 - \frac{\hat{Y}}{N}\right)}$$

$$SE\left(\hat{p}\right) \doteq 1.2 \times DF \times \sqrt{\frac{F^*}{B} \times \hat{p}\left(1 - \hat{p}\right)}$$

where DF is the appropriate design factor based on the topic of the estimate or proportion, F* is a factor based on the fraction of the universe in the PUMS sample (F* = 142 for the 2000-2004 ACS test, and is yet to be determined for the 2005 PUMS), N is the size of the geographic area, and B is the base of the proportion.

Standard errors for the total number of households as well as aggregates (totals of values other than persons, HUs or households, such as travel time to work or income) use a three-parameter (a-b-c) model:

$$SE\left(\hat{Y}\right) \doteq 1.2 \times \sqrt{a + b\hat{Y} + c\hat{Y}^2}$$

Standard errors for means, medians, per capita amounts, and ratios (other than proportions) use a two-parameter (a-b) model:

$$SE\left(\hat{Y}\right) \doteq 1.2 \times \sqrt{a + b \times Log(N)}$$

where Log is the natural logarithm, and N is the denominator of a mean, per capita amount or ratio, or the universe count for a median.

More detailed instructions on calculating the standard errors, as well as the parameter tables, are included in the PUMS Accuracy of the Data document (U.S. Census Bureau, 2004b).

For the 2000-2004 ACS, generalized variance parameters were calculated at a national level. With the 2005 data release, generalized variance function parameters will be provided at the state level. The PUMS generalized variance parameters will be computed for the 2005 data release, and will be updated periodically in the future, but not necessarily on an annual basis.

12.6 CONFIDENCE INTERVALS

Once the standard errors have been calculated, margins of error and/or confidence intervals are produced. The confidence intervals or margins of error are measures of reliability presented along with each published ACS estimate. A sample estimate and its estimated standard error may be used to construct confidence intervals about the estimate. These intervals are ranges that will contain the average value of the estimated characteristic that results over all possible samples, with a known probability.

For example, if all possible samples that could result under the ACS sample design were independently selected and surveyed under the same conditions, and if the estimate and its estimated standard error were calculated for each of these samples, then approximately 90 percent of the intervals from 1.65 times the estimated standard error below the estimate to 1.65 times the estimated standard error above the estimate would contain the average result from all possible samples. The lower and upper bounds presented in the published ACS products are the bounds based upon a 90 percent confidence interval.

Some products provide a margin of error instead of upper and lower bounds. A margin of error is the difference between an estimate and its upper or lower confidence bounds. Confidence bounds can be created by adding the margin of error to the estimate (for an upper bound) and subtracting the margin of error from the estimate (for a lower bound). All published margins of error are also based on a 90 percent confidence level.

Users can calculate the standard error using the confidence bounds or the margin of error. If the bounds are given, the margin of error is obtained using the following formula:

Margin of Error = max(upper bound - estimate, estimate - lower bound)

Using the margin of error (as published or calculated from the bounds), the standard error is approximated as follows:

Standard Error = Margin of Error / 1.65

Here is an example of deriving the standard error from the published bounds:

The estimated number of males, never married is 33,290,195 in year from summary table B12001 for the United States. The lower bound is 33,166,192 and the upper bound is 33,414,198.

Margin of Error = max(upper bound - estimate, estimate - lower bound)
Standard Error = Margin of Error / 1.65

Calculating the standard error using the bounds, we have:

Margin of Error = max(33,414,198 - 33,290,195, 33,290,195 - 33,166,192)
= 124,003

SE(33,290,195) = 124,003 / 1.65 = 75,153.

The "Accuracy of the Data" document accompanying the 2004 ACS data release (U.S. Census Bureau, 2005) provides more information on variance estimation for special cases, margins of error, and confidence bounds, as well as additional examples. It also includes formulas to approximate standard errors for sums, differences, proportions and ratios of published ACS estimates. For example, for the sum or difference of two published ACS estimates, an approximation is given by the following formula:

$$SE\left(Est_1 + Est_2\right) = SE\left(Est_1 - Est_2\right) = \sqrt{SE(Est_1)^2 + SE(Est_2)^2}$$

For two published products-multi-year profiles and ranking tables-we provide an indicator of whether two estimates are statistically significantly different at the 90 percent confidence level. That determination is made by initially calculating,

$$Z = \frac{Est_1 - Est_2}{\sqrt{SE(Est_1)^2 + SE(Est_2)^2}}$$

If Z < -1.65 or Z > 1.65 then the difference between the estimates is significant at the 90 percent level. Determinations of statistical significance are made using unrounded values of the standard errors, so users may not be able to achieve the same result on their own using the standard errors derived from the rounded and published confidence bounds or margins of error.

12.7 REFERENCES

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Chapter 13.
Preparation and Review of Data Products

13.1 OVERVIEW

American Community Survey (ACS) data products include the tables, reports, and files that the Census Bureau publishes containing estimates of population and housing characteristics from the ACS. These products cover geographic areas within the United States and Puerto Rico. Tools such as the Public Use Microdata Sample (PUMS) files, which enable data users to create their own estimates, are also data products.

ACS data products will continue to meet the traditional needs of those who used the decennial census long-form sample estimates. However, as described in Section 14.2, the ACS will provide data products that are more current than the once-in-ten-years estimates available from the census long form, an especially important advantage toward the end of a decade.

Most surveys of the population have sufficient samples to support the release of data products for only the nation, states, and, possibly, a few sub-state areas. Because the ACS is a very large survey collecting data continuously in every county, products can be released for many different types of geographic areas, including many smaller geographic areas, such as counties, townships, and census tracts. Thus, geography is an important topic for all ACS data products. It is the first section in this chapter.

The first step in data products processing is defining the topics and characteristics to be covered. Once the initial set of characteristics is determined, it must be reviewed by the Census Bureau Disclosure Review Board (DRB) to ensure that the responses of any particular individual, household, or establishment are kept confidential. Based on the results of that review, the specifications of the products may be revised. The DRB may also require that the microdata files be altered in certain ways. In addition, the DRB may place restrictions on the population size of the geographic areas for which these estimates are published. These activities are collectively referred to as disclosure avoidance. See Section 13.6 for a detailed discussion of disclosure avoidance.

The actual processing of the data products cannot begin until all the response records for a given year (or multiple years) are edited and imputed in the data preparation and processing phases (Chapter 10), the final weights are determined (Chapter 11), and disclosure avoidance techniques are applied. Using the weights, the sample data are tabulated for a wide variety of characteristics according to the pre-determined content. These tabulations are done for the geographic areas that have sample size that is sufficient to support statistically reliable estimates, with the exception of five-year period estimates available for small geographic areas down to the tract and block group levels. In the case of PUMS data, which are a subset of the full sample data, a different set of processes creates the PUMS files.

After the estimates are produced and verified for correctness, Census Bureau subject matter analysts review them. When the estimates have passed the final review, they are released to the public. Similarly, once the PUMS data have been reviewed and accepted by the subject matter analysts, the PUMS files are released to the public.

While the 2005 ACS sample is limited to the housing unit (HU) population, it has been expanded to include Puerto Rico, so products released in 2006 (for sample year 2005) will include single-year period estimates for the HUs and their population in both the United States and Puerto Rico. Population residing in group quarters (GQ) facilities will be added starting with the 2006 sample year. Therefore, the ACS and PRCS estimates published in 2007 (sample year 2006) will cover the entire resident population.

In 2008, the Census Bureau will begin releasing products based on three years of ACS samples, 2005 through 2007. Then, in 2010, the Census Bureau will release the first products based on five years of consecutive ACS samples (2005 through 2009). The schedule for the annual release of single-year and multi-year products is discussed in Chapter 14. Since several years of samples form the basis of these multi-year products, reliable estimates can be released for much smaller geographic areas than is possible in single-year products. This chapter describes the data products based on a single year of ACS sample. Future revisions will address the details of the multi-year products.

In addition to regularly scheduled data products, other data products may be requested by government agencies, private organizations and businesses, or individuals. To accommodate such requests, the Census Bureau operates a custom tabulations program for the ACS on a fee basis. These tabulations requests are reviewed by the DRB to assure protection of confidentiality before release.

Chapter 14 describes the dissemination of the data products discussed in this chapter, including display of products on the Census Bureau's website and topics related to data file formatting.

The remainder of this chapter is divided into seven sections. Section 13.2 discusses the geographic areas for which ACS estimates are published and relevant geographic issues. Sections 13.3 through 13.7 deal with the definition of the data products, their generation, and, finally, their review and clearance. Section 13.8 discusses the ACS program under which data users can request special data products (custom tabulations).

13.2 GEOGRAPHY

The Census Bureau strives to provide products for the geographic areas that are most useful to users of those data. For example, the Census Bureau presents data summaries for the nation's many legal and administrative entities, including states, American Indian and Alaska Native (AIAN) areas, counties, minor civil divisions (MCDs), incorporated places, congressional districts, and voting districts. The Census Bureau also provides data for a variety of other geographic entities. In cooperation with state and local agencies, it identifies and delineates

geographic entities referred to as "statistical areas." These include regions, divisions, urbanized areas (UAs), census county divisions (CCDs), census designated places (CDPs), census tracts, and block groups. The data user community, composed of individuals, businesses, and agencies at all levels of government, each with somewhat different needs, can then select the geographic entity or set of entities that most closely represent their geographic area of interest.

"Geographic summary level" is a term used by the Census Bureau to designate the different geographic levels or types of geographic areas for which data are summarized. Examples include the entities described above, such as states, counties, and places (the Census Bureau term for cities and towns). Information on the types of geographic areas for which the Census Bureau publishes data is available at <www.census.gov/geo/www/garm.html>.

Single-year period estimates of ACS data are published annually for recognized legal, administrative, or statistical areas with a population of 65,000 or more. The population sizes are based on the latest Census Bureau population estimates. Multi-year period estimates based on three successive years of ACS samples are published for legal, administrative, and statistical areas of 20,000 or more population. If a geographic area met this threshold in a previous year during the multi-year period but dropped below it for the current year, it will continue to be published as long as the population does not drop more than five percent below the threshold. Multi-year period estimates based on five successive years of ACS samples will be published for all legal, administrative, and statistical areas down to the block-group level regardless of population size.

The PRCS will provide estimates for legal, administrative and statistical areas in Puerto Rico. Starting in 2006, single-year period estimates from the 2005 sample will be published for all of Puerto Rico as well as for the *municipios* and other areas with populations of 65,000 or more.

Table 13-1 provides the approximate number of geographic areas for which estimates will be published for some of the main geographic summary levels for the single-year, three-year, and five-year data products. For example, the table shows that 761 counties in the United States will receive single-year period estimates, while three-year products will be available for those 761 counties plus another 1,050 counties that have a population between 20,000 and 65,000. The Census Bureau will release five-year products for all counties in the United States.

Table 13-1. **Major Geographic Summary Levels To Be Published in Single-Year, Three-Year, and Five-Year Data Products**

Description of Geographic Summary Level[1]	**Single-Year Data Products**	**Three-Year Data Products**	**Five-Year Data Products**
	Number of Geographic Areas with a Population of 65,000 or More[2]	**Number of Geographic Areas with a Population of 20,000 or More**[2]	**Total Number of Geographic Areas** [2]
United States	1	1	1
Census Regions	4	4	4
Census Divisions	9	9	9
States	51	51	51
Counties	761	1,811	3,141
Minor Civil Divisions	97	592	16,536
Places	476	1,983	25,161
American Indian and Alaska Native Areas	15	41	768
Metropolitan, Micropolitan, and Consolidated Statistical Areas	561	905	923
Congressional Districts	436	436	436
School Districts	879	3,290	14,505
Census Tracts	--	--	65,443
Block Groups	--	--	208,790
Puerto Rico	1	1	1
Municipios	12	65	78
Zonas Urbanas, Communidads	9	20	225
Census Tracts	--	--	861
Block Groups	--	--	2,477

[1] See glossary for definitions of geographic terms.
[2] The numbers shown in the table are based on the latest sources available and may change slightly.

The ACS publishes estimates every year for hundreds of sub-state areas, many of which will undergo boundary changes due to annexations, detachments, or mergers with other areas[1]. Each year, the Geography Division of the Census Bureau, working with the state and local governments, updates its files to reflect these boundary changes. Minor corrections to the location of the boundary can also occur as a result of the Census Bureau's ongoing MAF/TIGER Enhancement Project. The ACS estimates must reflect these legal boundary changes. To accomplish this goal, all ACS estimates are based on Geography Division files that show the

[1] The Census Bureau conducts the Boundary and Annexation Survey (BAS) each year. This survey collects information on local governments and federally recognized American Indian areas. The information collected includes the correct legal names, type of government, legal actions that resulted in boundary changes, and up-to-date boundary information. The BAS uses a fixed reference date of January 1st of the BAS year. In years ending in 8, 9, and 0, all incorporated places, all minor civil divisions, and all federally recognized tribal governments are included in the survey. In other years, only governments at or above various population thresholds are contacted each year. More detailed information on the BAS can be found at <www.census.gov/geo/www/bas/bashome.html>.

geographic boundaries as they existed on January 1st of the sample year or at the beginning of the final year of data collection for a multi-year interval in the case of multi-year data products.

13.3 DEFINING THE DATA PRODUCTS

For the 1999 through 2002 sample years, the ACS detailed tables were designed to be comparable with Census 2000 Summary File 3 in order to allow comparisons between data from Census 2000 and the ACS. However, when Census 2000 data users indicated certain changes they would like to see in many of these tables, ACS managers saw the years 2003 and 2004 as an opportunity to revise the ACS products based on users' advice.

Once a preliminary version of the revised suite of products had been developed, the Census Bureau asked for feedback on the planned changes from data users (including other federal agencies) via a Federal Register Notice (Fed. Reg. #3510-07-P). The Notice requested comments on current products and on proposed new products, particularly, the basic concept of each product and its usefulness to the data users. The data users provided a wide variety of comments, leading to modification of the set of planned products.

The ACS managers determined the exact form of the new products in time for their use in 2005 for the ACS data release for sample year 2004. This schedule allowed data users time to become familiar with the new products and to provide comments well in advance of the data release for the 2005 sample. Improvements to these products will continue, especially when multi-year period estimates are available.

13.4 DESCRIPTION OF THE DATA PRODUCTS

The ACS data products can be divided into two broad categories: aggregated data products and the PUMS, which is described in Section 13.5.

Data for the ACS are collected from a sample of HUs as well as the GQ population and are used to produce estimates of the actual figures that would have been obtained by interviewing the entire population using the same methodology. The aggregated data products contain the estimates from the ACS survey responses. Each estimate in these products is created using the sample weights from respondent records that meet certain criteria. For example, the 2005 ACS estimate of people under the age of 18 in Chicago is calculated by adding the weights from all respondent records from interviews completed in 2005 for people who reside in Chicago and who are under 18 years old. Groups of estimates organized to show a complete distribution of values for a characteristic are referred to as tables.

This section provides a description of each of these aggregated products. Each product described in this section is available as single-year period estimates, and most of them will be available as three-year and five-year period estimates as well. Chapter 14 provides more detail on the actual appearance and content of each of these products. Information on the new data products and the

changes to the existing products, including several downloadable documents, are also available at <www.census.gov/acs/www/Products/users_guide/index.htm>.

The data products described here contain all the estimates planned for release each year, including those from multiple years of data, such as the 2005-2007 products. The release rules described in Section 13.6 will prevent certain single-year and three-year period estimates from being released if they do not meet ACS requirements for statistical reliability.

Aggregated Data Products

Base Tables. The base tables provide basic distributions of characteristics. In the past these tables were known as detailed tables. They are the foundation upon which other data products are built. These tables display estimates and the associated lower and upper bounds of the 90 percent confidence interval. The base tables include demographic, social, economic, and housing characteristics, and provide single-year, three-year, or five-year period estimates for the nation and the states, as well as counties, towns, and other small geographic entities such as census tracts and block groups.

In the case of multi-year period estimates based on monetary characteristics (for example, median earnings), inflation factors are applied to the data to create estimates that reflect the dollar values at the end of the final year of the time interval.

The Census Bureau will continue to maintain a high degree of comparability between ACS base tables and Census 2000 sample-based data products. In addition, characteristics not measured in the Census 2000 tables will be included in the new ACS base tables. The new base tables product includes over 400 tables covering a wide variety of characteristics, and another 300 race and Hispanic-origin iterations covering about 40 of the key characteristics. In addition to the tables on characteristics, 81 tables are included that summarize allocation rates from the data edits for many characteristics. These tables provide measures of data quality by showing the extent to which responses to various questionnaire items were complete. Altogether, almost 900 separate base tables will be provided.

Data Profiles. Data profiles are high-level reports containing estimates for demographic, social, economic, and housing characteristics. For a given geographic area, the data profiles include many important measures, such as distributions for sex, age, type of household, race and Hispanic origin, school enrollment, educational attainment, disability status, veteran status, language spoken at home, ancestry, income, poverty, physical housing characteristics, occupancy and owner/renter status, and housing value. The data profiles include the lower bound and upper bound of a 90 percent confidence interval for each estimate. As we accumulate more sample years, a form of data profiles allowing the comparison of the latest sample year's estimates with those from earlier years will also be published. These profile reports will contain the results of a statistical significance test for each earlier year's estimate compared to the current year estimate. This test result tells the data user if the previous year's estimate is significantly different (at a 90 percent confidence level) from the estimate of the current year.

Narrative Profiles. Narrative profiles cover only the current sample year. These narratives are easy-to-read, computer-produced profiles that put into words main topics from the data profiles for the general-purpose user. This is the only ACS product with no standard errors accompanying the estimates.

Subject Tables. This is a new data product. Subject tables are similar to the Census 2000 quick tables, and like the quick tables, they are derived from base tables. Quick tables and subject tables are pre-defined tables with frequently requested information on a single topic for a single geographic area. However, subject tables contain more detail than the Census 2000 quick tables or the ACS data profiles. In general, they present distributions for a few key universes, such as the race groups and people in various age groups, among others. The estimates for these universes are displayed as whole numbers. The distribution that follows is generally displayed in percents. Subject tables also contain other measures, such as medians, and aggregates where appropriate, and include the imputation rates for relevant characteristics. Over 40 topic-specific subject tables will be released each year. These topics are described at the website mentioned above.

Ranking products. Ranking products contain ranked results of many important measures across geographic areas. They are produced only as single-year products based on the current sample year. The ranked results among the geographic areas for each measure are displayed in three ways – charts, tables, and tabular displays that allow testing of statistical significance. For example, one of the characteristics ranked is "Mean Travel Time to Work of Workers 16 Years and Over Who Did Not Work at Home."

The rankings show 81 selected measures. The data for ranking products are pulled directly from a base table or a data profile line across geographic areas at the geographic summary level for which a characteristic is being ranked. Currently, most characteristics are ranked only at the state level.

Thematic Maps. Thematic maps are similar to ranking tables. They show mapped values for geographic areas at a given geographic summary level. They have the added advantage of visually displaying on a map the geographic variation of a key characteristic (referred to as themes). Initially, thematic maps will be displayed for state-level results. An example of a thematic map would be a map showing the percent of population 65 years and older by state.

Selected Population Profiles. This new product provides certain characteristics from the data profiles for a specific race or ethnic group (for example, Alaska Natives) or some other selected population group (for example, people aged 60 years and older). The ACS will provide selected population profiles every year for most of the Census 2000 Summary File 4 iteration groups. Selected population profiles were introduced on a limited basis starting in the fall of 2005 using the 2004 sample. This product will be expanded when it can reflect the full sample. Groups too small to get a selected population profile report based on a single year of sample data will get a selected population profile based on the three-year or five-year accumulation of sample data. More details on these profiles can be found in Hillmer (2005), which includes a list of selected race, Hispanic origin, and ancestry populations.

13.5 PUBLIC USE MICRODATA SAMPLE

Microdata are the individual records that contain information collected about each person and HU. Public Use Microdata Sample (PUMS) files are extracts from the confidential microdata taken in a manner that avoids disclosure of information about households or individuals. These extracts cover all of the same characteristics contained in the full microdata sample files. See Chapter 14 for information on data and file organization for PUMS.

The only geography shown on a PUMS file is the Public Use Microdata Area (PUMA). PUMAs are special non-overlapping areas that partition a state, and each PUMA contains a population of about 100,000. State governments drew the PUMA boundaries at the time of Census 2000. They were used for the Census 2000 sample PUMS files and are known as the "5 percent PUMAs." The Census Bureau plans to create PUMS data only as a single-year data product. However, users will be able to combine annual PUMS files to create larger samples in each PUMA (covering a longer period of time). For more information on these geographic areas go to <www.census.gov/prod/cen2000/doc/pums.pdf>.

13.6 GENERATION OF DATA PRODUCTS

Following conversations with users of census data, the subject matter analysts in the Census Bureau's Housing and Household Economics Surveys Division (HHES) and Population Division (POP) specify the organization of the ACS data products. This includes the logic to be used to calculate every estimate in every data product and the exact textual description to be associated with each estimate. Starting with the 2006 data release, only limited changes to these specifications are expected. Changes to the data product specifications in 2006 and later years must preserve the ability to compare estimates from one year to another and must be operationally feasible. Changes to these specifications must be made no later than late winter of each year to ensure that the revised specifications are finalized by spring of that year.

After the edited data with the final weights are available, generation of the data products begins with the creation of the base tables data product with the single-year period estimates. Refer to Chapters 10 and 11 for information on the production of edited data and final weights. The programming teams of the American Community Survey Office (ACSO) generate these estimates. Another staff within ACSO verifies that these estimates comply with the specifications from the subject matter analysts. Both the generation and the verification activities are automated.

The single-year data products are released on a phased release schedule throughout the summer. Because of this release schedule, the data products must be generated and verified as soon as the edited and weighted data are available for the sample year, usually in early June. The single-year data products are spread across four thematic data releases beginning in mid-August and extending to late October or early November. The four thematic releases are demographic and

social characteristics; economic characteristics; housing characteristics; and characteristics of selected race, Hispanic origin, and ancestry groups. The release schedule for the three-year and five-year data products is discussed in Chapter 14.

A distinguishing feature of the ACS data products system is that standard errors are calculated for all the estimates and are released with them in tables. Subject matter analysts also use the standard errors in their internal review of the estimates.

Disclosure Avoidance

Title 13 of the United States Code (U.S.C.) is the basis for the Census Bureau's policies on disclosure avoidance. Title 13 says "Neither the Secretary, nor any other officer or employee of the Department of Commerce may make any publication whereby the data furnished by any particular establishment or individual under this title can be identified..."[2] The Census Bureau's DRB reviews all data products planned for public release to ensure adherence to Title 13 requirements governing the release of data based on confidential information provided by the ACS respondents. The DRB may insist on applying rules (the disclosure avoidance techniques) that could result in the suppression of certain measures for small geographic areas. More information about the DRB and its policies can be found at <factfinder.census.gov/jsp/saff/SAFFInfo.jsp?_pageId=su5_confidentiality>.

Once the plans are finalized for the ACS data products, the DRB reviews them to assure that confidentiality of respondents was protected.

In order to meet Title 13 U.S.C. for the ACS, the Census Bureau uses statistical methodologies during tabulation and data review to ensure that individually identifiable data will not be released. To that end, several statistical methodologies are used:

> **Swapping.** The main procedure used for protecting Census 2000 tabulations was data swapping. It was applied to both the short form (100 percent) data and the long form (sample) data independently. It is also currently being used to protect ACS tabulations. In each case, a small percent of household records is swapped. Pairs of households that are in different geographic regions are swapped across those geographic regions. The selection process for deciding which households should be swapped is highly targeted to affect the records with the most disclosure risk. Pairs of households that are swapped match on a minimal set of demographic variables. All data products (tables and microdata) are created from the swapped data files.

For PUMS data the following techniques are employed in addition to swapping:

> **Top-coding** is a method of disclosure avoidance in which all cases in or above a certain percentage of the distribution are placed into a single category.

[2]Title 13, United States Code, § 9(a).

Geographic population thresholds prohibit the disclosure of data for individuals or HUs for geographic units with population counts below a specified level.

Age perturbation, that is, modifying the age of household members, is required for large households (households containing ten people or more) due to concerns about confidentiality.

Detail for categorical variables is collapsed if the number of occurrences in each category does not meet a specified national minimum threshold.

For more information on the disclosure avoidance techniques see Section 5, "Current disclosure avoidance practices" at <www.census.gov/srd/papers/pdf/rrs2005-06.pdf >.

In addition, the DRB may determine that certain tables are so detailed that other restrictions are required to assure that there is sufficient sample to support the table without revealing information on individual respondents. In such instances, a restriction may be placed on the size of the geographic area for which the table can be published. Current DRB rules require that base tables containing more than 100 detailed cells not be released below the census tract level.

The data products released in the summer of 2006 for the 2005 sample will cover only the HU population of the United States and Puerto Rico. Data collection from the population living in GQ facilities began in January 2006. Thus, the data products released in the summer of 2007 will cover the resident population of the United States and Puerto Rico. Thus, most estimates for person characteristics covered in the data products will be affected by this expansion from the household population to the resident population of the United States. For the most part, the actual characteristics will remain the same, and only the description of the population group will change from HU population to resident population. Future updates of this report will detail will changes for GQ facilities.

Data Release Rules

Even with the population size thresholds described earlier, in certain geographic areas some very detailed tables might include estimates whose reliability is unacceptable. Data release rules, based on the statistical reliability of the survey estimates, will be used starting with the 2005 ACS data released in the summer of 2006. These release rules apply only to the single-year and three-year data products.

The main data release rule for the ACS tables works as follows. Every base table consists of a series of estimates. If more than half the estimates are not statistically different from 0 (at a 90 percent confidence level), then the table fails. Each estimate is subject to sampling variability that can be summarized by its standard error. Dividing the standard error by the estimate yields the coefficient of variation (CV) for each of the estimates. (If the estimate is 0, a CV of 100 percent is assigned.) To implement this requirement for each table at a given geographic area, CVs are calculated for each of the table's estimates, and the median CV value is determined. If

the median CV value for the table is less than or equal to 61 percent, the table passes for that geographic area; if it is greater than 61 percent, the table fails. Tables that are too sparse will fail this test. In that case, the table will not be published for that geographic area.

Whenever a table fails, a simpler table that collapses some of the detailed lines together can be substituted for the original, more detailed table. The data release rules are then applied to the simpler table. If it passes, the simpler table is released. If it fails, none of the estimates for that particular table is released for this geographic area. These release rules are applied to single-year period estimates and multi-year period estimates based on three years of sample data. No data release rules are applied to the estimates based on five years of sample data.

13.7 DATA REVIEW AND ACCEPTANCE

After the editing, imputation, data products generation, disclosure avoidance, and application of the release rules have been completed, subject matter analysts perform a final review of the ACS data and estimates before they can be released. Data review and acceptance are the last opportunity to ensure that there are no missing values, obvious errors, or other anomalies in the data.

Each year, the ACS staff and the subject matter analysts carry out the generation, review, and clearance of all ACS estimates in approximately eight weeks. At a minimum, subject matter analysts subject their data to a specific multi-step review process before it is cleared and released to the public. Because of the short time available to review such a large amount of data, an automated review tool (ART) was developed to facilitate the process.

ART is a computer application that enables subject matter analysts to detect statistically significant differences in estimates from one year to the next using several statistical tests. The initial version of ART was used for two successive years of data review, 2003 and 2004. It featured pre-designed reports as well as ad hoc, user-defined queries for hundreds of estimates and for about 350 geographic areas. While ART proved helpful, several issues emerged. The ART workgroup defined a new version of ART, called ART II, to address these issues. ART II has been used by the analysts since June 2005. The improvements of ART II are characterized by the ability to work on much larger data sets, a wider range of capabilities, and faster response time to user commands.

In addition to ART II, the ACSO staff, together with the subject matter analysts, has developed two automated tools to facilitate documentation and clearance for the steps required in the data review process: the edit management and messaging application (EMMA), and, the PUMS management and messaging application (PMMA). Both of these tools are used to track the progress of analysts' review activities. These tools enable analysts and managers to see the current status of files under review and determine which review steps can start.

13.8 CUSTOM DATA PRODUCTS

As explained above, the Census Bureau offers a wide variety of general-purpose data products from the ACS designed to meet the needs of the majority of data users. They contain pre-defined sets of data for standard census geographic areas.

For users whose data needs are not met by the general-purpose products, the Census Bureau offers customized special tabulations on a cost-reimbursable basis through the ACS custom tabulation program. Custom tabulations are created by tabulating data from ACS edited and weighted data files. Custom tabulation projects vary in size, complexity, and cost depending on the needs of the sponsoring client.

Each custom tabulation request is reviewed in advance by the DRB to ensure that confidentiality of respondents' information is protected. The requestor may be required to modify the original request to meet the Census Bureau's disclosure avoidance requirements.

For more detailed information on the ACS Custom Tabulations program go to <www.census.gov/acs/www/Products/spec_tabs/index.htm>.

13.9 REFERENCES

Hillmer, Douglas (2005), "An Overview of Selected Population Profiles—A New Data Product Proposed for the American Community Survey," Presentation given at the Meetings of the Census Advisory Committee on the African American Population, the American Indian and Alaska Native Populations, the Asian Population, the Hispanic Population, and the Native Hawaiian and Other Pacific Islander Populations, Washington, DC, 2005.

Chapter 14.
Data Dissemination and User Assistance

14.1 OVERVIEW

The American Community Survey (ACS) has been tabulating and publishing single-year estimates for specific areas with populations of 250,000 or more since 2000. ACS data products and supporting documentation are released in several series and several places on the Internet. The primary website for ACS data is the American FactFinder (AFF) website. Supporting documentation is found on the ACS website and the File Transfer Protocol (FTP) website. This chapter deals with single-year data products. Future versions of this document will include a discussion of multi-year data products.

In 2005, the ACS expanded to its full sample size. The ACS will release data annually for areas with populations of 65,000 or more beginning in summer 2006. For smaller areas, it will take three or five years, depending on their population size, to accumulate a large enough sample to produce releasable estimates. Once those data are collected, the Census Bureau will release tabulations annually based on three-year period data for areas with populations of 20,000 or more, and five-year period data for areas as small as census tracts and block groups (see time line and additional materials at <www.census.gov/acs/www>).

Billions of dollars are distributed by federal agencies among states, tribal governments, and population groups based on their social and economic profiles. In the past, the statistics for funding formulas and projects, such as the location of services and program planning, evaluation, and improvement, have come in large part from the long form sample of the decennial census. As the ACS is completely phased in, ACS data products will provide updated versions of many of the long form data products from Census 2000. Beginning in 2010, the decennial census will no longer include a long form sample, ACS data products will provide high quality, updated statistics every year for comparisons of the demographic, social, economic, and housing characteristics of areas and population groups. The ACS statistics will also show directions and levels of change over time, and relative differences between areas and population groups. ACS data products will continue to meet the traditional needs of those who used the decennial census sample statistics and will provide statistics that are more current than the one-point-in-time statistics available from the census long form sample.

14.2 SCHEDULE

Data Release Timetable

By 2010, information on social, economic, and housing characteristics once available every 10 years will be available annually for all areas through the ACS. Then, each year thereafter, these

geographic areas will get new estimates of these characteristics based on the five-year interval ending in the latest completed sample year.

Figure 14-1 summarizes the data products release schedule. In 2006, the first set of single-year estimates will be released for specific areas with 65,000 and greater populations. These areas will continue to receive single-year estimates annually. Beginning in 2008, data collected over a three-year period (2005-2007) will be released for areas with at least 20,000 population. A new three-year product will be released in 2009 based on data collected in 2006-2008. In 2010, the first five-year products will be released based on data collected in 2005-2009. The five-year products are produced for areas down to census tracts and block groups. Once three-year and five-year products are produced, annual updates follow, as indicated by the figure below.

Figure 14-1. **Data Release Schedule**

Type of Data	Population Size of Area	Data For The Previous Year or Combination of Years Would be Released In The Summer Of: 2006	2007	2008	2009	2010	2011	2012
Single-year estimates	65,000+							
3-year estimates	20,000+							
5-year estimates	Down to Census Tract and Block Group							

14.3 PRESENTATION OF TABLES

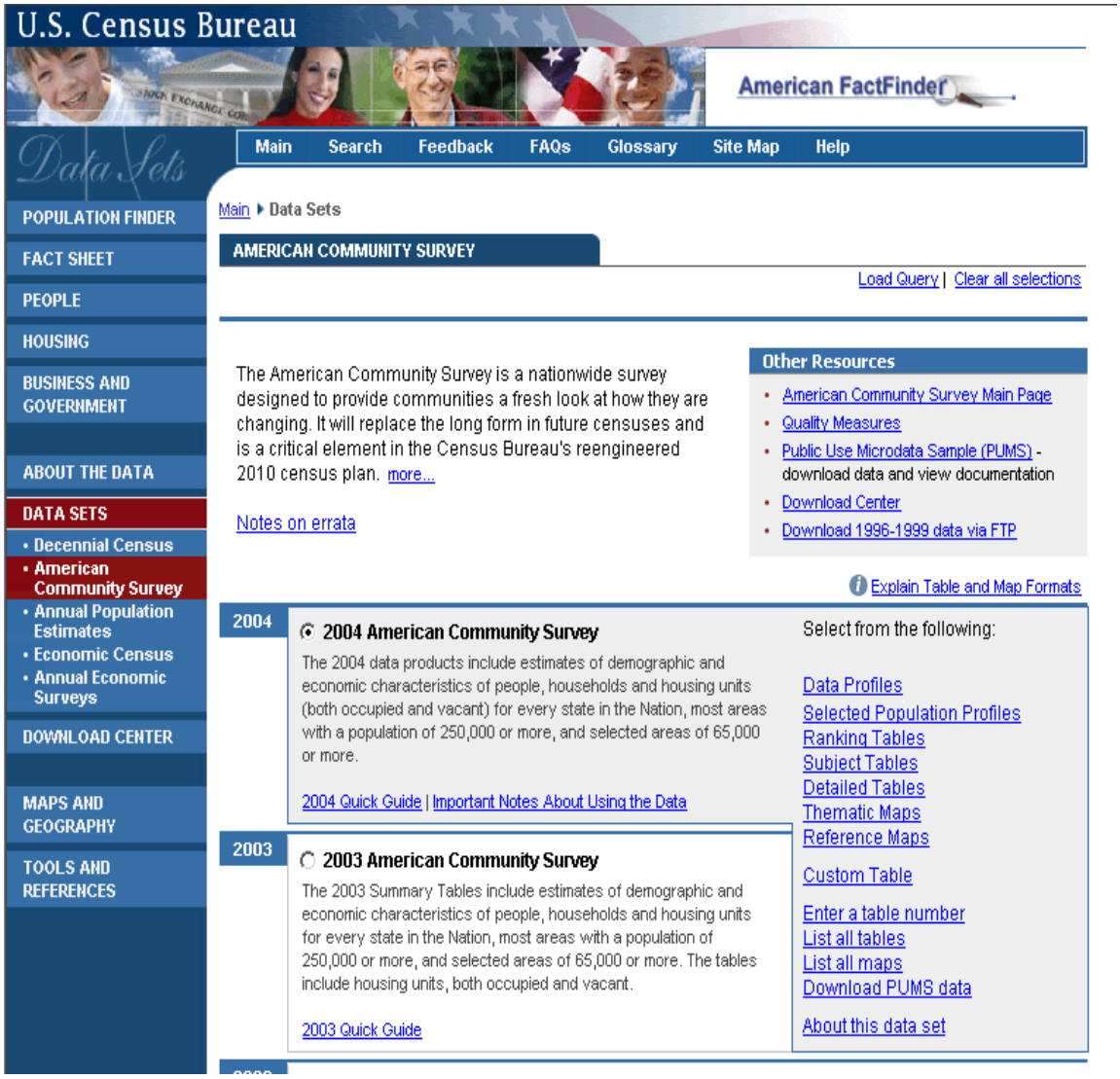
American FactFinder

The AFF website contains data in the form of maps, tables, and reports from a variety of censuses and surveys organized into data sets. AFF lists these data sets by program areas and survey years. Currently, AFF contains data for the 1990 and 2000 Decennial Censuses, the 2000-2004 ACS, the Population Estimates Program, the 1997 and 2002 Economic Censuses, and the Annual Economic Surveys.

The main page of the AFF website contains links that provide access to information stored in the system. A banner is always at the top of the page, and always displays the same seven links:

main, search, feedback, FAQs, glossary, site map, and help. The left column provides links to additional information about the AFF and other AFF options. Beginning with the 2004 release, the AFF became the primary web access for ACS data. ACS data products include: base tables, data profiles, narrative profiles, ranking charts, subject tables, selected population profiles, and downloadable PUMS files. Chapter 13 contains detailed summaries of each of these products. Figure 14-2 below is a screen shot of part of the Data Sets section of AFF. The image depicts AFF's organization.

Figure 14-2. **The AFF Data Sets Page**



For more information on ACS data on AFF, see the Quick Guide to 2003 ACS data in AFF located on the following URL: <factfinder.census.gov/home/saff/aff_r10_quickguide.pdf>.

Presentation of Base Tables

Figure 14-3 displays a sample image from AFF of a single-year table. The ACS table title describes the variables in the table, and any combinations of them for which estimates are presented and the universe. The data set indicates the year the data were collected and the type of product. The table has two additional columns containing the lower and upper bounds for the 90 percent confidence interval of the estimate.

Figure 14-3. **American FactFinder Base Table Presentation**

B14001. SCHOOL ENROLLMENT BY LEVEL OF SCHOOL FOR THE POPULATION 3 YEARS AND OVER - Universe: POPULATION 3 YEARS AND OVER
Data Set: 2004 American Community Survey

NOTE. Data are limited to the household population and exclude the population living in institutions, college dormitories, and other group quarters. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

United States	Estimate	Lower Bound	Upper Bound
Total:	273,994,335	273,927,871	274,060,799
Enrolled in school:	75,475,565	75,271,151	75,679,979
Enrolled in nursery school, preschool	4,673,868	4,613,899	4,733,837
Enrolled in kindergarten	4,018,983	3,952,138	4,085,828
Enrolled in grade 1 to grade 4	15,768,982	15,664,083	15,873,881
Enrolled in grade 5 to grade 8	16,731,469	16,628,392	16,834,546
Enrolled in grade 9 to grade 12	16,626,365	16,534,987	16,717,743
Enrolled in college, undergraduate years	14,246,108	14,091,675	14,400,541
Graduate or professional school	3,409,790	3,343,926	3,475,654
Not enrolled in school	198,518,770	198,324,202	198,713,338

Source: U.S. Census Bureau, 2004 American Community Survey

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a confidence interval. The interval shown here is a 90 percent confidence interval. The stated range can be interpreted roughly as providing a 90 percent probability that the interval defined by the lower and upper bounds contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Explanation of Symbols:
1. An '*' entry in the lower and upper bound columns indicates that too few sample observations were available to compute a standard error and thus the lower and upper bounds. A statistical test is not appropriate.
2. An '**' entry in the lower and upper bound columns indicates that no sample observations were available to compute a standard error and thus the lower and upper bounds. A statistical test is not appropriate.
3. An '-' entry in the estimate column indicates that no sample observations were available to compute an estimate.
4. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
5. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
6. An '***' entry in the lower and upper bound columns indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
7. An '*****' entry in the lower and upper bound columns indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

Presentation of Data Profiles

Figure 14-4 displays only part of an image of a 2004 ACS data profile. The profiles appear as html files on the AFF website. The data set indicates the year the data were collected and the type of product. The profile has two additional columns containing the lower and upper bounds for the 90 percent confidence interval produced of the estimate.

Figure 14-4. **American FactFinder Data Profile Presentation**

United States

General Demographic Characteristics: 2004

Data Set: 2004 American Community Survey

Demographic - Sex and Age, Race, Relationship, Household by Type
Social - Education, Marital Status, Fertility, Grandparents...
Economic - Income, Employment, Occupation, Commuting to Work...
Housing - Occupancy and Structure, Housing Value and Costs, Utilities...
Narrative - Text profile with graphs for easy analysis...

NOTE. Data are limited to the household population and exclude the population living in institutions, college dormitories, and other group quarters. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

General Demographic Characteristics: 2004	Estimate	Lower Bound	Upper Bound
Total population	**285,691,501**	*****	*****
SEX AND AGE			
Male	139,782,818	139,718,900	139,846,736
Female	145,908,683	145,844,765	145,972,601
Under 5 years	20,008,152	19,978,334	20,037,970
5 to 9 years	19,659,110	19,553,918	19,764,302
10 to 14 years	21,084,611	20,982,837	21,186,385
15 to 19 years	19,077,645	19,020,003	19,135,287
20 to 24 years	19,327,806	19,258,661	19,396,951
25 to 34 years	38,692,519	38,628,148	38,756,890
35 to 44 years	43,571,574	43,503,975	43,639,173
45 to 54 years	41,219,069	41,158,009	41,280,129
55 to 59 years	16,227,169	16,144,211	16,310,127
60 to 64 years	12,618,545	12,533,373	12,703,717
65 to 74 years	18,163,750	18,127,521	18,199,979
75 to 84 years	12,415,691	12,362,767	12,468,615
85 years and over	3,625,860	3,577,679	3,674,041
Median age (years)	36.2	36.0	36.4

Presentation of Narrative Profiles

Figure 14-5 displays a section of a narrative profile. Narrative profiles include data profile information displayed in a narrative format that summarizes data of on a wide array of subjects. These narratives are easy-to-read, computer-produced profiles that put into words the main topics from the tabular profiles for the general-purpose user.

Figure 14-5. **American FactFinder Narrative Profile Presentation**

United States

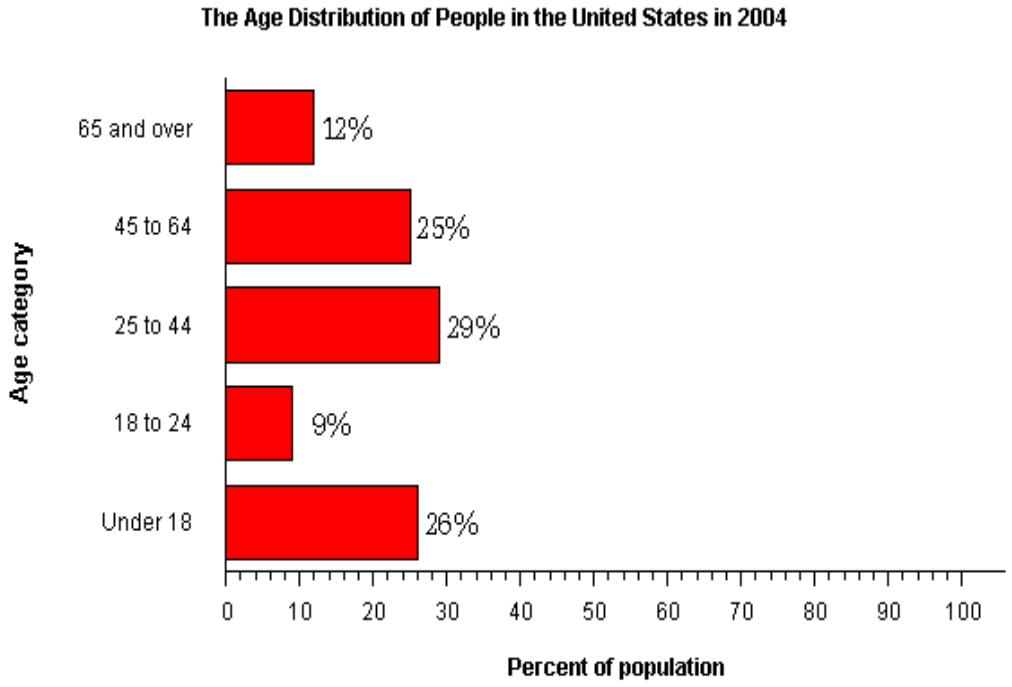
Population and Housing Narrative Profile: 2004

Data Set: **2004 American Community Survey**

Demographic - Sex and Age, Race, Relationship, Household by Type
Social - Education, Marital Status, Fertility, Grandparents...
Economic - Income, Employment, Occupation, Commuting to Work...
Housing - Occupancy and Structure, Housing Value and Costs, Utilities...
Narrative - Text profile with graphs for easy analysis...

NOTE. Data are limited to the household population and exclude the population living in institutions, college dormitories, and other group quarters. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

POPULATION OF United States: In 2004, United States had a household population of 285.7 million - 145.9 million (51 percent) females and 139.8 million (49 percent) males. The median age was 36.2 years. Twenty-six percent of the population were under 18 years and 12 percent were 65 years and older.

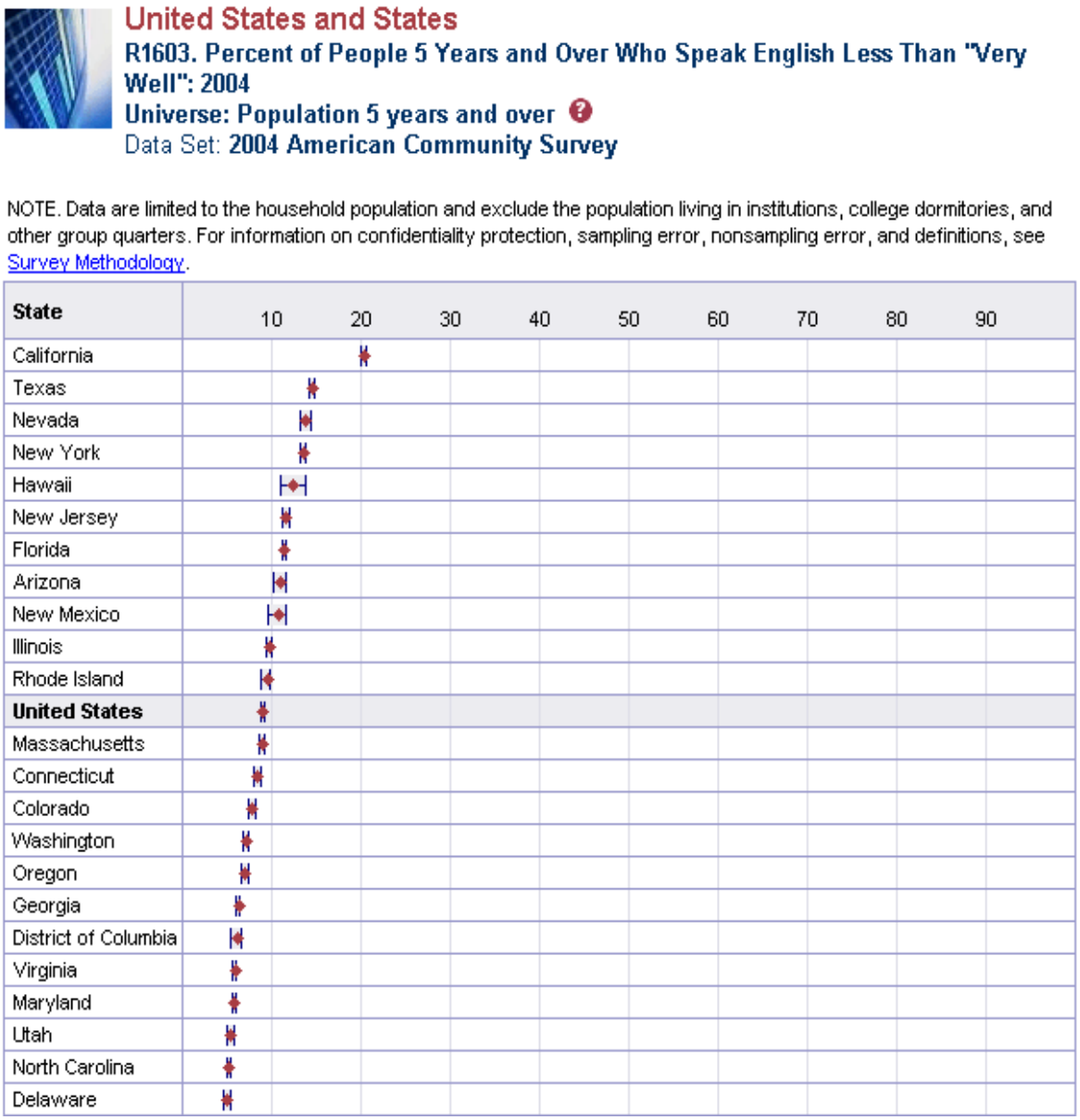


Source: American Community Survey, 2004

Ranking Product Presentation

Ranking Chart. Figure 14-6 displays only part of a ranking chart. The characteristics in the ranking tables and charts are displayed from highest to lowest. The dot represents the estimate, and the 90 percent confidence intervals around each estimate are represented by the brackets. Like the upper and lower bounds shown in the base tables, the "wings" or "arms" here represent how close or far apart the bounds are around the estimate: the shorter the wing span, the lower the variance on the estimate. The ranking tables and charts can be viewed and downloaded in portable data format (PDF).

Figure 14-6. **American FactFinder Ranking Chart Presentation**



Ranking Table. Like the other tables, the ranking table shows the percentage estimate and the associated lower and upper bounds of the confidence interval. The table is for a single characteristic, and the geographic areas are ranked from highest to lowest. See Figure 14-7.

Figure 14-7. **American FactFinder Ranking Table Presentation**

United States and States

R1603. Percent of People 5 Years and Over Who Speak English Less Than "Very Well": 2004

Universe: Population 5 years and over

Data Set: **2004 American Community Survey**

NOTE. Data are limited to the household population and exclude the population living in institutions, college dormitories, and other group quarters. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Rank	State	Percent	Lower Bound	Upper Bound
1	California	19.9	19.5	20.3
2	Texas	14.0	13.6	14.4
3	Nevada	13.2	12.5	13.9
4	New York	13.0	12.6	13.4
5	Hawaii	11.8	10.3	13.3
6	New Jersey	11.0	10.5	11.5
7	Florida	10.9	10.6	11.2
8	Arizona	10.5	9.7	11.3
9	New Mexico	10.2	9.1	11.3
10	Illinois	9.2	8.8	9.6
11	Rhode Island	8.9	8.3	9.5
	United States	8.4	8.3	8.5
12	Massachusetts	8.4	8.0	8.8
13	Connecticut	7.8	7.3	8.3
14	Colorado	7.3	6.8	7.8
15	Washington	6.6	6.2	7.0
16	Oregon	6.4	5.9	6.9
17	Georgia	5.8	5.5	6.1
18	District of Columbia	5.5	4.8	6.2
19	Virginia	5.4	5.1	5.7
20	Maryland	5.3	5.0	5.6
21	Utah	4.9	4.4	5.4
22	North Carolina	4.6	4.4	4.8
23	Delaware	4.5	4.0	5.0
24	Idaho	4.4	3.7	5.1
25	Alaska	4.3	3.3	5.3

Statistical Significance View of a Ranking Table. Users can look at the chart of statistical significance to see how two geographic areas compare. The presence of a • indicates geographies whose estimate is not statistically significant from the selected geography, while •• indicates the selected geography. See Figure 14-8 for a chart of statistical significance.

Figure 14-8. **American FactFinder Statistical Significance Presentation**

United States and States

R1603. Percent of People 5 Years and Over Who Speak English Less Well": 2004

Universe: Population 5 years and over

Data Set: **2004 American Community Survey**

Select a state and click 'GO', or click a row of the table to see statistical significance.

Nevada GO

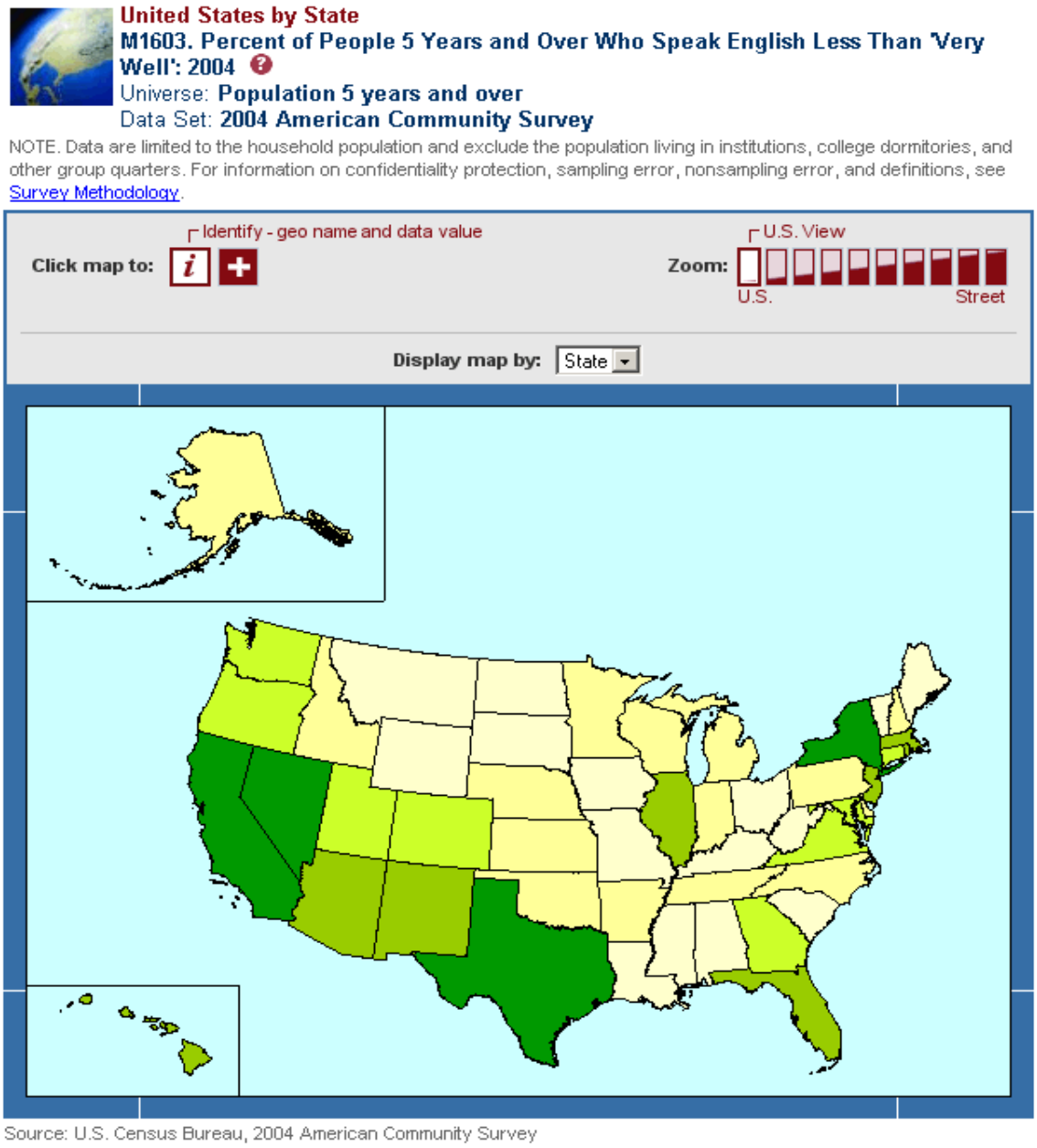
The presence of a ▪ indicates geographies whose estimate is **not** statistically significant from the select
▪▪ indicates the selected geography.

NOTE. Data are limited to the household population and exclude the population living in institutions, colleg dormitories, and other group quarters. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Rank		State	Percent	Lower Bound	Upper Bound
1		California	19.9	19.5	20.3
2		Texas	14.0	13.6	14.4
3	▪▪	**Nevada**	**13.2**	**12.5**	**13.9**
4	▪	New York	13.0	12.6	13.4
5	▪	Hawaii	11.8	10.3	13.3
6		New Jersey	11.0	10.5	11.5
7		Florida	10.9	10.6	11.2
8		Arizona	10.5	9.7	11.3
9		New Mexico	10.2	9.1	11.3
10		Illinois	9.2	8.8	9.6
11		Rhode Island	8.9	8.3	9.5
		United States	8.4	8.3	8.5
12		Massachusetts	8.4	8.0	8.8
13		Connecticut	7.8	7.3	8.3
14		Colorado	7.3	6.8	7.8
15		Washington	6.6	6.2	7.0
16		Oregon	6.4	5.9	6.9
17		Georgia	5.8	5.5	6.1
18		District of Columbia	5.5	4.8	6.2
19		Virginia	5.4	5.1	5.7
20		Maryland	5.3	5.0	5.6
21		Utah	4.9	4.4	5.4
22		North Carolina	4.6	4.4	4.8
23		Delaware	4.5	4.0	5.0
24		Idaho	4.4	3.7	5.1
25		Alaska	4.3	3.3	5.3

Thematic Maps. Thematic maps on AFF are based on the state-level geographic ranking tables. They have the added advantage of visually displaying on a map the geographic variation and patterns of a key summary or derived measure. The shading intensity on a thematic map is directly related to the value associated with the derived measure listed in the map's legend under data classes. Lighter shading is used for the lower derived measure values. As the shading becomes darker and more intense, the derived measure's values increase. Figure 14-9 depicts a sample of a thematic map on AFF.

Figure 14-9. **American FactFinder Thematic Maps Presentation**



Presentation of Subject Tables

Figure 14-10 displays only part of a subject table. Subject tables are derived from the base tables. They show more detail than is available in the data profiles. Generally, they present distributions for a few key universes, with universes displayed as numeric estimates with margin of error, but not upper and lower bounds. Subject tables display measures such as medians and aggregates where appropriate, and include tables of imputation rates for relevant measures. The AFF will contain about 40 summarized topic-specific subject tables.

Figure 14-10. **American FactFinder Subject Table Presentation**

United States

S1601. Language Spoken at Home

Data Set: 2004 American Community Survey

NOTE. Data are limited to the household population and exclude the population living in institutions, college dormitories, and other group quarters. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

			Percent of specified language speakers			
Subject	Percent of total	MOE	Speak English "very well"	MOE	Speak English less than "very well"	MOE
Population 5 years and over	**265,683,349**	**+/-29818**	**27,327,429**	**+/-238021**	**22,305,496**	**+/-242466**
Speak only English	81.3	+/-0.1	(X)	(X)	(X)	(X)
Speak a language other than English	18.7	+/-0.1	55.1	+/-0.3	44.9	+/-0.3
Speak a language other than English	**49,632,925**	**+/-339891**	**27,327,429**	**+/-238021**	**22,305,496**	**+/-242466**
Spanish or Spanish Creole	61.5	+/-0.3	52.0	+/-0.5	48.0	+/-0.5
Other Indo-European languages	19.4	+/-0.4	65.6	+/-0.7	34.4	+/-0.7
French (incl. Patois, Cajun)	2.7	+/-0.1	75.6	+/-1.1	24.4	+/-1.1
French Creole	1.0	+/-0.1	54.0	+/-3.0	46.0	+/-3.0
Italian	1.6	+/-0.1	69.3	+/-1.6	30.7	+/-1.6
Portuguese or Portuguese Creole	1.2	+/-0.1	57.8	+/-2.3	42.2	+/-2.3
German	2.2	+/-0.1	79.1	+/-1.7	20.9	+/-1.7
Yiddish	0.3	+/-0.1	66.6	+/-5.4	33.4	+/-5.4
Other West Germanic languages	0.7	+/-0.3	65.0	+/-5.8	35.0	+/-5.8
Scandinavian languages	0.3	+/-0.1	88.6	+/-2.5	11.4	+/-2.5
Greek	0.7	+/-0.1	72.9	+/-2.1	27.1	+/-2.1
Russian	1.5	+/-0.1	46.8	+/-2.4	53.2	+/-2.4
Polish	1.3	+/-0.1	55.2	+/-2.3	44.8	+/-2.3
Serbo-Croatian	0.5	+/-0.1	53.6	+/-4.0	46.4	+/-4.0
Other Slavic Languages	0.5	+/-0.1	54.4	+/-4.0	45.6	+/-4.0
Armenian	0.5	+/-0.1	54.9	+/-4.7	45.1	+/-4.7
Persian	0.6	+/-0.1	62.5	+/-3.4	37.5	+/-3.4
Gujarathi	0.6	+/-0.1	64.6	+/-2.9	35.4	+/-2.9
Hindi	0.9	+/-0.1	78.6	+/-2.5	21.4	+/-2.5
Urdu	0.6	+/-0.1	69.0	+/-3.5	31.0	+/-3.5
Other Indic languages	1.1	+/-0.1	61.5	+/-2.9	38.5	+/-2.9
Other Indo-European languages	0.8	+/-0.1	64.4	+/-3.6	35.6	+/-3.6

Presentation of Selected Population Profiles

Selected Population Profiles provide the user with a ready-made report on a population group and margin of error. Examples of selected population profiles include Native Hawaiians and Other Pacific Islander Race Groups at the national or state level, children under 18, and the elderly (60 and older). Figure 14-11 displays a portion of a selected population profile.

Figure 14-11. **Sample Select Population Profile**

United States

S0102. Population 60 Years and Over

Data Set: 2004 American Community Survey

NOTE. Data are limited to the household population and exclude the population living in institutions, college dormitories, and other group quarters. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Subject	Total	MOE	60 years and over	MOE
Total population	**285,691,501**	*****	**46,823,846**	**+/-86,084**
SEX AND AGE				
Male	48.9%	+/-0.1	43.9%	+/-0.1
Female	51.1%	+/-0.1	56.1%	+/-0.1
Median age (years)	36.2	+/-0.2	70.6	+/-0.2
RACE AND HISPANIC OR LATINO ORIGIN				
One race	98.1%	+/-0.1	99.2%	+/-0.1
White	75.6%	+/-0.1	85.1%	+/-0.1
Black or African American	12.2%	+/-0.1	8.7%	+/-0.1
American Indian and Alaska Native	0.8%	+/-0.1	0.5%	+/-0.1
Asian	4.2%	+/-0.1	3.1%	+/-0.1
Native Hawaiian and Other Pacific Islander	0.1%	+/-0.1	0.1%	+/-0.1
Some other race	5.2%	+/-0.1	1.8%	+/-0.1
Two or more races	1.9%	+/-0.1	0.8%	+/-0.1
Hispanic or Latino origin (of any race)	14.2%	+/-0.1	6.4%	+/-0.1
White alone, not Hispanic or Latino	67.3%	+/-0.1	80.8%	+/-0.1
RELATIONSHIP				
Householder or spouse	59.7%	+/-0.1	91.6%	+/-0.1
Parent	0.9%	+/-0.1	3.8%	+/-0.1
Other relatives	34.6%	+/-0.1	2.8%	+/-0.1
Nonrelatives	4.8%	+/-0.1	1.8%	+/-0.1
Unmarried partner	2.1%	+/-0.1	0.8%	+/-0.1

Public Use Microdata Sample Files

Public use microdata sample (PUMS) files are data files that contain records of a sample of all housing units that responded to the survey. PUMS files are available as comma delimited files and as SAS datasets. For a more detailed description of the PUMS see Chapter 13. Figure 14-12 shows the layout of the PUMS main page on the AFF website.

Figure 14-12. **AFF PUMS Main Page**

ACS Website

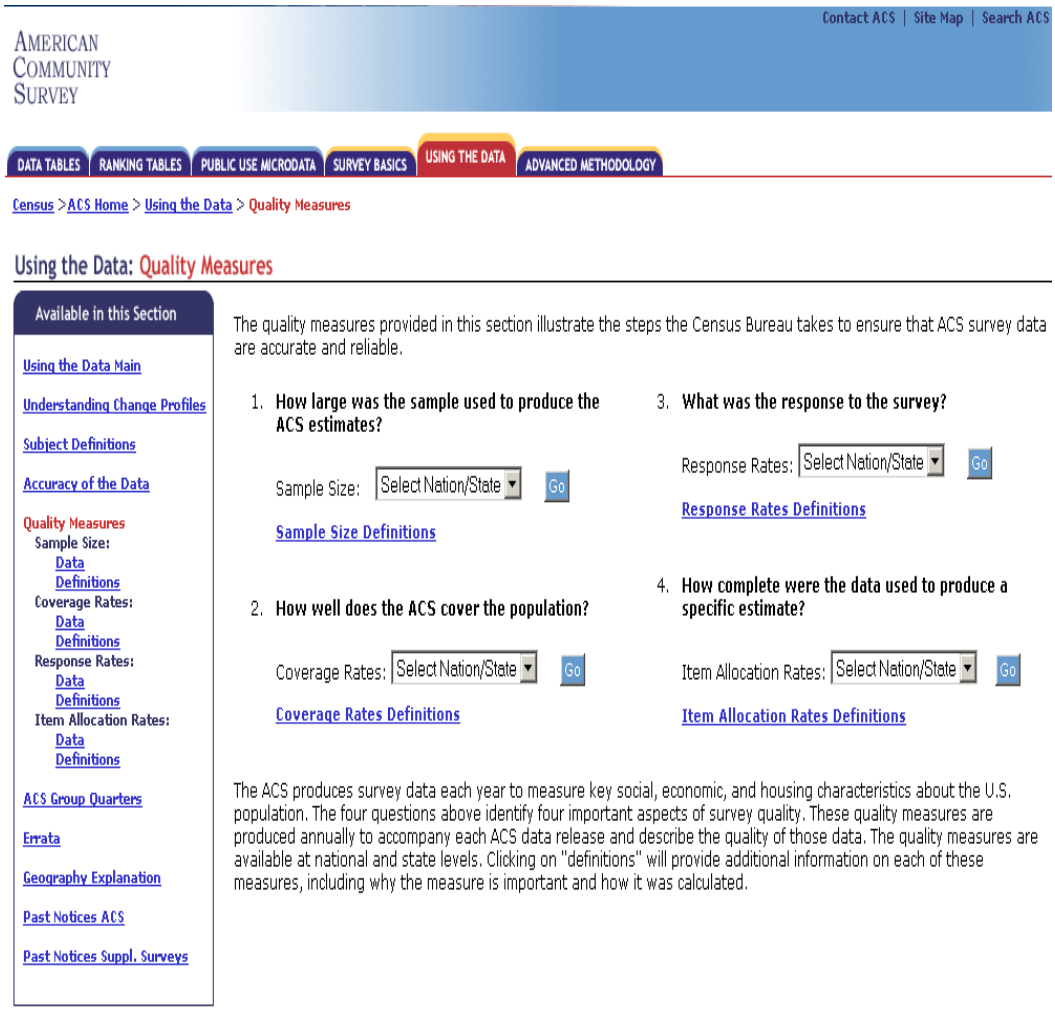
The ACS website contains a wealth of information, documentation, and research papers on the ACS (Figure 14-13 depicts the organization of the ACS website's main page). The site contains important metadata, including a set of subject definitions that includes more than 50 population concept definitions and more than 40 housing concept definitions.

Figure 14-13. **ACS Main Page**

Documentation on the accuracy of the data is also included and provides information about the sample design, confidentiality, sampling error, non-sampling error, and estimation methodology. The site's quality measures section displays detailed information and data on the quality of the ACS estimates. Refer to Chapter 15 for more information on quality measures. The errata section lists updates made to the data to correct errors. The geography section gives a brief explanation of the Census Bureau's geographic hierarchy, common terms, and specific geographic areas presented in the ACS.

Figure 14-14 is a screen-shot of the ACS quality measures first page. Quality measures are produced annually to accompany each ACS data release.

Figure 14-14. **Presentation of the ACS Quality Measures Main Page**



Source: U.S. Census Bureau
American Community Survey Office
Last revised: Wednesday February 15, 2006

File Transfer Protocol Website

The FTP application is intended for users of census and ACS data. This site provides quick access to data users who need to begin their analysis immediately upon data release.

Each state directory provides all files available for the identified state. Once downloaded, the data are in Excel or PDF. No software is provided. Users of the FTP application can import the files into the spreadsheet/database software of their choice for data analysis and table presentation. Three types of data products are provided on this site: base tables, data profiles, and ranking tables.

All of the data products (data profiles, ranking charts, and base tables) will also be available on the Census Bureau's FTP site. For example, the 2004 products are located on the following URL:

<www.census.gov/acs2004/>

Figure 14-15 displays the main page of the 2004 FTP site. The main directory contains documentation describing the layout of the FTP site in the README file. The README file is available in the main directory on the FTP server in 3 formats: MS Word, WordPerfect, and text.

Figure 14-15. **Main Page of 2004 FTP Site**

U.S. Census Bureau

www2.census.gov

Name	Last modified	Size	Description
Parent Directory		-	
2004_geography_notes.doc	29-Aug-2005 14:42	2.0M	
ACS2004_README.doc	08-Sep-2005 12:09	36K	
ACS2004_README.txt	08-Sep-2005 12:13	7.0K	
ACS2004_README.wpd	08-Sep-2005 12:14	33K	
Core_Tables/	29-Aug-2005 08:41	-	
Profiles/	02-Feb-2006 09:46	-	
Ranking_Tables/	29-Aug-2005 08:41	-	

14.4 EDUCATION AND TRAINING

Education and training will help data users, respondents, and the general public make the transition from the decennial long form to the ACS. ACS staff conduct a wide range of activities that are designed to inform and educate ACS stakeholders about the data. The staff makes presentations, attends meetings, and conducts workshops for a variety of audiences, including representatives of federal, state, local, and tribal governments, businesses, advocacy organizations, a variety of national organizations, and the media.

General Outreach

The Census Bureau has developed the following tools for education and outreach:

- ***ACS Alert.*** The *ACS Alert* is a periodic electronic newsletter that provides the latest information on ACS products, research, and activities. It is disseminated via e-mail to more than 5,000 census stakeholders in both the public and private sectors.

- **Congressional Tool Kits.** In 2004, the Census Bureau supplemented its ongoing congressional communication and education activities with a large-scale initiative

designed to prepare congressional offices for full implementation of the ACS. ACSO and Congressional Affairs Office staff members visited the offices of each Member of Congress (Washington, DC, states, and local districts) and delivered Congressional Tool Kits that describe ACS operations and data products and provided other information related to the ACS program.

The toolkits consist of binders with ACS data for the Member's district or state, a description of ACS operations, justifications for each question on the form, and other information that Members of Congress may use to explain the ACS program to constituents. The electronic versions of the binders are also available on CD-ROM and on-line.

Versions of the toolkit are being developed for American Indian and Alaska Native audiences and for local officials and businesses in Puerto Rico.

- Staff of the Assistant Director for Marketing, Services and Customer Liaison Offices offer standard and specialized training for audiences ranging from social service providers to government officials. They answer data user queries, staff exhibit booths, and conduct workshops for national, state, local, and tribal organizations. They also prepare and distribute informational brochures, flyers, and electronic communications to keep constituents informed of ACS developments. The State Data Center (SDC), Census Information Center (CIC), and Federal-State Cooperative Program for Population Estimates (FSCPE) networks, which are administered by the same directorate, are also key communications resources for the ACS.

- The Public Information Office (PIO) organizes and conducts news conferences and special appearances for the Census Bureau. PIO also develops general and targeted materials (for example, drop-in articles) for the news media.

- The Field Division's Partnership and Data Services Staff (located both at Census Bureau headquarters and in the regional offices) and the Field Division's Information Services Staff conduct workshops, attend meetings, and develop and distribute materials to support the ACS.

The Census Bureau is establishing an ACS education program. The first priority of this program is to provide stakeholders with the information they need to use ACS data as they used decennial census long form data in the past. The Census Bureau plans to develop separate modules or training packages that will consist of PowerPoint slides, workbooks, and similar educational media that will provide basic information about the ACS program. The Census Bureau also plans to provide more advanced training for more experienced data users (for example, stakeholders who used census data for programmatic applications in government or the private sector).

The Census Bureau also envisions the development of a reference manual that will help stakeholders use ACS data appropriately. Currently the Census Bureau is coordinating the production of an ACS User Guide for this purpose. The Census Bureau will add information on

ACS applications and case studies to the ACS website <www.census.gov/acs/www> as they become available.

Federal Agency Information Program

Federal agencies have special requirements for ACS education. Because of the methodological differences between the ACS and the decennial census long form, federal agencies' many and varied uses of decennial census long-form data, and the need for early planning to evaluate the effect of using ACS data for critical agency programs, the Census Bureau has adopted a proactive approach to meeting federal agencies' needs. As the ACS program has evolved, staff have regularly consulted with federal agencies. In the mid-1990s, several colloquia were held with federal agencies to explore how they would be affected by ACS data. The availability of annual data from the ACS provides opportunities for improving programs that serve the public. It also presents challenges, in that programs that are based on the "point-in-time" data from the use of decennial census long form must now use multi-year estimates from the ACS.

Working relationships with federal agencies were established early in the ACS's development. The goal was to provide information on the continuous measurement concept and show how a continuous measurement program differs from a once-a-decade long form data collection effort in terms of the sample design, survey methods, operations, and data products. In all cases, federal agencies were encouraged to discuss their concerns and questions about how their programs would be affected with Census Bureau staff.

Some federal agencies demonstrated an early readiness to consider the detailed methodological and design aspects of the continuous measurement plan and the implications for their agencies. In a report published in 1996, the Department of Transportation (DOT) explored the impact of the ACS on its programs. In 2003, the Department of Housing and Urban Development (HUD) produced a comprehensive report with a detailed analysis of the opportunities, resource effects, and HUD's research needs for the timely data that the ACS provides.

During the spring of 2003, the Census Bureau started developing the ACS Federal Agency Information Program (FAIP) to address the unique needs of each federal agency as it transitions from using decennial-census long-form data to using ACS data. The goal of the program is to have each interested federal agency identify one or more liaisons with whom Census Bureau staff can work to identify transition issues. To launch the program, the Census Bureau sent letters to more than 40 federal agencies inviting them to participate and identifying a contact person at the Census Bureau with whom the liaisons could work.

The Census Bureau held a kick-off meeting for the FAIP on June 26, 2003 and started meeting with federal agencies during the summer of 2003. In many cases, these meetings represented a renewal of the commitment to work on ACS transition issues, since a number of meetings had already taken place between federal agencies and the Census Bureau. The Census Bureau developed a series of workshops customized for each agency. In April 2004, the first of these ACS Federal Agency workshops was held with the DOT. Additional meetings and workshops were held in 2004 with the U.S. Postal Service (USPS), the Equal Employment Opportunity

Commission (EEOC), the Department of Veterans Affairs, the Department of Education, and the Department of Labor. In 2005 the Census Bureau met with the Department of the Interior, the Department of Homeland Security (DHS), and a federal inter-agency group interested in using ACS data to measure English proficiency. In early 2006, the Census Bureau held an ACS workshop with HUD.

The long range objectives of the ACS FAIP are to:

- Identify transition issues and challenges that affect the use of ACS estimates;
- Provide technical assistance, information, or other resources, to assist federal agencies in using the ACS statistics; and
- Help federal agencies identify new ways to use the ACS so that they can get the maximum benefits from the data.

The Census Bureau has produced three reports that describe progress on the FAIP. Copies of the reports were provided to Members of Congress, the Government Accountability Office (GAO), and the Office of Management and Budget (OMB).

The Census Bureau will continue to work with federal agencies on ACS transition issues. At the same time, the Census Bureau looks forward to learning more about federal agencies' needs from a study currently underway at the National Academies of Sciences (NAS) concerning the most effective ways to use ACS data.

14.5 REFERENCES

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Chapter 15.
Improving Data Quality by Reducing Non-Sampling Error

15.1 OVERVIEW

As with all surveys, the quality of the American Community Survey (ACS) data reflects how well our data collection procedures address and reduce potential sources of non-sampling error, including coverage error, non-response error, measurement error, and errors that may arise during data capture and processing. Chapters 4 and 11 provide information regarding steps the ACS takes to reduce sampling error while still managing costs.

There are four primary sources of non-sampling error (Groves, 1989, 1991):

- **Coverage error:** the failure to give some units in the target population any chance of selection into the sample, or giving a unit more than one chance of selection.

- **Non-response error:** the failure to collect data from all units in the sample

- **Measurement error:** the inaccuracy in responses recorded on survey instruments, arising from:
  - the effects of interviewers on the respondents answers to survey questions,
  - the error due to respondents, from inability to answer questions, lack of requisite, effort to obtain the correct answer, or other psychological or cognitive factors,
  - the error due to faulty wording of survey questionnaires, and
  - the error due to data collection mode effects

- **Processing error:** the error introduced after the data are collected, arising from:
  - the error occurring while capturing data,
  - the error from the coding and classification of data, and
  - the error from the editing and item imputation of the data

This chapter identifies the operations and procedures designed to reduce these sources of non-sampling error and thus improve the quality of the data. In addition, this chapter includes tables from the ACS Quality Measures website (<www.census.gov/acs/www/UseData/sse/index.htm>) that provide measures of non-sampling error. The ACS releases the annual survey estimates as well as the measures provided on the ACS Quality Measures website at the same time each year so that users can consider the data quality in conjunction with the survey estimates.

15.2 COVERAGE ERROR

All surveys experience some degree of coverage error. It can take the form of under-coverage or over-coverage. Under-coverage occurs when units in the target population do not have a chance

of selection into the sample (for example, addresses not listed on the frame or people erroneously excluded from a household roster). Over-coverage occurs when units or people have multiple chances of selection (for example, addresses listed more than once on the frame, or people included on a household roster at two different sampled addresses). In general, coverage error can affect survey estimates if the characteristics of the individuals or units excluded or included in error differ from the characteristics of those correctly in the frame. Over-coverage and under-coverage can sometimes be adjusted for as part of the post-stratification process (comparing weights to external control totals).

The ACS uses the Master Address File (MAF) as its sampling frame. The ACS includes several procedures for reducing coverage error in the MAF. See Chapter 3 for more details regarding these procedures.

- Twice a year, the Census Bureau receives the U.S. Postal Service (USPS) Delivery Sequence File (DSF) and uses it to update the city-style addresses (that is, addresses including a house number and street name rather than a rural route or post-office box) on the MAF.

- The ACS non-response follow-up operation provides ongoing address and geography updates using the automatic listing and mapping instrument (ALMI).

- The MAF includes address updates from special census operations.

- The Community Address Updating System (CAUS) provides address updates as a counterpart to the DSF updates that cover predominately rural areas where city-style addresses are generally not used for mail delivery.

The ACS Quality Measures website presents tables with coverage rates as a measure of coverage error in the ACS. National level coverage rates are calculated for Hispanics and for the five major race categories for non-Hispanics – White, Black, American Indian and Alaska Native, Asian, and Native Hawaiian and Other Pacific Islander. Coverage rates are calculated by sex at the national and state levels. Data are available for every year since 2000.

The coverage rate is the ratio of the ACS population estimate of an area or group over the population estimate for that area or group, multiplied by 100. The Census Bureau uses independent data on births, deaths, immigration, and so on, to produce official population estimates each year. The base for these independent estimates is the decennial census counts. The numerator in the coverage rates is weighted to reflect the probability of selection into the sample, sub-sampling for personal visit follow-up and adjusted for unit non-response. The weight used for this purpose does not include post-stratification adjustments; that is, weighting adjustments that make the weighted totals match external population estimates, since the control totals serve as the basis for comparison for the coverage rates. The ACS, like all other household surveys, corrects for potential over- or under-coverage by controlling to these official estimates on specific demographic characteristics and at specific levels of geography. Refer to Chapter 11 for additional detail on weighting.

As the coverage rate for a particular subgroup drops below 100 percent, the weights of the people in the subgroup need greater adjustment in the final weighting procedure to reach the independent estimate. If the rate is greater than 100 percent, the ACS population estimates are downweighted to match the independent estimates. A sample from the Quality Measures website of the national-level coverage rates for 2000-2004 is shown in Figure 15-1.

Figure 15-1. **ACS Quality Measures Website – Coverage Rates**

United States **Coverage Rates** (in percent)

Year	Total Population	Male	Female	White Non-Hispanic	Black Non-Hispanic	American Indian and Alaska Native Non-Hispanic	Asian Non-Hispanic	Native Hawaiian and Other Pacific Islander Non-Hispanic	Hispanic
2004	**94.4**	93.2	95.6	96.2	89.3	100.9	92.4	89.7	90.7
2003	**94.1**	92.9	95.2	95.7	89.2	97.9	92.0	86.2	91.3
2002	**93.5**	92.3	94.6	94.9	89.0	102.7	92.7	90.0	89.7
2001	**94.1**	93.2	94.9	95.2	90.1	102.6	92.8	89.7	91.8
2000	**96.8**	96.1	97.6	97.1	93.5	121.6	96.7	100.2	96.4

15.3 NON-RESPONSE ERROR

There are two forms of non-response error: unit non-response and item non-response. Unit non-response results from the failure to obtain the minimum required data from a housing unit in the sample. Item non-response occurs when respondents do not report individual data items or they provide data considered invalid or inconsistent with other answers.

Surveys strive to increase both unit and item response thus reducing the possible bias introduced into the survey estimates. Bias results from systematic differences between the non-respondents and the respondents. Without data on the non-respondents, surveys-including ACS-cannot easily measure differences between respondents and non-respondents. Instead the ACS attempts to reduce the potential for bias by reducing the amount of unit and item non-response through several different means.

- Response to the ACS is required by law.

- ACS survey operations include two stages of non-response follow-up: a computer–assisted telephone interview (CATI) follow-up for mail non-respondents, and a computer-assisted personal interview (CAPI) follow-up for a sample of remaining non-respondents and non-mailable cases.

- The mail operation implements a strategy suggested in research studies for obtaining a high mail response rate (Dillman, 1978): a pre-notice letter, a message on the envelope of the questionnaire mailing package stating that the response is “required by law”, a postcard reminder, and a second mailing for non-respondents to the initial mailing.

- The mailing package includes a frequently asked questions (FAQ) motivational brochure explaining the survey, its importance, and its mandatory nature.

- The questionnaire design reflects accepted principles of respondent friendliness and navigation making it easier for respondents to understand what items apply to them, as well as providing cues for a valid response at an item level (such as showing the format for reporting dates, pre-filled '0' to indicate reporting dollar amounts rounded to the nearest whole number). See Appendix B.7 for a copy of the mail questionnaire. Similarly, the automated instruments (CATI and CAPI) direct interviewers to ask the appropriate questions, as well as provide functionality that facilitate valid responses. For example, the instrument checks for values outside of the expected range and pops up a window with a question for the interviewer to ask to make sure the reported amount reflects the correct amount.

- The questionnaire provides a toll-free telephone number for respondents who have questions about the ACS in general or who need help in completing the questionnaire.

- The ACS includes a telephone-edit follow-up (TEFU) interview with mail respondents who either failed to respond to specific critical questions, or who indicated a household size of five or more people. In regards to the latter group, the mail form only allows data for five people, so the TEFU operation follows up to collect data for any additional people.

- ACS uses a permanent, professional CATI and CAPI interviewing staff trained in refusal conversion methods.

- Survey operations include providing support in other languages: a Spanish paper questionnaire is available on request, a Spanish CATI/CAPI instrument, and CATI and CAPI interviewers that speak Spanish (as well as other languages).

Unit Non-Response

The Census Bureau presents survey response rates on the ACS Quality Measures website as a measure of unit non-response in the ACS. The survey response rate is the ratio of the estimate of housing units interviewed after data collection is complete to the estimate of all units that should have been interviewed. For the ACS, this means all interviews after mail, telephone, and personal visit follow-up. Interviews include complete and partial interviews with adequate information for processing.

To accurately measure unit non-response, the ACS uses data from the CATI and CAPI follow-up operations to provide a weighted estimate of both the size of the universe of interview-eligible cases and the total number of survey non-interviews; that is, all eligible units in CAPI follow-up receive a weight used for estimating the total number of eligible units in the universe. Non-interview cases in CAPI also receive a weight for estimating the total number of non-interviews. These weights reflect the probability of selection into the sample and sub-sampling for personal

visit follow-up. The estimate of the total number of eligible units becomes the denominator of the unit response rate. As noted earlier, refer to Chapter 11 for more information about weighting.

Figure 15-2 below provides an example of both national-level survey response rates and several types of non-interview rates. Data are available on the website for every year since 2000 at the national and state level.

Figure 15-2 also shows the percentage of cases that did not respond, broken out by the reason for non-response. Those reasons include refusal, unable to locate the sample address, no one home during the data collection period, temporarily absent during the interview period, language problem, insufficient data (not enough data were collected to consider it a response), and other (such as "sample address not accessible," "death in the family," as well as for cases not followed up due to budget constraints, which last occurred in the winter of 2004).

Figure 15-2. **ACS Quality Measures Website – Survey Response Rates**

United States — **Response Rates and Reasons for Noninterviews** (in percent)

		Reason for Noninterviews						
Year	Response Rate[1]	Refusal	Unable to Locate	No One Home	Temporarily Absent	Language Problem	Insufficient Data	Other
2004	93.1	1.0	0.3	0.5	0.1	0.0	0.4	4.7
2003	96.7	1.7	0.3	0.6	0.1	0.0	0.3	0.2
2002	97.7	1.0	0.0	0.5	0.1	0.0	0.4	0.2
2001	96.7	1.3	0.0	0.7	0.1	0.0	0.7	0.4
2000	95.1	1.7	0.0	1.1	0.2	0.1	1.0	0.8

[1] As a result of a reduction in funding in 2004, ACS dropped the telephone and personal visit followup operations for the January 2004 panel, thus only allowing mail respondents to contribute to the overall response for that panel. Dropping the nonresponse followup operations for that single panel month reduced the annual response rate by about four percentage points. If we exclude the January panel from the calculation, the annual response rate rises to 97.3% The Census Bureau revised the methodology for calculation of the response rate in 2004 and although a similar cost reduction measure was taken in 2002 the response rates provided for 2002 do not reflect this new method.

Item Non-Response

The ACS Quality Measures website includes data on item non-response. When respondents do not report individual data items or they provide data considered invalid or inconsistent with other answers, the Census Bureau imputes the necessary data. The Census Bureau uses imputation methods that either use rules to determine acceptable answers or use answers from similar people or housing units. The first of these two methods is known as "assignment," while the second is referred to as "allocation." Assignment involves logical imputation where a response to one question implies the value for a missing response to another question. For example, first name can often be used to assign a value to sex. Allocation, on the other hand, involves using statistical procedures to impute for missing values.

Figure 15-3 gives an example of the national-level allocation rates from 2000-2004 for a few housing variables. Allocation rates are available for all published variables.

Figure 15-3. **ACS Quality Measures Website – Item Allocation Rates**

United States **Item Allocation Rates**

Housing: Occupancy & Structural Characteristics | Utilities | Special Programs | Mortgage Status and Costs | Other Financial Characteristics

Population: Basic Demographics | Origin and Language | Education | Mobility and Migration | Disabilities | Grandparents and Fertility | Military | Labor Force | Journey to Work | Industry and Occupation | Income

Housing: Physical Characteristics

Item	Percent Allocated 2004	2003	2002	2001	2000
Vacancy Status all vacant units	2.2	2.0	3.2	3.3	3.8
Tenure all occupied units	0.6	0.8	0.9	1.1	1.4
Units in Structure all occupied and vacant units	1.7	1.3	1.2	1.2	1.4
Year moved in all occupied units	3.1	3.2	3.1	3.3	3.7
Month moved in occupied units into which households moved in the last two years	0.9	0.9	0.8	0.9	0.9
Year built all occupied and vacant units	15.1	15.1	15.8	15.5	14.9
Lot size occupied and vacant single family and mobile homes	3.0	2.9	3.2	3.4	3.9

15.4 MEASUREMENT ERROR

All surveys experience some form of measurement error. Measurement error is the difference between the recorded answer and the true answer. Measurement error may result in any mode of data collection—vague or ambiguous questions easily misinterpreted by respondents, questions that respondents cannot answer, interviewer actions such as the tone used in reading questions, paraphrasing questions, leading the respondent to certain answers, as well as other similar factors.

The ACS minimizes measurement error in several ways, some of which also help with reducing non-response. Chapters 5 through 9 discuss in more detail the following methods or procedures for reducing measurement error.

- Per the Census Bureau Standard "Pretesting Questionnaires and Related Materials for Surveys and Censuses (v 1.1)" ACS pretests new or modified content in all three modes before introducing it into the ACS.

- As noted in the previous section on non-response error, the ACS uses a questionnaire design reflecting accepted principles of respondent friendliness and navigation.

- Mail questionnaire respondents receive a questionnaire instruction booklet in their mailing package that provides additional information on how to interpret and respond to specific questions.

- Respondents may also call the toll-free telephone questionnaire assistance (TQA) line and speak with trained interviews for answers to general ACS questions as well as answers to questions regarding specific items on the ACS questionnaire.

- Differences among the mail, CATI, and CAPI questionnaires are reduced through questionnaire and instrument design methods that reflect the strengths and limitations of

each mode of collection (for example, less complicated skip patterns on the mail questionnaire, breaking up questions with long or complicated response categories into separate questions for telephone administration, and including respondent flash cards for personal visit interviews).

- The CATI/CAPI instrument automates or directs skips through the instrument, only showing interviewers questions appropriate for the person under discussion.

- Training for the permanent CATI and CAPI interviewing staff covers reading the questions as worded and answering respondent questions, including extensive role-playing opportunities. As part of the training, all interviewers receive a manual explaining each question in detail and providing detailed responses to questions often asked by respondents.

- Telephone interview supervisors and specially trained staff monitor CATI interviews and provide feedback regarding verbatim reading of questions, recording of responses, interaction with respondents, and so on.

- Field supervisors and specially trained staff implement a quality reinterview program with CAPI respondents to minimize falsification of data.

- The CATI/CAPI instruments include a Spanish version and bilingual interviewers provide language support in other languages as well.

Note that many of these methods are the same methods used to minimize non-response error. Methods that make it easier for the respondent to understand the questions also increase the chances the person will respond to the questionnaire.

15.5 PROCESSING ERROR

The final component of non-sampling error is processing error – the error introduced in the post-data collection process of taking the responses and turning them into published data. For example, a processing error may occur in keying the data on the mail questionnaires. Miscoding write-in responses, either clerically or by automated methods reflects another example of processing error. Additionally, the degree to which imputed data differs from the truth also reflects processing error, specifically imputation error.

Chapters 7 and 10 provide more detail for some of the methods used by the ACS for controlling processing error.

- Keying of mail questionnaires includes a quality control procedure to ensure the accuracy of the final keyed data (see Chapter 7 for more detail).

- Clerical coding includes a quality control procedure involving double coding of a sample

of the cases and adjudication by a third keyer.

- Automated coding systems by design rely on manual coding by clerical staff to address the most difficult or complicated responses.

- Procedures for selecting one interview or return in the instance of multiple returns for an address rely on a review of the quality of the data from each response, selecting the return with the most complete data.

- Questionnaires with insufficient data after completion of all three phases of data collection (mail, CATI, and CAPI) do not continue in the survey processing but instead receive a non-interview code and are accounted for in the weighting process.

- Edit and imputation rules reflect the combined efforts and knowledge of subject matter experts and experts in processing, including evaluation and subsequent improvements as the survey progressed into full implementation.

- Subject matter experts and survey experts complete an extensive review of the data and data tables, comparing results with previous years' data and other data sources.

15.6 REFERENCES

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Groves, Robert M. (1991), "Measurement Error Across the Disciplines," in Paul P. Biemer et al. (Eds.), *Measurement Errors in Surveys,* A Wiley –Interscience Publication, 1991.

CHANGES TO THE AMERICAN COMMUNITY SURVEY (ACS) QUESTIONNAIRES (HOUSING QUESTIONS)

February 2005

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003 - 2005 QUESTION WORDING
H1. Which best describes this building? Include all apartments, flats, etc., even if vacant. __ A mobile home or trailer __ A one-family house detached from any other house __ A one-family house attached to one or more houses __ A building with 2 apartments __ A building with 3 or 4 apartments __ A building with 5 to 9 apartments __ A building with 10 to 19 apartments __ A building with 20 to 49 apartments __ A building with 50 or more apartments __ Boat, RV, van, etc.	**1 Which best describes this building?** *Include all apartments, flats, etc., even if vacant.* __ A mobile home __ A one-family house detached from any other house __ A one-family house attached to one or more houses __ A building with 2 apartments __ A building with 3 or 4 apartments __ A building with 5 to 9 apartments __ A building with 10 to 19 apartments __ A building with 20 to 49 apartments __ A building with 50 or more apartments __ Boat, RV, van, etc. In the first answer category, the words "or trailer" were deleted to match the Census 2000 item. Two response categories differ from the 1990 census item. The first response category was "A mobile home or trailer." The last response category was "Other." The words "or trailer" were deleted at the recommendation of the Manufactured Housing Institute. The last category was modified because evaluation of the 1990 census data indicated that respondents indicated "Other" when they were uncertain about the structure classification of their unit. This design resulted in the proportion of units classified as "Other" to be far larger than the number of units that were classified as "Boat, tent, van, etc." in 1980.	Unchanged

H2. About when was this building first built? If you do not know the exact year, give your best estimate. _ _ _ _ (Year)	**2 About when was this building first built?** __ 1999 or later __ 1995 to 1998 __ 1990 to 1994 __ 1980 to 1989 __ 1970 to 1979 __ 1960 to 1969 __ 1950 to 1959 __ 1940 to 1949 __ 1939 or earlier The response area was changed from a write-in space to response categories. The italicized instructions were dropped. Except for the first response category, where the ACS uses "1999 or later" and the Census 2000 category is "1999 to 2000," the ACS item matches the Census 2000 item. Research showed higher item response rates when categories were used rather than write-ins.	**2 About when was this building first built?** __ 2000 or later __ 1995 to 1999 __ 1990 to 1994 __ 1980 to 1989 __ 1970 to 1979 __ 1960 to 1969 __ 1950 to 1959 __ 1940 to 1949 __ 1939 or earlier In 2003, the response categories were updated to include housing units built in 2000 or later. In 2005, the response categories were again updated, as follows: **2 About when was this building first built?** __ 2005 or later __ 2000 to 2004 __ 1990 to 1999 __ 1980 to 1989 __ 1970 to 1979 __ 1960 to 1969 __ 1950 to 1959 __ 1940 to 1949 __ 1939 or earlier
H3. When did PERSON 1 (listed in the List of Residents on page 2) move into this house or apartment? _ _ (Month) _ _ _ _ (Year)	**3 When did PERSON 1 (listed in the List of Residents on page 2) move into this house, apartment, or mobile home?** ____ (Month) ____ (Year) The words "or mobile home" were added to the question to be more inclusive of the structure type. The question matches the Census 2000 question. The ACS response area includes "Month" to observe recent movers.	Unchanged

H4a. Do all persons staying in this house or apartment usually spend more than two consecutive months of the year at another residence? __ No __ Yes **b. Where is that residence located?** _____ **c. How long does this household usually spend at that residence?** ____ Months each year	**28a. Do all of the persons listed on pages 2 and 3 live at this address year round?** __ Yes - *SKIP to the questions for Person 1 on the next page* __ No - **b. Of the persons listed on pages 2 and 3, how many live somewhere else part of the year?** __ All persons listed __ Some persons - **How many?** ___ Persons - *SKIP to the questions for Person 1 on the next page.* **c. Do you consider this house, apartment, or mobile home, that uses the address on the front cover, your -** __ Primary residence? __ Vacation home? __ School residence? __ Work residence? __ Other - *Specify* _____ This set of questions about household members' other residence was changed. The revised set of questions asks respondents to classify the sample residence when all of the household members live somewhere else part of the year.	**25a. Do you or any member of this household live or stay at this address year round?** __ Yes - *SKIP to the questions for Person 1 on the next page* __ No - **b. How many months a year do members of this household stay at this address?** Months _ _ **c. What is the main reason members of this household are staying at this address?** __ This is their permanent address __ This is their seasonal or vacation address __ To be close to work __ To attend school or college __ Looking for permanent housing __ Other reason(s) - *Specify* _____ Question number changed In part **a**, the text "all of the persons listed on pages 2 and 3" is replaced with "you or any member of this household". In part **b**, the question was changed entirely. In part **c**, the question and all answer categories were revised. In addition, the answer category "Looking for permanent housing" was added.

H5. Is this house or mobile home on -- __ Less than 1 acre --*SKIP to question H7* __ 1 to less than 10 acres __ 10 or more acres	**4 How many acres is this house or mobile home on?** __ Less than 1 acre --*SKIP to question 6* __ 1 to 9.9 acres __ 10 or more acres The question wording was changed, and the second response category was modified to match the Census 2000 item.	Unchanged
H6. IN THE PAST 12 MONTHS, were the sales of all agricultural products from this property $1,000 or more? __ Yes __ No	**5 IN THE PAST 12 MONTHS, what were the actual sales of all agricultural products from this property?** __ None __ $1 to $999 __ $1,000 to $2,499 __ $2,500 to $4,999 __ $5,000 to $9,999 __ $10,000 or more The question wording and response categories were changed to match the 1990 census item and the Census 2000 item. This design is used primarily to identify farm residences, and allows us to adapt to changes in the farm definition. The ACS monthly data collection necessitates that the reference period be "In the past 12 months" rather than "In 1999" for the Census 2000.	Unchanged
H7. Is there a business such as a store or barber shop or a medical office on this property? __ Yes __ No	**6 Is there a business (such as a store or barber shop) or a medical office on this property?** __ Yes __ No With the addition of parentheses, the 1999 - 2002 ACS item matches the 1990 census item and the Census 2000 item.	Unchanged

H8. How many rooms are in this house or apartment? Do NOT count bathrooms, porches, balconies, foyers, halls, half-rooms, or utility rooms. ____ Room(s)	**7 How many rooms are in this house, apartment, or mobile home?** *Do NOT count bathrooms, porches, balconies, foyers, halls, or half-rooms.* __ 1 room __ 2 rooms __ 3 rooms __ 4 rooms __ 5 rooms __ 6 rooms __ 7 rooms __ 8 rooms __ 9 or more rooms The words "or mobile home" were added to the question to be more inclusive of the structure type. The response area was changed from a write-in space to response categories to match the Census 2000 item. Research showed that there was no significant difference in the item response rates when categories were compared with write-in entries for number of bedrooms. The ACS question uses the phrase "are in" rather than the phrase "do you have" in the Census 2000 item.	Unchanged
H9. How many bedrooms are in this house or apartment? Count the number of bedrooms that you would list if this house or apartment were for sale or for rent. ____ Bedroom(s) **OR** ____ None	**8 How many bedrooms are in this house, apartment, or mobile home; that is, how many bedrooms would you list if this house, apartment, or mobile home were on the market for sale or rent?** __ No bedroom __ 1 bedroom __ 2 bedrooms __ 3 bedrooms __ 4 bedrooms __ 5 or more bedrooms The words "or mobile home" were added to the question to be more inclusive of the structure type. The italicized instructions were incorporated into the question. The response area was changed from a write-in space to response categories. The ACS question uses the phrase "are in" rather than the phrase "do you have" in the Census 2000 item.	Unchanged

H10. Does this house or apartment have complete plumbing facilities; that is 1) hot and cold piped water, 2) a flush toilet, and 3) a bathtub or shower? __ Yes, has all three facilities __ No	**9 Does this house, apartment, or mobile home have COMPLETE plumbing facilities; that is, 1) hot and cold piped water, 2) a flush toilet, and 3) a bathtub or shower?** __ Yes, has all three facilities __ No The words "or mobile home" were added to the question to be more inclusive of the structure type. The word "COMPLETE" was capitalized for emphasis. The ACS question uses the phrase "Does this ... have" rather than the phrase "do you have" in the Census 2000 item.	Unchanged
H11. Does this house or apartment have complete kitchen facilities; that is 1) a sink with piped water, 2) a stove or range, and 3) a refrigerator? __ Yes, has all three facilities __ No	**10 Does this house, apartment, or mobile home have COMPLETE kitchen facilities; that is, 1) a sink with piped water, 2) a stove or range, and 3) a refrigerator?** __ Yes, has all three facilities __ No The words "or mobile home" were added to the question to be more inclusive of the structure type. The word "COMPLETE" was capitalized for emphasis. The term "stove" replaced the term "Cookstove" used in the 1990 census item. The ACS question uses the phrase "Does this ... have" rather than the phrase "do you have" in the Census 2000 item.	Unchanged

H12. Does this house or apartment building get water from - __ A public system such as a city water department or private company? __ An individual drilled well? __ An individual dug well? __ Some other source, such as a spring, creek, river , cistern, etc.	**Deleted for 1999** This item was deleted starting with the 1999 ACS because it is not a Census 2000 item.	
H13. Is this house or apartment building connected to a public sewer? __ Yes, connected to a public sewer __ No, connected to septic tank or cesspool __ No, uses other means	**Deleted for 1999** This item was deleted starting with the 1999 ACS because it is not a Census 2000 item.	
H14. Does this house or apartment have air conditioning? __ Yes, a central air conditioning system __ Yes, one or more individual room units __ No	**Deleted for 1999** This item was deleted starting with the 1999 ACS because it is not a Census 2000 item.	
H15. Does this house or apartment have a central heating system; that is, one system that heats all or most of the rooms? — Yes __ No	**Deleted for 1999** This item was deleted starting with the 1999 ACS because it is not a Census 2000 item.	
H16. Is there a telephone in this house or apartment? __ Yes __ No	**11 Is there telephone service available in this house, apartment, or mobile home from which you can both make and receive calls?** __ Yes __ No The words "or mobile home" were added to the question to be more inclusive of the structure type. The 1999 - 2002 ACS item matches the Census 2000 item. On previous ACS questionnaires, the question adopted the focus of the 1990 Census question that asked a respondent to report if a telephone was in the unit. The Federal Communications Commission recommended the change to telephone service availability because it is a better measure of households that have service available to initiate and receive calls.	Unchanged

H17. How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of this household? _____ Vehicle(s) **OR** __ None	**12 How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of this household?** __ None __ 1 __ 2 __ 3 __ 4 __ 5 __ 6 or more With the change in the response area from a write-in space to response categories, the 1999 - 2002 ACS item matches the 1990 census item and the Census 2000 item. The 1990 census item had a response category of "7 or more". The Department of Transportation and the Census Bureau agreed that the response category of "6 or more" is sufficient.	Unchanged
H18. Which FUEL is used MOST for heating this house or apartment? __ Gas: from underground pipes serving the neighborhood __ Gas: bottled, tank, or LP __ Electricity __ Fuel oil, kerosene, etc. __ Coal or coke __ Wood __ Solar energy __ Other fuel __ No fuel used	**13 Which FUEL is used MOST for heating this house, apartment, or mobile home?** __ Gas: from underground pipes serving the neighborhood __ Gas: bottled, tank, or LP __ Electricity __ Fuel oil, kerosene, etc. __ Coal or coke __ Wood __ Solar energy __ Other fuel __ No fuel used The words "or mobile home" were added to the question to be more inclusive of the structure type. The 1999 - 2002 ACS item matches the Census 2000 item.	Unchanged

H19a. LAST MONTH, what was the cost of electricity for this house or apartment? $_____.00 (Last month) **OR** __ Included in rent or in condominium fee __ No charge or electricity not used **b. LAST MONTH, what was the cost of gas for this house or apartment?** $_____.00 (Last month) **OR** __ Included in rent or in condominium fee __ No charge or gas not used **c. IN THE PAST 12 MONTHS, what was the cost of water and sewer for this house or apartment?** If you have lived here less than 12 months, estimate the cost. $_____.00 (Past 12 months) **OR** __ Included in rent or in condominium fee __ No charge **d. IN THE PAST 12 MONTHS, what was the cost of fuel oil, wood, kerosene, coal, etc. for this house or apartment?** If you have lived here less than 12 months, estimate the cost. $_____.00 (Past 12 months) **OR** __ Included in rent or in condominium fee __ No charge or these fuels not used	**14a. LAST MONTH, what was the cost of electricity for this house, apartment, or mobile home?** Last month's cost - *Dollars* $_____.00 **OR** __ Included in rent or in condominium fee __ No charge or electricity not used **b. LAST MONTH, what was the cost of gas for this house, apartment, or mobile home?** Last month's costs - *Dollars* $_____.00 **OR** __ Included in rent or in condominium fee __ Included in electricity payment entered above __ No charge or gas not used **c. IN THE PAST 12 MONTHS, what was the cost of water and sewer for this house, apartment, or mobile home?** *If you have lived here less than 12 months, estimate the cost.* Past 12 months' cost - *Dollars* $_____.00 **OR** __ Included in rent or in condominium fee __ No charge **d. IN THE PAST 12 MONTHS, what was the cost of oil, coal, kerosene, wood, etc., for this house, apartment or mobile home?** *If you have lived here less than 12 months, estimate the cost.* Past 12 months' cost - *Dollars* $_____.00 **OR** __ Included in rent or in condominium fee __ No charge or these fuels not used The words "or mobile home" were added to each part to be more inclusive of the structure type. The ACS differs from the census item. The ACS asks for monthly costs of electricity and gas, while the census asks for annual costs. In both the ACS and census, we ultimately produce average monthly costs. There is evidence to imply that we can do this better in the census by asking for annual costs. We do not want last month's costs in April 2000 (March) since it may not be representative of the entire year. Since ACS data are gathered all year long, the best estimate of average monthly costs will result from an average of these monthly estimates. The approaches followed in the ACS and the decennial are appropriate for their respective data collection environments. In part **b.** the response category "Included in electricity payment entered above"was added for respondents who receive one bill for both costs. The 1990 census item for the cost of water did not include sewage fees.	Unchanged

H20. At any time DURING THE PAST 12 MONTHS, were you or any member of this household enrolled in or receiving benefits from: **a. free or reduced-price meals at school through the Federal School Lunch Program or the Federal School Breakfast Program?** __ Yes __ No **b. the Federal home heating and cooling assistance program?** __ Yes __ No	**15 At any time DURING THE PAST 12 MONTHS, were you or any member of this household enrolled in or receiving benefits from:** **a. free or reduced-price meals at school through the National School Lunch Program or the School Breakfast Program?** __ Yes __ No **b. the Federal home heating and cooling assistance program?** __ Yes __ No In part **a** of the item, the names of the programs were corrected.	**Deleted for 2003**
H21. At any time DURING THE PAST 12 MONTHS, did anyone in this household receive Food Stamps? __ Yes - **What was the value of the food stamps?** $_____.00 (12 month amount) __ No	**16 At any time DURING THE PAST 12 MONTHS, did anyone in this household receive Food Stamps?** __ Yes - **What was the value of the Food Stamps?** Past 12 months' value - *Dollars* $_____.00 (12 month amount) __ No The words "Food Stamps" were capitalized in the question following the Yes response category.	**15 At any time DURING THE PAST 12 MONTHS, did anyone in this household receive Food Stamps?** __ Yes - **What was the value of the Food Stamps received during the past 12 months?** Past 12 months' value - *Dollars* $_____.00 (12 month amount) __ No Question number changed The words "during the past 12 months" were added to the explanation following the "Yes" response category.
H22. Is this house or apartment part of a condominium? __ Yes - **What is the monthly condominium fee?** $_____.00 (Monthly) **OR** __ None __ No	**17 Is this house, apartment, or mobile home part of a condominium?** __Yes -**What is the monthly condominium fee?** *For renters, answer only if you pay the condominium fee in addition to your rent; otherwise, mark the "None" box.* Monthly amount - *Dollars* $_____.00 **OR** __None __ No The words "or mobile home" were added to the question to be more inclusive of the structure type. An instruction, which had been tested, was added to clarify the follow-up question for renters.	**16 Is this house, apartment, or mobile home part of a condominium?** __Yes -**What is the monthly condominium fee?** For renters, answer only if you pay the condominium fee in addition to your rent; otherwise, mark the "None" box. Monthly amount - *Dollars* $_____.00 **OR** __None __ No Question number changed

H23. Is this house or apartment -- __ Owned by you or someone in this household with a mortgage or loan? __ Owned by you or someone in this household free and clear (without a mortgage or loan)? __ Rented for cash rent? __ Occupied without payment of cash rent? -- *Skip to question H27*	**18 Is this house, apartment, or mobile home --** __ Owned by you or someone in this household with a mortgage or loan? __ Owned by you or someone in this household free and clear (without a mortgage or loan)? __ Rented for cash rent? __ Occupied without payment of cash rent? -- *Skip to question 21* The words "or mobile home" were added to each question to be more inclusive of the structure type. The 1999 - 2002 ACS item matches the Census 2000 item.	**17 Is this house, apartment, or mobile home --** __ Owned by you or someone in this household with a mortgage or loan? __ Owned by you or someone in this household free and clear (without a mortgage or loan)? __ Rented for cash rent? __ Occupied without payment of cash rent? -- *Skip to **C*** Question number changed The skip instruction was modified because some of the subsequent were deleted for 2003.

H24. What is the monthly rent for this house or apartment? $____.00 (Monthly) **H25. Does the monthly rent include any meals?** __ Yes __ No	**19a. What is the monthly rent for this house, apartment, or mobile home?** Monthly amount -- Dollars $_____.00 **b. Does the monthly rent include any meals?** __ Yes __ No The words "or mobile home" were added to the question to be more inclusive of the structure type. Although there is a difference in the lead in to the question, the 1999 - 2002 ACS question essentially matches the 1990 census item and the Census 2000 item.	**18a. What is the monthly rent for this house, apartment, or mobile home?** Monthly amount -- Dollars $_____.00 **b. Does the monthly rent include any meals?** __ Yes __ No Question number changed
H26. Is the rent on this house or apartment reduced because the Federal, state, or local government is paying part of the cost? __ Yes __ No	**20a. Is the rent on this house, apartment, or mobile home reduced because the Federal, state, or local government is paying part of the cost?** __ Yes __ No - *Skip to question 21* **b. What government program provides this reduced rent**? __ The Section "8" program __ Some other government program __ Not sure The words "or mobile home" were added to the question to be more inclusive of the structure type. The follow-up question was added in response to welfare reform programs.	**Deleted for 2003**

H27. Is this house or apartment in a public housing project; that is, is it part of a government housing project for persons with low income? __ Yes __ No	**21 Is this house, apartment, or mobile home in a public housing project; that is, is it part of a government housing project for persons with low income?** __ Yes __ No The words "or mobile home" were added to the question to be more inclusive of the structure type.	**Deleted for 2003**
H28. What is the value of this property; that is, how much would this house or mobile home and lot, or condominium unit sell for if it were for sale? $_____.00 (Value)	**22 What is the value of this property; that is, how much do you think this house and lot, apartment, or mobile home and lot, would sell for if it were for sale?** __ Less than $10,000 __ $10,000 to $14,999 __ $15,000 to $19,999 __ $20,000 to $24,999 __ $25,000 to $29,999 __ $30,000 to $34,999 __ $35,000 to $39,999 __ $40,000 to $49,999 __ $50,000 to $59,999 __ $60,000 to $69,999 __ $70,000 to $79,999 __ $80,000 to $89,999 __ $90,000 to $99,999 __ $100,000 tp $124,999 __ $125,000 to $149,999 __ $150,000 to $199,999 __ $200,000 to $249,999 __ $250,000 or more -- Specify - $ _____ .00 Responses were changed to listed categories instead of a write-in box. Also, the 1998 question included "condominium unit" rather than "apartment." The 1999 version is better because it is all inclusive. (A "condominium unit" could be a house or mobile home) The question wording was modified slightly. The 1999 - 2002 ACS question matches the Census 2000 question. The ACS response area was changed from a write-in space to categories because research showed a consistently higher non-response rate for write-in values. The ACS item has 19 response categories, and a write-in space for homes valued at 250,000 or more. The Census 2000 item has 24 response categories, with the last category being "$1,000,000 or more." There are no write-ins for high valued homes.	**19 What is the value of this property; that is, how much do you think this house and lot, apartment, or mobile home and lot, would sell for if it were for sale?** __ Less than $10,000 __ $10,000 to $14,999 __ $15,000 to $19,999 __ $20,000 to $24,999 __ $25,000 to $29,999 __ $30,000 to $34,999 __ $35,000 to $39,999 __ $40,000 to $49,999 __ $50,000 to $59,999 __ $60,000 to $69,999 __ $70,000 to $79,999 __ $80,000 to $89,999 __ $90,000 to $99,999 __ $100,000 tp $124,999 __ $125,000 to $149,999 __ $150,000 to $199,999 __ $200,000 to $249,999 __ $250,000 or more -- Specify - $ _____ .00 Question number changed

H29. What are the annual real estate taxes on this property? $_____.00 (Annual) **OR** __ None	**23 What are the annual real estate taxes on THIS property?** Annual amount - *Dollars* $_____.00 **OR** __ None The word "THIS" was capitalized for emphasis. The Census 2000 item also uses this format; however, the reference period is "last year." Since the ACS in conducted every month, a reference to something other than "last year" is more appropriate for the ACS.	**20 What are the annual real estate taxes on THIS property?** Annual amount - *Dollars* $_____.00 **OR** __ None Question number changed
H30. What is the annual payment for fire, hazard, and flood insurance on this property? $_____.00 (Annual) **OR** __ None	**24 What is the annual payment for fire, hazard, and flood insurance on THIS property?** Annual amount - *Dollars* $_____.00 **OR** __ None The word "THIS" was capitalized for emphasis. The Census 2000 item also uses this format; however, the reference period is "last year." Since the ACS in conducted every month, a reference to something other than "last year" is more appropriate for the ACS.	**21 What is the annual payment for fire, hazard, and flood insurance on THIS property?** Annual amount - *Dollars* $_____.00 **OR** __ None Question number changed

H31. Do you or any member of this household have a mortgage, deed of trust, contract to purchase, or similar debt on this property?

__ Yes, mortgage, deed of trust, or similar debt
__ Yes, contract to purchase
__ No -- SKIP to question H35

H32. How much is the regular monthly mortgage payment on this property? Include payments only on FIRST mortgage or contract to purchase

$_____.00 (Monthly)
OR
__ No regular payment required -- *SKIP to question H35*

H33. Does the regular monthly mortgage payment include payments for real estate taxes on this property?

__ Yes, taxes included in payment
__ No, taxes paid separately or taxes not required

H34. Does the regular monthly mortgage payment include payments for fire, hazard, or flood insurance on this property?

__ Yes, insurance included in payment
__ No, insurance paid separately or no insurance

25a. Do you or any member of this household have a mortgage, deed of trust, contract to purchase, or similar debt on THIS property?

__ Yes, mortgage, deed of trust, or similar debt
__ Yes, contract to purchase
__ No -- *SKIP to question 26a*

b. How much is the regular monthly mortgage payment on THIS property? *Include payments only on FIRST mortgage or contract to purchase.*

Monthly amount - *Dollars*
$_____.00
OR
__ No regular payment required -- *SKIP to question 26a*

c. Does the regular monthly mortgage payment include payments for real estate taxes on THIS property?

__ Yes, taxes included in mortgage payment
__ No, taxes paid separately or taxes not required

d. Does the regular monthly mortgage payment include payments for fire, hazard, or flood insurance on THIS property?

__ Yes, insurance included in mortgage payment
__ No, insurance paid separately or no insurance

The word "THIS" was capitalized for emphasis in all four questions.

The word "mortgage" was added for clarification in the response categories in parts **c** and **d** of the item.

In part **a** of this item the ACS has the phrase "or any member of this household" which is not part of the Census 2000 item.

In parts **b**, **c**, and **d** of this item, the ACS uses the word "the" while the Census 2000 item uses the word "your."

22a. Do you or any member of this household have a mortgage, deed of trust, contract to purchase, or similar debt on THIS property?

__ Yes, mortgage, deed of trust, or similar debt
__ Yes, contract to purchase
__ No -- SKIP to question 23a

b. How much is the regular monthly mortgage payment on THIS property? *Include payments only on FIRST mortgage or contract to purchase.*

Monthly amount - *Dollars*
$_____.00
OR
__ No regular payment required -- SKIP to question 23a

c. Does the regular monthly mortgage payment include payments for real estate taxes on THIS property?

__ Yes, taxes included in mortgage payment
__ No, taxes paid separately or taxes not required

d. Does the regular monthly mortgage payment include payments for fire, hazard, or flood insurance on THIS property?

__ Yes, insurance included in mortgage payment
__ No, insurance paid separately or no insurance

Question number changed

In parts **a** and **b**, the SKIP to question number was changed, from 26a to 23a, to accommodate the deleted questions in 2003.

H35. Do you or any member of this household have a second mortgage or a home equity loan on this property? __ Yes, home equity loan __ Yes, second mortgage __ Yes, second mortgage and home equity loan __ No -- SKIP to H37 **H36. How much is the regular monthly payment on ALL second and third mortgages and home equity loans?** $_____.00 (Monthly) **OR** __ No regular payment required	**26a. Do you or any member of this household have a second mortgage or a home equity loan on THIS property?** __ Yes, home equity loan __ Yes, second mortgage __ Yes, second mortgage and home equity loan __ No - *SKIP to* D **b. How much is the regular monthly payment on all second or junior mortgages and all home equity loans on THIS property?** Monthly Amount - *Dollars* $_____.00 **OR** __ No regular payment required In part **a**, the word "THIS" was capitalized for emphasis. The question matches the Census 2000 question, except that the it contains the additional phrase "...or any member of this household..." as well as the additional answer category "Yes, second mortgage and home equity loan". In part **b** of this item, the question wording was changed from "second and third mortgages" to "second or junior mortgages," and the phrase "on THIS property" was added. This question matches the Census 2000 question, except that the ACS question uses the word "the" rather than "your." In the response area, the Census 2000 item does not have the third ACS response category ("Yes, second mortgage and home equity loan."), but does have an instruction to "Mark (X) all boxes that apply."	**23a. Do you or any member of this household have a second mortgage or a home equity loan on THIS property?** __ Yes, home equity loan __ Yes, second mortgage __ Yes, second mortgage and home equity loan __ No - *SKIP to* D **b. How much is the regular monthly payment on all second or junior mortgages and all home equity loans on THIS property?** Monthly Amount - *Dollars* $_____.00 **OR** __ No regular payment required Question number changed

H37. What are the total annual costs for personal property taxes, site rent, registration fees, and license fees on this mobile home and its site? Do not include real estate taxes. $_____.00 (Annual)	**27a. Do you or any member of this household have an installment loan or contract on THIS mobile home?** __ Yes __ No **b. What are the total annual costs for installment loan payments, personal property taxes, site rent, registration fees, and license fees on THIS mobile home and its site?** *Exclude real estate taxes.* Annual costs -- Dollars $_____.00 Part **a** of this item was added to clarify the mobile home households that have an installment loan or contract. Part **b** of this item specifies that installment loan payments should be included in the annual costs. The revised question more clearly identifies the mobile home fees that account for the majority of the shelter costs of households residing in these types of units. In part **b** of this item, the word "THIS" was capitalized for emphasis. The term "Installment loan payments" was added to this question. The Census 2000 item uses the reference period "last year." Since the ACS is conducted every month, a reference to something other than "last year" is more appropriate for the ACS.	**Part a. deleted for 2003** **24** What are the total annual costs for personal property taxes, site rent, registration fees, and license fees on THIS mobile home and its site? *Exclude real estate taxes.* Annual costs -- Dollars $_____.00 Question number changed Part **a** was deleted, in its entirety, making this a one part question. The words "installment loan payments" were deleted.

CHANGES TO THE AMERICAN COMMUNITY SURVEY (ACS) QUESTIONNAIRES (PERSON QUESTIONS)

February 2005

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
1. What is this person's sex? __ Male __ Female	**1 What is this person's sex?** __ Male __ Female The 1999 - 2002 ACS question matches the Census 2000 item, except that the census item includes the instruction, "Mark (X) ONE box." The 1990 census item had a label and an instruction for filling the item.	Unchanged
2. What is this person's date of birth and what is this person's age? Month Day Year of Birth ____ ___ _____ _____ Age (in years)	**2 What is this person's date of birth and what is this person's age?** *Print numbers in boxes.* Month Day Year of Birth – – – – – – – – – Age (in years) – – – The italicized instruction was added for 1999. The 1999 - 2002 ACS differs from the Census 2000 question only in the ordering of age and date of birth. The 1990 census item had a label and an instruction for filling the item.	**2. What is this person's age and what is this person's date of birth?** *Print numbers in boxes.* Age (in years) – – – Month Day Year of Birth – – – – – – – – – The order in which we ask for date of birth and age was reversed to be consistent with the Census 2000 item.

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
3. How is this person related to Person 1? __ Husband or wife __ Son or daughter __ Brother or sister __ Father or mother __ Grandchild __ In-law __ Other relative __ Roomer, boarder __ Housemate, roommate __ Unmarried partner __ Foster child __ Other nonrelative	**3 How is this person related to Person 1?** __ Husband or wife __ Son or daughter __ Brother or sister __ Father or mother __ Grandchild __ In-law __ Other relative __ Roomer, boarder __ Housemate, roommate __ Unmarried partner __ Foster child __ Other nonrelative The Census 2000 item includes separate response categories for "Natural-born son/daughter," "Adopted son/daughter," "Stepson/stepdaughter," "Son-in-law/daughter-in-law," and "Parent-in-law". In addition, the "Other relative" line includes a write-in response. The sample size of the ACS did not justify the addition of these separate categories. The response categories in the Census 2000 item use a slash, whereas the ACS uses the word "or" (for example: husband/wife vs. husband or wife) because of spacing constraints. The 1990 and Census 2000 response categories differ. In 1990, natural born and adopted son/daughter were combined, in-laws were included in "other relatives," and "foster child" was combined with "roomer, boarder."	Unchanged
4. What is this person's current marital status? __ Now married __ Widowed __ Divorced __ Separated __ Never Married	**4 What is this person's marital status?** __ Now married __ Widowed __ Divorced __ Separated __ Never Married The word "current" was dropped to match the Census 2000 item. The 1990 census item had a label and an instruction for filling the item.	Unchanged

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
5. Is this person Spanish/Hispanic/Latino? __ **No**, not Spanish/Hispanic/ Latino __ Yes, Mexican, Mexican-Am., Chicano __ Yes, Puerto Rican __ Yes, Cuban __ Yes, other Spanish/Hispanic/ Latino – Print group --> _____	**NOTE: Please answer BOTH Questions 5 and 6.** **5 Is this person Spanish/ Hispanic/Latino?** *Mark (X) the "**No**" box if **not** Spanish/Hispanic/Latino.* __ **No**, not Spanish/Hispanic/ Latino __ Yes, Mexican, Mexican Am., Chicano __ Yes, Puerto Rican __ Yes, Cuban __ Yes, other Spanish/Hispanic/ Latino – *Print group* --> _____ The ACS item, including the addition of the italicized instruction, was changed to match the Census 2000 item. The 1990 census item differs from the Census 2000 item in the following ways: (a) in 1990, the item did not include the term "Latino" in the question nor in the response options; (b) in 1990, no specific instruction was provided for non-Hispanics; (c) in 1990, the first response option was "No (not Spanish/Hispanic);" (d) in 1990, the second response option included a hyphen in "Mexican-Am.;" and (e) in 1990, the "Yes, other Spanish/Hispanic" category provided examples of six Hispanic origin groups and instructed respondents to print one group.	Unchanged
6. What is this person's race? *Mark [X] one box for the race that the person considers himself/herself to be.* _White _Black, African Am. _Eskimo _Aleut _Indian (Amer.) *Print the name of the enrolled or principal tribe.* ----------> _____ _Chinese _Filipino _Hawaiian _Korean _Asian Indian _Vietnamese _Japanese _Samoan _Guamanian _ Some other race} _Multiracial } *Print the race(s) or group below* _Other Asian/Pacific Islander - *Print group* ---	**6 What is this person's race?** ***Mark (X) one or more races*** *to indicate what this person considers himself/herself to be.* _White _Black, African Am., or Negro _American Indian or Alaska Native - *Print name of enrolled or principal tribe* _____ _____ _Asian Indian _Chinese _Filipino _ Japanese _Korean _Vietnamese _Other Asian- *Print race* -->_____ _Native Hawaiian _Guamanian or Chamorro _Samoan _Other Pacific Islander - *Print race below* _Some other race - *Print race below* _____ The 1999 - 2002 ACS item matches the Census 2000 item. The 1999 - 2002 ACS question on race reflects the Census Bureau's implementation of the Office and Management and Budget's revised standards for the classification of race and ethnic data by Federal agencies, issued in October 1997. Specifically, the revised standards (1) allow respondents to specify more than one race, and (2) split the category "Other Asian and Pacific Islander" into two categories–"Other Asian" and "Other Pacific Islander." The 1990 census item had a label and instructions for filling the item. The categories agreed with the 1996-98 ACS, except the "Black, African Am." category was "Black or Negro" in the 1990 census item.	**6 What is this person's race?** ***Mark (X) one or more races*** *to indicate what this person considers himself/herself to be.* _White _Black or African American _American Indian or Alaska Native - *Print name of enrolled or principal tribe* _____ _____ _Asian Indian _Chinese _Filipino _ Japanese _Korean _Vietnamese _Other Asian- *Print race* -->_____ _Native Hawaiian _Guamanian or Chamorro _Samoan _Other Pacific Islander - *Print race below* _Some other race - *Print race below* _____ Modified the second response category.

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
7. In what U.S. State, territory, commonwealth or foreign country was this person born? _____	**7 Where was this person born?** __ In the United States – *Print name of state.* _____ __ Outside the United States – *Print name of foreign country, or Puerto Rico, Guam, etc.* _____ The ACS item was changed to match the Census 2000 item.	Unchanged
8. Is this person a CITIZEN of the United States? __ Yes, born in the United States -- *Skip to question 10* __ Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas __ Yes, born abroad of American parent(s) __ Yes, U.S. citizen by naturalization __ No, not a citizen of the United States	**8 Is this person a CITIZEN of the United States?** __ Yes, born in the United States ---> *Skip to 10a* __ Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas __ Yes, born abroad of American parent or parents __ Yes, U.S. citizen by naturalization __ No, not a citizen of the United States The ACS item was changed to match the Census 2000 item. The wording of the third response option was changed from "... of American parent(s)" to "... of American parent or parents."	Unchanged
9. When did this person come to live in the United States? _ _ _ _ (Year)	**9 When did this person come to live in the United States?** *Print numbers in boxes.* Year _ _ _ _ The ACS item added the italicized instruction to match the Census 2000 item. The 1990 census item was worded "When did this person come to the United States to stay?" Also, the 1990 item had ten response intervals while the 2000 item has space to write in the year.	Unchanged

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
10. At any time IN THE PAST 3 MONTHS, was this person attending a school or college? Include nursery or preschool, kindergarten, elementary school, and schooling that leads to a high school diploma, college degree, or vocational certificate. __ Yes, public school or public college __ Yes, private school or private college __ Yes, vocational, technical, or business school __ No, has not attended in the last 3 months.	**10a. At any time IN THE LAST 3 MONTHS, has this person attended regular school or college?** *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.* __ No, has not attended in the last 3 months –>*SKIP to question 11* __ Yes, public school, public college __ Yes, private school, private college **b. What grade or level was this person attending?** *Mark (X) ONE box.* __ Nursery school, preschool __ Kindergarten __ Grade 1 to grade 4 __ Grade 5 to grade 8 __ Grade 9 to grade 12 __ College undergraduate years (freshman to senior) __ Graduate or professional school (*for example: medical, dental, or law school*) Except for the reference period, the ACS item was changed to match the Census 2000 item. Monthly interviewing on the ACS requires a moving reference period. Neither the 1990 census nor the 1996-1998 ACS included part b. of this item. Results from the 1990 census indicated that a question on grade or level attending was necessary.	Unchanged

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
11. What is the highest degree or level of school this person has COMPLETED? Mark [X] ONE box for the highest grade completed or degree received. __ None, no schooling completed __ Nursery or preschool __ Kindergarten __ Grade ____ (Write grade 1-11) __ 12th grade, NO DIPLOMA __ HIGH SCHOOL GRADUATE– high school DIPLOMA or the equivalent (GED) __ Some college but no degree __ Vocational, technical, or business school degree __ Associate degree in college __ Bachelor's degree (BA, AB, BS) __ Master's degree (MA, MS, MEng, MEd, MSW, MBA) __ Professional school degree (MD, DDS, DVM, LLB, JD) __ Doctorate degree (PhD, EdD)	**11 What is the highest degree or level of school this person has COMPLETED?** *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.* __ No schooling completed __ Nursery school to 4th grade __ 5th grade or 6th grade __ 7th grade or 8th grade __ 9th grade __ 10th grade __ 11th grade __ 12th grade – **NO DIPLOMA** __ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent (for example: GED) __ Some college credit, but less than 1 year __ 1 or more years of college, no degree __ Associate degree (for example: AA, AS) __ Bachelor's degree (for example: BA, AB, BS) __ Master's degree (for example: MA, MS, MEng, MEd, MSW, MBA) __ Professional degree (for example: MD, DDS, DVM, LLB, JD) __ Doctorate degree (for example: PhD, EdD) The ACS item was changed to match the Census 2000 item.	Unchanged
12. What is this person's ancestry? For example: Italian, African Am., Cape Verdean, Ecuadorian, Haitian, Irish, Jamaican, Korean, Lebanese, Mexican, Nigerian, Polish, Taiwanese, Ukrainian, or any other ancestry. _____	**12 What is this person's ancestry or ethnic origin?** _____ _____ *(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)* The ACS item was changed to match the Census 2000 item. The 1990 question was worded the same as the Census 2000 question. The list of examples were changed to shorten the list and provide a better mix of geographic and cultural diversity.	Unchanged

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
13a.Did this person live in this house or apartment 5 years ago? __ Yes– *SKIP to question 14a* __ No **b.Where did this person live 5 years ago?** **(1) Name of U.S. State, territory, commonwealth or foreign country** _____ *If outside U.S., print answer above and SKIP to question 14a.* **(2) Name of city or town** _____ **(3) Name of county** **(4) ZIP Code** _____ _____ **c.Did this person live inside the city or town limits?** __ Yes __ No, lived outside city/town limits	**13a. Did this person live in this house or apartment 1 year ago?** __ Person is under 1 year old --> *SKIP to the questions for Person 2 on page 10.* __ Yes, this house --> *SKIP to* **F** *in the next column* __ No, outside the United States – *Print name of foreign country, or Puerto Rico, Guam, etc., below; then SKIP to* **F** *in next column.* __ No, different house in the United States **b. Where did this person live 1 year ago?** **Name of city, town, or post office** _____ **c. Did this person live inside the limits of the city or town?** __ Yes __ No, outside the city/town limits **Name of county** _____ **Name of state** **ZIP Code** _____ _ _ _ _ _ The ACS item was changed to match the Census 2000 item, except for the time reference. The ACS time period of one year reflects the ongoing data collection on the ACS, and allows for annual estimates of migration. The Census 2000 item differs from the 1990 census item with the addition of a separate write-in line and skip instruction for a foreign country response, and the reordering of the city, county, and state response areas.	**14a. Did this person live in this house or apartment 1 year ago?** __ Person is under 1 year old --> *SKIP to the questions for Person 2 on page 10.* __ Yes, this house --> *SKIP to* **F** __ No, outside the United States – *Print name of foreign country, or Puerto Rico, Guam, etc., below; then SKIP to* **F** __ No, different house in the United States **b. Where did this person live 1 year ago?** **Name of city, town, or post office** _____ **c. Did this person live inside the limits of the city or town?** __ Yes __ No, outside the city/town limits **Name of county** _____ **Name of state** **ZIP Code** _____ _ _ _ _ _ The numerical order of questions 13 and 14 were reversed so that part **c** of this question would not be displayed in a separate column of the questionnaire

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
14a.Does this person speak a language other than English at home? __ Yes __ No, only English ---> *SKIP to question 15* **b.What is this language?** *For example: Korean, Italian, Spanish, Vietnamese* _____ **c.How well does this person speak English?** __ Very well __ Not well __ Well __ Not at all	**14a.Does this person speak a language other than English at home?** __ Yes __ No --> *Skip to question 15* **b.What is this language?** _____ *For example: Korean, Italian, Spanish, Vietnamese* **c.How well does this person speak English?** __ Very well __ Not well __ Well __ Not at all The ACS item was changed to match the Census 2000 item. The only change was to drop the term "only English" after the "No" response in item 14a. Compared to the 1990 census item, the Census 2000 item has different examples of languages.	**13a.Does this person speak a language other than English at home?** __ Yes __ No --> *Skip to question 14* **b.What is this language?** _____ *For example: Korean, Italian, Spanish, Vietnamese* **c.How well does this person speak English?** __ Very well __ Not well __ Well __ Not at all The numerical order of questions 13 and 14 were reversed so that part **c** of the previous question would not be displayed in a separate column of the questionnaire
15. If this person has difficulty seeing, hearing, or walking, mark [X] the appropriate boxes. If this person has no difficulty with these activities, mark "None of the above." __ Difficulty seeing (even with glasses) __ Difficulty hearing (even with a hearing aid) __ Difficulty walking, **or** __ None of the above	**15 Does this person have any of the following long-lasting conditions:** a. Blindness, deafness, or a severe vision or hearing impairment: __ Yes __ No b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying? __ Yes __ No The ACS item was changed to match the Census 2000 item.	Unchanged

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
16. Does this person have a long-lasting physical or mental condition that – **a. Makes it difficult to go outside the home alone, for example, to shop or visit a doctor's office?** __ Yes __ No **b. Prevents this person from working at a job or business?** __ Yes __ No	**16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:** a. Learning, remembering, or concentrating? __ Yes __ No b. Dressing, bathing, or getting around inside the home? __ Yes __ No c. (Answer only if this person is 16 YEARS OLD OR OVER.) Going outside the home alone to shop or visit a doctor's office? __ Yes __ No d. (Answer only if this person is 16 YEARS OLD OR OVER) Working at a job or business? __ Yes __ No The ACS item was changed to match the Census 2000 item.	**16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:** a. Learning, remembering, or concentrating? __ Yes __ No b. Dressing, bathing, or getting around inside the home? __ Yes __ No __ Yes __ No Parts **c** and **d** were removed/separated from this question in order to establish a new question immediately following this one, for persons 15 years old or older.
		17 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities: a. Going outside the home alone to shop or visit a doctor's office? __ Yes __ No b. Working at a job or business? __ Yes __ No This question was established as a result of the removal/separation of parts **c** and **d** in question 16, preceding this one, to limit this question to persons 15 years old or older.
17. How many babies has this person ever had, not counting stillbirths? ____ Babies [ ] None	**17 Has this person given birth to any children in the past 12 months?** __ Yes __ No The ACS item was changed to provide a more meaningful description of current and local area fertility patterns than the previous question. This item is not part of the Census 2000 items because there were no required needs for these data.	**18 Has this person given birth to any children in the past 12 months?** __ Yes __ No Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
n/a	**18a.Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?** __ Yes __ No –>*SKIP to question 19* **b. Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?** __ Yes __ No –> *SKIP to question 19* **c. How long has this grandparent been responsible for the(se) grandchild(ren)?** *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.* __ Less than 1 month __ 1 to 6 months __ 7 to 12 months __ More than 12 months The ACS added this set of questions to match the set for the Census 2000, except for the response categories in part c. Results from the Census 2000 Dress Rehearsal, which were not available in time for the 1999 ACS, indicated that the response categories for part c. should be as follows: Less than 6 months 6 to 11 months 1 or 2 years 3 or 4 years 5 years or more. These response categories were adopted in 2000. The Census 2000 item will use these response categories.	**19a Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?** __ Yes __ No –>*SKIP to question 20* **b.Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?** __ Yes __ No –> *SKIP to question 20* **c.How long has this grandparent been responsible for the(se) grandchild(ren)?** *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.* __ Less than 6 months __ 6 to 11months __ 1 or 2 years __ 3 or 4 years __ 5 or more years Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
18. Has this person ever served on ACTIVE DUTY in the U.S. Armed Forces, military Reserves, or National Guard? Include activation during Operation Desert Shield/Storm and service in the Merchant Marine during World War II. Do NOT include training for the Reserves or National Guard. __ Yes, now on active duty __ Yes, on active duty in past, but not now __ No active duty service - *SKIP to question 21*	**19 Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.* __ Yes, now on active duty __ Yes, on active duty in past, but not now __ No, training for Reserves or National Guard only - *SKIP to question 22* __ No, never served in the military - *SKIP to question 22* The ACS item was changed to match the Census 2000 item. The item is essentially a simplified and updated version of the 1990 census item. The "No active duty service" answer category was expanded to distinguish persons whose only military service was for training in the Reserves or National Guard, from persons with no military experience whatsoever.	**20. Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.* __ Yes, now on active duty __ Yes, on active duty during the last 12 months, but not now __ Yes, on active duty in past, but not during the last 12 months __ No, training for Reserves or National Guard only - *SKIP to question 23* __ No, never served in the military - *SKIP to question 23* Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
19. When did this person serve on active duty in the U.S. Armed Forces? Mark (X) a box for EACH period in which this person served. __ August 1990 or later (including Persian Gulf War) __ September 1980 to July 1990 __ May 1975 to August 1980 __ Vietnam era (August 1964 to April 1975) __ February 1955 to July 1964 __ Korean conflict (June 1950 to January 1955) __ World War II (September 1940 to July 1947) __ Some other time	**1999-2000 only** **20 When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served.* __ April 1995 or later __ August 1990 to March 1995 (including Persian Gulf War) __ September 1980 to July 1990 __ May 1975 to August 1980 __ Vietnam era (August 1964 to April 1975) __ February 1955 to July 1964 __ Korean conflict (June 1950 to January 1955) __ World War II (September 1940 to July 1947) __ Some other time The ACS item was changed to match the Census 2000 item. The Census 2000 question is different from the 1990 census question ("Was active-duty military service during --"). The Census 2000 response categories are different from those used in 1990, as follows: the 1990 category "September 1980 or later" was expanded; the 1990 category "World War I" was dropped; and the 1990 category "Any other time" was replaced with "Some other time". **2001-2002 only** **20 When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served.* __ April 1995 or later __ August 1990 to March 1995 (including Persian Gulf War) __ September 1980 to July 1990 __ May 1975 to August 1980 __ Vietnam era (August 1964 to April 1975) __ February 1955 to July 1964 __ Korean War (June 1950 to January 1955) __ World War II (September 1940 to July 1947) __ Some other time The ACS modified the response categories by changing "Korean conflict" to "Korean War."	**21 When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served.* __ September 2001 or later __ August 1990 to August 2001 (including Persian Gulf War) __ September 1980 to July 1990 __ May 1975 to August 1980 __ Vietnam era (August 1964 to April 1975) __ March 1961 to July 1964 __ February 1955 to February 1961 __ Korean War (June 1950 to January 1955) __ January 1947 to June 1950 __ World War II (December 1941 to December 1946) __ November 1941 or earlier Question number changed. Response categories modified

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
20. In total, how much time has this person spent on active duty in the U.S. Armed Forces? _ _ _ _ Years and _ _ Months	**21 In total, how many years of active-duty military service has this person had?** __ Less than 2 years __ 2 years or more The ACS item was changed to match the Census 2000 item. The 1990 census question was the same, but the response area required the respondent to write down the number of years.	**22 In total, how many years of active-duty military service has this person had?** __ Less than 2 years __ 2 years or more Question number changed
21. LAST WEEK, did this person do ANY work for pay or profit? __ Yes __ No - *SKIP to question 28a*	**22 LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.* __ Yes __ No - *SKIP to question 28* The ACS item was changed to match the Census 2000 item. This question is the key question in the set of questions that collect employment status. The Census 2000 questions replace the somewhat different set from the 1990 census.	**23 LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.* __ Yes __ No - *SKIP to question 29* Question number changed
22. LAST WEEK, how many hours did this person actually work at all jobs? Subtract any time off; add overtime or extra hours worked. __ Actual Hours worked LAST WEEK This item was deleted starting with the 1999 ACS because it is not a Census 2000 item.	Deleted 1999	Deleted 1999

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
23. LAST WEEK, at what address or location did this person work? If this person worked at more than one address or location, print where he or she worked most last week. **a. Address (Number and street)** _____ If the exact address is unknown, give a description of the location such as the building name or the nearest street or intersection. For example: Town Center Mall, 1st National Bank Building, Reno Airport, 2nd Ave. and 4th St. **b. Name of city, town, or post office** _____ **c. Is the work location inside the limits of the city or town?** __ Yes __ No **d. Name of county** _____ **e. Name of state** **f. ZIP Code** _____ _____	**23 At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.* **a. Address (Number and street name)** _____ *If the exact address is not know, give a description of the location such as the building name or the nearest street or intersection.* **b. Name of city, town, or post office** _____ **c. Is the work location inside the limits of that city or town?** __ Yes __ No, outside the city/town limits **d. Name of county** _____ **e. Name of U.S. state or foreign country** _____ **f. ZIP Code** _____ The ACS item was changed to match the Census 2000 item. This item is basically the same as the 1990 census item. Labels on the write-in spaces were modified to provide clarifications.	**24 At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.* **a. Address (Number and street name)** _____ *If the exact address is not know, give a description of the location such as the building name or the nearest street or intersection.* **b. Name of city, town, or post office** _____ **c. Is the work location inside the limits of that city or town?** __ Yes __ No, outside the city/town limits **d. Name of county** _____ **e. Name of U.S. state or foreign country** _____ **f. ZIP Code** _____ Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
24. LAST WEEK, how did this person usually get to work? If more than one method was used during the trip, mark (X) the box for the one used for most of the distance. __ Car, truck, or van __ Public transportation (bus, trolley, subway, or railroad) __ Taxicab __ Motorcycle __ Bicycle __ Walked __ Worked at home *SKIP to question 32* __ Other method	**24 How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.* __ Car, truck, or van __ Bus or trolley bus __ Streetcar or trolley car __ Subway or elevated __ Railroad __ Ferryboat __ Taxicab __ Motorcycle __ Bicycle __ Walked __ Worked at home – *SKIP to question 32* __ Other method The ACS item was changed to match the Census 2000 item, which is the same as the 1990 census item except for the format of the skip instructions.	**25 How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.* __ Car, truck, or van __ Bus or trolley bus __ Streetcar or trolley car __ Subway or elevated __ Railroad __ Ferryboat __ Taxicab __ Motorcycle __ Bicycle __ Walked __ Worked at home – *SKIP to question 33* __ Other method Question number changed
25. LAST WEEK, how many people, including this person, usually rode to work in the car, truck, or van? ___ Person(s)	**25 How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?** Person(s) _____ The ACS question was changed to match the Census 2000 question which is the same as the 1990 census question. In order to save space, the ACS response area allows for a write-in rather than labeled response categories. The Census 2000 response categories differ from 1990 as follows: The two categories "5 people" and "6 people" were collapsed to "5 or 6 people"; and the two categories "7 to 9 people" and "10 or more people" were collapsed to "7 or more people."	**26 How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?** Person(s) _____ Question number changed
26. LAST WEEK, what time did this person usually leave home to go to work? _____ : _____ __ a.m. Hour Minute __ p.m.	**26 What time did this person usually leave home to go to work LAST WEEK?** Hour Minute __ a.m. _____ : _____ __ p.m. The ACS item was changed to match the Census 2000 item which is the same as the 1990 census item, except that the ACS has "Hour" and "Minute" labels in the answer space.	**27 What time did this person usually leave home to go to work LAST WEEK?** Hour Minute __ a.m. _____ : _____ __ p.m. Question number changed
27. LAST WEEK, how many minutes did it usually take this person to get from home to work? ____ Minutes – *SKIP to question 32*	**27 How many minutes did it usually take this person to get from home to work LAST WEEK?** ____ Minutes The ACS item was changed to match the Census 2000 item which is the same as the 1990 census item.	**28 How many minutes did it usually take this person to get from home to work LAST WEEK?** ____ Minutes Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
28a.LAST WEEK, was this person on layoff from a job? __ Yes, on temporary layoff from most recent job - *SKIP to question 30* __ Yes , permanently laid off from most recent job - *SKIP to question 29* __ No **b.LAST WEEK, was this person TEMPORARILY absent from a job or business?** __ Yes, on vacation, temporary illness, labor dispute, etc. - *SKIP to question 31* __ No	**28a LAST WEEK, was this person on layoff from a job?** __ Yes -> *SKIP to question 28c* __ No **b LAST WEEK, was this person TEMPORARILY absent from a job or business?** __ Yes, on vacation, temporary illness, labor dispute, etc. -> *SKIP to question 31* __ No -> *SKIP to question 29* **c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?** __ Yes -> *SKIP to question 30* __ No The ACS items were changed to match the Census 2000 items. These three questions are part of a set of questions that collect employment status. The Census 2000 set of questions replaces a somewhat different set from the 1990 census.	**29a.LAST WEEK, was this person on layoff from a job?** __ Yes -> *SKIP to question 29c* __ No **b.LAST WEEK, was this person TEMPORARILY absent from a job or business?** __ Yes, on vacation, temporary illness, labor dispute, etc. -> *SKIP to question 32* __ No -> *SKIP to question 30* **c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?** __ Yes -> *SKIP to question 31* __ No Question number changed
29. Has this person been looking for work during the last 4 weeks? __ Yes __ No - *SKIP to question 31*	**29 Has this person been looking for work during the last 4 weeks?** __ Yes __ No -> *SKIP to question 31* The ACS item remains the same and matches the Census 2000 item and the 1990 census item.	**30 Has this person been looking for work during the last 4 weeks?** __ Yes __ No -> *SKIP to question 32* Question number changed
30. LAST WEEK, could this person have gone to work? __ Yes, if a job had been offered __ Yes, if recalled from layoff __ No, because of own temporary illness __ No, because of all other reasons (in school, etc.)	**30 LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?** __ Yes, could have gone to work __ No, because of own temporary illness __ No, because of all other reasons (in school, etc.) The ACS item was changed to match the Census 2000 item. The 1990 census item differed slightly from the Census 2000 item.	**31 LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?** __ Yes, could have gone to work __ No, because of own temporary illness __ No, because of all other reasons (in school, etc.) Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
31. When did this person last work, even for a few days? __ Within the past 12 months __ Between 1 to 5 years ago - *SKIP to question 34* __ Over 5 years ago or never worked - *SKIP to question 40*	**31 When did this person last work, even for a few days?** __ Within the past 12 months __ 1 to 5 years ago - *SKIP to question 34* __ Over 5 years ago or never worked - *SKIP to Question 40* The ACS item was changed by deleting the word "between" in the second response category, to clarify the time periods. The ACS item differs from the Census 2000 item and the 1990 census item in that this ACS question, and the accompanying two questions on weeks worked and hours worked each week (questions 32 and 33) are used to collect data on work experience over the past 12 months , whereas the census questions are used to collect data for the previous calendar year.	**32 When did this person last work, even for a few days?** __ Within the past 12 months __ 1 to 5 years ago - *SKIP to question 35* __ Over 5 years ago or never worked - *SKIP to Question 41* Question number changed
32. During the PAST 12 MONTHS, in how many WEEKS did this person work, even for a few hours? Include paid vacation, paid sick leave, and military service in the total. _____Weeks (Including paid vacation, paid sick leave, and military service)	**32 During the PAST 12 MONTHS, how many WEEKS did this person work?** Count paid vacation, paid sick leave, and military service. ____Weeks The ACS item was changed to be consistent with the Census 2000 item, which is basically the same as the 1990 census item. The primary difference is the reference period, which is the past 12 months for the ACS, and the previous calendar year for the Census 2000 item.	**33 During the PAST 12 MONTHS, how many WEEKS did this person work?** Count paid vacation, paid sick leave, and military service. ____Weeks Question number changed
33. During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK? ____ Usual hours worked per WEEK	**33 During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?** Usual hours worked each WEEK _____ The ACS item was changed to be consistent with the Census 2000 item, which is basically the same as the 1990 census item. The primary difference is the reference period, which is the past 12 months for the ACS, and the previous calendar year for the Census 2000 item.	**34 During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?** Usual hours worked each WEEK _____ Question number changed
34 - 39. CURRENT OR MOST RECENT JOB ACTIVITY. Describe clearly this person's chief job activity or business. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job.	**34 - 39 CURRENT OR MOST RECENT JOB ACTIVITY.** Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job.	**35-40 CURRENT OR MOST RECENT JOB ACTIVITY.** Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job. Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
34. Was this person – __ An employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions? __ An employee of a PRIVATE NOT-FOR-PROFIT, tax-exempt, or charitable organization? __ A local GOVERNMENT employee (city, county, etc)? __ A state GOVERNMENT employee? __ An active duty U.S. Armed Forces member? __ A federal GOVERNMENT employee (excluding active duty military)? __ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm? __ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm? __ Working WITHOUT PAY in family business or farm?	**34 Was this person –** *Mark (X) ONE box.* _ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions? _ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization? _ a local GOVERNMENT employee (city, county, etc.)? _ a state GOVERNMENT employee? _ a Federal GOVERNMENT employee _ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm? _ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm? __ Working WITHOUT PAY in family business or farm? The ACS item was changed to be consistent with the Census 2000 item, which is basically the same as the 1990 census item. The ACS continued to use "a" or "an" at the beginning of the response categories (where appropriate) to emphasize that each response category is an extension of the first three words of the question.	**35 Was this person –** *Mark (X) ONE box.* _ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions? _ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization? _ a local GOVERNMENT employee (city, county, etc.)? _ a state GOVERNMENT employee? _ a Federal GOVERNMENT employee _ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm? _ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm? __ Working WITHOUT PAY in family business or farm? Question number changed
35. For whom did this person work? _____ Name of company, business, branch of the Armed Forces or other employer	**35 For whom did this person work?** *If now on active duty in the Armed Forces, mark (X) this box -> [ ] and print the branch of the Armed Forces.* Name of company, business, or other employer _____ The ACS item was changed to match the Census 2000 item, which is basically the same as the 1990 census item.	**36 For whom did this person work?** *If now on active duty in the Armed Forces, mark (X) this box -> [ ] and print the branch of the Armed Forces.* Name of company, business, or other employer _____ Question number changed
36. What kind of business or industry was this? Describe the activity at the location where employed. For example: hospital, newspaper publishing, public high school. _____	**36 What kind of business or industry was this?** *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)* _____ The ACS was changed to match the Census 2000 item, except for a minor difference in one of the examples. The Census 2000 item is basically the same as the 1990 census item except for changes to the list of examples.	**37 What kind of business or industry was this?** *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)* _____ Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
37. Is this mainly- __ Manufacturing? __ Wholesale trade? __ Retail Trade __ Other (agriculture, construction, service, government, etc)?	**37 Is this mainly –** *Mark (X) one box.* __ manufacturing? __ wholesale trade? __ retail trade? __ other (agriculture, construction, service, government, etc.)? The ACS item was changed to be consistent with the Census 2000 item, which is basically the same as the 1990 census item. The first letter of the first word of each ACS response category was changed to lower case to emphasize that each response category is an extension of the first three words of the question.	**38 Is this mainly –** *Mark (X) one box.* __ manufacturing? __ wholesale trade? __ retail trade? __ other (agriculture, construction, service, government, etc.)? Question number changed
38. What kind of work was this person doing? For example: registered nurse, personnel manager, high school teacher _____	**38 What kind of work was this person doing?** *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)* _____ The ACS item was changed to match the Census 2000 item, which is basically the same as the 1990 census item except for the examples.	**39 What kind of work was this person doing?** *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)* _____ Question number changed
39. What were this person's most important activities or duties? For example: patient care, directing hiring policies, teaching 9th grade biology _____	**39 What were this person's most important activities or duties?** *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)* _____ The ACS item was changed to match the Census 2000 item, which is basically the same as the 1990 census item except for the examples.	**40 What were this person's most important activities or duties?** *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)* _____ Question number changed
40. INCOME IN THE PAST 12 MONTHS. Indicate the types of income this person received during the PAST 12 MONTHS and enter the amounts received. If you do not know the exact amount, please give an estimate. For income received jointly, report if possible, the appropriate share for each person. Otherwise report the whole amount for only one person and mark the "No" box for the other person. If net income was a loss, mark the "LOSS" box to the right of the dollar amount.	**40 INCOME IN THE PAST 12 MONTHS.** *Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (Note: The "past 12 months" is the period from today's date one year ago up through today.)* *Mark (X) the "No" box to show types of income NOT received.* *If net income was a loss, mark the "Loss" box to the right of the dollar amount.* *For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.*	**41 INCOME IN THE PAST 12 MONTHS.** *Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (Note: The "past 12 months" is the period from today's date one year ago up through today.)* *Mark (X) the "No" box to show types of income NOT received.* *If net income was a loss, mark the "Loss" box to the right of the dollar amount.* *For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.* Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
In the PAST 12 MONTHS, did this person receive- **40a. wages or salary?** Report commissions, bonuses, or tips from all jobs BEFORE DEDUCTIONS FOR TAXES, BONDS, DUES, OR OTHER ITEMS. __ Yes ---> $_____.00 __ No (Past 12 months - Dollars) **b. self-employment income from own business (farm or non-farm) including proprietorship and partnership?** Report NET income after business expenses. __ Yes ---> $_____.00 __ Loss __ No (Past 12 months - Dollars) **c. interest, dividends, net rental income, royalty income, or income from estates and trusts?** Report even small amounts credited to an account. __ Yes ---> $_____.00 __ Loss __ No (Past 12 months - Dollars) **d. Social Security or Railroad Retirement?** __ Yes ---> $_____.00 __ No (Past 12 months - Dollars)	**40a. Wages, salary, commissions, bonuses, or tips from all jobs.** *Report amount before deductions for taxes, bonds, dues, or other items.* __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships.** *Report NET income after business expenses.* __ Yes ---> $_____.00 __ Loss TOTAL AMOUNT for past __ No 12 MONTHS **c. Interest, dividends net rental income, royalty income, or income from estates and trusts.** Report even small amounts credited to an account. __ Yes ---> $_____.00 __ Loss TOTAL AMOUNT for past __ No 12 MONTHS **d. Social Security or Railroad Retirement.** __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS	**41a. Wages, salary, commissions, bonuses, or tips from all jobs.** *Report amount before deductions for taxes, bonds, dues, or other items.* __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships.** *Report NET income after business expenses.* __ Yes ---> $_____.00 __ Loss TOTAL AMOUNT for past __ No 12 MONTHS **c. Interest, dividends net rental income, royalty income, or income from estates and trusts.** Report even small amounts credited to an account. __ Yes ---> $_____.00 __ Loss TOTAL AMOUNT for past __ No 12 MONTHS **d. Social Security or Railroad Retirement.** __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS Question number changed

1996-1998 QUESTION WORDING	1999-2002 QUESTION WORDING	2003-2005 QUESTION WORDING
40. (Continued) **e. retirement, survivor, or disability pensions?** Do NOT include Social Security. __ Yes ---> $_____.00 __ No (Past 12 months - Dollars) **f. Supplemental Security Income (SSI), Aid to Families with Dependent Children (AFDC), or other public assistance or public welfare payments?** __ Yes ---> $_____.00 __ No (Past 12 months - Dollars) **g. Other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony, etc?** Do NOT include lump sum payments such as money from an inheritance or the sale of a home. __ Yes ---> $_____.00 __ No (Past 12 months - Dollars) NOTE: The 1998 ACS questionnaire deleted references to AFDC because of welfare law reforms.	**40** (Continued) **e. Supplemental Security Income (SSI).** __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **f. Any public assistance or welfare payments from the state or local welfare office.** __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **g. Retirement, survivor, or disability pensions.** *Do NOT include Social Security.* __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony.** *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.* __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS The ACS questions were changed to be consistent with the questions for the Census 2000. The instructions are slightly different to reflect differences in the reference periods. The ACS asks about the past 12 months, and the questions for the Census 2000 ask about the previous calendar year. The questions for the Census 2000 differ from the 1990 census questions concerning self-employment and public assistance items. In 1990, the self-employment income item was asked in two parts (non-farm and farm self-employment). Questions about SSI and public assistance were asked as one in the 1990 census. The public assistance item dropped references to AFDC because of welfare law reforms.	**41** (Continued) **e. Supplemental Security Income (SSI).** __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **f. Any public assistance or welfare payments from the state or local welfare office.** __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **g. Retirement, survivor, or disability pensions.** *Do NOT include Social Security.* __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS **h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony.** *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.* __ Yes ---> $_____.00 TOTAL AMOUNT for past __ No 12 MONTHS Question number changed
41. What was this person's total income during the PAST 12 MONTHS? Add entries 40a-g; subtract any losses. $_____.00 __ None (Past 12 months - Dollars)__ Loss	**41 What was this person's total income during the PAST 12 MONTHS?** *Add entries in questions 40a to 40h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount* __ None OR $_____.00 __ Loss TOTAL AMOUNT for past 12 MONTHS The ACS item was changed to be consistent with the Census 2000 item which is basically the same as the 1990 census item. The ACS has a different reference period, asking about the past 12 months while the census items ask about the previous calendar year.	**42 What was this person's total income during the PAST 12 MONTHS?** *Add entries in questions 40a to 40h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount* __ None OR $_____.00 __ Loss TOTAL AMOUNT for past 12 MONTHS Question number changed

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Dear Resident:

In a few days your household will receive a questionnaire in the mail for a very important national survey, the American Community Survey. When the questionnaire arrives, please fill it out and mail it back promptly. The U.S. Census Bureau is conducting this survey and chose your address, not you personally, as part of a randomly selected sample.

The American Community Survey collects information about various topics like education, housing, and jobs. Information from this survey is used by federal, state, local, and tribal governments to meet the needs of communities across America. For example, community leaders use this information to decide where schools, highways, hospitals, and other services are needed. The survey also is used to develop programs to reduce traffic congestion, provide job training, and plan for the healthcare needs of the elderly.

If you have access to the Internet and want to learn more about the American Community Survey, please visit the Census Bureau's Web site: www.census.gov/acs/www.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon
Director, U.S. Census Bureau

ACS-12(L)S (1-2003)

U S C E N S U S B U R E A U
Helping You Make Informed Decisions

www.census.gov

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Dear Resident:

In a few days your household will receive a questionnaire in the mail for a very important survey–the Puerto Rico Community Survey. When the questionnaire arrives, please fill it out and mail it back promptly. The U.S. Census Bureau is conducting this survey and chose your address, not you personally, as part of a randomly selected sample.

The Puerto Rico Community Survey collects information about various topics like education, housing, and jobs. Information from this survey is used by federal, state, and municipio governments to meet the needs of communities in Puerto Rico. For example, the government uses this information to decide where schools, highways, hospitals, and other services are needed. The survey also is used to develop programs to reduce traffic congestion, provide job training, and plan for the healthcare needs of the elderly.

If you have access to the Internet and want to learn more about the Puerto Rico Community Survey, please visit the Census Bureau's Web site: www.census.gov/acs/www.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon
Director

ACS-12(L)PR (12-2003)

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U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU
Jeffersonville, IN 47132-0001

OFFICIAL BUSINESS
Penalty for Private Use $300

ACS-46(2003) (1-2004)

AN EQUAL OPPORTUNITY EMPLOYER

PRSRT
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

The American Community Survey
Form Enclosed

YOUR RESPONSE IS REQUIRED BY LAW

U S C E N S U S B U R E A U

Appendix B.4 Outgoing Envelope (Puerto Rico Version)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU
Jeffersonville, IN 47132-0001

OFFICIAL BUSINESS
Penalty for Private Use $300

ACS-46(2005)PR (1-2004)

AN EQUAL OPPORTUNITY EMPLOYER

Se Incluye Cuestionario de la Encuesta sobre la Comunidad de Puerto Rico
SU RESPUESTA ES REQUERIDA POR LEY
The Puerto Rico Community Survey Form Enclosed
YOUR RESPONSE IS REQUIRED BY LAW

PRSRT
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

U S C E N S U S B U R E A U

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Dear Resident:

I recently sent a letter to your household about the American Community Survey. Enclosed is a questionnaire and information about the survey. Please complete the questionnaire and mail it back as soon as possible in the postage-paid envelope.

This survey collects critical up-to-date information used to meet the needs of communities across the United States. For example, results from this survey are used to decide where new schools, hospitals, and fire stations are needed. This information also helps communities plan for the kinds of emergency situations that might affect you and your neighbors, such as floods and other natural disasters.

The U.S. Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help filling out the questionnaire, please use the enclosed guide or call our toll-free number (1–800–354–7271).

Thank you.

Sincerely,

Charles Louis Kincannon
Director, U.S. Census Bureau

Enclosures

ACS-13(L)SM (12-2002)

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Helping You Make Informed Decisions

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UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Dear Resident:

I recently sent a letter to your household about the Puerto Rico Community Survey. Enclosed is a questionnaire and information about the survey. Please complete the questionnaire and mail it back as soon as possible in the enclosed postage-paid envelope.

This survey collects critical up-to-date information used to meet the needs of communities across Puerto Rico. For example, results from this survey are used to decide where new schools, hospitals, and fire stations are needed. This information also helps communities plan for the kinds of emergency situations that might affect you and your neighbors, such as floods and other natural disasters.

The U.S. Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help filling out the questionnaire, please use the enclosed guide or call our toll-free number (1-800-717-7381).

Thank you in advance for your cooperation.

Sincerely,

Charles Louis Kincannon
Director

Enclosures

ACS-13(L)PR (3-2004)

U S C E N S U S B U R E A U
Helping You Make Informed Decisions

www.census.gov

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

THE American Community Survey

This booklet shows the content of the American Community Survey questionnaire.

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People are our most important resource. This Census Bureau survey collects information about education, employment, income, and housing—information your community uses to plan and fund programs. Your response is important, and we keep your answers confidential.

If you need help or have questions about completing this form, please call **1-800-354-7271**. The telephone call is free.

Telephone Device for the Deaf (TDD):
Call 1–800–582–8330. The telephone call is free.

¿NECESITA AYUDA? Si usted habla español y necesita ayuda para completar su cuestionario, llame sin cargo alguno al **1–877–833–5625.**

For more information about the American Community Survey, visit our web site at: http://www.census.gov/acs/www/

U S C E N S U S B U R E A U

Start Here

This form asks for three types of information:

- basic information about the people who are living or staying at the address on the mailing label above
- specific information about this house, apartment, or mobile home
- more detailed information about each person living or staying here

What is your name? Please PRINT the name of the person who is filling out this form. Include the telephone number so we can contact you if there is a question, and today's date.

Last Name

First Name MI

Area Code + Number

Date (Month/Day/Year)

How many people are living or staying at this address?

Number of people

Please turn to the next page to continue.

FORM **ACS-1(INFO)(2005)**
(5-20-2004)

OMB No. 0607-0810

List of Residents

READ THESE INSTRUCTIONS FIRST

Please fill out this form as soon as possible after receiving it in the mail.

- **LIST** everyone who is living or staying here for more than 2 months.
- **LIST** anyone else staying here who does not have another usual place to stay.
- **DO NOT LIST** anyone who is living somewhere else for more than 2 months, such as a college student living away.

If this place is a **vacation home** or a **temporary residence** where no one in this household stays for more than 2 months, do not list any names in the List of Residents. **Complete only pages 4, 5, and 6 and return the form.**

IF YOU ARE NOT SURE WHOM TO LIST, CALL 1–800–354–7271.

If there are more than five people, list them here. *We may call you for more information about them.*

After you've created the List of Residents, answer the questions across the top of the page for the first five people on the list.

	1 What is this person's sex?	2 What is this person's age and what is this person's date of birth? *Print numbers in boxes.*	3 How is this person related to Person 1?
Person 1 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	☒ Person 1 *(Person 1 is the person living or staying here in whose name this house or apartment is owned, being bought, or rented. If there is no such person, start with the name of any adult living or staying here.)*
Person 2 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 2 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative
Person 3 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 3 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative
Person 4 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 4 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative
Person 5 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 5 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative

Person 6	Person 7	Person 8
Last Name *(Please print)*	Last Name *(Please print)*	Last Name *(Please print)*
First Name MI	First Name MI	First Name MI

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NOTE: Please answer BOTH Questions 5 and 6.

4 What is this person's marital status?	5 Is this person Spanish/Hispanic/Latino? *Mark (X) the* ***"No"*** *box if* ***not*** *Spanish/Hispanic/Latino.*	6 What is this person's race? ***Mark (X) one or more races*** *to indicate what this person considers himself/herself to be.*		
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*

Person 9	Person 10	Person 11	Person 12
Last Name *(Please print)*	Last Name *(Please print)*	Last Name *(Please print)*	Last Name *(Please print)*
First Name MI	First Name MI	First Name MI	First Name MI

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When you are finished, turn the page and continue with the Housing section.

Housing

Housing information helps your community plan for police and fire protection.

Please answer the following questions about the house, apartment, or mobile home at the address on the mailing label.

1 Which best describes this building? *Include all apartments, flats, etc., even if vacant.*

- ☐ A mobile home
- ☐ A one-family house detached from any other house
- ☐ A one-family house attached to one or more houses
- ☐ A building with 2 apartments
- ☐ A building with 3 or 4 apartments
- ☐ A building with 5 to 9 apartments
- ☐ A building with 10 to 19 apartments
- ☐ A building with 20 to 49 apartments
- ☐ A building with 50 or more apartments
- ☐ Boat, RV, van, etc.

2 About when was this building first built?

- ☐ 2005 or later
- ☐ 2000 to 2004
- ☐ 1990 to 1999
- ☐ 1980 to 1989
- ☐ 1970 to 1979
- ☐ 1960 to 1969
- ☐ 1950 to 1959
- ☐ 1940 to 1949
- ☐ 1939 or earlier

3 When did PERSON 1 (listed in the List of Residents on page 2) move into this house, apartment, or mobile home?

Month Year

A *Answer questions 4–6 ONLY if this is a one-family house or a mobile home; otherwise, SKIP to question 7.*

4 How many acres is this house or mobile home on?

- ☐ Less than 1 acre → *SKIP to question 6*
- ☐ 1 to 9.9 acres
- ☐ 10 or more acres

5 IN THE PAST 12 MONTHS, what were the actual sales of all agricultural products from this property?

- ☐ None
- ☐ $1 to $999
- ☐ $1,000 to $2,499
- ☐ $2,500 to $4,999
- ☐ $5,000 to $9,999
- ☐ $10,000 or more

6 Is there a business (such as a store or barber shop) or a medical office on this property?

- ☐ Yes
- ☐ No

7 How many rooms are in this house, apartment, or mobile home? *Do NOT count bathrooms, porches, balconies, foyers, halls, or half-rooms.*

- ☐ 1 room
- ☐ 2 rooms
- ☐ 3 rooms
- ☐ 4 rooms
- ☐ 5 rooms
- ☐ 6 rooms
- ☐ 7 rooms
- ☐ 8 rooms
- ☐ 9 or more rooms

8 How many bedrooms are in this house, apartment, or mobile home; that is, how many bedrooms would you list if this house, apartment, or mobile home were on the market for sale or rent?

- ☐ No bedroom
- ☐ 1 bedroom
- ☐ 2 bedrooms
- ☐ 3 bedrooms
- ☐ 4 bedrooms
- ☐ 5 or more bedrooms

9 Does this house, apartment, or mobile home have COMPLETE plumbing facilities; that is, 1) hot and cold piped water, 2) a flush toilet, and 3) a bathtub or shower?

- ☐ Yes, has all three facilities
- ☐ No

10 Does this house, apartment, or mobile home have COMPLETE kitchen facilities; that is, 1) a sink with piped water, 2) a stove or range, and 3) a refrigerator?

- ☐ Yes, has all three facilities
- ☐ No

11 Is there telephone service available in this house, apartment, or mobile home from which you can both make and receive calls?

- ☐ Yes
- ☐ No

12 How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of this household?

- ☐ None
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6 or more

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Housing (continued)

13 **Which FUEL is used MOST for heating this house, apartment, or mobile home?**

- ☐ Gas: from underground pipes serving the neighborhood
- ☐ Gas: bottled, tank, or LP
- ☐ Electricity
- ☐ Fuel oil, kerosene, etc.
- ☐ Coal or coke
- ☐ Wood
- ☐ Solar energy
- ☐ Other fuel
- ☐ No fuel used

14 **a. LAST MONTH, what was the cost of electricity for this house, apartment, or mobile home?**

Last month's cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ No charge or electricity not used

b. LAST MONTH, what was the cost of gas for this house, apartment, or mobile home?

Last month's cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ Included in electricity payment entered above
- ☐ No charge or gas not used

c. IN THE PAST 12 MONTHS, what was the cost of water and sewer for this house, apartment, or mobile home? *If you have lived here less than 12 months, estimate the cost.*

Past 12 months' cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ No charge

d. IN THE PAST 12 MONTHS, what was the cost of oil, coal, kerosene, wood, etc., for this house, apartment, or mobile home? *If you have lived here less than 12 months, estimate the cost.*

Past 12 months' cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ No charge or these fuels not used

15 **At any time DURING THE PAST 12 MONTHS, did anyone in this household receive Food Stamps?**

- ☐ Yes → **What was the value of the Food Stamps received during the past 12 months?**

  Past 12 months' value – *Dollars*

  $ .00
- ☐ No

16 **Is this house, apartment, or mobile home part of a condominium?**

- ☐ Yes → **What is the monthly condominium fee?** *For renters, answer only if you pay the condominium fee in addition to your rent; otherwise, mark the "None" box.*

  Monthly amount – *Dollars*

  $ .00

  OR

  ☐ None
- ☐ No

17 **Is this house, apartment, or mobile home –**

- ☐ Owned by you or someone in this household with a mortgage or loan?
- ☐ Owned by you or someone in this household free and clear (without a mortgage or loan)?
- ☐ Rented for cash rent?
- ☐ Occupied without payment of cash rent? → *SKIP to* C

B *Answer questions 18a and b ONLY IF you PAY RENT for this house, apartment, or mobile home. Otherwise, SKIP to question 19.*

18 **a. What is the monthly rent for this house, apartment, or mobile home?**

Monthly amount – *Dollars*

$ .00

b. Does the monthly rent include any meals?

- ☐ Yes
- ☐ No

C *Answer questions 19–23 ONLY IF you or someone else in this household OWNS or IS BUYING this house, apartment, or mobile home. Otherwise, SKIP to* E *on the next page.*

19 **What is the value of this property; that is, how much do you think this house and lot, apartment, or mobile home and lot, would sell for if it were for sale?**

- ☐ Less than $10,000
- ☐ $10,000 to $14,999
- ☐ $15,000 to $19,999
- ☐ $20,000 to $24,999
- ☐ $25,000 to $29,999
- ☐ $30,000 to $34,999
- ☐ $35,000 to $39,999
- ☐ $40,000 to $49,999
- ☐ $50,000 to $59,999
- ☐ $60,000 to $69,999
- ☐ $70,000 to $79,999
- ☐ $80,000 to $89,999
- ☐ $90,000 to $99,999
- ☐ $100,000 to $124,999
- ☐ $125,000 to $149,999
- ☐ $150,000 to $174,999
- ☐ $175,000 to $199,999
- ☐ $200,000 to $249,999
- ☐ $250,000 or more – *Specify*

  $ .00

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Housing (continued)

20 What are the annual real estate taxes on THIS property?

Annual amount – *Dollars*

$ .00

OR

☐ None

21 What is the annual payment for fire, hazard, and flood insurance on THIS property?

Annual amount – *Dollars*

$ .00

OR

☐ None

22 a. Do you or any member of this household have a mortgage, deed of trust, contract to purchase, or similar debt on THIS property?

☐ Yes, mortgage, deed of trust, or similar debt
☐ Yes, contract to purchase
☐ No → *SKIP to question 23a*

b. How much is the regular monthly mortgage payment on THIS property? *Include payment only on FIRST mortgage or contract to purchase.*

Monthly amount – *Dollars*

$ .00

OR

☐ No regular payment required → *SKIP to question 23a*

c. Does the regular monthly mortgage payment include payments for real estate taxes on THIS property?

☐ Yes, taxes included in mortgage payment
☐ No, taxes paid separately or taxes not required

d. Does the regular monthly mortgage payment include payments for fire, hazard, or flood insurance on THIS property?

☐ Yes, insurance included in mortgage payment
☐ No, insurance paid separately or no insurance

23 a. Do you or any member of this household have a second mortgage or a home equity loan on THIS property?

☐ Yes, home equity loan
☐ Yes, second mortgage
☐ Yes, second mortgage and home equity loan
☐ No → *SKIP to* D

b. How much is the regular monthly payment on all second or junior mortgages and all home equity loans on THIS property?

Monthly amount – *Dollars*

$ .00

OR

☐ No regular payment required

D *Answer question 24 ONLY IF this is a MOBILE HOME. Otherwise, SKIP to* E.

24 What are the total annual costs for personal property taxes, site rent, registration fees, and license fees on THIS mobile home and its site? *Exclude real estate taxes.*

Annual costs – *Dollars*

$ .00

E *Answer questions 25a–c ONLY IF you listed at least one person on page 2. Otherwise, SKIP to page 24 for the mailing instructions.*

25 a. Do you or any member of this household live or stay at this address year round?

☐ Yes → *SKIP to the questions for Person 1 on the next page*
☐ No

b. How many months a year do members of this household stay at this address?

Months

c. What is the main reason members of this household are staying at this address?

☐ This is their permanent address
☐ This is their seasonal or vacation address
☐ To be close to work
☐ To attend school or college
☐ Looking for permanent housing
☐ Other reason(s)– *Specify*

➜ **Continue with the questions about PERSON 1 on the next page.**

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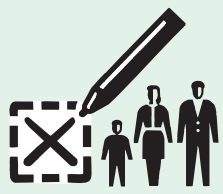
Person 1



Your answers are important! Every person in the American Community Survey counts.

Please copy the name of Person 1 from the List of Residents on page 2, then continue answering questions below.

Last Name

First Name MI

7 Where was this person born?

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print name of foreign country, or Puerto Rico, Guam, etc.*

8 Is this person a CITIZEN of the United States?

- ☐ Yes, born in the United States → *Skip to 10a*
- ☐ Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 When did this person come to live in the United States? *Print numbers in boxes.*

Year

10 a. At any time IN THE LAST 3 MONTHS, has this person attended regular school or college? *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, has not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level was this person attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 What is the highest degree or level of school this person has COMPLETED? *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.*

- ☐ No schooling completed
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 What is this person's ancestry or ethnic origin?

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)

13 a. Does this person speak a language other than English at home?

- ☐ Yes
- ☐ No → *SKIP to question 14*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese

c. How well does this person speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 a. Did this person live in this house or apartment 1 year ago?

- ☐ Person is under 1 year old → *SKIP to the questions for Person 2 on page 10.*
- ☐ Yes, this house → *SKIP to* F
- ☐ No, outside the United States – *Print name of foreign country, or Puerto Rico, Guam, etc., below; then SKIP to* F
- ☐ No, different house in the United States

b. Where did this person live 1 year ago?

Name of city, town, or post office

c. Did this person live inside the limits of the city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of county

Name of state **ZIP Code**

F *Answer questions 15 and 16 ONLY IF this person is 5 years old or over. Otherwise, SKIP to the questions for PERSON 2 on page 10.*

15 Does this person have any of the following long-lasting conditions:

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around inside the home?	☐	☐

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Person 1 (continued)

G *Answer question 17 ONLY IF this person is 15 years old or over. Otherwise, SKIP to the questions for PERSON 2 on page 10.*

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside the home alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

H *Answer question 18 ONLY IF this person is female and 15–50 years old. Otherwise, SKIP to question 19a.*

18 **Has this person given birth to any children in the past 12 months?**

☐ Yes
☐ No

19 **a. Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?**

☐ Yes
☐ No → *SKIP to question 20*

b. Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?

☐ Yes
☐ No → *SKIP to question 20*

c. How long has this grandparent been responsible for the(se) grandchild(ren)? *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.*

☐ Less than 6 months
☐ 6 to 11 months
☐ 1 or 2 years
☐ 3 or 4 years
☐ 5 or more years

20 **Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

☐ Yes, now on active duty
☐ Yes, on active duty during the last 12 months, but not now
☐ Yes, on active duty in the past, but not during the last 12 months
☐ No, training for Reserves or National Guard only → *SKIP to question 23*
☐ No, never served in the military → *SKIP to question 23*

21 **When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served, even if just for part of the period.*

☐ September 2001 or later
☐ August 1990 to August 2001 (including Persian Gulf War)
☐ September 1980 to July 1990
☐ May 1975 to August 1980
☐ Vietnam era (August 1964 to April 1975)
☐ March 1961 to July 1964
☐ February 1955 to February 1961
☐ Korean War (July 1950 to January 1955)
☐ January 1947 to June 1950
☐ World War II (December 1941 to December 1946)
☐ November 1941 or earlier

22 **In total, how many years of active-duty military service has this person had?**

☐ Less than 2 years
☐ 2 years or more

23 **LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 29*

24 **At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.*

a. Address (Number and street name)

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, or post office

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of county

e. Name of U.S. state or foreign country

f. ZIP Code

25 **How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.*

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Streetcar or trolley car
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at home → *SKIP to question 33*
☐ Other method

I *Answer question 26 ONLY IF you marked "Car, truck, or van" in question 25. Otherwise, SKIP to question 27.*

26 **How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

27 **What time did this person usually leave home to go to work LAST WEEK?**

Hour Minute

☐ a.m.
☐ p.m.

28 **How many minutes did it usually take this person to get from home to work LAST WEEK?**

Minutes

J *Answer questions 29–32 ONLY IF this person did NOT work last week. Otherwise, SKIP to question 33.*

29 **a. LAST WEEK, was this person on layoff from a job?**

☐ Yes → *SKIP to question 29c*
☐ No

b. LAST WEEK, was this person TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 32*
☐ No → *SKIP to question 30*

c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 31*
☐ No

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30 **Has this person been looking for work during the last 4 weeks?**

☐ Yes
☐ No → *SKIP to question 32*

31 **LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?**

☐ Yes, could have gone to work
☐ No, because of own temporary illness
☐ No, because of all other reasons (in school, etc.)

32 **When did this person last work, even for a few days?**

☐ Within the past 12 months
☐ 1 to 5 years ago → *SKIP to question 35*
☐ Over 5 years ago or never worked → *SKIP to question 41*

33 **During the PAST 12 MONTHS, how many WEEKS did this person work?** *Count paid vacation, paid sick leave, and military service.*

Weeks

34 **During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?**

Usual hours worked each WEEK

K *Answer questions 35–40 ONLY IF this person worked in the past 5 years. Otherwise, SKIP to question 41.*

35–40 CURRENT OR MOST RECENT JOB ACTIVITY. *Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job or business.*

35 **Was this person –**

Mark (X) ONE box.

☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
☐ a local GOVERNMENT employee (city, county, etc.)?
☐ a state GOVERNMENT employee?
☐ a Federal GOVERNMENT employee?
☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
☐ working WITHOUT PAY in family business or farm?

36 **For whom did this person work?**

If now on active duty in the Armed Forces, mark (X) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

37 **What kind of business or industry was this?** *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

38 **Is this mainly –** *Mark (X) one box.*

☐ manufacturing?
☐ wholesale trade?
☐ retail trade?
☐ other (agriculture, construction, service, government, etc.)?

39 **What kind of work was this person doing?** *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)*

40 **What were this person's most important activities or duties?** *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)*

41 **INCOME IN THE PAST 12 MONTHS.**

Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date one year ago up through today.)

Mark (X) the "No" box to show types of income NOT received.

If net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.

a. Wages, salary, commissions, bonuses, or tips from all jobs. *Report amount before deductions for taxes, bonds, dues, or other items.*

☐ Yes → $ .00
☐ No TOTAL AMOUNT for past 12 MONTHS

b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships. *Report NET income after business expenses.*

☐ Yes → $ .00 ☐ Loss
☐ No TOTAL AMOUNT for past 12 MONTHS

c. Interest, dividends, net rental income, royalty income, or income from estates and trusts. *Report even small amounts credited to an account.*

☐ Yes → $ .00 ☐ Loss
☐ No TOTAL AMOUNT for past 12 MONTHS

d. Social Security or Railroad Retirement.

☐ Yes → $ .00
☐ No TOTAL AMOUNT for past 12 MONTHS

e. Supplemental Security Income (SSI).

☐ Yes → $ .00
☐ No TOTAL AMOUNT for past 12 MONTHS

f. Any public assistance or welfare payments from the state or local welfare office.

☐ Yes → $ .00
☐ No TOTAL AMOUNT for past 12 MONTHS

g. Retirement, survivor, or disability pensions. *Do NOT include Social Security.*

☐ Yes → $ .00
☐ No TOTAL AMOUNT for past 12 MONTHS

h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony. *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.*

☐ Yes → $ .00
☐ No TOTAL AMOUNT for past 12 MONTHS

42 **What was this person's total income during the PAST 12 MONTHS?** *Add entries in questions 41a to 41h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount.*

☐ None OR $ .00 ☐ Loss
TOTAL AMOUNT for past 12 MONTHS

➜ **Continue with the questions for Person 2 on the next page. If only 1 person is listed in the List of Residents, SKIP to page 24 for mailing instructions.**

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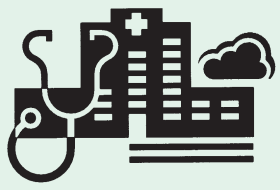
Person 2



Survey information helps your community get financial assistance for roads, hospitals, schools, and more.

The balance of the questionnaire has questions for Person 2, Person 3, Person 4, and Person 5. The questions are the same as the questions for Person 1.

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ACS-1(INFO)(2005), Page 10, Base (Black)

ACS-1(INFO)(2005), Page 10, GREEN Pantone 354 (10%, 20%, and 100%)

INFORMATIONAL COPY

ACS-1(INFO)(2005), Page 11, Base (Black)
ACS-1(INFO)(2005), Page 11, GREEN Pantone 354 (100%)

Mailing Instructions

Please make sure you have..

- put all names on the List of Residents and answered the questions across the top of the page
- answered all Housing questions
- answered all Person questions for each person on the List of Residents.

Then...

- put the completed questionnaire into the postage-paid return envelope. If the envelope has been misplaced, please mail the questionnaire to:

  U. S. Census Bureau
  P.O. Box 5240
  Jeffersonville, IN 47199-5240

- make sure the barcode above your address shows in the window of the return envelope.

Thank you for participating in the American Community Survey.

INFORMATIONAL COPY

POP EDIT PHONE

EDIT CLERK TELEPHONE CLERK

JIC1 JIC2

JIC3 JIC4

The Census Bureau estimates that, for the average household, this form will take 38 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0810, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, D.C. 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0810" as the subject. Please DO NOT RETURN your questionnaire to this address. Use the enclosed preaddressed envelope to return your completed questionnaire.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the bottom right on the front cover of this form.

Form ACS-1(INFO)(2005) (5-20-2004)

The Puerto Rico Community Survey

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

People are our most important resource. This Census Bureau survey collects information about education, employment, income, and housing—information your community uses to plan and fund programs. Your response is important, and we keep your answers confidential.

If you need help or have questions about completing this form, please call **1-800-717-7381**. The telephone call is free.

Telephone Device for the Deaf (TDD):
Call 1–800–786–9448. The telephone call is free.

¿NECESITA AYUDA? Si usted habla español y necesita ayuda para completar su cuestionario, llame sin cargo alguno al **1–800–814–8385.**

For more information about the Puerto Rico Community Survey, visit our web site at:
http://www.census.gov/acs/www/

U S C E N S U S B U R E A U

Start Here

This form asks for three types of information:

- basic information about the people who are living or staying at the address on the mailing label above
- specific information about this house, apartment, or mobile home
- more detailed information about each person living or staying here

What is your name? Please PRINT the name of the person who is filling out this form. Include the telephone number so we can contact you if there is a question, and today's date.

Last Name

First Name MI

Area Code + Number

Date (Month/Day/Year)

How many people are living or staying at this address?

Number of people

Please turn to the next page to continue.

FORM **ACS-1(2005)PR**
(2-10-2004)

OMB No. 0607-0810

List of Residents

READ THESE INSTRUCTIONS FIRST

Please fill out this form as soon as possible after receiving it in the mail.

- **LIST** everyone who is living or staying here for more than 2 months.
- **LIST** anyone else staying here who does not have another usual place to stay.
- **DO NOT LIST** anyone who is living somewhere else for more than 2 months, such as a college student living away.

If this place is a **vacation home** or a **temporary residence** where no one in this household stays for more than 2 months, do not list any names in the List of Residents. **Complete only pages 4, 5, and 6 and return the form.**

IF YOU ARE NOT SURE WHOM TO LIST, CALL 1–800–717–7381.

If there are more than five people, list them here. *We may call you for more information about them.*

After you've created the List of Residents, answer the questions across the top of the page for the first five people on the list.

	1 What is this person's sex?	2 What is this person's age and what is this person's date of birth? *Print numbers in boxes.*	3 How is this person related to Person 1?
Person 1 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	☒ Person 1 *(Person 1 is the person living or staying here in whose name this house or apartment is owned, being bought, or rented. If there is no such person, start with the name of any adult living or staying here.)*
Person 2 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 2 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative
Person 3 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 3 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative
Person 4 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 4 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative
Person 5 Last Name *(Please print)* First Name MI	☐ Male ☐ Female	Age (in years) Month Day Year of birth	*Relationship of Person 5 to Person 1.* ☐ Husband or wife ☐ Son or daughter ☐ Brother or sister ☐ Father or mother ☐ Grandchild ☐ In-law ☐ Other relative ☐ Roomer, boarder ☐ Housemate, roommate ☐ Unmarried partner ☐ Foster child ☐ Other nonrelative

Person 6	Person 7	Person 8
Last Name *(Please print)*	Last Name *(Please print)*	Last Name *(Please print)*
First Name MI	First Name MI	First Name MI

NOTE: Please answer BOTH Questions 5 and 6.

4 What is this person's marital status?	5 Is this person Spanish/Hispanic/Latino? *Mark (X) the **"No"** box if **not** Spanish/Hispanic/Latino.*	6 What is this person's race? ***Mark (X) one or more races*** *to indicate what this person considers himself/herself to be.*		
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*
☐ Now married ☐ Widowed ☐ Divorced ☐ Separated ☐ Never married	☐ **No**, not Spanish/Hispanic/Latino ☐ Yes, Mexican, Mexican Am., Chicano ☐ Yes, Puerto Rican ☐ Yes, Cuban ☐ Yes, other Spanish/Hispanic/Latino — *Print group.*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe.*	☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian – *Print race.*	☐ Native Hawaiian ☐ Guamanian or Chamorro ☐ Samoan ☐ Other Pacific Islander – *Print race below.* ☐ Some other race – *Print race below.*

Person 9	Person 10	Person 11	Person 12
Last Name *(Please print)*	Last Name *(Please print)*	Last Name *(Please print)*	Last Name *(Please print)*
First Name MI	First Name MI	First Name MI	First Name MI

When you are finished, turn the page and continue with the Housing section.

Housing

Housing information helps your community plan for police and fire protection.

Please answer the following questions about the house, apartment, or mobile home at the address on the mailing label.

1 Which best describes this building? *Include all apartments, flats, etc., even if vacant.*

- ☐ A mobile home
- ☐ A one-family house detached from any other house
- ☐ A one-family house attached to one or more houses
- ☐ A building with 2 apartments
- ☐ A building with 3 or 4 apartments
- ☐ A building with 5 to 9 apartments
- ☐ A building with 10 to 19 apartments
- ☐ A building with 20 to 49 apartments
- ☐ A building with 50 or more apartments
- ☐ Boat, RV, van, etc.

2 About when was this building first built?

- ☐ 2005 or later
- ☐ 2000 to 2004
- ☐ 1990 to 1999
- ☐ 1980 to 1989
- ☐ 1970 to 1979
- ☐ 1960 to 1969
- ☐ 1950 to 1959
- ☐ 1940 to 1949
- ☐ 1939 or earlier

3 When did PERSON 1 (listed in the List of Residents on page 2) move into this house, apartment, or mobile home?

Month Year

A *Answer questions 4–6 ONLY if this is a one-family house or a mobile home; otherwise, SKIP to question 7.*

4 How many cuerdas is this house or mobile home on?

- ☐ Less than 1 cuerda → *SKIP to question 6*
- ☐ 1 to 9.9 cuerdas
- ☐ 10 or more cuerdas

5 IN THE PAST 12 MONTHS, what were the actual sales of all agricultural products from this property?

- ☐ None
- ☐ $1 to $999
- ☐ $1,000 to $2,499
- ☐ $2,500 to $4,999
- ☐ $5,000 to $9,999
- ☐ $10,000 or more

6 Is there a business (such as a store or barber shop) or a medical office on this property?

- ☐ Yes
- ☐ No

7 How many rooms are in this house, apartment, or mobile home? *Do NOT count bathrooms, porches, balconies, foyers, halls, or half-rooms.*

- ☐ 1 room
- ☐ 2 rooms
- ☐ 3 rooms
- ☐ 4 rooms
- ☐ 5 rooms
- ☐ 6 rooms
- ☐ 7 rooms
- ☐ 8 rooms
- ☐ 9 or more rooms

8 How many bedrooms are in this house, apartment, or mobile home; that is, how many bedrooms would you list if this house, apartment, or mobile home were on the market for sale or rent?

- ☐ No bedroom
- ☐ 1 bedroom
- ☐ 2 bedrooms
- ☐ 3 bedrooms
- ☐ 4 bedrooms
- ☐ 5 or more bedrooms

9 Does this house, apartment, or mobile home have COMPLETE plumbing facilities; that is, 1) hot and cold piped water, 2) a flush toilet, and 3) a bathtub or shower?

- ☐ Yes, has all three facilities
- ☐ No

10 Does this house, apartment, or mobile home have COMPLETE kitchen facilities; that is, 1) a sink with piped water, 2) a stove or range, and 3) a refrigerator?

- ☐ Yes, has all three facilities
- ☐ No

11 Is there telephone service available in this house, apartment, or mobile home from which you can both make and receive calls?

- ☐ Yes
- ☐ No

12 How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of this household?

- ☐ None
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6 or more

Housing (continued)

13 **Which FUEL is used MOST for heating this house, apartment, or mobile home?**

- ☐ Gas: from underground pipes serving the neighborhood
- ☐ Gas: bottled, tank, or LP
- ☐ Electricity
- ☐ Fuel oil, kerosene, etc.
- ☐ Coal or coke
- ☐ Wood
- ☐ Solar energy
- ☐ Other fuel
- ☐ No fuel used

14 **a. LAST MONTH, what was the cost of electricity for this house, apartment, or mobile home?**

Last month's cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ No charge or electricity not used

b. LAST MONTH, what was the cost of gas for this house, apartment, or mobile home?

Last month's cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ Included in electricity payment entered above
- ☐ No charge or gas not used

c. IN THE PAST 12 MONTHS, what was the cost of water and sewer for this house, apartment, or mobile home? *If you have lived here less than 12 months, estimate the cost.*

Past 12 months' cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ No charge

d. IN THE PAST 12 MONTHS, what was the cost of oil, coal, kerosene, wood, etc., for this house, apartment, or mobile home? *If you have lived here less than 12 months, estimate the cost.*

Past 12 months' cost – *Dollars*

$ .00

OR

- ☐ Included in rent or condominium fee
- ☐ No charge or these fuels not used

15 **At any time DURING THE PAST 12 MONTHS, did anyone in this household receive Food Stamps?**

- ☐ Yes → **What was the value of the Food Stamps received during the past 12 months?**

  Past 12 months' value – *Dollars*

  $ .00
- ☐ No

16 **Is this house, apartment, or mobile home part of a condominium?**

- ☐ Yes → **What is the monthly condominium fee?** *For renters, answer only if you pay the condominium fee in addition to your rent; otherwise, mark the "None" box.*

  Monthly amount – *Dollars*

  $ .00

  OR

  ☐ None
- ☐ No

17 **Is this house, apartment, or mobile home –**

- ☐ Owned by you or someone in this household with a mortgage or loan?
- ☐ Owned by you or someone in this household free and clear (without a mortgage or loan)?
- ☐ Rented for cash rent?
- ☐ Occupied without payment of cash rent? → *SKIP to* C

B *Answer questions 18a and b ONLY IF you PAY RENT for this house, apartment, or mobile home. Otherwise, SKIP to question 19.*

18 **a. What is the monthly rent for this house, apartment, or mobile home?**

Monthly amount – *Dollars*

$ .00

b. Does the monthly rent include any meals?

- ☐ Yes
- ☐ No

C *Answer questions 19–23 ONLY IF you or someone else in this household OWNS or IS BUYING this house, apartment, or mobile home. Otherwise, SKIP to* E *on the next page.*

19 **What is the value of this property; that is, how much do you think this house and lot, apartment, or mobile home and lot, would sell for if it were for sale?**

- ☐ Less than $10,000
- ☐ $10,000 to $14,999
- ☐ $15,000 to $19,999
- ☐ $20,000 to $24,999
- ☐ $25,000 to $29,999
- ☐ $30,000 to $34,999
- ☐ $35,000 to $39,999
- ☐ $40,000 to $49,999
- ☐ $50,000 to $59,999
- ☐ $60,000 to $69,999
- ☐ $70,000 to $79,999
- ☐ $80,000 to $89,999
- ☐ $90,000 to $99,999
- ☐ $100,000 to $124,999
- ☐ $125,000 to $149,999
- ☐ $150,000 to $174,999
- ☐ $175,000 to $199,999
- ☐ $200,000 to $249,999
- ☐ $250,000 or more – *Specify*

  $ .00

Housing (continued)

20 What are the annual real estate taxes on THIS property?

Annual amount – *Dollars*

$ .00

OR

☐ None

21 What is the annual payment for fire, hazard, and flood insurance on THIS property?

Annual amount – *Dollars*

$ .00

OR

☐ None

22 a. Do you or any member of this household have a mortgage, deed of trust, contract to purchase, or similar debt on THIS property?

☐ Yes, mortgage, deed of trust, or similar debt
☐ Yes, contract to purchase
☐ No → *SKIP to question 23a*

b. How much is the regular monthly mortgage payment on THIS property? *Include payments only on FIRST mortgage or contract to purchase.*

Monthly amount – *Dollars*

$ .00

OR

☐ No regular payment required → *SKIP to question 23a*

c. Does the regular monthly mortgage payment include payments for real estate taxes on THIS property?

☐ Yes, taxes included in mortgage payment
☐ No, taxes paid separately or taxes not required

d. Does the regular monthly mortgage payment include payments for fire, hazard, or flood insurance on THIS property?

☐ Yes, insurance included in mortgage payment
☐ No, insurance paid separately or no insurance

23 a. Do you or any member of this household have a second mortgage or a home equity loan on THIS property?

☐ Yes, home equity loan
☐ Yes, second mortgage
☐ Yes, second mortgage and home equity loan
☐ No → *SKIP to* D

b. How much is the regular monthly payment on all second or junior mortgages and all home equity loans on THIS property?

Monthly amount – *Dollars*

$ .00

OR

☐ No regular payment required

D *Answer question 24 ONLY IF this is a MOBILE HOME. Otherwise, SKIP to* E.

24 What are the total annual costs for personal property taxes, site rent, registration fees, and license fees on THIS mobile home and its site? *Exclude real estate taxes.*

Annual costs – *Dollars*

$ .00

E *Answer questions 25a–c ONLY IF you listed at least one person on page 2. Otherwise, SKIP to page 24 for the mailing instructions.*

25 a. Do you or any member of this household live or stay at this address year round?

☐ Yes → *SKIP to the questions for Person 1 on the next page*
☐ No

b. How many months a year do members of this household stay at this address?

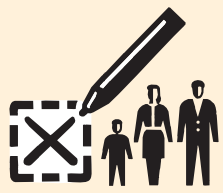
Months

c. What is the main reason members of this household are staying at this address?

☐ This is their permanent address
☐ This is their seasonal or vacation address
☐ To be close to work
☐ To attend school or college
☐ Looking for permanent housing
☐ Other reason(s) – *Specify*

➜ **Continue with the questions about PERSON 1 on the next page.**

Person 1



Your answers are important! Every person in the Puerto Rico Community Survey counts.

Please copy the name of Person 1 from the List of Residents on page 2, then continue answering questions below.

Last Name

First Name MI

7 Where was this person born?

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print Puerto Rico or name of foreign country, or U.S. Virgin Islands, Guam, etc.*

8 Is this person a CITIZEN of the United States?

- ☐ Yes, born in Puerto Rico → *SKIP to 10a*
- ☐ Yes, born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 When did this person come to live in Puerto Rico? *Print numbers in boxes.*

Year

10 a. At any time IN THE LAST 3 MONTHS, has this person attended regular school or college? *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, has not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level was this person attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 What is the highest degree or level of school this person has COMPLETED? *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.*

- ☐ No schooling completed
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 What is this person's ancestry or ethnic origin?

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)

13 a. Does this person speak a language other than English at home?

- ☐ Yes
- ☐ No → *SKIP to question 14*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese

c. How well does this person speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 a. Did this person live in this house or apartment 1 year ago?

- ☐ Person is under 1 year old → *SKIP to the questions for Person 2 on page 10.*
- ☐ Yes, this house → *SKIP to* F .
- ☐ No, outside Puerto Rico or the United States – *Print name of foreign country, or U.S. Virgin Islands, Guam, etc., below; then SKIP to* F .
- ☐ No, different house in Puerto Rico or the United States

b. Where did this person live 1 year ago?
Name of city, town, or post office

c. Did this person live inside the limits of the city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of municipio or U.S. county

Enter Puerto Rico or name of U.S. state **ZIP Code**

F *Answer questions 15 and 16 ONLY IF this person is 5 years old or over. Otherwise, SKIP to the questions for PERSON 2 on page 10.*

15 Does this person have any of the following long-lasting conditions:

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around inside the home?	☐	☐

G *Answer question 17 ONLY IF this person is 15 years old or over. Otherwise, SKIP to the questions for PERSON 2 on page 10.*

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside the home alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

H *Answer question 18 ONLY IF this person is female and 15–50 years old. Otherwise, SKIP to question 19a.*

18 **Has this person given birth to any children in the past 12 months?**

☐ Yes
☐ No

19 **a. Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?**

☐ Yes
☐ No → *SKIP to question 20*

b. Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?

☐ Yes
☐ No → *SKIP to question 20*

c. How long has this grandparent been responsible for the(se) grandchild(ren)? *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.*

☐ Less than 6 months
☐ 6 to 11 months
☐ 1 or 2 years
☐ 3 or 4 years
☐ 5 or more years

20 **Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

☐ Yes, now on active duty
☐ Yes, on active duty during the last 12 months, but not now
☐ Yes, on active duty in the past, but not during the last 12 months
☐ No, training for Reserves or National Guard only → *SKIP to question 23*
☐ No, never served in the military → *SKIP to question 23*

21 **When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served, even if just for part of the period.*

☐ September 2001 or later
☐ August 1990 to August 2001 (including Persian Gulf War)
☐ September 1980 to July 1990
☐ May 1975 to August 1980
☐ Vietnam era (August 1964 to April 1975)
☐ March 1961 to July 1964
☐ February 1955 to February 1961
☐ Korean War (July 1950 to January 1955)
☐ January 1947 to June 1950
☐ World War II (December 1941 to December 1946)
☐ November 1941 or earlier

22 **In total, how many years of active-duty military service has this person had?**

☐ Less than 2 years ☐ 2 years or more

23 **LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 29*

24 **At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.*

a. Address

Development or condominium name; Number and street name

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, or post office

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of municipio or U.S. county

e. Enter Puerto Rico or name of U.S. state or foreign country

f. ZIP Code

25 **How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.*

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Carro público
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at home → *SKIP to question 33*
☐ Other method

I *Answer question 26 ONLY IF you marked "Car, truck, or van" in question 25. Otherwise, SKIP to question 27.*

26 **How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

27 **What time did this person usually leave home to go to work LAST WEEK?**

Hour Minute

☐ a.m.
☐ p.m.

28 **How many minutes did it usually take this person to get from home to work LAST WEEK?**

Minutes

J *Answer questions 29–32 ONLY IF this person did NOT work last week. Otherwise, SKIP to question 33.*

29 **a. LAST WEEK, was this person on layoff from a job?**

☐ Yes → *SKIP to question 29c*
☐ No

b. LAST WEEK, was this person TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 32*
☐ No → *SKIP to question 30*

c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 31*
☐ No

Person 1 (continued)

30 **Has this person been looking for work during the last 4 weeks?**

- ☐ Yes
- ☐ No → *SKIP to question 32*

31 **LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?**

- ☐ Yes, could have gone to work
- ☐ No, because of own temporary illness
- ☐ No, because of all other reasons (in school, etc.)

32 **When did this person last work, even for a few days?**

- ☐ Within the past 12 months
- ☐ 1 to 5 years ago → *SKIP to question 35*
- ☐ Over 5 years ago or never worked → *SKIP to question 41*

33 **During the PAST 12 MONTHS, how many WEEKS did this person work?** *Count paid vacation, paid sick leave, and military service.*

Weeks

34 **During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?**

Usual hours worked each WEEK

K *Answer questions 35–40 ONLY IF this person worked in the past 5 years. Otherwise, SKIP to question 41.*

35–40 CURRENT OR MOST RECENT JOB ACTIVITY. *Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job or business.*

35 **Was this person –**

Mark (X) ONE box.

- ☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
- ☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
- ☐ a local GOVERNMENT employee (city, county, municipio, etc.)?
- ☐ a state GOVERNMENT employee?
- ☐ a Federal GOVERNMENT employee?
- ☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
- ☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
- ☐ working WITHOUT PAY in family business or farm?

36 **For whom did this person work?**

If now on active duty in the Armed Forces, mark (X) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

37 **What kind of business or industry was this?** *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

38 **Is this mainly –** *Mark (X) one box.*

- ☐ manufacturing?
- ☐ wholesale trade?
- ☐ retail trade?
- ☐ other (agriculture, construction, service, government, etc.)?

39 **What kind of work was this person doing?** *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)*

40 **What were this person's most important activities or duties?** *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)*

41 **INCOME IN THE PAST 12 MONTHS.**

Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date one year ago up through today.)

Mark (X) the "No" box to show types of income NOT received.

If net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.

a. Wages, salary, commissions, bonuses, or tips from all jobs. *Report amount before deductions for taxes, bonds, dues, or other items.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships. *Report NET income after business expenses.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

c. Interest, dividends, net rental income, royalty income, or income from estates and trusts. *Report even small amounts credited to an account.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

d. Social Security or Railroad Retirement.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

e. Supplemental Security Income (SSI).

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

f. Any public assistance or welfare payments from the state or local welfare office.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

g. Retirement, survivor, or disability pensions. *Do NOT include Social Security.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony. *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.*

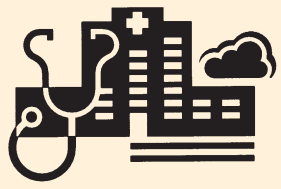
☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

42 **What was this person's total income during the PAST 12 MONTHS?** *Add entries in questions 41a to 41h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount.*

☐ None OR $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss

➜ **Continue with the questions for Person 2 on the next page. If only 1 person is listed in the List of Residents, SKIP to page 24 for mailing instructions.**

Person 2



Survey information helps your community get financial assistance for roads, hospitals, schools, and more.

Please copy the name of Person 2 from the List of Residents on page 2, then continue answering questions below.

Last Name

First Name MI

7 Where was this person born?

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print Puerto Rico or name of foreign country, or U.S. Virgin Islands, Guam, etc.*

8 Is this person a CITIZEN of the United States?

- ☐ Yes, born in Puerto Rico → *SKIP to 10a*
- ☐ Yes, born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 When did this person come to live in Puerto Rico?

Year

10 a. At any time IN THE LAST 3 MONTHS, has this person attended regular school or college? *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, has not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level was this person attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 What is the highest degree or level of school this person has COMPLETED? *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.*

- ☐ No schooling completed
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 What is this person's ancestry or ethnic origin?

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)

13 a. Does this person speak a language other than English at home?

- ☐ Yes
- ☐ No → *SKIP to question 14*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese

c. How well does this person speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 a. Did this person live in this house or apartment 1 year ago?

- ☐ Person is under 1 year old → *SKIP to the questions for Person 3 on page 13.*
- ☐ Yes, this house → *SKIP to* F .
- ☐ No, outside Puerto Rico or the United States – *Print name of foreign country, or U.S. Virgin Islands, Guam, etc., below; then SKIP to* F .
- ☐ No, different house in Puerto Rico or the United States

b. Where did this person live 1 year ago? Name of city, town, or post office

c. Did this person live inside the limits of the city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of municipio or U.S. county

Enter Puerto Rico or name of U.S. state **ZIP Code**

F *Answer questions 15 and 16 ONLY IF this person is 5 years old or over. Otherwise, SKIP to the questions for PERSON 3 on page 13.*

15 Does this person have any of the following long-lasting conditions:

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around inside the home?	☐	☐

Person 2 (continued)

G *Answer question 17 ONLY IF this person is 15 years old or over. Otherwise, SKIP to the questions for PERSON 3 on page 13.*

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside the home alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

H *Answer question 18 ONLY IF this person is female and 15–50 years old. Otherwise, SKIP to question 19a.*

18 **Has this person given birth to any children in the past 12 months?**

☐ Yes
☐ No

19 **a. Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?**

☐ Yes
☐ No → *SKIP to question 20*

b. Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?

☐ Yes
☐ No → *SKIP to question 20*

c. How long has this grandparent been responsible for the(se) grandchild(ren)? *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.*

☐ Less than 6 months
☐ 6 to 11 months
☐ 1 or 2 years
☐ 3 or 4 years
☐ 5 or more years

20 **Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

☐ Yes, now on active duty
☐ Yes, on active duty during the last 12 months, but not now
☐ Yes, on active duty in the past, but not during the last 12 months
☐ No, training for Reserves or National Guard only → *SKIP to question 23*
☐ No, never served in the military → *SKIP to question 23*

21 **When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served, even if just for part of the period.*

☐ September 2001 or later
☐ August 1990 to August 2001 (including Persian Gulf War)
☐ September 1980 to July 1990
☐ May 1975 to August 1980
☐ Vietnam era (August 1964 to April 1975)
☐ March 1961 to July 1964
☐ February 1955 to February 1961
☐ Korean War (July 1950 to January 1955)
☐ January 1947 to June 1950
☐ World War II (December 1941 to December 1946)
☐ November 1941 or earlier

22 **In total, how many years of active-duty military service has this person had?**

☐ Less than 2 years ☐ 2 years or more

23 **LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 29*

24 **At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.*

a. Address

Development or condominium name; Number and street name

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, or post office

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of municipio or U.S. county

e. Enter Puerto Rico or name of U.S. state or foreign country

f. ZIP Code

25 **How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.*

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Carro público
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at home → *SKIP to question 33*
☐ Other method

I *Answer question 26 ONLY IF you marked "Car, truck, or van" in question 25. Otherwise, SKIP to question 27.*

26 **How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

27 **What time did this person usually leave home to go to work LAST WEEK?**

Hour Minute

☐ a.m.
☐ p.m.

28 **How many minutes did it usually take this person to get from home to work LAST WEEK?**

Minutes

J *Answer questions 29–32 ONLY IF this person did NOT work last week. Otherwise, SKIP to question 33.*

29 **a. LAST WEEK, was this person on layoff from a job?**

☐ Yes → *SKIP to question 29c*
☐ No

b. LAST WEEK, was this person TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 32*
☐ No → *SKIP to question 30*

c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 31*
☐ No

Person 2 (continued)

30 Has this person been looking for work during the last 4 weeks?

- ☐ Yes
- ☐ No → *SKIP to question 32*

31 LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?

- ☐ Yes, could have gone to work
- ☐ No, because of own temporary illness
- ☐ No, because of all other reasons (in school, etc.)

32 When did this person last work, even for a few days?

- ☐ Within the past 12 months
- ☐ 1 to 5 years ago → *SKIP to question 35*
- ☐ Over 5 years ago or never worked → *SKIP to question 41*

33 During the PAST 12 MONTHS, how many WEEKS did this person work? *Count paid vacation, paid sick leave, and military service.*

Weeks

34 During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?

Usual hours worked each WEEK

K *Answer questions 35–40 ONLY IF this person worked in the past 5 years. Otherwise, SKIP to question 41.*

35–40 CURRENT OR MOST RECENT JOB ACTIVITY. *Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job or business.*

35 Was this person –

Mark (X) ONE box.

- ☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
- ☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
- ☐ a local GOVERNMENT employee (city, county, municipio, etc.)?
- ☐ a state GOVERNMENT employee?
- ☐ a Federal GOVERNMENT employee?
- ☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
- ☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
- ☐ working WITHOUT PAY in family business or farm?

36 For whom did this person work?

If now on active duty in the Armed Forces, mark (X) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

37 What kind of business or industry was this? *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

38 Is this mainly – *Mark (X) one box.*

- ☐ manufacturing?
- ☐ wholesale trade?
- ☐ retail trade?
- ☐ other (agriculture, construction, service, government, etc.)?

39 What kind of work was this person doing? *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)*

40 What were this person's most important activities or duties? *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)*

41 INCOME IN THE PAST 12 MONTHS.

Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date one year ago up through today.)

Mark (X) the "No" box to show types of income NOT received.

If net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.

a. Wages, salary, commissions, bonuses, or tips from all jobs. *Report amount before deductions for taxes, bonds, dues, or other items.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships. *Report NET income after business expenses.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

c. Interest, dividends, net rental income, royalty income, or income from estates and trusts. *Report even small amounts credited to an account.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

d. Social Security or Railroad Retirement.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

e. Supplemental Security Income (SSI).

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

f. Any public assistance or welfare payments from the state or local welfare office.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

g. Retirement, survivor, or disability pensions. *Do NOT include Social Security.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony. *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.*

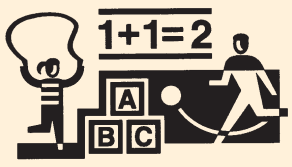
☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

42 What was this person's total income during the PAST 12 MONTHS? *Add entries in questions 41a to 41h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount.*

☐ None OR $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss

➔ **Continue with the questions for Person 3 on the next page. If only 2 people are listed in the List of Residents, SKIP to page 24 for mailing instructions.**

Person 3



Information about children helps your community plan for child care, education, and recreation.

Please copy the name of Person 3 from the List of Residents on page 2, then continue answering questions below.

Last Name

First Name MI

7 Where was this person born?

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print Puerto Rico or name of foreign country, or U.S. Virgin Islands, Guam, etc.*

8 Is this person a CITIZEN of the United States?

- ☐ Yes, born in Puerto Rico → *SKIP to 10a*
- ☐ Yes, born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 When did this person come to live in Puerto Rico? *Print numbers in boxes.*

Year

10 a. At any time IN THE LAST 3 MONTHS, has this person attended regular school or college? *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, has not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level was this person attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 What is the highest degree or level of school this person has COMPLETED? *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.*

- ☐ No schooling completed
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 What is this person's ancestry or ethnic origin?

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)

13 a. Does this person speak a language other than English at home?

- ☐ Yes
- ☐ No → *SKIP to question 14*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese

c. How well does this person speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 a. Did this person live in this house or apartment 1 year ago?

- ☐ Person is under 1 year old → *SKIP to the questions for Person 4 on page 16.*
- ☐ Yes, this house → *SKIP to* F .
- ☐ No, outside Puerto Rico or the United States – *Print name of foreign country, or U.S. Virgin Islands, Guam, etc., below; then SKIP to* F .
- ☐ No, different house in Puerto Rico or the United States

b. Where did this person live 1 year ago?

Name of city, town, or post office

c. Did this person live inside the limits of the city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of municipio or U.S. county

Enter Puerto Rico or name of U.S. state **ZIP Code**

F *Answer questions 15 and 16 ONLY IF this person is 5 years old or over. Otherwise, SKIP to the questions for PERSON 4 on page 16.*

15 Does this person have any of the following long-lasting conditions:

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around inside the home?	☐	☐

G *Answer question 17 ONLY IF this person is 15 years old or over. Otherwise, SKIP to the questions for PERSON 4 on page 16.*

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside the home alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

H *Answer question 18 ONLY IF this person is female and 15–50 years old. Otherwise, SKIP to question 19a.*

18 **Has this person given birth to any children in the past 12 months?**

☐ Yes
☐ No

19 **a. Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?**

☐ Yes
☐ No → *SKIP to question 20*

b. Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?

☐ Yes
☐ No → *SKIP to question 20*

c. How long has this grandparent been responsible for the(se) grandchild(ren)? *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.*

☐ Less than 6 months
☐ 6 to 11 months
☐ 1 or 2 years
☐ 3 or 4 years
☐ 5 or more years

20 **Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

☐ Yes, now on active duty
☐ Yes, on active duty during the last 12 months, but not now
☐ Yes, on active duty in the past, but not during the last 12 months
☐ No, training for Reserves or National Guard only → *SKIP to question 23*
☐ No, never served in the military → *SKIP to question 23*

21 **When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served, even if just for part of the period.*

☐ September 2001 or later
☐ August 1990 to August 2001 (including Persian Gulf War)
☐ September 1980 to July 1990
☐ May 1975 to August 1980
☐ Vietnam era (August 1964 to April 1975)
☐ March 1961 to July 1964
☐ February 1955 to February 1961
☐ Korean War (July 1950 to January 1955)
☐ January 1947 to June 1950
☐ World War II (December 1941 to December 1946)
☐ November 1941 or earlier

22 **In total, how many years of active-duty military service has this person had?**

☐ Less than 2 years ☐ 2 years or more

23 **LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 29*

24 **At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.*

a. Address

Development or condominium name; Number and street name

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, or post office

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of municipio or U.S. county

e. Enter Puerto Rico or name of U.S. state or foreign country

f. ZIP Code

25 **How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.*

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Carro público
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at home → *SKIP to question 33*
☐ Other method

I *Answer question 26 ONLY IF you marked "Car, truck, or van" in question 25. Otherwise, SKIP to question 27.*

26 **How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

27 **What time did this person usually leave home to go to work LAST WEEK?**

Hour Minute

☐ a.m.
☐ p.m.

28 **How many minutes did it usually take this person to get from home to work LAST WEEK?**

Minutes

J *Answer questions 29–32 ONLY IF this person did NOT work last week. Otherwise, SKIP to question 33.*

29 **a. LAST WEEK, was this person on layoff from a job?**

☐ Yes → *SKIP to question 29c*
☐ No

b. LAST WEEK, was this person TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 32*
☐ No → *SKIP to question 30*

c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 31*
☐ No

Person 3 (continued)

30 Has this person been looking for work during the last 4 weeks?

- ☐ Yes
- ☐ No → *SKIP to question 32*

31 LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?

- ☐ Yes, could have gone to work
- ☐ No, because of own temporary illness
- ☐ No, because of all other reasons (in school, etc.)

32 When did this person last work, even for a few days?

- ☐ Within the past 12 months
- ☐ 1 to 5 years ago → *SKIP to question 35*
- ☐ Over 5 years ago or never worked → *SKIP to question 41*

33 During the PAST 12 MONTHS, how many WEEKS did this person work? *Count paid vacation, paid sick leave, and military service.*

Weeks

34 During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?

Usual hours worked each WEEK

K *Answer questions 35–40 ONLY IF this person worked in the past 5 years. Otherwise, SKIP to question 41.*

35–40 CURRENT OR MOST RECENT JOB ACTIVITY. *Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job or business.*

35 Was this person –

Mark (X) ONE box.

- ☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
- ☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
- ☐ a local GOVERNMENT employee (city, county, municipio, etc.)?
- ☐ a state GOVERNMENT employee?
- ☐ a Federal GOVERNMENT employee?
- ☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
- ☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
- ☐ working WITHOUT PAY in family business or farm?

36 For whom did this person work?

If now on active duty in the Armed Forces, mark (X) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

37 What kind of business or industry was this? *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

38 Is this mainly – *Mark (X) one box.*

- ☐ manufacturing?
- ☐ wholesale trade?
- ☐ retail trade?
- ☐ other (agriculture, construction, service, government, etc.)?

39 What kind of work was this person doing? *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)*

40 What were this person's most important activities or duties? *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)*

41 INCOME IN THE PAST 12 MONTHS.

Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date one year ago up through today.)

Mark (X) the "No" box to show types of income NOT received.

If net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.

a. Wages, salary, commissions, bonuses, or tips from all jobs. *Report amount before deductions for taxes, bonds, dues, or other items.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships. *Report NET income after business expenses.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

c. Interest, dividends, net rental income, royalty income, or income from estates and trusts. *Report even small amounts credited to an account.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

d. Social Security or Railroad Retirement.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

e. Supplemental Security Income (SSI).

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

f. Any public assistance or welfare payments from the state or local welfare office.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

g. Retirement, survivor, or disability pensions. *Do NOT include Social Security.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony. *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.*

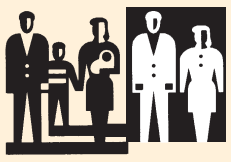
☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

42 What was this person's total income during the PAST 12 MONTHS? *Add entries in questions 41a to 41h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount.*

☐ None OR $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss

➜ **Continue with the questions for Person 4 on the next page. If only 3 people are listed in the List of Residents, SKIP to page 24 for mailing instructions.**

Person 4



Knowing about age, race, and sex helps your community better meet the needs of everyone.

Please copy the name of Person 4 from the List of Residents on page 2, then continue answering questions below.

Last Name

First Name MI

7 Where was this person born?

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print Puerto Rico or name of foreign country, or U.S. Virgin Islands, Guam, etc.*

8 Is this person a CITIZEN of the United States?

- ☐ Yes, born in Puerto Rico → *SKIP to 10a*
- ☐ Yes, born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 When did this person come to live in Puerto Rico?

Year

10 a. At any time IN THE LAST 3 MONTHS, has this person attended regular school or college? *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, has not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level was this person attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 What is the highest degree or level of school this person has COMPLETED? *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.*

- ☐ No schooling completed
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 What is this person's ancestry or ethnic origin?

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)

13 a. Does this person speak a language other than English at home?

- ☐ Yes
- ☐ No → *SKIP to question 14*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese

c. How well does this person speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 a. Did this person live in this house or apartment 1 year ago?

- ☐ Person is under 1 year old → *SKIP to the questions for Person 5 on page 19.*
- ☐ Yes, this house → *SKIP to* F.
- ☐ No, outside Puerto Rico or the United States – *Print name of foreign country, or U.S. Virgin Islands, Guam, etc., below; then SKIP to* F.
- ☐ No, different house in Puerto Rico or the United States

b. Where did this person live 1 year ago? Name of city, town, or post office

c. Did this person live inside the limits of the city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of municipio or U.S. county

Enter Puerto Rico or name of U.S. state **ZIP Code**

F *Answer questions 15 and 16 ONLY IF this person is 5 years old or over. Otherwise, SKIP to the questions for PERSON 5 on page 19.*

15 Does this person have any of the following long-lasting conditions:

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around inside the home?	☐	☐

Person 4 (continued)

G *Answer question 17 ONLY IF this person is 15 years old or over. Otherwise, SKIP to the questions for PERSON 5 on page 19.*

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside the home alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

H *Answer question 18 ONLY IF this person is female and 15–50 years old. Otherwise, SKIP to question 19a.*

18 **Has this person given birth to any children in the past 12 months?**

☐ Yes
☐ No

19 **a. Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?**

☐ Yes
☐ No → *SKIP to question 20*

b. Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?

☐ Yes
☐ No → *SKIP to question 20*

c. How long has this grandparent been responsible for the(se) grandchild(ren)? *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.*

☐ Less than 6 months
☐ 6 to 11 months
☐ 1 or 2 years
☐ 3 or 4 years
☐ 5 or more years

20 **Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

☐ Yes, now on active duty
☐ Yes, on active duty during the last 12 months, but not now
☐ Yes, on active duty in the past, but not during the last 12 months
☐ No, training for Reserves or National Guard only → *SKIP to question 23*
☐ No, never served in the military → *SKIP to question 23*

21 **When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served, even if just for part of the period.*

☐ September 2001 or later
☐ August 1990 to August 2001 (including Persian Gulf War)
☐ September 1980 to July 1990
☐ May 1975 to August 1980
☐ Vietnam era (August 1964 to April 1975)
☐ March 1961 to July 1964
☐ February 1955 to February 1961
☐ Korean War (July 1950 to January 1955)
☐ January 1947 to June 1950
☐ World War II (December 1941 to December 1946)
☐ November 1941 or earlier

22 **In total, how many years of active-duty military service has this person had?**

☐ Less than 2 years ☐ 2 years or more

23 **LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 29*

24 **At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.*

a. Address

Development or condominium name; Number and street name

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, or post office

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of municipio or U.S. county

e. Enter Puerto Rico or name of U.S. state or foreign country

f. ZIP Code

25 **How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.*

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Carro público
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at home → *SKIP to question 33*
☐ Other method

I *Answer question 26 ONLY IF you marked "Car, truck, or van" in question 25. Otherwise, SKIP to question 27.*

26 **How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

27 **What time did this person usually leave home to go to work LAST WEEK?**

Hour Minute

☐ a.m.
☐ p.m.

28 **How many minutes did it usually take this person to get from home to work LAST WEEK?**

Minutes

J *Answer questions 29–32 ONLY IF this person did NOT work last week. Otherwise, SKIP to question 33.*

29 **a. LAST WEEK, was this person on layoff from a job?**

☐ Yes → *SKIP to question 29c*
☐ No

b. LAST WEEK, was this person TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 32*
☐ No → *SKIP to question 30*

c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 31*
☐ No

Person 4 (continued)

30 Has this person been looking for work during the last 4 weeks?

- ☐ Yes
- ☐ No → *SKIP to question 32*

31 LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?

- ☐ Yes, could have gone to work
- ☐ No, because of own temporary illness
- ☐ No, because of all other reasons (in school, etc.)

32 When did this person last work, even for a few days?

- ☐ Within the past 12 months
- ☐ 1 to 5 years ago → *SKIP to question 35*
- ☐ Over 5 years ago or never worked → *SKIP to question 41*

33 During the PAST 12 MONTHS, how many WEEKS did this person work? *Count paid vacation, paid sick leave, and military service.*

Weeks

34 During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?

Usual hours worked each WEEK

K *Answer questions 35–40 ONLY IF this person worked in the past 5 years. Otherwise, SKIP to question 41.*

35–40 CURRENT OR MOST RECENT JOB ACTIVITY. *Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job or business.*

35 Was this person –

Mark (X) ONE box.

- ☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
- ☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
- ☐ a local GOVERNMENT employee (city, county, municipio, etc.)?
- ☐ a state GOVERNMENT employee?
- ☐ a Federal GOVERNMENT employee?
- ☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
- ☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
- ☐ working WITHOUT PAY in family business or farm?

36 For whom did this person work?

If now on active duty in the Armed Forces, mark (X) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

37 What kind of business or industry was this? *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

38 Is this mainly – *Mark (X) one box.*

- ☐ manufacturing?
- ☐ wholesale trade?
- ☐ retail trade?
- ☐ other (agriculture, construction, service, government, etc.)?

39 What kind of work was this person doing? *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)*

40 What were this person's most important activities or duties? *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)*

41 INCOME IN THE PAST 12 MONTHS.

Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date one year ago up through today.)

Mark (X) the "No" box to show types of income NOT received.

If net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.

a. Wages, salary, commissions, bonuses, or tips from all jobs. *Report amount before deductions for taxes, bonds, dues, or other items.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships. *Report NET income after business expenses.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

c. Interest, dividends, net rental income, royalty income, or income from estates and trusts. *Report even small amounts credited to an account.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

d. Social Security or Railroad Retirement.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

e. Supplemental Security Income (SSI).

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

f. Any public assistance or welfare payments from the state or local welfare office.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

g. Retirement, survivor, or disability pensions. *Do NOT include Social Security.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony. *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

42 What was this person's total income during the PAST 12 MONTHS? *Add entries in questions 41a to 41h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount.*

☐ None OR $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss

➔ **Continue with the questions for Person 5 on the next page. If only 4 people are listed in the List of Residents, SKIP to page 24 for mailing instructions.**

Person 5

Your answers help your community plan for the future.

Please copy the name of Person 5 from the List of Residents on page 2, then continue answering questions below.

Last Name

First Name MI

7 Where was this person born?

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print Puerto Rico or name of foreign country, or U.S. Virgin Islands, Guam, etc.*

8 Is this person a CITIZEN of the United States?

- ☐ Yes, born in Puerto Rico → *SKIP to 10a*
- ☐ Yes, born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 When did this person come to live in Puerto Rico? *Print numbers in boxes.*

Year

10 a. At any time IN THE LAST 3 MONTHS, has this person attended regular school or college? *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, has not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level was this person attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 What is the highest degree or level of school this person has COMPLETED? *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.*

- ☐ No schooling completed
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 What is this person's ancestry or ethnic origin?

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)

13 a. Does this person speak a language other than English at home?

- ☐ Yes
- ☐ No → *SKIP to question 14*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese

c. How well does this person speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 a. Did this person live in this house or apartment 1 year ago?

- ☐ Person is under 1 year old → *SKIP to the mailing instructions on page 24.*
- ☐ Yes, this house → *SKIP to* F .
- ☐ No, outside Puerto Rico or the United States – *Print name of foreign country, or U.S. Virgin Islands, Guam, etc., below; then SKIP to* F .
- ☐ No, different house in Puerto Rico or the United States

b. Where did this person live 1 year ago?
Name of city, town, or post office

c. Did this person live inside the limits of the city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of municipio or U.S. county

Enter Puerto Rico or name of U.S. state **ZIP Code**

F *Answer questions 15 and 16 ONLY IF this person is 5 years old or over. Otherwise, SKIP to the mailing instructions on page 24.*

15 Does this person have any of the following long-lasting conditions:

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

16 Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around inside the home?	☐	☐

Person 5 (continued)

G *Answer question 17 ONLY IF this person is 15 years old or over. Otherwise, SKIP to the mailing instructions on page 24.*

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, does this person have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside the home alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

H *Answer question 18 ONLY IF this person is female and 15–50 years old. Otherwise, SKIP to question 19a.*

18 **Has this person given birth to any children in the past 12 months?**

☐ Yes
☐ No

19 **a. Does this person have any of his/her own grandchildren under the age of 18 living in this house or apartment?**

☐ Yes
☐ No → *SKIP to question 20*

b. Is this grandparent currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this house or apartment?

☐ Yes
☐ No → *SKIP to question 20*

c. How long has this grandparent been responsible for the(se) grandchild(ren)? *If the grandparent is financially responsible for more than one grandchild, answer the question for the grandchild for whom the grandparent has been responsible for the longest period of time.*

☐ Less than 6 months
☐ 6 to 11 months
☐ 1 or 2 years
☐ 3 or 4 years
☐ 5 or more years

20 **Has this person ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

☐ Yes, now on active duty
☐ Yes, on active duty during the last 12 months, but not now
☐ Yes, on active duty in the past, but not during the last 12 months
☐ No, training for Reserves or National Guard only → *SKIP to question 23*
☐ No, never served in the military → *SKIP to question 23*

21 **When did this person serve on active duty in the U.S. Armed Forces?** *Mark (X) a box for EACH period in which this person served, even if just for part of the period.*

☐ September 2001 or later
☐ August 1990 to August 2001 (including Persian Gulf War)
☐ September 1980 to July 1990
☐ May 1975 to August 1980
☐ Vietnam era (August 1964 to April 1975)
☐ March 1961 to July 1964
☐ February 1955 to February 1961
☐ Korean War (July 1950 to January 1955)
☐ January 1947 to June 1950
☐ World War II (December 1941 to December 1946)
☐ November 1941 or earlier

22 **In total, how many years of active-duty military service has this person had?**

☐ Less than 2 years ☐ 2 years or more

23 **LAST WEEK, did this person do ANY work for either pay or profit?** *Mark (X) the "Yes" box even if the person worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or was on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 29*

24 **At what location did this person work LAST WEEK?** *If this person worked at more than one location, print where he or she worked most last week.*

a. Address

Development or condominium name; Number and street name

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, or post office

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of municipio or U.S. county

e. Enter Puerto Rico or name of U.S. state or foreign country

f. ZIP Code

25 **How did this person usually get to work LAST WEEK?** *If this person usually used more than one method of transportation during the trip, mark (X) the box of the one used for most of the distance.*

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Carro público
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at home → *SKIP to question 33*
☐ Other method

I *Answer question 26 ONLY IF you marked "Car, truck, or van" in question 25. Otherwise, SKIP to question 27.*

26 **How many people, including this person, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

27 **What time did this person usually leave home to go to work LAST WEEK?**

Hour Minute

☐ a.m.
☐ p.m.

28 **How many minutes did it usually take this person to get from home to work LAST WEEK?**

Minutes

J *Answer questions 29–32 ONLY IF this person did NOT work last week. Otherwise, SKIP to question 33.*

29 **a. LAST WEEK, was this person on layoff from a job?**

☐ Yes → *SKIP to question 29c*
☐ No

b. LAST WEEK, was this person TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 32*
☐ No → *SKIP to question 30*

c. Has this person been informed that he or she will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 31*
☐ No

Person 5 (continued)

30 Has this person been looking for work during the last 4 weeks?

- ☐ Yes
- ☐ No → *SKIP to question 32*

31 LAST WEEK, could this person have started a job if offered one, or returned to work if recalled?

- ☐ Yes, could have gone to work
- ☐ No, because of own temporary illness
- ☐ No, because of all other reasons (in school, etc.)

32 When did this person last work, even for a few days?

- ☐ Within the past 12 months
- ☐ 1 to 5 years ago → *SKIP to question 35*
- ☐ Over 5 years ago or never worked → *SKIP to question 41*

33 During the PAST 12 MONTHS, how many WEEKS did this person work? *Count paid vacation, paid sick leave, and military service.*

Weeks

34 During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did this person usually work each WEEK?

Usual hours worked each WEEK

K *Answer questions 35–40 ONLY IF this person worked in the past 5 years. Otherwise, SKIP to question 41.*

35–40 CURRENT OR MOST RECENT JOB ACTIVITY. *Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for his/her last job or business.*

35 Was this person –

Mark (X) ONE box.

- ☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
- ☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
- ☐ a local GOVERNMENT employee (city, county, municipio, etc.)?
- ☐ a state GOVERNMENT employee?
- ☐ a Federal GOVERNMENT employee?
- ☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
- ☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
- ☐ working WITHOUT PAY in family business or farm?

36 For whom did this person work?

If now on active duty in the Armed Forces, mark (X) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

37 What kind of business or industry was this? *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

38 Is this mainly – *Mark (X) one box.*

- ☐ manufacturing?
- ☐ wholesale trade?
- ☐ retail trade?
- ☐ other (agriculture, construction, service, government, etc.)?

39 What kind of work was this person doing? *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)*

40 What were this person's most important activities or duties? *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)*

41 INCOME IN THE PAST 12 MONTHS.

Mark (X) the "Yes" box for each type of income this person received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date one year ago up through today.)

Mark (X) the "No" box to show types of income NOT received.

If net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly, report the appropriate share for each person – or, if that's not possible, report the whole amount for only one person and mark the "No" box for the other person.

a. Wages, salary, commissions, bonuses, or tips from all jobs. *Report amount before deductions for taxes, bonds, dues, or other items.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

b. Self-employment income from own nonfarm businesses or farm businesses, including proprietorships and partnerships. *Report NET income after business expenses.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

c. Interest, dividends, net rental income, royalty income, or income from estates and trusts. *Report even small amounts credited to an account.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss
☐ No

d. Social Security or Railroad Retirement.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

e. Supplemental Security Income (SSI).

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

f. Any public assistance or welfare payments from the state or local welfare office.

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

g. Retirement, survivor, or disability pensions. *Do NOT include Social Security.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

h. Any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony. *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.*

☐ Yes → $ .00 TOTAL AMOUNT for past 12 MONTHS
☐ No

42 What was this person's total income during the PAST 12 MONTHS? *Add entries in questions 41a to 41h; subtract any losses. If net income was a loss, enter the amount and mark (X) the "Loss" box next to the dollar amount.*

☐ None OR $ .00 TOTAL AMOUNT for past 12 MONTHS ☐ Loss

➜ **Now continue with the mailing instructions on page 24.**

Pages 22 and 23 are intentionally left blank

ACS-1PR(2005), Page 23, Base (Black)

Mailing Instructions

Please make sure you have..

- put all names on the List of Residents and answered the questions across the top of the page
- answered all Housing questions
- answered all Person questions for each person on the List of Residents.

Then...

- put the completed questionnaire into the postage-paid return envelope. (It is addressed to the U.S. Census Bureau Processing Center in Jeffersonville, Indiana.)
- make sure the barcode above your address shows in the window of the return envelope.

Thank you for participating in the Puerto Rico Community Survey.

For Census Bureau Use

POP | EDIT | PHONE

EDIT CLERK | TELEPHONE CLERK

JIC1 | JIC2

JIC3 | JIC4

The Census Bureau estimates that, for the average household, this form will take 38 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0810, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, D.C. 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0810" as the subject. Please DO NOT RETURN your questionnaire to this address. Use the enclosed preaddressed envelope to return your completed questionnaire.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the bottom right on the front cover of this form.

Form ACS-1PR(2005) (2-10-2004)

Your Guide for

THE American Community Survey

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

U S C E N S U S B U R E A U

ACS-30(2005)
(5-2004)

This guide gives helpful information on completing your survey form. If you need more help, call 1-800-354-7271. The telephone call is free. After you have completed your survey form, **please return it in the postage-paid envelope** we have provided.

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How to fill out the survey form	4
Examples of printed and marked entries	4
Instructions for the survey questions	5
What the survey is about	15
Why the Census Bureau asks certain questions	15

YOUR ANSWERS ARE CONFIDENTIAL AND REQUIRED BY LAW

The law, Title 13, Sections 141, 193, and 221 of the U.S. Code, authorizing the American Community Survey, also provides that your answers are confidential. No one except Census Bureau employees may see your completed form and they can be fined and imprisoned for any disclosure of your answers.

The same law that protects the confidentiality of your answers **requires** that you provide the information asked in this survey to the best of your knowledge.

HOW TO FILL OUT THE AMERICAN COMMUNITY SURVEY FORM

Please mark the category or categories in pencil as they apply to your household. Some questions ask you to print the information. See **Examples** below.

Make sure you answer questions for each person in this household. If anyone in the household, such as a roomer or boarder, does not want to give you his or her personal information, print at least the person's name and answer questions 1 and 3. **An interviewer will telephone to get the information from that person**.

There may be a question you cannot answer exactly. For example, you may not know the age of an elderly person or the price for which your house would sell. Ask someone else in your household; if no one knows, give your best estimate.

Follow the steps through the questionnaire and read the instructions. Instructions for completing the individual questions begin on **page 5** of this guide. These instructions will help you understand the questions and to answer them correctly. If you need assistance, call **1-800-354-7271**. The telephone call is free.

EXAMPLES OF PRINTED AND MARKED ENTRIES

7 **Where was this person born?**
☒ In the United States – *Print name of state.*
OHIO

27 **What time did this person usually leave home to go to work LAST WEEK?**
Hour Minute
06:10
☒ a.m.
☐ p.m.

INSTRUCTIONS FOR THE SURVEY QUESTIONS

LIST OF RESIDENTS. List the name of each person who lives at this address. If you are not sure if you should list a person, see the guidelines on page 2 of the form. If you are still not sure, call **1-800-354-7271** for help.

In the space labeled **Person 1**, print the name of the household member living or staying here in whose name the house or apartment is owned, being bought, or rented.

If there is no such person, any adult household member can be **Person 1** on the List of Residents.

If there are more than five people in your household, please list the names of the additional people on the lines at the bottom of pages 2 and 3. Complete this form for the five people listed on the List of Residents, and mail it back in the enclosed envelope as soon as possible. An interviewer will telephone to obtain the information for the additional persons.

ANSWER PERSON QUESTIONS 1 THROUGH 6 FOR THE FIRST FIVE PEOPLE ON THE LIST OF RESIDENTS.

1. Mark one box to indicate whether the person is male or female.

2. For each person, print the age at last birthday (print "00" for babies less than 1 year old). Also print the month, day, and year of birth.

3. Mark the appropriate category to describe the relationship of each person to **Person 1.** If the person is related to **Person 1** by birth, marriage, or adoption, but is not the **Husband or wife, Son or daughter, Brother or sister, Father or mother, Grandchild,** or **In-law,** of Person 1, mark the **"Other relative"** box. Therefore, a niece or nephew of Person 1 would be categorized as **"Other relative."** A parent-in-law, son/daughter-in-law, or brother/sister-in-law of Person 1 would be categorized as an **"in law."**

If a person is a stepchild or an adopted child of Person 1, mark the **"Son or daughter"** box.

If a person **is not** related to Person 1, mark the applicable box. A **"Roomer or boarder"** is someone renting a room/space in the house. A**"Housemate or roommate"** is someone sharing the house/apartment (but who is not romantically involved) with Person 1. An **"Unmarried partner,"** also known as a domestic partner, is a person who shares a close personal relationship with Person 1. A **"Foster child"** is someone under the age of 18 who is involved in the formal foster care system. For all other people who are not related to person 1 mark **"Other nonrelative"**.

4. Mark the **"Now married"** box for a married person regardless of whether his or her spouse is living in the household **unless** they are separated. If the person's only marriage was annulled, mark the **"Never married"** box.

5. A person is of Spanish/Hispanic/Latino origin if the person's origin (ancestry) is Mexican, Mexican American, Chicano, Puerto Rican, Cuban, Argentinean, Colombian, Costa Rican, Dominican, Ecuadoran, Guatemalan, Honduran, Nicaraguan, Peruvian, Salvadoran, from other Spanish-speaking countries of the Caribbean or Central or South America, or from Spain.

The term **Mexican Am.** refers to persons of Mexican-American origin or ancestry.

If you mark the **"Yes, other Spanish/Hispanic/Latino"** box, print the name of the specific group.

If a person is not of Spanish/Hispanic/Latino origin, answer this question by marking the **"No, not Spanish/Hispanic/Latino"** box.

This question should be answered for **ALL** persons, regardless of citizenship status.

6. Mark one or more categories to indicate what each person considers himself or herself to be.

   If you mark the **"American Indian or Alaska Native"** box, also print the name of the tribe(s) in which the person is enrolled. If the person is not enrolled in a tribe, print the name of the principal tribe.

   If you mark the **"Other Asian"** or the **"Other Pacific Islander"** box, print the name of the specific race(s) or group(s) in the space provided.

   The category **Other Asian** includes persons who identify themselves as Burmese, Hmong, Indonesian, Laotian, Pakistani, Thai, Cambodian, Sri Lankan, and so on.

   The category **Other Pacific Islander** includes persons who identify themselves as Fijian, Tongan, Polynesian, Tahitian, and so on.

   If you mark the **"Some other race"** box, print the race(s) or group(s) in the space provided.

   This question should be answered for **ALL** persons, regardless of citizenship status.

ANSWER HOUSING QUESTIONS 1 THROUGH 25 FOR THE ADDRESS ON THE MAILING LABEL.

1. Mark only one category.

   Count both occupied and vacant apartments in the house or building. Do not count stores or office space.

   Detached means there is open space on all sides, or the house is joined only to a shed or garage. *Attached* means that the house is joined to another house or building by at least one wall that goes from ground to roof. An example of **A one-family house attached to one or more houses** is a house in a row of houses attached to one another, sometimes referred to as a townhouse.

   A mobile home that has had one or more rooms added or built onto it should be considered as **A one-family house detached from any other house**. If only a porch or shed has been added to a mobile home, it should be considered as a mobile home.

2. Mark the box that corresponds to the year in which the original construction was completed, not the time of any later remodeling, additions, or conversions.

   If you live on a boat or in a mobile home, enter the year corresponding to the model year in which it was manufactured.

   If you do not know the year the building was first built, enter your best estimate.

3. Enter the month and year that **Person 1** on the List of Residents on page 2 last moved into this house, apartment, or mobile home.

4. Complete this question only if you live in a one-family house or in a mobile home; include only land that you own or rent.

   The number of acres is the acreage on which the house or mobile home is located; include adjoining land you rent for your use.

5. Complete this item only if this one-family house or mobile home is on 1 or more acres of land.

6. Complete this question only if you live in a one-family house or mobile home. A business, such as a grocery store or barber shop, is easily recognized from the outside and usually has a separate entrance. A medical office is a doctor's or dentist's office regularly visited by patients.

7. Count only whole rooms in your house, apartment, or mobile home used for living purposes, such as living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, family rooms, etc. **DO NOT** count bathrooms, kitchenettes, strip or pullman kitchens, utility rooms, foyers, halls, half-rooms, porches, balconies, unfinished attics, unfinished basements, or other unfinished space used for storage.

8. Include all rooms intended to be used as bedrooms in this house, apartment, or mobile home, even if they are currently being used for other purposes.

9. If you have all of the facilities listed, mark the **"Yes, has all three facilities"** box. All facilities must be in your house, apartment, or mobile home, but not necessarily in the same room. Consider that you have hot water even if you have it only part of the time. If any of the three facilities is not present, mark the **"No"** box.

10. The kitchen sink, stove, and refrigerator must be in your house, apartment, or mobile home but do not have to be in the same room. Portable cooking equipment **is not** considered a range or stove.

11. Mark the **"Yes"** box if 1) there is a telephone in working order, and you receive service at your house, apartment, or mobile home; or 2) if you have a cell phone from which you can both make and receive calls. If service has been discontinued because of nonpayment or any other reason, mark the **"No"** box.

12. Count company cars (including police cars and taxicabs) and company trucks of one-ton (2,000 pounds) capacity or less that are regularly kept at home and used by household members for nonbusiness purposes. **DO NOT** count cars or trucks permanently out of working order.

13. Mark the category for the fuel used most to heat your house, apartment, or mobile home. In buildings containing more than one apartment, you may obtain this information from the owner, manager, or janitor.

Solar energy is provided by a system that collects, stores, and distributes heat from the sun. **Other fuel** includes any fuel not listed separately, such as purchased steam, fuel briquettes, and waste material.

14a-14d.

If your house, apartment, or mobile home is rented, enter the costs for utilities and fuels **only if you pay for them in addition to the monthly rent**.

If you live in a condominium, enter the costs for utilities and fuels **only if you pay for them in addition to your condominium fee**.

If your fuel and utility costs are included in your rent or condominium fee, mark the **"Included in rent or in condominium fee"** box. **DO NOT** enter any dollar amounts.

For items **14a** and **14b,** report last month's costs. For items **14c** and **14d,** report total costs for the past 12 months.

Estimate as closely as possible if you do not know exact costs. If you have lived in this house, apartment, or mobile home less than one year, estimate the costs for the past 12 months in **14c** and **14d**.

Report amounts even if your bills are unpaid or paid by someone else. If the bills include utilities or fuel used also by another apartment or a business establishment, estimate the amounts for your house or apartment only. If gas and electricity are billed together, enter the combined amount in **14a** and mark the **"Included in electricity payment entered above"** box in item **14b**.

16. A *condominium* is housing in which the apartments, houses, or mobile homes in a building or development are individually owned, but the common areas, such as lobbies and halls, are jointly owned. Occupants of a cooperative should mark the **"No"** box.

A *condominium fee* is normally assessed by the condominium owners' association for the purpose of improving and maintaining the common areas. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see the instruction for question **18a** on how to change it to a monthly amount.

17. Housing is owned if the owner or co-owner lives in it.

If the house, apartment, or mobile home is mortgaged or there is a contract to purchase, mark the **"Owned by you or someone in this household with a mortgage or loan?"** box. If there is no mortgage or other debt, mark the **"Owned by you or someone in this household free and clear (without a mortgage or loan)?"** box. If the house, apartment, or mobile home is owned but the land is rented, mark one of the "owned" categories. If the mobile home is owned without an installment loan, but there is a mortgage on the land, mark the **"Owned by you or someone in this household with a mortgage or loan?"** box.

If any money rent is paid, even if the rent is paid by people who are not members of your household, or paid by a Federal, state, or local government agency, mark the **"Rented for cash rent?"** box.

If the unit **is not** owned or being bought by the occupants and if money rent **is not** paid or contracted, mark the **"Occupied without payment of cash rent?"** box. The unit may be owned by friends or relatives who live elsewhere and who allow you to occupy this house, apartment, or mobile home without charge. A house or apartment may be provided as part of wages or salary. Examples are: caretaker's or janitor's house or apartment; parsonages; tenant farmer or sharecropper houses for which the occupants do not pay cash rent; or military housing.

18a. Report the rent agreed to or contracted for, even if the rent for your house, apartment, or mobile home is unpaid or paid by someone else.

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If rent is paid:		If rent is paid:	Divide rent by:
By the day	30	4 times a year	3
By the week	4	2 times a year	6
Every other week	2	Once a year	12

18b. If meals are included in the monthly rent payment, or you must contract for meals or a meal plan in order to live in this house, apartment, or mobile home, mark the **"Yes"** box.

ANSWER HOUSING QUESTIONS 19-23 ONLY IF YOU OR ANY MEMBER OF THIS HOUSEHOLD OWNS OR IS BUYING THIS HOUSE.

19. Mark the box that corresponds to the value of the property. If this is a house, include the value of the house, the land it is on, and any other structures on the same property. If the house is owned but the land is rented, estimate the combined value of the house and the land. If this is a condominium unit, estimate the value for the condominium, including your share of the common elements. If this is a mobile home, include the value of the mobile home and the value of the land. If you rent the land, estimate the value of the rented land and add it to the value of the mobile home.

20. Report taxes for all taxing jurisdictions (city or town, county, state, school district, etc.) even if they are included in your mortgage payment; not yet paid or paid by someone else; or are delinquent. **DO NOT** include taxes past due from previous years.

21. When premiums are paid other than on a yearly basis, convert to a yearly basis. Enter the yearly amount even if no payment was made during the past year.

22a. The word *mortgage* indicates all types of loans secured by real estate.

22b. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see the instructions for **18a** to change it to a monthly amount.

Include payments on first mortgages and contracts to purchase only. Report payments for second or junior mortgages and home equity loans in **23b**.

If this is a mobile home, report payments on installment loans but **do not** include personal property taxes, site rent, registration fees, and license fees on the mobile home and site. Report these fees in item **24**.

23a. A second mortgage or home equity loan is also secured by real estate. You must have a first mortgage in order to have a second mortgage. You may have a home equity loan and other mortgages on the property or the home equity loan may be the only mortgage.

23b. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see instructions for **18a** to change it to a monthly amount. Include payments on all second or junior mortgages or home equity loans.

ANSWER HOUSING QUESTION 24 ONLY IF THIS IS A MOBILE HOME THAT YOU OWN OR ARE BUYING.

24. Report an amount even if your bills are unpaid or paid by someone else.

Include payments for personal property taxes, land or site rent, registration fees and license fees. **DO NOT** include real estate taxes already reported in **20**. Report the total annual amount even if you make it in two or more installments. Estimate as closely as possible when you don't know exact costs.

25a. Answer this question if you have listed at least one person on page 2 of the form. Mark the **"Yes"** box if any of the persons listed on pages 2 and 3 of the form live or stay year round at the address on the front of the form. Then continue with the questions on page 7.

If all of the persons listed on page 2 or 3 DO NOT live or stay at this address year round, mark the **"No"** box and continue with question 25b.

25b. Indicate how many months a year members of this household stay at this address (print "01" if it is less than one month).

25c. Mark the box that identifies the main reason why members of this household are staying at the house, apartment, or mobile home that uses the address on the front of the questionnaire.

ANSWER PERSON QUESTIONS 7 THROUGH 14 FOR ALL PERSONS ON THE LIST OF RESIDENTS.

Questions 7-42 are a continuation of the questions for each person. (Questions 1-6 appear on pages 2 and 3 of the questionnaire.)

7. *For people born in the United States:*

Mark the **"In the United States"** box and then print the name of the state in which the person was born. If the person was born in Washington, D.C., print District of Columbia.

For people born outside the United States:

Mark the **"Outside the United States"** box, and then print the name of the foreign country or area where the person was born. Use current boundaries, not boundaries at the time of the person's birth. For example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (for example, Jamaica, not West Indies).

8. If the person was born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas, mark the **"Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas"** box. If the person was born outside the United States (or at sea) and has at least one American parent, mark the **"Yes, born abroad of American parent or parents"** box. Mark the **"Yes, U.S. citizen by naturalization"** box only if the person has completed the naturalization process and is now a United States citizen.

9. If the person entered the United States (that is, the 50 states and the District of Columbia) more than once, enter the latest year he or she came to live in the United States.

10a. *A public school* is any school or college that is controlled and supported primarily by a local, county, state, or Federal government. Schools are *private* if supported and controlled primarily by religious organizations or other private groups.

10b. Answer this question only if the person attended regular school or college in the last three months. Mark the box that corresponds to the grade level or college level the person was attending.

11. **Mark only one** box to indicate the highest grade or level of schooling the person has **completed** or the **highest degree** the person received.

Report schooling completed in foreign or ungraded schools as the equivalent level of schooling in the regular American school system.

For persons who completed high school by passing an equivalency test, such as the General Educational Development (GED) examination, and did not attend college, mark the **"High School Graduate"** box.

Some of the examples of *Professional school degrees* include medicine, dentistry, chiropractic, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law, and theology.

DO NOT include certificates, diplomas or degrees for training on specific trades such as computer and electronics technology, auto repair, medical assistant, cosmetology, and other fields at vocational, technical or business schools.

DO NOT include honorary degrees awarded by colleges and universities to individuals for their accomplishments. Include only "earned" degrees.

12. Print the ancestry group(s). Ancestry refers to the person's ethnic origin or descent, "roots," or heritage. Ancestry also may refer to the country of birth of the person or the person's parents or ancestors before their arrival in the United States. Answer this question for **ALL** persons, regardless of citizenship status.

Persons who have more than one origin and cannot identify with a single ancestry group may report two ancestry groups (for example, German-Irish).

Do not report a religious group as a person's ancestry.

13a. Mark the**"Yes"** box if the person sometimes or always speaks a language other than English at home.

Mark the **"No"** box if the person speaks only English, or if a non-English language is spoken only at school or is limited to a few expressions or slang.

13b. Print the name of the language spoken at home. If this person speaks more than one non-English language and cannot determine which is spoken more often, report the one the person first learned to speak.

14a. If the person is a baby under one year of age, mark the **"Person is under 1 year old"** box. Then skip to the questions for the next person. Do not complete any more questions for the baby.

If the person lived in the same house or apartment one year ago, mark the **"Yes, this house"** box and then go to instruction F.

If the person did not live in the United States one year ago, mark the **"No, outside the United States"** box and print the name of the foreign country, or Puerto Rico, Guam, etc., where the person lived. Be specific when printing the name of foreign countries, for example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (not, for example, West Indies). Then go to instruction F.

If the person lived somewhere else in the United States one year ago, mark the **"No, different house in the United States"** box. Then in items **14b** and **14c**, provide the city, county, state and ZIP code where the person lived one year ago.

14b. If the person did not live inside the city limits, print the name of the post office.

14c. Mark the **"Yes"** box if the city or town is now inside the city/town limits even if it was not inside the limits one year ago; that is, if the area was annexed by the city/town during the last year.

If the person lived in Louisiana, print the parish name in the "Name of county" space. If the person lived in Alaska, print the borough or census area name if known. If the person lived in New York City and the county name is not known, print the borough name. If the person lived in an independent city (not in any county) or in Washington, D.C., leave the "Name of county" space blank.

ANSWER PERSON QUESTIONS 15 AND 16 ONLY IF THIS PERSON IS 5 YEARS OLD OR OVER.

15. Mark the **"Yes"** or **"No"** box for both parts a and b of question 15 to indicate whether the person has any of the conditions listed.

16. Mark the **"Yes"** or **"No"** box for parts a and b of question 16 to indicate whether the person has any difficulty doing any of the activities listed.

ANSWER PERSON QUESTIONS 17 THROUGH 42 ONLY IF THIS PERSON IS 15 YEARS OLD OR OVER.

17. Mark the **"Yes"** or **"No"** box for parts a and b of question 17 to indicate if the person has any difficulty doing any of the activities listed.

18. Answer this question if the person is a female who is at least 15 years old and younger than 51 years old. Mark the **"Yes"** box if the person has given birth to at least one child born alive in the past 12 months, even if the child died or no longer lives with the mother. Do not consider miscarriages, or stillborn children, or any adopted, foster, or step children.

19a. Mark the **"Yes"** box if the person has at least one of his or her own grandchildren, who is under 18 years of age, living in the house, apartment, or mobile home.

19b. Answer this question if the person has at least one of his or her own grandchildren living in the house, apartment, or mobile home. Mark the **"Yes"** box if the person is currently responsible for the basic needs of the grandchild or grandchildren.

19c. Mark one box to indicate the length of time the person has been providing for the basic needs of his or her grandchild or grandchildren.

20. For a person with service in the National Guard or military Reserves, mark a **Yes** category only if the person has ever been called up for active duty other than for training. For a person whose only service was as a civilian employee or civilian volunteer for the Red Cross, USO, Public Health Service, or War or Defense Department, mark the **"No, never served in the military"** box. Count **World War II** Merchant Marine service as active duty; **DO NOT** count other Merchant Marine service as active duty.

21. Mark a box for **EACH** period served, even if service in the period was brief.

22. Do not round the answer. For example, if total service is 1 year and 10 months, mark the **"Less than 2 years"** box.

23. *Count as work – Mark the* ***"Yes"*** *box if this person performed:*

- Work for someone else for wages, salary, piece rate, commission, tips, or payments "in kind" (for example, food or lodging received as payment for work performed).
- Work in own business, professional practice, or farm.
- Any work in a family business or farm, paid or not.
- Any part-time work including babysitting, paper routes, etc.
- Active duty in the Armed Forces.

Do not count as work – Mark the ***"No"*** *box if this person performed:*

- Housework or yard work at home.
- Unpaid volunteer work.
- School work done as a student.
- Work done as a resident of an institution.

24. Include the house or structure number; street name; street type (for example, St., Road, Ave.); and the street direction (if a direction such as "North" is part of the address). For example, print 1239 N. Main St. or 1239 Main St., N.W., not just 1239 Main.

If the only known address is a post office box, give a description of the work location. For example, print the name of the building or shopping center where the person works, the nearest intersection, or the nearest street where the workplace is located, etc. DO NOT GIVE A POST OFFICE BOX NUMBER.

If the person worked at a military installation or military base that has no street address, report the name of the military installation or base, and a description of the work location (such as building number, building name, nearest street or intersection).

If the person worked at several locations, but reported to the same location each day to begin work, print the street address of the location where he or she reported. If the person did not report to the same location each day to begin work, print the address of the location where he or she worked most of the time last week.

If the person's employer operates in more than one location (such as a grocery store chain or public school system), print the street address of the location or branch where the person worked. If the street address of a school is not known, print the name of the school, and a description of the location (such as nearest street or intersection).

If the person worked on a college or university campus and the street address of the workplace is not known, print the name of the building where he or she worked, and a description of the location (such as nearest street or intersection).

If the person worked in a foreign country or Puerto Rico, Guam, etc., print the name of the country on the state or foreign country line and then go to question **25**.

25. *If the person usually used more than one type of transportation to get to work* (for example, drove to public transportation), mark the category of the one method of transportation that he or she used for most of the distance during the trip.

26. *If the person was driven to work by someone who then drove back home or to a nonwork destination*, enter **1** in the box labeled **Person(s)**.

DO NOT include persons who rode to school or some other nonwork destination in the count of persons who rode in the vehicle.

27. Give the time of day the person usually *left home to go to work.* **DO NOT** give the time that the person usually began his or her work.

If the person usually left home to go to work sometime *between 12:00 o'clock midnight and 12:00 o'clock noon*, mark **a.m.**

If the person usually left home to go to work sometime *between 12:00 o'clock noon and 12:00 o'clock midnight*, mark **p.m.**

28. Travel time is from door to door. Include time waiting for public transportation or picking up passengers in a carpool.

ANSWER PERSON QUESTIONS 29a THROUGH 32 ONLY IF THE PERSON DID NOT WORK LAST WEEK.

29a. Persons are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons.

29b. If the person works only during certain seasons or on a day-by-day basis when work is available, mark the **"No"** box.

30. Mark **Yes** if the person tried to get a job or start a business or professional practice at any time in the last 4 weeks; for example, registered at an employment office, went to a job interview, placed or answered ads, or did anything toward starting a business or professional practice.

31. If the person was expecting to report to a job within 30 days, mark the **"Yes, could have gone to work"** box.

Mark the **"No, because of own temporary illness"** box only if the person expects to be able to work within 30 days.

If the person could not have gone to work because he or she was going to school, taking care of children, etc., mark the **"No, because of all other reasons (in school, etc.)"** box.

32. Refer to the instructions for question **23** to determine what to count as work. Mark the **"Over 5 years ago or never worked"** box if the person: (1) never worked at any kind of job or business, either full or part time, (2) never worked, with or without pay, in a family business or farm, and (3) never served on active duty in the Armed Forces.

33. Refer to the instructions for question **23** to determine what to count as work. Include paid vacation, paid sick leave, and military service. Count every week in which the person worked at all, even for an hour.

34. If the hours worked each week varied considerably in the past 12 months, give an approximate average of the hours worked each week.

ANSWER PERSON QUESTIONS 35 THROUGH 40 ONLY IF THE PERSON WORKED IN THE PAST 5 YEARS.

35. Mark the **"An employee of a PRIVATE NOT FOR PROFIT, . . . organization"** box if the person worked for a cooperative, credit union, mutual insurance company, or similar organization.

Employees of foreign governments, the United Nations, and other international organizations should mark the **"Federal GOVERNMENT employee"** box.

If the person worked at a public school, college or university, mark the appropriate *government* category; for example, mark the **"a state GOVERNMENT employee"** box for a state university, or mark the **"a local GOVERNMENT employee?"** box for a county-run community college or a city-run public school.

If the person works in a gambling casino owned or operated by American Indians, mark the **"a local GOVERNMENT employee"** box.

36. If the person worked for a company, business, or government agency, print the name of the company, not the name of the person's supervisor. If the person worked for an individual or a business that had no company name, print the name of the individual worked for. If the person worked in his or her own un-named business, print "self-employed."

37. Print one or more words to describe the business, industry, or individual employer named in question **36**. If there is more than one activity, describe only the major activity at the place where the person worked. Enter what is made, what is sold, or what service is given.

Enter descriptions like the following: Metal furniture manufacturing, Retail grocery store, Petroleum refining, Cattle ranch

Do not enter: Furniture company, Grocery store, Oil company, Ranch

39. Print one or more words to describe the kind of work the person did. If the person was a trainee, apprentice, or helper, include that in the description.

Enter descriptions like the following: Registered nurse, Personnel manager, High school teacher.

Do not enter single words such as: Nurse, Manager, Teacher

ANSWER PERSON QUESTIONS 41 THROUGH 42 ONLY IF THIS PERSON IS 15 YEARS OLD OR OVER.

Mark the **"Yes"** or **"No"** box for each part, and enter the amount received in the past 12 months for each "Yes" response.

If income from any source was received jointly by household members, report, if possible, the appropriate share for each person; otherwise, report the whole amount for only one person and mark the **"No"** box for the other person.

When reporting income received jointly, **DO NOT** include the amount for a person not listed on the List of Residents.

41a. Include wages and salaries before deductions from **ALL** jobs. Be sure to include any tips, commissions, or bonuses. Owners of incorporated businesses should enter their salary here. Military personnel should include base pay plus cash housing and/or subsistence allowance, flight pay, uniform allotments, reenlistment bonuses.

b. Include **NONFARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated businesses you own.

Include **FARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated farm businesses you own. Also exclude amounts from land rented for cash but include amounts from land rented for shares.

c. Include interest received or credited to checking and saving accounts, money market funds, certificates of deposit (CDs), IRAs, KEOGHs, and government bonds.

Include dividends received, credited, or reinvested from ownership of stocks or mutual funds.

Include profit (or loss) from royalties and the rental of land, buildings or real estate, or from roomers or boarders. Income received by self-employed persons whose primary source of income is from renting property or from royalties should be included in question **41b** above. Include regular payments from an estate or trust fund.

d. Include amounts, before Medicare deductions, of Social Security and/or Railroad Retirement payments to retired persons, to dependents of deceased insured workers, and to disabled workers.

e. Include Supplemental Security Income (SSI) received by elderly, blind, or disabled persons.

f. Include any public assistance or welfare payments the person receives from the state or county welfare office. Do not include assistance received from private charities. Do not include assistance to pay heating or cooling costs.

g. Include retirement, survivor or disability benefits received from companies and unions, Federal, state, and local governments, and the U.S. military. Include regular income from annuities and IRA or KEOGH retirement plans.

h. Include Veterans' (VA) disability compensation and educational assistance payments (VEAP); unemployment compensation, child support or alimony; and all other regular payments such as Armed Forces transfer payments, assistance from private charities, regular contributions from persons not living in the household.

Do Not include the following as income in any item:

- Refunds or rebates of any kind
- Withdrawals from savings of any kind
- Capital gains or losses from the sale of homes, shares of stock, etc.
- Inheritances or insurance settlements
- Any type of loan
- Pay in-kind such as food, free rent

42. Add the total entries (subtracting losses) for **41a** through **41h** for the past 12 months and enter that number in the space provided.

What the Survey Is About --

Some Questions and Answers

Why are we taking a survey?
The Census Bureau is conducting the American Community Survey to provide more timely data than data we typically collect only once every 10 years during the decennial census.

What does the Census Bureau do with the information you provide?
The American Community Survey will be the source of summarized data that we make available to federal, state, and local governments, and also to the public. The data will enable your community leaders from government, business, and non-profit organizations to plan more effectively.

How was this address selected?
Your address was scientifically selected to represent a cross section of other households in your community. Households in the sample are required to complete the survey form. Please return it in the postage-paid envelope as soon as possible.

Why the Census Bureau Asks Certain Questions --

Here are reasons we ask some of the questions on the survey.

Name
Names help make sure that everyone in a household is included on the List of Residents, but that no one is listed twice.

Value or rent
Government and planning agencies use answers to these questions in combination with other information to develop housing programs to meet the needs of people at different economic levels.

Complete plumbing
This question helps provide information on the quality of housing. The data are used with other statistics to show how the "level of living" compares in various areas and how it changes over time.

Place of birth
This question provides information used to study long-term trends about where people move and to study migration patterns and differences in growth patterns.

Job
Answers to the questions about the jobs people hold provide information on the extent and types of employment in different areas of the country. From this information, communities can develop training programs, and business and local governments can determine the need for new employment opportunities.

Income
Income helps determine how well families or persons live. Income information makes it possible to compare the economic levels of different areas, and how economic levels for a community change over time. Funding for many government programs is based on the answers to these questions.

Education
Responses to the education questions in the survey help to determine the number of public schools, education programs, and daycare services required in a community.

Disability
Questions about disability provide the means to allocate Federal funding for healthcare services and new hospitals in many communities.

Journey to work
Answers to these questions help communities plan road improvements, develop public transportation services, and design programs to ease traffic problems.

Your Guide for

THE Puerto Rico Community Survey

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

U S C E N S U S B U R E A U

ACS-30(2005)PR
(2-2004)

This guide gives helpful information on completing your survey form. If you need more help, call 1–800–717–7381. The telephone call is free. After you have completed your survey form, **please return it in the postage-paid envelope** we have provided.

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YOUR ANSWERS ARE CONFIDENTIAL AND REQUIRED BY LAW

The law, Title 13, Sections 141, 143, and 221 of the U.S. Code, authorizing the Puerto Rico Community Survey, also provides that your answers are confidential. No one except Census Bureau employees may see your completed form and they can be fined and imprisoned for any disclosure of your answers.

The same law that protects the confidentiality of your answers **requires** that you provide the information asked in this survey to the best of your knowledge.

HOW TO FILL OUT THE PUERTO RICO COMMUNITY SURVEY FORM

Please mark the category or categories in pencil as they apply to your household. Some questions ask you to print the information. See **Examples** below.

Make sure you answer questions for each person in this household. If anyone in the household, such as a roomer or boarder, does not want to give you his or her personal information, print at least the person's name and answer questions 1 and 3. **An interviewer will telephone to get the information from that person**.

There may be a question you cannot answer exactly. For example, you may not know the age of an elderly person or the price for which your house would sell. Ask someone else in your household; if no one knows, give your best estimate.

Follow the steps through the questionnaire and read the instructions. Instructions for completing the individual questions begin on **page 5** of this guide. These instructions will help you understand the questions and to answer them correctly. If you need assistance, call **1-800–717–7381**. The telephone call is free.

EXAMPLES OF PRINTED AND MARKED ENTRIES

7 **Where was this person born?**

☐ In the United States – *Print name of state.*

☒ Outside the United States – *Print Puerto Rico, or name of foreign country, or U.S. Virgin Islands, Guam, etc.*

PUERTO RICO

27 **What time did this person usually leave home to go to work LAST WEEK?**

Hour Minute

06:10

☒ a.m.

☐ p.m.

INSTRUCTIONS FOR THE SURVEY QUESTIONS

LIST OF RESIDENTS. List the name of each person who lives at this address. If you are not sure if you should list a person, see the guidelines on page 2 of the form. If you are still not sure, call **1–800–717–7381** for help.

In the space labeled **Person 1**, print the name of the household member living or staying here in whose name the house or apartment is owned, being bought, or rented.

If there is no such person, any adult household member can be **Person 1** on the List of Residents.

If there are more than five people in your household, please list the names of the additional people on the lines at the bottom of pages 2 and 3. Complete this form for the five people listed on the List of Residents, and mail it back in the enclosed envelope as soon as possible. An interviewer will telephone to obtain the information for the additional persons.

ANSWER PERSON QUESTIONS 1 THROUGH 6 FOR THE FIRST FIVE PEOPLE ON THE LIST OF RESIDENTS.

1. Mark one box to indicate whether the person is male or female.

2. For each person, print the age at last birthday (print "00" for babies less than 1 year old). Also print the month, day, and year of birth.

3. Mark the appropriate category to describe the relationship of each person to **Person 1**. If the person is related to **Person 1** by birth, marriage, or adoption, but is not the **Husband or wife, Son or daughter, Brother or sister, Father or mother, Grandchild, or In-law**, of Person 1, mark the **"Other relative"** box. Therefore, a niece or nephew of Person 1 would be categorized as **"Other relative."** A parent-in-law, son/daughter-in-law, or brother/sister-in-law of Person 1 would be categorized as an **"In-law."**

If a person is a stepchild or an adopted child of Person 1, mark the **"Son or daughter"** box.

If a person **is not** related to Person 1, mark the applicable box. A **"Roomer or boarder"** is someone renting a room/space in the house. A **"Housemate or roommate"** is someone sharing the house/apartment (but who is not romantically involved) with Person 1. An **"Unmarried partner,"** also know as a domestic partner, is a person who shares a close personal relationship with Person 1. A **"Foster child"** is someone under the age of 18 who is involved in the formal foster care system. For all other people who are not related to Person 1 mark the **"Other nonrelative"** box.

4. Mark the **"Now married"** box for a married person regardless of whether his or her spouse is living in the household **unless** they are separated. If the person's only marriage was annulled, mark the **"Never married"** box.

5. A person is of Spanish/Hispanic/Latino origin if the person's origin (ancestry) is Mexican, Mexican American, Chicano, Puerto Rican, Cuban, Argentinean, Colombian, Costa Rican, Dominican, Ecuadoran, Guatemalan, Honduran, Nicaraguan, Peruvian, Salvadoran, from other Spanish-speaking countries of the Caribbean or Central or South America, or from Spain.

The term **Mexican Am.** refers to persons of Mexican origin or ancestry.

If you mark the **"Yes, other Spanish/Hispanic/Latino"** box, print the name of the specific group.

If a person is not of Spanish/Hispanic/Latino origin, answer this question by marking the **"No, not Spanish/Hispanic/Latino"** box.

This question should be answered for **ALL** persons, regardless of citizenship status.

6. Mark one or more categories to indicate what each person considers himself or herself to be.

   If you mark the **"American Indian or Alaska Native"** box, also print the name of the tribe(s) in which the person is enrolled. If the person is not enrolled in a tribe, print the name of the principal tribe.

   If you mark the **"Other Asian"** or the **"Other Pacific Islander"** box, print the name of the specific race(s) or group(s) in the space provided.

   The category **Other Asian** includes persons who identify themselves as Burmese, Hmong, Indonesian, Laotian, Pakistani, Thai, Cambodian, Sri Lankan, and so on.

   The category **Other Pacific Islander** includes persons who identify themselves as Fijian, Tongan, Polynesian, Tahitian, and so on.

   If you mark the **"Some other race"** box, print the race(s) or group(s) in the space provided.

   This question should be answered for **ALL** persons, regardless of citizenship status.

ANSWER HOUSING QUESTIONS 1 THROUGH 25 FOR THE ADDRESS ON THE MAILING LABEL.

1. Mark only one category.

   Count both occupied and vacant apartments in the house or building. Do not count stores or office space.

   Detached means there is open space on all sides, or the house is joined only to a shed or garage. *Attached* means that the house is joined to another house or building by at least one wall that goes from ground to roof. An example of **A one-family house attached to one or more houses** is a house in a row of houses attached to one another, sometimes referred to as a townhouse.

   A mobile home that has had one or more rooms added or built onto it should be considered as **A one-family house detached from any other house**. If only a porch or shed has been added to a mobile home, it should be considered as a mobile home.

2. Mark the box that corresponds to the year in which the original construction was completed, not the time of any later remodeling, additions, or conversions.

   If you live on a boat or in a mobile home, enter the year corresponding to the model year in which it was manufactured.

   If you do not know the year the building was first built, enter your best estimate.

3. Enter the month and year that **Person 1** on the List of Residents on page 2 last moved into this house, apartment, or mobile home.

4. Complete this question only if you live in a one-family house or in a mobile home; include only land that you own or rent.

   The number of cuerdas is the land area on which the house or mobile home is located; include adjoining land you rent for your use.

5. Complete this item only if this one-family house or mobile home is on 1 or more cuerdas.

6. Complete this question only if you live in a one-family house or mobile home. A business, such as a grocery store or barber shop, is easily recognized from the outside and usually has a separate entrance. A medical office is a doctor's or dentist's office regularly visited by patients.

7. Count only whole rooms in your house, apartment, or mobile home used for living purposes, such as living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, family rooms, etc. **DO NOT** count bathrooms, kitchenettes, strip or pullman kitchens, utility rooms, foyers, halls, half-rooms, porches, balconies, unfinished attics, unfinished basements, or other unfinished space used for storage.

8. Include all rooms intended to be used as bedrooms in this house, apartment, or mobile home, even if they are currently being used for other purposes.

9. If you have all of the facilities listed, mark the **"Yes, has all three facilities"** box. All facilities must be in your house, apartment, or mobile home, but not necessarily in the same room. Consider that you have hot water even if you have it only part of the time. If any of the three facilities is not present, mark the **"No"** box.

10. The kitchen sink, stove, and refrigerator must be in your house, apartment, or mobile home but do not have to be in the same room. Portable cooking equipment **is not** considered a range or stove.

11. Mark the **"Yes"** box if 1) there is a telephone in working order, and you receive service at your house, apartment, or mobile home; 2) if you have a cell phone from which you can both make and receive calls. If service has been discontinued because of nonpayment or any other reason, mark the **"No"** box.

12. Count company cars (including police cars and taxicabs) and company trucks of one-ton (2,000 pounds) capacity or less that are regularly kept at home and used by household members for nonbusiness purposes. **DO NOT** count cars or trucks permanently out of working order.

13. Mark the category for the fuel used most to heat your house, apartment, or mobile home. In buildings containing more than one apartment, you may obtain this information from the owner, manager, or janitor.

Solar energy is provided by a system that collects, stores, and distributes heat from the sun. **Other fuel** includes any fuel not listed separately, such as purchased steam, fuel briquettes, and waste material.

14a-14d.

If your house, apartment, or mobile home is rented, enter the costs for utilities and fuels **only if you pay for them in addition to the monthly rent**.

If you live in a condominium, enter the costs for utilities and fuels **only if you pay for them in addition to your condominium fee**.

If your fuel and utility costs are included in your rent or condominium fee, mark the **"Included in rent or in condominium fee"** box. **DO NOT** enter any dollar amounts.

For items **14a** and **14b,** report last month's costs. For items **14c** and **14d,** report total costs for the past 12 months.

Estimate as closely as possible if you do not know exact costs. If you have lived in this house, apartment, or mobile home less than one year, estimate the costs for the past 12 months in **14c** and **14d**.

Report amounts even if your bills are unpaid or paid by someone else. If the bills include utilities or fuel used also by another apartment or a business establishment, estimate the amounts for your house or apartment only. If gas and electricity are billed together, enter the combined amount in **14a** and mark the **"Included in electricity payment entered above"** box in item **14b**.

16. A *condominium* is housing in which the apartments, houses, or mobile homes in a building or development are individually owned, but the common areas, such as lobbies and halls, are jointly owned. Occupants of a cooperative should mark the **"No"** box.

A *condominium fee* is normally assessed by the condominium owners' association for the purpose of improving and maintaining the common areas. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see the instruction for question **18a** on how to change it to a monthly amount.

17. Housing is owned if the owner or co-owner lives in it.

If the house, apartment, or mobile home is mortgaged or there is a contract to purchase, mark the **"Owned by you or someone in this household with a mortgage or loan?"** box. If there is no mortgage or other debt, mark the **"Owned by you or someone in this household free and clear (without a mortgage or loan)?"** box. If the house, apartment, or mobile home is owned but the land is rented, mark one of the "owned" categories. If the mobile home is owned without an installment loan, but there is a mortgage on the land, mark the **"Owned by you or someone in this household with a mortgage or loan?"** box.

If any money rent is paid, even if the rent is paid by people who are not members of your household, or paid by a Federal, state, or local government agency, mark the **"Rented for cash rent"** box.

If the unit **is not** owned or being bought by the occupants and if money rent **is not** paid or contracted, mark the **"Occupied without payment of cash rent"** box. The unit may be owned by friends or relatives who live elsewhere and who allow you to occupy this house, apartment, or mobile home without charge. A house or apartment may be provided as part of wages or salary. Examples are: caretaker's or janitor's house or apartment; parsonages; tenant farmer or sharecropper houses for which the occupants do not pay cash rent; or military housing.

18a. Report the rent agreed to or contracted for, even if the rent for your house, apartment, or mobile home is unpaid or paid by someone else.

If rent is paid:	Multiply rent by:	If rent is paid:	Divide rent by:
By the day	30	4 times a year	3
By the week	4	2 times a year	6
Every other week	2	Once a year	12

18b. If meals are included in the monthly rent payment, or you must contract for meals or a meal plan in order to live in this house, apartment, or mobile home, mark the **"Yes"** box.

ANSWER HOUSING QUESTIONS 19–23 ONLY IF YOU OR ANY MEMBER OF THIS HOUSEHOLD OWNS OR IS BUYING THIS HOUSE.

19. Mark the box that corresponds to the value of the property. If this is a house, include the value of the house, the land it is on, and any other structures on the same property. If the house is owned but the land is rented, estimate the combined value of the house and the land. If this is a condominium unit, estimate the value for the condominium, including your share of the common elements. If this is a mobile home, include the value of the mobile home and the value of the land. If you rent the land, estimate the value of the rented land and add it to the value of the mobile home.

20. Report taxes for all taxing jurisdictions (city or town, municipio, school district, etc.) even if they are included in your mortgage payment; not yet paid or paid by someone else; or are delinquent.
DO NOT include taxes past due from previous years.

21. When premiums are paid other than on a yearly basis, convert to a yearly basis. Enter the yearly amount even if no payment was made during the past year.

22a. The word *mortgage* indicates all types of loans secured by real estate.

22b. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see the instructions for **18a** to change it to a monthly amount.

Include payments on first mortgages and contracts to purchase only. Report payments for second or junior mortgages and home equity loans in **23b**.

If this is a mobile home, report payments on installment loans but **do not** include personal property taxes, site rent, registration fees, and license fees on the mobile home and site. Report these fees in item **24**.

23a. A second mortgage or home equity loan is also secured by real estate. You must have a first mortgage in order to have a second mortgage. You may have a home equity loan and other mortgages on the property or the home equity loan may be the only mortgage.

23b. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see instructions for **18a** to change it to a monthly amount. Include payments on all second or junior mortgages or home equity loans.

ANSWER HOUSING QUESTION 24 ONLY IF THIS IS A MOBILE HOME THAT YOU OWN OR ARE BUYING.

24. Report an amount even if your bills are unpaid or paid by someone else.

Include payments for personal property taxes, land or site rent, registration fees and license fees. **DO NOT** include real estate taxes already reported in **20**. Report the total annual amount even if you make it in two or more installments. Estimate as closely as possible when you don't know exact costs.

25a. Answer this question if you have listed at least one person on page 2 of the form. Mark the **"Yes"** box if any of the persons listed on pages 2 and 3 of the form live year round at the address on the front of the form. Then continue with the questions on page 7.

If all of the persons listed on page 2 or 3 DO NOT live or stay at this address year round, mark the **"No"** box and continue with question 25b.

25b. Indicate how many months a year members of this household stay at this address (print "01" if it is less than one month).

25c. Mark the box that identifies the main reason why members of this household are staying at the house, apartment, or mobile home that uses the address on the front of the questionnaire.

ANSWER PERSON QUESTIONS 7 THROUGH 14 FOR ALL PERSONS ON THE LIST OF RESIDENTS.

Questions 7–42 are a continuation of the questions for each person. (Questions 1–6 appear on pages 2 and 3 of the questionnaire.)

7. *For people born in the United States:*

Mark the **"In the United States"** box and then print the name of the state in which the person was born. If the person was born in Washington, D.C., print District of Columbia.

For people born outside the United States:

Mark the **"Outside the United States"** box, and then print Puerto Rico or the name of the foreign country or area where the person was born. Use current boundaries, not boundaries at the time of the person's birth. For example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (for example, Jamaica, not West Indies).

8. If the person was born in Puerto Rico, mark the **"Yes, born in Puerto Rico"** box. If the person was born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas, mark the **"Yes, born in a U.S. state, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas"** box. If the person was born outside the United States (or at sea) and has at least one American parent, mark the **"Yes, born abroad of American parent or parents"** box. Mark the **"Yes, U.S. citizen by naturalization"** box only if the person has completed the naturalization process and is now a United States citizen.

9. If the person entered Puerto Rico more than once, enter the latest year he or she came to live in Puerto Rico.

10a. *A public school* is any school or college that is controlled and supported primarily by the Puerto Rico or Federal government. Schools are *private* if supported and controlled primarily by religious organizations or other private groups.

10b. Answer this question only if the person attended regular school or college in the last three months. Mark the box that corresponds to the grade level or college level the person was attending.

11. **Mark only one** box to indicate the highest grade or level of schooling the person has **completed** or the **highest degree** the person received.

Report schooling completed in foreign or ungraded schools as the equivalent level of schooling in the regular American school system.

For persons who completed high school by passing an equivalency test, such as the General Educational Development (GED) examination, and did not attend college, mark the **"High School Graduate"** box.

Some of the examples of *Professional school degrees* include medicine, dentistry, chiropractic, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law, and theology.

DO NOT include certificates, diplomas or degrees for training on specific trades such as computer and electronics technology, auto repair, medical assistant, cosmetology, and other fields at vocational, technical or business schools.

DO NOT include honorary degrees awarded by colleges and universities to individuals for their accomplishments. Include only "earned" degrees.

12. Print the ancestry group(s). Ancestry refers to the person's ethnic origin or descent, "roots," or heritage. Ancestry also may refer to the country of birth of the person or the person's parents or ancestors before their arrival in Puerto Rico. Answer this question for **ALL** persons, regardless of citizenship status.

Persons who have more than one origin and cannot identify with a single ancestry group may report two ancestry groups (for example, German-Irish).

Do not report a religious group as a person's ancestry.

13a. Mark the **"Yes"** box if the person sometimes or always speaks a language other than English at home.

Mark the **"No"** box if the person speaks only English, or if a non-English language is spoken only at school or is limited to a few expressions or slang.

13b. Print the name of the language spoken at home. If this person speaks more than one non-English language and cannot determine which is spoken more often, report the one the person first learned to speak.

14a. If the person is a baby under one year of age, mark the **"Person is under 1 year old"** box. Then skip to the questions for the next person. Do not complete any more questions for the baby.

If the person lived in the same house or apartment one year ago, mark the **"Yes, this house"** box and then go to instruction F.

If the person did not live in Puerto Rico or the United States one year ago, mark the **"No, outside Puerto Rico or the United States"** box and print the name of the foreign country, or U.S. Virgin Islands, Guam, etc., where the person lived. Be specific when printing the name of foreign countries, for example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (not, for example, West Indies). Then go to instruction F.

If the person lived somewhere else in Puerto Rico or the United States one year ago, mark the **"No, different house in Puerto Rico or the United States"** box. Then in items **14b and 14c**, provide the city, municipio in Puerto Rico, or U.S. county, state, and ZIP code where the person lived one year ago.

14b. If the person did not live inside the city limits, print the name of the post office.

14c. Mark the **"Yes"** box if the city or town is now inside the city/town limits even if it was not inside the limits one year ago; that is, if the area was annexed by the city/town during the last year.

If the person lived in Louisiana, print the parish name in the "Name of municipio or U.S. county" space. If the person lived in Alaska, print the borough or census area name if known. If the person lived in New York City and the county name is not known, print the borough name. If the person lived in an independent city (not in any county) or in Washington, D.C., leave the "Name of municipio or U.S. county" space blank.

ANSWER PERSON QUESTIONS 15 AND 16 ONLY IF THIS PERSON IS 5 YEARS OLD OR OVER.

15. Mark the **"Yes"** or **"No"** box for both parts a and b of question 15 to indicate whether the person has any of the conditions listed.

16. Mark the **"Yes"** or **"No"** box for parts a and b of question 16 to indicate whether the person has any difficulty doing any of the activities listed.

ANSWER PERSON QUESTIONS 17 THROUGH 42 ONLY IF THIS PERSON IS 15 YEARS OLD OR OVER.

17. Mark the **"Yes"** or **"No"** box for parts a and b of question 17 to indicate if the person has any difficulty doing any of the activities listed.

18. Answer this question if the person is a female who is at least 15 years old and younger than 51 years old. Mark the **"Yes"** box if the person has given birth to at least one child born alive in the past 12 months, even if the child died or no longer lives with the mother. Do not consider miscarriages, or stillborn children, or any adopted, foster, or step children.

19a. Mark the **"Yes"** box if the person has at least one of his or her own grandchildren, who is under 18 years of age, living in the house, apartment, or mobile home.

19b. Answer this question if the person has at least one of his or her own grandchildren living in the house, apartment, or mobile home. Mark the **"Yes"** box if the person is currently responsible for the basic needs of the grandchild or grandchildren.

19c. Mark one box to indicate the length of time the person has been providing for the basic needs of his or her grandchild or grandchildren.

20. For a person with service in the National Guard or military Reserves, mark a **Yes** category only if the person has ever been called up for active duty other than for training. For a person whose only service was as a civilian employee or civilian volunteer for the Red Cross, USO, Public Health Service, or War or Defense Department, mark the **"No, never served in the military"** box. Count **World War II** Merchant Marine service as active duty; **DO NOT** count other Merchant Marine service as active duty.

21. Mark a box for **EACH** period served, even if service in the period was brief.

22. Do not round the answer. For example, if total service is 1 year and 10 months, mark the **"Less than 2 years"** box.

23. *Count as work – Mark the* ***"Yes"*** *box if this person performed:*

- Work for someone else for wages, salary, piece rate, commission, tips, or payments "in kind" (for example, food or lodging received as payment for work performed).
- Work in own business, professional practice, or farm.
- Any work in a family business or farm, paid or not.
- Any part-time work including babysitting, paper routes, etc.
- Active duty in Armed Forces.

Do not count as work – Mark the ***"No"*** *box if this person performed:*

- Housework or yard work at home.
- Unpaid volunteer work.
- School work done as a student.
- Work done as a resident of an institution.

24. Include the development or condominium name (for example, Urb. Santa Rosa or Cond. Marbella); the house or structure number; street name; street type (for example, St., Road, Ave.); and the street direction (if a direction such as "North" is part of the address). For example, print 1239 N. Main St. or 1239 Main St., N.W., not just 1239 Main.

If the only known address is a post office box, give a description of the work location. For example, print the name of the building or shopping center where the person works, the nearest intersection, or the nearest street where the workplace is located, etc. DO NOT GIVE A POST OFFICE BOX NUMBER.

If the person worked at a military installation or military base that has no street address, report the name of the military installation or base, and a description of the work location (such as building number, building name, nearest street or intersection).

If the person worked at serveral locations, but reported to the same location each day to begin work, print the street address of the location where he or she reported. If the person did not report to the same location each day to begin work, print the address of the location where he or she worked most of the time last week.

If the person's employer operates in more than one location (such as a grocery store chain or public school system), print the development or condominium name and street address of the location or branch where the person worked. If the street address of a school is not known, print the name of the school, and a description of the location (such as nearest street or intersection).

If the person worked on a college or university campus and the street address of the workplace is not known, print the name of the building where he or she worked, and a description of the location (such as nearest street or intersection).

If the person worked in a foreign country or Guam, U.S. Virgin Islands, etc., print the name of the country on the state or foreign country line and then go to question **25**.

25. *If the person usually used more than one type of transportation to get to work* (for example, drove to public transportation), mark the category of the one method of transportation that he or she used for most of the distance during the trip.

26. *If the person was driven to work by someone who then drove back home or to a nonwork destination*, enter **1** in the box labeled **Person(s)**.

DO NOT include persons who rode to school or some other nonwork destination in the count of persons who rode in the vehicle.

27. Give the time of day the person usually *left home to go to work.* **DO NOT** give the time that the person usually began his or her work.

If the person usually left home to go to work sometime *between 12:00 o'clock midnight and 12:00 o'clock noon*, mark **a.m.**

If the person usually left home to go to work sometime *between 12:00 o'clock noon and 12:00 o'clock midnight*, mark **p.m.**

28. Travel time is from door to door. Include time waiting for public transportation or picking up passengers in a carpool.

ANSWER PERSON QUESTIONS 29a THROUGH 32 ONLY IF THE PERSON DID NOT WORK LAST WEEK.

29a. Persons are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons.

29b. If the person works only during certain seasons or on a day-by-day basis when work is available, mark the **"No"** box.

30. Mark the**"Yes"** box if the person tried to get a job or start a business or professional practice at any time in the last 4 weeks; for example, registered at an employment office, went to a job interview, placed or answered ads, or did anything toward starting a business or professional practice.

31. If the person was expecting to report to a job within 30 days, mark the **"Yes, could have gone to work"** box.

Mark the**"No, because of own temporary illness"** box only if the person expects to be able to work within 30 days.

If the person could not have gone to work because he or she was going to school, taking care of children, etc., mark the **"No, because of all other reasons (in school, etc.)"** box.

32. Refer to the instructions for question **23** to determine what to count as work. Mark the **"Over 5 years ago or never worked"** box if the person: (1) never worked at any kind of job or business, either full or part time, (2) never worked, with or without pay, in a family business or farm, and (3) never served on active duty in the Armed Forces.

33. Refer to the instructions for question **23** to determine what to count as work. Include paid vacation, paid sick leave, and military service. Count every week in which the person worked at all, even for an hour.

34. If the hours worked each week varied considerably in the past 12 months, give an approximate average of the hours worked each week.

ANSWER PERSON QUESTIONS 35 THROUGH 40 ONLY IF THE PERSON WORKED IN THE PAST 5 YEARS.

35. Mark the **"An employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?"** box if the person worked for a cooperative, credit union, mutual insurance company, or similar organization.

Employees of foreign governments, the United Nations, and other international organizations should mark the **"A Federal GOVERNMENT employee"** box.

If the person worked at a public school, college or university, mark the appropriate *government* category; for example, mark the **"a state GOVERNMENT employee"** box for a state university, or mark the **"a local GOVERNMENT employee"** box for a municipio agency.

36. If the person worked for a company, business, or government agency, print the name of the company, not the name of the person's supervisor. If the person worked for an individual or a business that had no company name, print the name of the individual worked for. If the person worked in his or her own un-named business, print "self-employed."

37. Print one or more words to describe the business, industry, or individual employer named in question **36**. If there is more than one activity, describe only the major activity at the place where the person worked. Enter what is made, what is sold, or what service is given.

Enter descriptions like the following: Metal furniture manufacturing, Retail grocery store, Petroleum refining, Cattle ranch

Do not enter: Furniture company, Grocery store, Oil company, Ranch

39. Print one or more words to describe the kind of work the person did. If the person was a trainee, apprentice, or helper, include that in the description.

Enter descriptions like the following: Registered nurse, Personnel manager, High school teacher.

Do not enter single words such as: Nurse, Manager, Teacher

ANSWER PERSON QUESTIONS 41 THROUGH 42 ONLY IF THIS PERSON IS 15 YEARS OLD OR OVER.

Mark the **"Yes"** or **"No"** box for each part, and enter the amount received in the past 12 months for each "Yes" response.

If income from any source was received jointly by household members, report, if possible, the appropriate share for each person; otherwise, report the whole amount for only one person and mark the**"No"** box for the other person.

When reporting income received jointly, **DO NOT** include the amount for a person not listed on the List of Residents.

41a. Include wages and salaries before deductions from **ALL** jobs. Be sure to include any tips, commissions, or bonuses. Owners of incorporated businesses should enter their salary here. Military personnel should include base pay plus cash housing and/or subsistence allowance, flight pay, uniform allotments, reenlistment bonuses.

b. Include **NONFARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated businesses you own.

Include **FARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated farm businesses you own. Also exclude amounts from land rented for cash but include amounts from land rented for shares.

c. Include interest received or credited to checking and saving accounts, money market funds, certificates of deposit (CDs), IRAs, KEOGHs, and government bonds.

Include dividends received, credited, or reinvested from ownership of stocks or mutual funds.

Include profit (or loss) from royalties and the rental of land, buildings or real estate, or from roomers or boarders. Income received by self-employed persons whose primary source of income is from renting property or from royalties should be included in question **41b** above. Include regular payments from an estate or trust fund.

d. Include amounts, before Medicare deductions, of Social Security and/or Railroad Retirement payments to retired persons, to dependents of deceased insured workers, and to disabled workers.

e. Include Supplemental Security Income (SSI) received by elderly, blind, or disabled persons.

f. Include any public assistance or welfare payments the person receives from the Puerto Rico government or the municipio welfare office. Do not include assistance received from private charities. Do not include assistance to pay heating or cooling costs.

g. Include retirement, survivor or disability benefits received from companies and unions, Federal, state, Puerto Rico and municipio governments, and the U.S. military. Include regular income from annuities and IRA or KEOGH retirement plans.

h. Include Veterans' (VA) disability compensation and educational assistance payments (VEAP); unemployment compensation, child support or alimony; and all other regular payments such as Armed Forces transfer payments, assistance from private charities, regular contributions from persons not living in the household.

Do Not include the following as income in any item:

- Refunds or rebates of any kind
- Withdrawals from savings of any kind
- Capital gains or losses from the sale of homes, shares of stock
- Inheritances or insurance settlements
- Any type of loan
- Pay in-kind such as food, free rent

42. Add the total entries (subtracting losses) for **41a** through **41h** for the past 12 months and enter that number in the space provided.

What the Survey Is About --

Some Questions and Answers

Why are we taking a survey?
The Census Bureau is conducting the Puerto Rico Community Survey to provide more timely data than data we typically collect only once every 10 years during the decennial census.

What does the Census Bureau do with the information you provide?
The Puerto Rico Community Survey will be the source of summarized data that we make available to federal, Puerto Rico, and local governments, and also to the public. The data will enable your community leaders from government, business, and non-profit organizations to plan more effectively.

How was this address selected?
Your address was scientifically selected to represent a cross section of other households in your community. Households in the sample are required to complete the survey form. Please return it in the postage-paid envelope as soon as possible.

Why the Census Bureau Asks Certain Questions --

Here are reasons we ask some of the questions on the survey.

Name
Names help make sure that everyone in a household is included on the List of Residents, but that no one is listed twice.

Value or rent
Government and planning agencies use answers to these questions in combination with other information to develop housing programs to meet the needs of people at different economic levels.

Complete plumbing
This question helps provide information on the quality of housing. The data are used with other statistics to show how the "level of living" compares in various areas and how it changes over time.

Place of birth
This question provides information used to study long-term trends about where people move and to study migration patterns and differences in growth patterns.

Job
Answers to the questions about the jobs people hold provide information on the extent and types of employment in different areas of Puerto Rico. From this information, communities can develop training programs, and business and local governments can determine the need for new employment opportunities.

Income
Income helps determine how well families or persons live. Income information makes it possible to compare the economic levels of different areas, and how economic levels for a community change over time. Funding for many government programs is based on the answers to these questions.

Education
Responses to the education questions in the survey help to determine the number of public schools, education programs, and daycare services required in a community.

Disability
Questions about disability provide the means to allocate Federal funding for healthcare services and new hospitals in many communities.

Journey to work
Answers to these questions help communities plan road improvements, develop public transportation services, and design programs to ease traffic problems.

www.census.gov/acs/www

1-800-354-7271

Frequently Asked Questions

Si necesita ayuda para completar su cuestionario, llame sin cargo alguno al: 1-877-833-5625

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

ACS-10SM(2005)
(8-04)

U S C E N S U S B U R E A U

Helping You Make Informed Decisions

Frequently Asked Questions

What is the American Community Survey?

Every 10 years, the U.S. Census Bureau conducts a census. During Census 2000, the population of the United States was counted, and additional information was collected to describe the characteristics of the Nation's population and housing.

The next census in 2010 will count the population, while the American Community Survey collects the information about population and housing characteristics throughout the decade. Based on the American Community Survey, the Census Bureau can provide data about our rapidly changing country more often than every 10 years.

Why don't you use the information I provided on my Census 2000 questionnaire?

We need your response even if you completed a Census 2000 questionnaire, because the characteristics of your household may have changed since Census 2000. As we move further away from 2000, information provided in Census 2000 becomes outdated.

How do I benefit by answering the American Community Survey?

The American Community Survey provides up-to-date information for the Nation, states, cities, counties, metropolitan areas, and communities. By responding to the American Community Survey questionnaire, you are helping your community to establish goals, identify problems and solutions, and measure the performance of programs.

Communities need data about the well-being of children, families, and the elderly to provide services to them. The data also are used to decide where to locate new highways, schools, hospitals, and community centers; to show a large corporation that a town has the workforce the company needs, and in many other ways.

Do I have to answer the questions on the American Community Survey?

Yes, your response to this survey is required by law (Title 13, United States Code, Sections 141 and 193). Title 13, as changed by Title 18, imposes a penalty for not responding. The survey is approved by the Office of Management and Budget. We estimate this survey will take about 38 minutes to complete.

How will the Census Bureau use the information that I provide?

The Census Bureau can use the information you provide for statistical purposes only and cannot publish or release information that would identify you and your household. Your information will be used in combination with information from other households to produce data for your community. Similar data will be produced for communities across the United States.

We may combine your answers with information that you gave to other agencies to enhance the statistical uses of these data. This information will be given the same protections as your survey information. Based on the information that you provide, you may be asked to participate in other Census Bureau surveys that are voluntary.

Will the Census Bureau keep my information confidential?

Yes. All of the information the Census Bureau collects for this survey about you and your household is confidential by law (Title 13, United States Code, Section 9). By law, every Census Bureau employee–including the Director as well as every field representative–has taken an oath and is subject to a jail term, a fine, or both if he or she discloses ANY information that could identify you or your household.

Where can I find more information about the American Community Survey or get assistance?

You may visit our Web site *www.census.gov/acs/www*, or call 1-800-354-7271 if you need assistance or more information.

Frequently Asked Questions

PUERTO RICO
COMMUNITY
SURVEY

U S C E N S U S B U R E A U

Helping You Make Informed Decisions

US Department of Commerce
Economics and Statistics Administratrion
U. S. Census Bureau

ACS-10SMPR
(8-04)

Frequently Asked Questions

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We may combine your answers with information that you gave to other agencies to enhance the statistical uses of these data. This information will be given the same protections as your survey information. Based on the information that you provide, you may be asked to participate in other Census Bureau surveys that are voluntary.

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Where can I find more information about the Puerto Rico Community Survey or get assistance?

You may visit our Web site *www.census.gov/acs/www*,
or call 1-800-717-7381 if you need assistance or more information.

Preguntas Frecuentes

ENCUESTA SOBRE
LA COMUNIDAD
DE PUERTO RICO

U S C E N S U S B U R E A U

Helping You Make Informed Decisions

Departamento de Comercio de los EE.UU.
Administración de Economía y Estadísticas
Negociado del Censo de los EE.UU.

ACS-10SMPR
(8-04)

Preguntas Frecuentes

¿Qué es la Encuesta sobre la Comunidad de Puerto Rico?

Cada 10 años, el Negociado del Censo realiza un censo. Durante el Censo 2000, se contó la población de Puerto Rico y también se recopiló información adicional sobre las características de la población y la vivienda en la isla.

El próximo censo en el 2010 contará a la población, mientras que la Encuesta sobre la Comunidad de Puerto Rico recopilará información demográfica y de vivienda durante la década. Usando la información que la Encuesta sobre la Comunidad de Puerto Rico produce, el Negociado del Censo puede proveer datos importantes sobre nuestra isla cambiante con una frecuencia mayor a la de los 10 años.

¿Por qué no utilizan la información que les di en mi cuestionario del Censo 2000?

Necesitamos sus respuestas aun si usted llenó el cuestionario del Censo 2000 porque las características de su hogar pueden haber cambiado desde entonces. Según el año 2000 se va alejando, la información del Censo 2000 se pone más y más anticuada.

¿Cómo me beneficia responder a la Encuesta sobre la Comunidad de Puerto Rico?

La Encuesta sobre la Comunidad de Puerto Rico provee información actua-lizada para la isla, los municipios, áreas metropolitanas y las comunidades. Al responder al cuestionario de la Encuesta sobre la Comunidad de Puerto Rico, usted está ayudando a su comunidad a establecer objetivos, identificar problemas y sus soluciones y medir la eficacia de los programas.

Las comunidades necesitan información sobre el bienestar de los niños, las familias y los envejecientes para poder proveerles servicios. Los datos también son usados para decidir dónde construir nuevas carreteras, escuelas, hospitales y centros comunitarios, para demostrarle a una corporación grande que un pueblo tiene la mano de obra suficiente para que la compañía se establezca ahí, y en muchas otras maneras.

¿Estoy obligado(a) a contestar las preguntas de la Encuesta sobre la Comunidad de Puerto Rico?

Sí, la ley requiere que usted conteste esta encuesta.
(título 13, Código de los Estados Unidos, secciones 141 y 193.)

El título 13, según enmendado por el título 18, impone sanciones por no responder a las preguntas. Esta encuesta está aprobada por la Oficina de Administración y Presupuesto. Estimamos que le tomará aproximadamente 38 minutos completar esta encuesta.

¿Cómo utilizará el Negociado del Censo la información que les doy?

El Negociado del Censo solamente puede usar la información que usted nos da para propósitos estadísticos, y no puede publicar o divulgar información que pudiera identificarlo a usted o a su hogar. Su información será usada en combinación con la de otros hogares para producir datos sobre su comunidad. Se producirán datos similares para otras comunidades en Puerto Rico y los Estados Unidos.

Es posible que combinemos sus respuestas con información que usted ha dado a otras agencias para así aumentar el valor estadístico de los datos. Esta información recibirá la misma protección que se le extiende a la información que usted proveyó a esta encuesta. A base de la información que usted provee, podría ser invitado(a) a participar voluntariamente en otras encuestas del Negociado del Censo.

¿Mantendrá el Negociado del Censo la confidencialidad de mi información personal?

Sí. La ley garantiza la confidencialidad de toda la información que el Negociado del Censo obtiene sobre usted y su hogar en esta encuesta (título 13, Código de los Estados Unidos, sección 9). Por ley, todo empleado del Negociado del Censo-incluso el Director y todos los representantes de campo-ha tomado un juramento y puede ser encarcelado, multado, o ambos si divulga CUALQUIER información que lo identificara a usted o a su hogar.

¿Dónde puedo obtener más información acerca de la Encuesta sobre la Comunidad de Puerto Rico, o dónde puedo pedir ayuda?

Puede acudir a nuestro sitio en la Internet www.census.gov/acs/www o llame al 1-800-814-8385 si necesita asistencia o más información.

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Jeffersonville, IN 47132-0001

ACS-20S (1-2003)

OFFICIAL BUSINESS
Penalty for Private Use, $300

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Dear Resident:

A few days ago, you should have received an American Community Survey questionnaire. If you have already mailed it back, thank you. If you have not, please send it soon.

Local and national leaders use the information from this survey for planning schools, hospitals, roads, and other community needs.

If you need help filling out the questionnaire or have questions, please call our toll-free number (1-800-354-7271).

Sincerely,

Charles Louis Kincannon
Director, U.S. Census Bureau

ACS-20S (1-2003)

Appendix B.14 Reminder Postcard (Puerto Rico Version)

U.S. Department of Commerce
Economics and Statistics Administration
U.S. Census Bureau
Jeffersonville, IN 47132-0001

OFFICIAL BUSINESS
Penalty for Private Use $300

ACS-20PR (4-2004)

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-2000
OFFICE OF THE DIRECTOR

Estimado Residente:

Hace unos días usted debe haber recibido un cuestionario de la Encuesta sobre la Comunidad de Puerto Rico. Si ya lo ha devuelto, le extiendo mi agradecimiento. Si todavía no lo ha enviado, por favor, hágalo pronto.

Los líderes locales y nacionales utilizan la información recogida por esta encuesta para planificar escuelas, hospitales, carreteras y otras necesidades de la comunidad.

Si usted requiere ayuda para completar la encuesta, por favor llame sin cargo a nuestra línea informativa (1-800-814-8385).

Atentamente,

Charles Louis Kincannon
Director

Dear Resident:

A few days ago, you should have received a Puerto Rico Community Survey questionnaire. If you have already mailed it back, thank you. If you have not, please send it soon.

Local and national leaders use the information from this survey for planning schools, hospitals, roads, and other community needs.

If you need help filling out the questionnaire or have questions, please call our toll-free number (1-800-717-7381).

Sincerely,

Charles Louis Kincannon
Director

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

Dear Resident:

About three weeks ago, the U.S. Census Bureau sent an American Community Survey questionnaire to your address. I asked you to help us with this very important survey by completing it and mailing it back. But, we have not received it yet.

If you have already mailed your questionnaire, thank you very much. If you have not mailed the questionnaire, please send it soon. I have included another questionnaire with this letter. This survey is so important that a Census Bureau representative may attempt to contact you by telephone or personal visit if we do not receive your questionnaire.

The information collected in this survey will help decide where new schools, hospitals, and fire stations are needed. The information also is used to develop programs to reduce traffic congestion, provide job training, and plan for the healthcare needs of the elderly.

The Census Bureau chose your address, not you personally, as part of a randomly selected sample. You are required by U.S. law to respond to this survey. The Census Bureau is required by U.S. law to keep your answers confidential. The enclosed brochure answers frequently asked questions about the survey.

If you need help filling out the questionnaire, please use the enclosed guide or call our toll-free number (1–800–354–7271).

Thank you.

Sincerely,

Charles Louis Kincannon
Director, U.S. Census Bureau

Enclosures

ACS-14(L)SM (12-2002)

U S C E N S U S B U R E A U
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www.census.gov

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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If you need help filling out the questionnaire, please use the enclosed guide or call our toll-free number (1-800-717-7381).

Thank you.

Sincerely,

Charles Louis Kincannon
Director

Enclosures

ACS-14(L)PR (3-2004)

U S C E N S U S B U R E A U
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www.census.gov

2006 ACS GQ Type Code and Definitions List (March 27, 2006)

2006 ACS Group Quarters Type Codes and Definitions

Type Name	Type Code	2006 Census Test Group Quarters Definitions (vetted)	Census 2000 Definition
Federal Detention Centers	**101**	These are stand alone, generally multi-level, federally operated correctional facilities that provide "short-term" confinement or custody of adults pending adjudication or sentencing. These facilities may hold pretrial detainees, holdovers, sentenced offenders, and Immigration and Customs Enforcement (ICE) inmates, formerly called Immigration and Naturalization Services (INS) inmates. These facilities include: ❑ Metropolitan Correctional Centers (MCCs), ❑ Metropolitan Detention Centers (MDCs), ❑ Federal Detention Centers (FDCs), ❑ Bureau of Indian Affairs Detention Centers, ❑ ICE Service Processing Centers, and ❑ ICE contract detention facilities.	
Federal (102) and State Prisons (103)	**Fed – 102 State -- 103**	Adult correctional facilities where people convicted of crimes serve their sentences. Common names include: prison, penitentiary, correctional institution, federal or state correctional facility, and conservation camp. The prisons are classified by two types of control: (1) "federal" (operated by or for the Bureau of Prisons of the Department of Justice) and (2) "state." Residents who are forensic patients or criminally insane are classified on the basis of where they resided at the time of the interview. Patients in hospitals (units, wings, or floors) operated by or for federal or state correctional authorities are counted in the prison population. Other forensic patients will be interviewed in psychiatric hospital units and floors for long-term non-acute patients. This category may include privately operated correctional facilities.	
Local Jails and Other Municipal Confinement Facilities	**104**	Correctional facilities operated by or for counties, cities, and American Indian and Alaska Native tribal governments. These facilities hold adults detained pending adjudication and/or people committed after adjudication. This category also includes work farms and camps used to hold people awaiting trial or serving time on relatively short sentences. Residents who are forensic patients or criminally insane are classified on the basis of where they resided	

Local Jails and Other Municipal Confinement Facilities (cont'd)		at the time of interviewing. Patients in hospitals (units, wings, or floors) operated by or for local correctional authorities are counted in the jail population. Other forensic patients will be sampled and interviewed in psychiatric hospital units and floors for long-term non-acute patients. This category may include privately operated correctional facilities.	
Local Jail	**104**	This type code name has changed to Local Jails and Other Municipal Confinement Facilities.	
Correctional Residential Facilities (for Adults)	**105**	These are community-based facilities operated for correctional purposes. The facility residents may be allowed extensive contact with the community, such as for employment or attending school, but are obligated to occupy the premises at night. These examples include: ❑ Half-way houses, ❑ Restitution centers, ❑ Prerelease centers, ❑ Work release centers, and ❑ Study centers.	
Halfway House	**105**	This type code name has changed to Correctional Residential Facilities.	
Military Disciplinary Barracks and Jails	**106**		Military Disciplinary Barracks and Jails are correctional facilities managed by the military to hold those awaiting trial or already convicted of crimes.
Privately Operated Correctional Facilities	**107**	Privately operated correctional facilities operate under contract with federal, state, local, American Indian or Alaska Native tribal governments to house people convicted of crimes. Privately operated adult correctional facilities are type coded back the contract under which they fall. You may receive a private correctional facility in your GQ assignment. These GQs are identified with the type code 107. Should you have one of these assignments, you will have to determine, with the help of the GQ contact, if the facility is contracted at a state or local level. For example, a local jail that is privately operated under contract with a local government would receive a type code of 104 (Local Jails and Other Municipal Confinement Facilities). Privately Operated Correctional Facilities that are under contract with the Federal government will remain/be given the type code of 107.	
Other Correctional	**107**	This type code name has changed to Privately Operated Correctional Facilities.	

Group Homes for Juveniles (Non-Correctional)	**201**	Includes community-based group living arrangements for youth in residential settings consisting of three or more clients of a service provider. The group home provides room and board and supportive services, such as assistance with daily living skills, and social, psychological, or behavioral problems. Clients are generally not related to the caregiver or to each other. Examples are maternity homes for unwed mothers, orphanages, and homes for abused and neglected children in need of services. Group homes for juveniles do not include residential treatment centers or group homes operated by or for correctional authorities.	
Juvenile long-term care, public	**201**	This type code has been collapsed into 2006 type code 201, Group Homes for Juveniles.	
Residential Treatment Centers for Juveniles (Non-Correctional)	**202**	Residential Treatment Centers for Juveniles include facilities that primarily serve youth and provide services on-site in a highly structured live-in environment for the treatment of: ❑ mental illness, and ❑ emotional or behavioral disorders. ❑ drug or alcohol abuse These facilities are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers for juveniles do not include facilities operated by or for correctional authorities.	
Juvenile long-term care, private	**202**	This type code has been collapsed into 2006 type code 201, Group Homes for Juveniles.	
Correctional Facilities Intended for Juveniles	**203**	This category includes specialized facilities that provide strict confinement for its residents and detain juveniles awaiting adjudication, commitment or placement, and/or those being held for diagnosis or classification. Also included are correctional facilities where residents are permitted contact within the community, for purposes such as attending school or holding a job. Examples are: ❑ Residential training schools and farms, ❑ Reception and diagnostic centers ❑ Group homes operated by or for correctional authorities, ❑ Detention centers, and ❑ Boot camps for juvenile delinquents.	
Juvenile long-term care, unknown	**203**	This type code has been collapsed into 2006 type code 201, Group Homes for Juveniles.	

Emotionally Disturbed Children	**204**	This code has been collapsed into the 2006 type code 202, Residential Treatment Centers for Juveniles	
Delinquent Children, Public	**205**	This type code has been collapsed into the 2006 type code 203, Correctional Facilities Intended for Juveniles.	
Delinquent Children, Private	**206**	This type code has been collapsed into the 2006 type code 203, Correctional Facilities Intended for Juveniles.	
Delinquent Children, Unknown	**207**	This type code has been collapsed into the 2006 type code 203, Correctional Facilities Intended for Juveniles.	
Juvenile Short-Term Care, Delinquent	**208**	This type code has been collapsed into the 2006 type code 203, Correctional Facilities Intended for Juveniles.	
Type of Juvenile Care Unknown	**209**	This type code has been collapsed into the 2006 type code 201, Group home for juveniles (non-correctional).	
Nursing Facilities/Skilled Nursing Facilities	**301**	Includes facilities licensed to provide medical care with seven day, twenty-four hour coverage for people requiring long-term non-acute care. People in these facilities require nursing care, regardless of age. Either of these types of facilities may be referred to as nursing homes.	
Nursing home, federal ownership	**301**	This type code name has changed to Nursing Facilities/Skilled Nursing Facilities.	
Nursing home, state/county/city ownership	**302**	This type code has been collapsed into the 2006 type code 301, Nursing Facilities/Skilled Nursing Facility.	
Nursing home, unknown ownership	**303**	This type code has been collapsed into the 2006 type code 301, Nursing Facilities/Skilled Nursing Facility.	
Nursing home, private not for profit	**304**	This type code has been collapsed into the 2006 type code 301, Nursing Facilities/Skilled Nursing Facility.	
Nursing home, private for profit	**305**	This type code has been collapsed into the 2006 type code 301, Nursing Facilities/Skilled Nursing Facility.	
Nursing home, unknown or not for profit	**306**	This type code has been collapsed into the 2006 type code 301, Nursing Facilities/Skilled Nursing Facility.	
Nursing home, unknown	**307**	This type code has been collapsed into the 2006 type code 301, Nursing Facilities/Skilled Nursing Facility.	
Drug/alcohol abuse ward in hospital	**400**	This type code has been collapsed into the 2006 type code 402, Hospitals with patients who have no usual home elsewhere.	
Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals	**401**	Mental Hospitals and Psychiatric Units in other hospitals include psychiatric hospitals, units and floors for long-term, non-acute care patients. The primary function of the hospital, unit, or floor is to provide diagnostic and treatment services for long-term non-acute patients who have a psychiatric-related illness. Patients in these GQs are included in the ACS GQ sample.	

Chronically ill, military hospital	**401**	This type code has been collapsed into the 2006 type code 402, Hospitals with patients who have no usual home elsewhere.	
Hospitals with Patients who have No Usual Home Elsewhere	**402**	Hospitals with Patients who have No Usual Home Elsewhere include hospitals that have any patients who have no exit or disposition plan, or who are known as "boarder patients" or "boarder babies". All hospitals are eligible for inclusion in this category <u>except</u> psychiatric hospitals, units, wings or floors operated by federal, state, or local correctional authorities. Patients in hospitals operated by these correctional authorities will be sampled in the prison or jail population. Psychiatric units and hospice units in hospitals are also excluded in this GQ type. Only patients with no usual home elsewhere are included in this group quarter's category.	
Chronically ill, other hospital	**402**	This type code has been collapsed into the 2006 type code 402, Hospitals with patients who have no usual home elsewhere.	
In-Patient Hospice Facilities	**403**	In-patient Hospice facilities include (both free-standing and units in hospitals) that provide palliative, comfort, and supportive care for the terminally ill patient and their families. All patients in these GQs are included in the ACS GQ sample.	
Chronically ill, hospice	**403**	Name change from 2000 to 2006 to In-Patient Hospice Facilities. Still type code 403.	
Mentally ill (psychiatric) hospital	**404**	This type code has been collapsed into the 2006 type code 401, Mental (psychiatric) hospital/psychiatric unit in hospital.	
Residential Schools for People with Disabilities	**405**	Residential Schools for People with Disabilities are schools that provide on-site education programs and care for students with disabilities on-site in a live-in environment. The focus of a residential school for people with disabilities is on the education programs. Examples are residential schools for: ❑ the blind, ❑ the deaf, and ❑ the developmentally disabled.	
Mentally Retarded	**405**	Name change from 2000 to 2006 to Residential schools for people with disabilities. Still type code 405.	
Physically handicapped, deaf	**406**	This type code has been collapsed into the 2006 type code 405, Residential Schools for People with Disabilities.	

Physically handicapped, blind	**407**	This type code has been collapsed into the 2006 type code 405, Residential Schools for People with Disabilities.	
Physically handicapped, orthopedic	**408**	This type code has been collapsed into the 2006 type code 405, Residential Schools for People with Disabilities.	
General hospital for no UHE patients	**409**	This type code has been collapsed into the 2006 type code 402, Hospital for patients who have no usual home elsewhere.	
Military hospital for no UHE patients	**410**	This type code has been collapsed into the 2006 type code 402, Hospital for patients who have no usual home elsewhere.	
College/University Housing	**501**	College, University, and Seminary housing includes residence halls and dormitories owned, leased, or managed by a college, university or seminary. Fraternity and sorority housing identified by the college or university are included as college housing. Students attending the U.S. Naval Academy, the U.S. Military Academy (West Point), the U.S. Coast Guard Academy, and the U.S. Air Force Academy are not included in this category; they are included in the military group quarter's code, 601.	
College dormitory/frat/sorority	**501**	This type code name has been changed to College, University, and Seminary housing.	
Military Quarters (Barracks and Dormitories at Military Academies on Base)	**601**		Military Quarters are facilities on a base, such as a barracks, unaccompanied personnel housing (both enlisted and officer), and similar group living quarters for military personnel. There are only four academies in the U.S. that will receive the GQ type code of 601 for their dormitories and residence halls, they are: ❑ The U.S. Naval Academy, ❑ The U.S. Military Academy (West Point), ❑ The U.S. Coast Guard Academy, and ❑ The U.S. Air Force Academy. No other dormitories or residence halls at any other military academy will be given this GQ type code.
Military Barracks	**601**	This type code name has been changed to Military Living Quarters Barracks and Dormitories at Military Academies.	
Military Transient Quarters	**602**		Military Transient Quarters on base are living quarters for temporary residents (both civilian or military). Residents housed in these transient quarters may be waiting for on base housing or are in the middle of transfer to another base. 'Transient

			Quarters' does not include hotels on military bases. Military hotels/campgrounds are classified as housing units.
Military Ships	**603**		Military ships are defined as "military vessels with a U.S. homeport." Sailors living on military ships docked in their homeport are eligible to be interviewed for the ACS GQ.
Military hotels, campgrounds	**605**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	
Emergency and Transitional Shelters (with sleeping facilities) for People Experiencing Homelessness	**701**	Facilities where people experiencing homelessness stay overnight. These include: ❑ shelters that operate on a first-come, first-served basis where people must leave in the morning and have no guaranteed bed for the next night, ❑ shelters where people know they have a bed for a specified period of time (even if they leave the building every day), ❑ shelters that provide temporary shelter during extremely cold weather (such as churches). Examples of code 701 are: ❑ emergency and transitional shelters, ❑ missions, hotels and motels used to shelter people experiencing homelessness, ❑ shelters for children who are runaway, neglected, or experiencing homelessness, This category does <u>not</u> include shelters that operate only in the event of a natural disaster.	
Hotel/motel for no UHE persons	**701**	This type code has been collapsed into the 2006 type code 701, Emergency and Transitional Shelters (with sleeping facilities) for People Experiencing Homelessness.	
Shelter for runaway/neglected/homeless children	**702**	This type code has been collapsed into the 2006 type code 701, Emergency and Transitional Shelters (with sleeping facilities) for People Experiencing Homelessness.	
Shelter for abused women	**703**	This type code name has changed to Domestic Violence Shelter and is OUT OF SCOPE for the ACS.	
Soup Kitchen	**704**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	
Regularly Scheduled Mobile Food Van	**705**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	
Targeted Nonsheltered Outdoor Locations	**706**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	

Group Homes Intended for Adults	**801**	Group Homes Intended for Adults are community-based group living arrangements in residential settings usually consisting of three or more clients of a service provider. The group home provides room and board and supportive services, such as assistance with daily living skills, and social, psychological or behavioral programs. Clients are generally not related to the caregiver or to each other. Group homes do not include residential treatment centers or facilities operated by or for correctional authorities.	
Group home – drug/alcohol abuse (>10 persons)	**801**	This type code has been collapsed into the 2006 type code 802, Residential Treatment Center for Adults.	
Residential Treatment Centers for Adults	**802**	Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders. They are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers do not include facilities operated by or for correctional authorities.	
Group Home – Mentally ill (>10 persons)	**802**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Group Home – mentally retarded (>10 persons)	**803**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Group Home – Physically handicapped (>10 persons)	**804**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Other group home (>10 persons)	**805**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Group Home – drug/alcohol abuse (<10 persons)	**806**	This type code has been collapsed into the 2006 type code 802, Residential treatment center for adults.	
Group home – mentally ill (<10 persons)	**807**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Group Home – mentally retarded (<10 persons)	**808**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Group home – physically handicapped (<10 persons)	**809**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Other group home (<10 persons)	**810**	This type code has been collapsed into the 2006 type code 801 Group Home for Adults.	
Crews of maritime vessels	**900**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	
Workers' Group Living Quarters and Job Corps Centers	**901**	Includes facilities such as dormitories, bunkhouses, and similar types of group living arrangements for agricultural and non-agricultural workers. This category also includes facilities that provide a full-time, year-round residential program offering a vocational training and employment program that helps young people 16-to-24 years old	

		learn a trade, earn a high school diploma or GED and get help finding a job. GQs included in this code are: ❑ migratory farm workers' camps on farms ❑ energy enclaves in Alaska ❑ construction workers camps ❑ Job Corp centers and vocational training facilities See Chapter 8, Special Situations for classifying these types of GQ's.	
Agriculture Workers Dormitory on Farm	**901**	This type code name has changed to Workers' Group Living Quarters and Job Corps Centers.	
Religious Group Quarters	**902**	Religious Group Quarters are owned or operated by religious organizations that are intended to house their members in a group living situation. This category includes such places as: convents, monasteries, and abbeys. It does not include the house occupied by a minister and his family. Living quarters for students living or staying in seminaries are classified as college student housing, not religious group quarters.	
Other Workers Dormitory	**902**	This type code has been collapsed into the 2006 type code 901, Workers' Group Living Quarters and Job Corps Centers.	
Job Corps Center or Vocational Training Facility	**903**	This type code has been collapsed into the 2006 type code 901, Workers' Group Living Quarters and Job Corps Centers.	
Dormitory for Nurses/Interns in Military Hospital/Staff Residents of GQ	**904**	This type code has been collapsed into the 2006 type code 901, Workers' Group Living Quarters and Job Corps Centers.	
Dormitory for Nurses/Interns in General Hospital/Staff Residents of Institutionalized GQs	**905**	This type code has been collapsed into the 2006 type code 901, Workers' Group Living Quarters and Job Corps Centers.	
Religious Group Quarters	**906**	This type code has been collapsed into the 2006 type code 902, Religious Group Quarters.	
YMCA/YWCA, Hostel	**908**	These GQ's are not classified under any other GQ type code: • YMCAs, • YWCAs, • Hostels	
Other Nonhousehold Living Situations	**908**	This type code name has been changed to YMCA/YWCA, hostel.	

Natural Disaster	**909**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	
Transient Location, RV Campground, Carnival, etc.	**910**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	
Residential Care Facility- "protective oversight'	**911***	This type code is OUT OF SCOPE for data collection for the 2006 ACS. **This is being used as an intake code only.**	This code was to be used to identify facilities that provided assistance to people with disabilities. However, there are many types of facilities identified under this code. Many facilities were assigned this GQ type code because they did not appear to fit any other available GQ type code or definition. You may have assisted living facilities, group homes, youth camps or others identified as Type code 911 during input. The instrument will determine the new type code based on the answers provided by the GQ contact person. Once the GQFQ assigns the new type code, you will see it in Case Management when you exit the GQFQ.
Dangerous Encampments	**913**	This type code is OUT OF SCOPE for data collection for the 2006 ACS.	

* Census 2000 GQ type codes that are no longer valid but are included on 2006 ACS GQ sample records. Through the interviews that the FRs will conduct at the GQ, valid 2006 type codes will be assigned when these GQ type codes are included in monthly survey assignments.

All shaded areas represent the Census 2000 type code. These shaded areas serve to document type code name changes from Census 2000; if the Census 2000 type code has been collapsed into another type code or if it is out of scope for the 2006 ACS operation.

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If you have any further questions, please call the Census Bureau's Atlanta Regional Office toll-free number on 1-800-424-6974.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

ACS-18(L)(GQ)(ATLANTA)(2006) (9-20-2005)

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If you have any further questions, please call the Census Bureau's Kansas City Regional Office toll-free number on 1-800-728-4748.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

ACS-18(L)(GQ)(KANSAS CITY)(2006) (9-20-2005)

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If you have any further questions, please call the Census Bureau's Boston Regional Office toll-free number on 1-800-562-5721.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

ACS-18(L)(GQ)(BOSTON)(2006) (9-20-2005)

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If you have any further questions, please call the Census Bureau's Charlotte Regional Office toll-free number on 1-800-331-7360.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

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If you have any further questions, please call the Census Bureau's Chicago Regional Office toll-free number on 1-800-865-6384.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

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If you have any further questions, please call the Census Bureau's Dallas Regional Office toll-free number on 1-800-835-9752.

Thank you in advance for your help.

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Charles Louis Kincannon

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If you have any further questions, please call the Census Bureau's Denver Regional Office toll-free number on 1-800-852-6159.

Thank you in advance for your help.

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ACS-18(L)(GQ)(DENVER)(2006) (9-20-2005)

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If you have any further questions, please call the Census Bureau's Detroit Regional Office toll-free number on 1-800-432-1495.

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If you have any further questions, please call the Census Bureau's Los Angeles Regional Office toll-free number on 1-800-992-3529.

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The ACS collects information about various topics, such as education, health status, and jobs. Information from this survey is used by federal, state, local, and tribal governments, as well as by businesses and private non-profit organizations, to meet the needs of communities across America.

Local governments use these data for budgeting, evaluating programs, and planning for community development projects, such as those for the elderly, Scout programs, libraries, and hospitals. Other organizations use this information to provide services to the community and to plan or establish new facilities, buildings, and programs.

The enclosed brochure provides answers to frequently asked questions about the ACS. If you have access to the Internet and want to learn more about the ACS, please visit the Census Bureau's Web site at: **http://www.census.gov/acs/www/index.html**

If you have any further questions, please call the Census Bureau's New York Regional Office toll-free number on 1-800-991-2520.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

ACS-18(L)(GQ)(NEWYORK)(2006) (9-20-2005)

U S C E N S U S B U R E A U
Helping You Make Informed Decisions

www.census.gov

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting a very important national survey called the American Community Survey (ACS). In the next few weeks, one of our Census Bureau Field Representatives will call you to discuss the survey and to schedule an appointment to visit your facility.

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The enclosed brochure provides answers to frequently asked questions about the ACS. If you have access to the Internet and want to learn more about the ACS, please visit the Census Bureau's Web site at: **http://www.census.gov/acs/www/index.html**

If you have any further questions, please call the Census Bureau's Philadelphia Regional Office toll-free number on 1-800-262-4236.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

ACS-18(L)(GQ)(PHILADELPHIA)(2006) (9-20-2005)

U S C E N S U S B U R E A U
Helping You Make Informed Decisions

www.census.gov

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

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The enclosed brochure provides answers to frequently asked questions about the ACS. If you have access to the Internet and want to learn more about the ACS, please visit the Census Bureau's Web site at: **http://www.census.gov/acs/www/index.html**

If you have any further questions, please call the Census Bureau's Seattle Regional Office toll-free number on 1-800-233-3308.

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

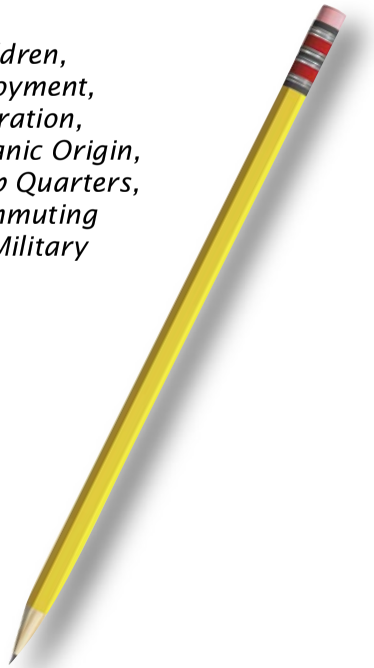
ACS-18(L)(GQ)(SEATTLE)(2006) (9-20-2005)

U S C E N S U S B U R E A U
Helping You Make Informed Decisions

www.census.gov

Bringing you data every year about ...

Education, Children, Families, Employment, Income, Immigration, Race and Hispanic Origin, Housing, Group Quarters, Rural Life, Commuting Patterns, and Military Service.



How do I get more information about the American Community Survey?

For more information about the American Community Survey data or to obtain survey results, we encourage you to visit our Web site at:

www.census.gov/acs/www

You may also contact us by mail at the following address:

American Community Survey
U.S. Census Bureau
4700 Silver Hill Rd., Room 1657/3
Washington, DC 20233-7500

You can also telephone the Census Bureau's Regional Office nearest you as listed below:

Census Bureau Regional Offices	
Atlanta, GA	1-800-424-6974
Boston, MA	1-800-562-5721
Charlotte, NC	1-800-331-7360
Chicago, IL	1-800-865-6384
Dallas, TX	1-800-835-9752
Denver, CO	1-800-852-6159
Detroit, MI	1-800-432-1495
Kansas City, KS	1-800-728-4748
Los Angeles, CA	1-800-992-3530
New York, NY	1-800-991-2520
Philadelphia, PA	1-866-238-1374
Seattle, WA	1-800-233-3308

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Issued September 2005
ACS-50(GQ)

The American Community Survey

Group Quarters

U S C E N S U S B U R E A U

Helping You Make Informed Decisions

United States Census 2010

What is the American Community Survey?

The American Community Survey (ACS) is part of the 2010 Decennial Census Program. It is a survey that provides information each year about social, economic, and housing characteristics of the United States. Previously, this information was available only once every 10 years when the U.S. Census Bureau conducted the decennial census.

Only a small sample of addresses is selected to participate in the American Community Survey and represent other addresses in the community. In addition to this household sample, the Census Bureau selects a sample of group quarters (GQ) facilities from a sample of all GQs in your area each year. Individuals from sampled GQs are randomly selected to participate in the ACS. A Census Bureau representative will contact the sample GQs and individuals and conduct a personal interview. If a personal interview is not possible, the Census Bureau representative may collect your information over the telephone or ask that you complete the survey questionnaire. If you complete the survey yourself, a Census Bureau representative will arrange for a day and time to return to the GQ to pick up the completed questionnaire.

Do the sampled Group Quarters (GQ) and individuals have to answer the questions on the American Community Survey?

Yes. Your response to this survey is required by law (Title 13, United States Code, Sections 141, 193, and 221). The Census Bureau estimates that the facility

level survey will take about 15 minutes to complete and the individual survey will take about 25 minutes to complete.

How will my participation help me and my community?

Billions of government and business dollars are distributed among states, communities, and population groups based on the social, economic, housing, and GQ information available for that area.

The information you provide will help you and other individuals, local governments, nongovernmental organizations, and businesses to:

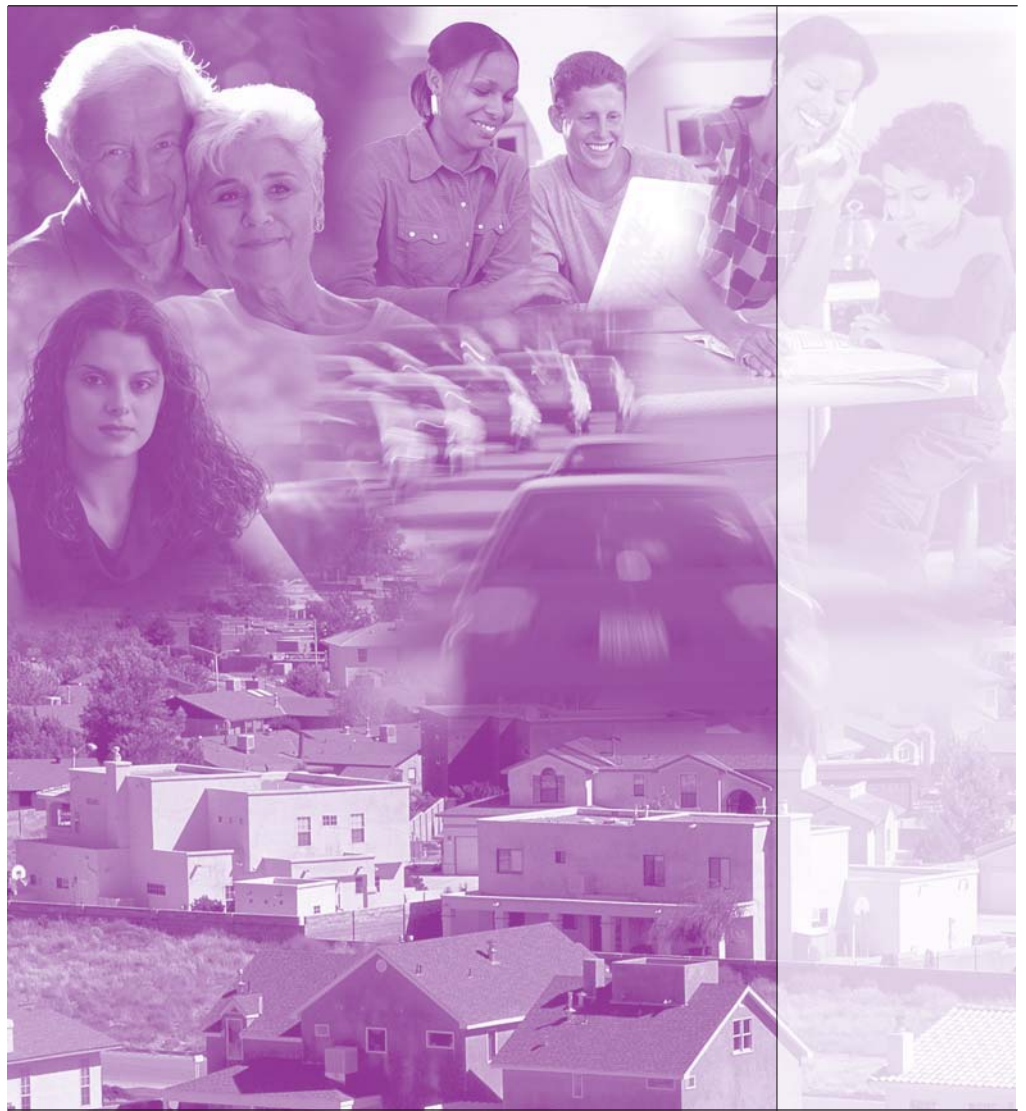
- Help distribute resources to communities.
- Improve your community by deciding where in your town new highways, schools, and hospitals can do the most good.
- Measure changes in the well-being of children, families, and senior citizens to help plan future programs.
- Help communities plan for emergency situations that might affect you such as floods, fires, and other natural disasters.

Is the information I provide confidential?

Yes. Your answers are confidential by law under Title 13, United States Code, Section 9. This law requires that every Census Bureau employee—including the Director and every Census Bureau representative—take an oath and be subject to a jail term, a fine, or both if he or she discloses ANY information that could identify you. Your answers may be used only for statistical purposes.

The Puerto Rico Community Survey

Group Quarters



U S C E N S U S B U R E A U

Helping You Make Informed Decisions

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

United States Census 2010

What is the Puerto Rico Community Survey?

The Puerto Rico Community Survey is part of the 2010 Decennial Census Program. It is a survey that collects and produces statistical information about the current social, economic, and housing characteristics of Puerto Rico. The Puerto Rico Community Survey provides this information each year. Previously, this information was available only once every 10 years when the U.S. Census Bureau conducted the decennial census.

Do the sampled Group Quarters (GQ) and individuals have to answer the questions on the Puerto Rico Community Survey?

Yes. Your response to this survey is required by law (Title 13, United States Code, Sections 141, 193 and 221). The Census Bureau estimates that the facility level survey will take about 15 minutes to complete and the individual survey will take about 25 minutes to complete.

Do I have to answer these questions every year?

A random sample of GQ facilities in Puerto Rico and a random sample of the people staying at these sampled facilities are selected each year to participate in the PRCS GQ data collection. You will not be asked to complete the PRCS GQ questionnaire every year. You will be asked to complete the survey information only when you are randomly selected from all people staying at a sampled GQ. It is important that each sampled person respond to this mandatory survey so that the Census Bureau can produce characteristics about the GQ populations in your community and in Puerto Rico each year.

Why did you select this GQ facility and how did I get selected?

This GQ was selected from a sample of all GQs in your area. The GQ and individuals are randomly selected from this list each year, so we cannot substitute another GQ for this one. One of the advantages of a random sample is that we can use it to measure the whole population without having to actually interview every person at every GQ. But in order for it to work, we cannot substitute sampled facilities or individuals; the sample has to be truly random. Your participation is very important if we're going to be able to produce accurate statistics from this survey.

How do I benefit by answering the Puerto Rico Community Survey?

Federal agencies, Puerto Rico, and communities say that they do not have the up-to-date information they need to better understand community issues, respond to needs, and allocate programs and resources. As one community leader said, "Guessing is always fun, but seldom effective."

By responding to the Puerto Rico Community Survey questionnaire, you are helping your community establish community goals, identify community problems and solutions, locate facilities and programs, and measure the performance of programs.

The Puerto Rico Community Survey data are used by:

- Local governments for budgeting, evaluating programs, and planning for community development projects.
- Community programs, such as those for the elderly, scout programs, libraries, banks, hospitals, and other community organizations, to provide services to the community and to locate buildings, services, and programs.
- Transportation planners use journey-to-work information to make decisions to build new roads or add capacity to existing roads, and to develop transit systems, such as light rail or subways by projecting future ridership.

When will the results of the survey be available?

The results of the Puerto Rico Community Survey are released every summer. Survey results are released each year for areas of 65,000 or more persons. For smaller areas, results are available in the form of 3-year and 5-year averages.

Will the Census Bureau keep my information confidential?

Yes. Your answers are confidential by law under Title 13, United States Code, Section 9. This law specifies that the Census Bureau can use the information provided by individuals for statistical purposes only and cannot publish or release information that would identify any individual.

Where can I get assistance or find more information about the Puerto Rico Community Survey?

For questions or assistance with completing this survey, telephone the Census Bureau's Boston Regional Office at 1-800-361-6891.

For more information about the Puerto Rico Community Survey, we encourage you to visit our Web site at:

www.census.gov/acs/www

OR contact us by mail at the following address:

American Community Survey
U.S. Census Bureau
4700 Silver Hill Rd., Room 1657-3
Washington, DC 20233-7500

ACS-51(GQ)PR
Issued October 2005

La Encuesta sobre la Comunidad de Puerto Rico

Alojamientos de Grupo

USCENSUSBUREAU

Helping You Make Informed Decisions

Departamento de Comercio de los EE.UU.
Administración de Economía y Estadísticas
Negociado del Censo de los EE.UU.

Censo 2010
Puerto Rico

¿Qué es la Encuesta sobre la Comunidad de Puerto Rico (PRCS)?

La Encuesta sobre la Comunidad de Puerto Rico es parte del Programa del Censo Decenal del 2010. Es una encuesta que recopila y produce información estadística acerca de las características sociales, económicas y de vivienda actuales de Puerto Rico. La Encuesta sobre la Comunidad de Puerto Rico proporciona esta información cada año. Previamente, esta información estaba disponible únicamente una vez cada 10 años, cuando el Negociado del Censo de los Estados Unidos realizaba el censo decenal.

¿Tienen los Alojamientos de Grupo (GQ) y las personas en la muestra que contestar las preguntas que se hacen en la Encuesta sobre la Comunidad de Puerto Rico?

Sí. La ley (secciones 141, 193 y 221 del título 13 del Código de los Estados Unidos) exige que usted responda a esta encuesta. El Negociado del Censo estima que la encuesta para la instalación tomará aproximadamente 15 minutos y que la encuesta para los individuos tomará aproximadamente 25 minutos.

¿Tengo que contestar estas preguntas cada año?

Cada año se selecciona una muestra al azar de las instalaciones de GQ en Puerto Rico y una muestra al azar de las personas que se quedan en las instalaciones seleccionadas para que participen en la recopilación de datos en los GQ para la PRCS. No se le pedirá que complete el cuestionario de la PRCS cada año. Se le pedirá que complete la información de la encuesta sólo cuando sea seleccionado al azar entre todas las personas que se quedan en el alojamiento de grupo seleccionado. Es importante que cada persona en la muestra responda a esta encuesta obligatoria para que el Negociado del Censo pueda producir características de la población de los GQ en su comunidad y en Puerto Rico cada año.

¿Por qué seleccionó este GQ y cómo fui seleccionado?

Este GQ fue seleccionado de una muestra de todos los GQ en su área. Los GQ y las personas se seleccionan al azar cada año de esta lista. Por esta razón no podemos sustituir otro GQ por éste. Una de las ventajas de una selección al azar es que podemos usarla para medir toda la población sin tener que entrevistar a cada persona en cada GQ. Para que esto funcione, no podemos sustituir instalaciones o a individuos en la muestra; la muestra tiene que ser verdaderamente al azar. Su participación es muy importante si vamos a producir estadísticas precisas de esta encuesta.

¿De qué manera me beneficia el contestar las preguntas de la Encuesta sobre la Comunidad de Puerto Rico?

Las agencias federales, Puerto Rico y las comunidades indican que no tienen la información actualizada que necesitan para entender mejor los asuntos comunitarios, responder a las necesidades y asignar programas y recursos. Como indicó un líder comunitario, “adivinar es divertido, pero rara vez efectivo”.

Al contestar el cuestionario de la Encuesta sobre la Comunidad de Puerto Rico, usted está ayudando a su comunidad a establecer metas para la comunidad, identificar problemas de la comunidad y soluciones, establecer instalaciones y programas y evaluar el funcionamiento de programas.

Los datos de la Encuesta sobre la Comunidad de Puerto Rico los usan:

- Gobiernos locales para preparar presupuestos, evaluar programas y planificar proyectos de desarrollo comunitario.
- Programas comunitarios, tales como para las personas de edad avanzada, programas para niños y niñas escuchas, bibliotecas, bancos, hospitales, y otras organizaciones comunitarias para proveer servicios a la comunidad y para planificar o establecer edificios, servicios y programas.
- Planificadores de transportación que usan la información sobre viaje al trabajo para proyectar el número de pasajeros y así tomar decisiones de construir nuevas carreteras o ensanchar carreteras existentes, y para desarrollar sistemas de tránsito, tales como trenes livianos o subterráneos.

¿Cuándo estarán disponibles los resultados de la encuesta?

Los resultados de la Encuesta sobre la Comunidad de Puerto Rico se publican cada verano. Los resultados de la encuesta se publican cada año para áreas de 65,000 personas o más. Para las áreas más pequeñas, los datos obtenidos durante tres o cinco años consecutivos se promedian y se hacen disponibles al público.

¿Mantendrá el Negociado del Censo la información que proporciono estrictamente confidencial?

Sí. Sus respuestas se mantienen confidenciales por ley conforme a la sección 9 del título 13 del Código de los Estados Unidos. Esta ley especifica que el Negociado del Censo puede usar la información que las personas proveen para propósitos estadísticos solamente y que no puede publicar o divulgar información que pueda identificar a algún individuo.

¿Cómo puedo conseguir ayuda o más información acerca de la Encuesta sobre la Comunidad de Puerto Rico?

Para preguntas o pedir ayuda para completar esta encuesta, llame por teléfono a la Oficina Regional del Negociado del Censo en Boston al 1-800-361-6891.

Para obtener más información acerca de la Encuesta sobre la Comunidad de Puerto Rico, le exhortamos a que visite nuestra página en la Internet en:

www.census.gov/acs/www

O, comuníquese por correo con nosotros a la siguiente dirección:

American Community Survey
U.S. Census Bureau
4700 Silver Hill Rd., Room 1657-3
Washington, DC 20233-7500

ACS-51(GQ)PR
Publicado en octubre de 2005

When will the results of the survey be available?

The results of the American Community Survey are released every summer. Survey results are released each year for areas of 65,000 persons or more. For smaller areas and Native Alaska Villages, results are available in the form of 3-year and 5-year averages.

Will American Indians and Alaska Natives be recruited for jobs?

The Census Bureau has always relied on the help of American Indians and Alaska Natives to make the census work, and will do the same to make the American Community Survey work.

Where can I get assistance or find more information about the American Community Survey in Alaska?

For questions or assistance with completing this survey, telephone the Census Bureau's Seattle Regional Office at 1-800-233-3308.

For more information about the American Community Survey or to obtain survey results, we encourage you to visit our Web site at:

www.census.gov/acs/www

OR contact us mail at the following address:

American Community Survey
U.S. Census Bureau
4700 Silver Hill Rd., Room 1657-3
Washington, DC 20233-7500

Bringing you data every year about ...

Education, Children, Families, Employment, Income, Immigration, Race and Hispanic Origin, Housing, Group Quarters, Rural Life, Commuting Patterns, and Military Service.

The American Community Survey

Group Quarters

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

Issued September 2005
ACS-51(GQ)RA

U S C E N S U S B U R E A U

Helping You Make Informed Decisions

What is the American Community Survey?

The American Community Survey is part of the 2010 Decennial Census Program. It is a survey that collects and produces statistical information about the social, economic, and housing characteristics of the United States. The American Community Survey provides this information each year. Previously, this information was available only once every 10 years when the U.S. Census Bureau conducted the decennial census.

Only a small sample of addresses is selected to participate in the American Community Survey and represent other addresses in the community. In addition to this household sample, the Census Bureau selects a sample of group quarters (GQ) facilities from a sample of all GQs in your area each year. Individuals from sampled GQs are randomly selected to participate in the ACS. A Census Bureau representative will contact the sample GQs and individuals and conduct a personal interview. If a personal interview is not possible, the Census Bureau representative may collect your information over the telephone or ask that you complete the survey questionnaire. If you complete the survey yourself, a Census Bureau representative will arrange for a day and time to return to the GQ to pick up the completed questionnaire.

Do the sampled Group Quarters (GQ) and individuals have to answer the questions on the American Community Survey?

Yes. Your response to this survey is required by law (Title 13, United States Code, Sections 141, 193, and 221). The Census Bureau estimates that the facility level survey will take about 15 minutes to complete and the individual survey will take about 25 minutes to complete.

How will my participation help me and my community?

Billions of dollars are allocated among states, communities, villages, and population groups based on the social, economic, housing, and group quarters information available for that area.

The information you provide will help you and other individuals, local governments, nongovernmental organizations, and businesses to:

- Ensure fair distribution of tax dollars and other resources.
- Evaluate programs to increase their effectiveness and target specific needs.
- Improve your community's quality of life by building new roads, improving airstrips, schools, and hospitals, and deciding where in your town they can do the most good.
- Observe change over time in such key areas as the well-being of children, families, and senior citizens.
- Help communities plan for emergency situations that might affect you or your neighbors, such as floods, fires, and other natural disasters.
- Help village leaders and Alaska Native corporations plan for better education and health services.

What about my tribe or my village?

The use of American Community Survey data could result in improved utility services, new housing, job training, better school facilities, or a new or improved health clinic that benefit you, your family, or your village. For example, the Workforce Investment Act of 1998 requires information about American Indian and Alaska Native households to support training and employment activities. Your participation in the American Community Survey will provide this critically important information.

Is the information I provide strictly confidential?

Absolutely. Federal law, Title 13, Section 214 of the United States Code requires that all information you provide be kept strictly confidential. In addition, it provides that only persons sworn to protect the confidentiality of your information can see your answers. No one else will be able to connect your answers with your name and address or place of residence.

Only statistical summaries of the data from this survey are released. No individual person or address can be identified from the summary statistics that are published.

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

<Date>

<Sample GQ Name>
<Sample GQ Address>

Dear Facility Administrator:

The U.S. Census Bureau collects the detailed data that the housing, social, and economic that the Nation uses to make informed decisions. These data, which were formerly collected using the census "long form," are now collected by the American Community Survey (ACS).

The ACS is part of the 2010 Decennial Census Program. It is a survey of a small percentage of our population that is conducted on a rotating basis. The ACS collects detailed information on the characteristics of population and housing that was collected in previous censuses by the decennial census long form. Since the ACS is conducted every year rather than once every ten years, it provides more current data throughout the decade.

Between 1996 and 2005, we collected detailed data from a national sample of households in the United States. We are now including group living situations (group quarters) in the ACS data collection operation, and we are collecting data in Puerto Rico, as well, in order to provide governments and businesses with information about people who do not live in conventional housing units.

We randomly select correctional facilities for inclusion in the ACS operation, and a facility under your jurisdiction has been chosen. Your participation is crucial for generating accurate national statistics. Since we use scientific sampling procedures to select correctional facilities for this survey, we cannot substitute another facility for this data collection effort.

We are requesting your assistance to ensure that our correctional facility populations are fully included in this vital program. The survey requires three tasks of your staff: 1) provide facility information such as address, maximum capacity, and current population; 2) provide a roster of inmates at the facility; and 3) possibly assist the Census Bureau staff in interviewing a sample of inmates. In most cases, the Census Bureau interviewers are expected to take one day or less to complete their work.

The ACS is conducted under the authority of Title 13, United States Code, Sections 141 and 193. Response to this survey is required by law (Section 221 of Title 13). The Census Bureau may use the information it collects only for statistical purposes. Title 13 requires the Census Bureau to keep all information about your agency and all respondents, strictly confidential. Any Census Bureau employee who violates these provisions is subject to a fine of up to $250,000, a prison sentence of up to five years, or both.

The questions on the ACS questionnaire are required by federal laws, administrative regulations, or court decisions. You can find Fact Sheets that explain why we ask the questions on the ACS website at http://www.census.gov/acs/www/SBasics/SQuest/fact.htm.

Please complete the attached form. Provide the name and title of a person who will assist in

scheduling the ACS interviews, as well as a telephone number and address if these are different from the address and phone number on this letter. FAX the completed form to us on <RO FAX Num We will call you when we receive your FAX.

Thank you for helping us conduct the American Community Survey. If you have any questions, please call the <RO> Census Bureau Regional Office on <RO Telephone Number>.

Sincerely,

<RO Dirctor Name>, Director
<RO>
U.S. Census Bureau

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

<Sample GQ Name>
<Sample GQ Address>

Please complete the following:

I, _____, _____, _____
(Name) (Title) (Date)

hereby authorize the person I have designated below to coordinate activities with the U. S. Census Bureau for the purpose of conducting the American Community Survey.

Designated facility contact:

Name: _____

Title: _____

Telephone Number: _____

Address (if different from above): _____

_____

Please FAX this completed form to <RO FAX Number>.

ACS-17(C)(L)(GQ)

AMERICAN COMMUNITY SURVEY

Field Representative's Information Card Booklet for Group Quarters

ACS-228(GQ)(2006)
(10-21-2005)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

U S C E N S U S B U R E A U

CARD 1

Type of Group Quarters

1. Educational Facility
- College, University or Seminary Housing
- Residential School for People with Disabilities

2. Correctional Facility
- Adult Correctional Residential Facility
- Adult Local or County Jail
- Adult State Prison
- Juvenile Correctional Facility

3. Group Home
- Adult Group Home
- Juvenile Group Home

4. Health Care or Treatment Facility
- Adult Residential Treatment Center (non-correctional)
- Assisted Living, Independent Living, or Continuing Care Facility
- Hospice
- Hospital
- Juvenile Residential Treatment Center (non-correctional)
- Nursing or Skilled Nursing Facility

5. Military
- Barracks or Academy Residence Hall
- Disciplinary Barracks or Jail
- Ship
- Temporary Transient Quarters

6. Other Group Living Facilities
- Commune; Recreational Vehicle Park; Campground; Marina; Racetrack
- Religious Facilities
- Hotel; Motel; Inn; Resort; Lodge; Bed & Breakfast
- Job Corps or Vocational Training Facility
- Shelter
- Worker Group Living Facilities
- YMCA; YWCA; Hostel

7. None of the Above

CARD A

Are you Spanish/Hispanic/Latino?

- **No, not Spanish/Hispanic/Latino**
- **Yes, Mexican, Mexican Am., Chicano**
- **Yes, Puerto Rican**
- **Yes, Cuban**
- **Yes, other Spanish/Hispanic/Latino –** ***provide the name of the group***

CARD B

What is your race? ***Choose all that apply.***

- **White**
- **Black or African American**
- **American Indian or Alaska Native –** ***provide the name of enrolled or principal tribe***
- **Asian Indian**
- **Chinese**
- **Filipino**
- **Japanese**
- **Korean**
- **Vietnamese**
- **Other Asian –** ***provide the name of your race***
- **Native Hawaiian**
- **Guamanian or Chamorro**
- **Samoan**
- **Other Pacific Islander –** ***provide the name of your race***
- **Some other race –** ***provide the name of your race***

CARD C

What is the highest degree or level of school you have COMPLETED?

- **No schooling completed**
- **Nursery school to 4th grade**
- **5th grade or 6th grade**
- **7th grade or 8th grade**
- **9th grade**
- **10th grade**
- **11th grade**
- **12th grade, NO DIPLOMA**
- **HIGH SCHOOL GRADUATE - high school DIPLOMA or the equivalent (For example: GED)**
- **Some college credit, but less than 1 year**
- **1 or more years of college, no degree**
- **Associate's degree (For example: AA or AS)**
- **Bachelor's degree (For example: BA, AB, BS)**
- **Master's degree (For example: MA, MS, MEng, MEd, MSW, MBA)**
- **Professional degree (For example: MD, DDS, DVM, LLB, JD)**
- **Doctorate degree (For example: PhD, EdD)**

CARD D

When did you serve on active duty in the U.S. Armed Forces? ***Choose all that apply.***

- **September 2001 or later**
- **August 1990 to August 2001 (including Persian Gulf War)**
- **September 1980 to July 1990**
- **May 1975 to August 1980**
- **Vietnam era (August 1964 to April 1975)**
- **March 1961 to July 1964**
- **February 1955 to February 1961**
- **Korean War (July 1950 to January 1955)**
- **January 1947 to June 1950**
- **World War II (December 1941 to December 1946)**
- **November 1941 or earlier**

CARD E

Choose the method you used for most of the distance.

Transportation to work

- **Car, truck, or van**
- **Bus or trolley bus**
- **Streetcar or trolley car**
- **Subway or elevated**
- **Railroad**
- **Ferryboat**
- **Taxicab**
- **Motorcycle**
- **Bicycle**
- **Walked**
- **Worked at this address**
- **Other method**

CARD F

Were you -

- **an employee of a PRIVATE FOR PROFIT company or business, or of an individual for wages, salary, or commissions?**
- **an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?**
- **a local GOVERNMENT employee (city, county, etc.)?**
- **a state GOVERNMENT employee?**
- **a federal GOVERNMENT employee**
- **SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?**
- **SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?**
- **working WITHOUT PAY in family business or farm?**

FREQUENTLY ASKED QUESTIONS (FAQs)

I THINK THIS IS A WASTE OF TAXES!!

There are many reasons why it's definitely NOT a waste of tax dollars. Government agencies, businesses, and the general public rely on up-to-date statistics, like the information we are collecting in this survey, to make informed decisions. This survey will provide more timely information for decision makers to plan public programs for everyone in your community. It will help businesses to evaluate a community's potential for the business to locate or expand in the community. It also will offer more accurate and more detailed information whenever a community needs facts about a town or local area.

CONFIRM CALL/SURVEY

If you would like to verify that I am from the Census Bureau, you may call my regional office *(PROVIDE RESPONDENT WITH THE TELEPHONE NUMBER OF THE REGIONAL OFFICE)*. **My name is** {*Name*}**, and this is the American Community Survey. Your "case ID" is: <***give CASE ID***>.**

ACS/PRCS WEB SITE

http://www.census.gov

click on 'Subjects A—Z'
click on 'A'
click on 'American Community Survey'

SURVEY COMMENTS

This is the address you can write to if you would like to express your opinion about this survey:

Paperwork Reduction Project: 0607-0810
U.S. Census Bureau
4700 Silver Hill Rd.
Stop 1500
Washington, DC 20233

Because we do so many different surveys, be sure to mention the name of this one – the American Community Survey Group Quarters.

Or you may send an electronic mail message to: cmo.acs@census.gov

If you would like to talk to someone about my performance as an interviewer, you may call my regional office *(PROVIDE RESPONDENT WITH THE TELEPHONE NUMBER OF THE REGIONAL OFFICE)*. **My name is** {*Name*}, **and this is the American Community Survey. Your "Case ID" is:**

TARJETA 1

Tipos de Alojamientos de Grupo

1. Institución Educativa
- Vivienda Universitaria o en el Seminario
- Escuela Residencial para Personas con Impedimentos

2. Institución de Corrección
- Institución Residencial de Corrección para Adultos
- Cárcel Local o del Condado para Adultos
- Prisión Estatal para Adultos
- Institución Residencial de Corrección para Jóvenes

3. Hogar de Grupo
- Hogar de Grupo para Adultos
- Hogar de Grupo para Jóvenes

4. Centro para el Cuidado de la Salud o de Tratamiento
- Centro de Tratamiento Residencial para Adultos (no correccional)
- Centro Residencial para Personas que Necesitan Ayuda o Centro de Cuidado Continuo
- Hospicio
- Hospital
- Centro de Tratamiento Residencial para Jóvenes (no correccional)
- Institución de Convalecencia

5. Militar
- Barracas o Dormitorios de la Academia
- Barracas Disciplinarias o Cárcel
- Barco
- Alojamientos Transitorios para Residentes Temporales

6. Otros Centros Residenciales para Grupos
- Comuna, Parque para Vehículos Recreativos, Área de Acampar, Marina o Pista de Carrera
- Centros Religiosos
- Hotel, Motel, Posada, Casa de Campo, Alojamiento con Desayuno
- Job Corps o Institución de Adiestramiento Vocacional
- Refugio
- Alojamientos de Grupo para Trabajadores
- YMCA, YWCA u hostal

7. Ninguno de los Anteriores

TARJETA A

¿Es usted de origen español/hispano/latino?

- **No, ni español/hispano/latino**
- **Sí, mexicano, mexicano – americano, chicano**
- **Sí, puertorriqueño**
- **Sí, cubano**
- **Sí, otro grupo español/hispano/latino –** ***indique el nombre del grupo***

TARJETA B

¿Cuál es su raza? Escoja todas las que apliquen

- **Blanca**
- **Negra o africana americana**
- **India americana o nativa de Alaska –** ***indique el nombre de la tribu en la cual está inscrito(a) o la tribu principal***
- **India asiática**
- **China**
- **Filipina**
- **Japonesa**
- **Coreana**
- **Vietnamita**
- **Otra asiática –** ***indique el nombre de la raza***
- **Nativa de Hawaii**
- **Guameña o chamorro**
- **Samoana**
- **Otra de las islas del Pacífico –** ***indique el nombre de la raza***
- **Alguna otra raza –** ***indique el nombre de la raza***

TARJETA C

¿Cuál es el título o nivel escolar más alto que usted ha COMPLETADO?

- **No ha completado ningún grado**
- **Guardería infantil (nursery school) a 4to. grado**
- **5to. ó 6to. grado**
- **7mo. u 8vo. grado**
- **9no. grado**
- **10mo. grado**
- **11mo. grado**
- **12mo. grado, SIN DIPLOMA**
- **GRADUADO(A) DE ESCUELA SECUNDARIA (HIGH SCHOOL) – DIPLOMA de escuela secundaria o su equivalente (por ejemplo: GED)**
- **Algunos créditos universitarios, pero menos de un año**
- **Un año o más de universidad, sin título**
- **Título asociado universitario (por ejemplo: AA, AS)**
- **Título de bachiller universitario (por ejemplo: BA, AB, BS)**
- **Título de maestría (por ejemplo: MA, MS, MEng, MEd, MSW, MBA)**
- **Título profesional (por ejemplo: MD, DDS, DVM, LLB, JD)**
- **Título de doctorado (por ejemplo: PhD, EdD)**

TARJETA D

¿Cuándo estuvo usted en servicio activo en las Fuerzas Armadas de los EE.UU.?
Escoja todos los que apliquen.

- **Septiembre del 2001 ó después**
- **Agosto del 1990 a agosto del 2001 (incluyendo la Guerra del Golfo Pérsico)**
- **Septiembre del 1980 a julio del 1990**
- **Mayo del 1975 a agosto del 1980**
- **Época de Vietnam (agosto del 1964 a abril del 1975)**
- **Marzo del 1961 a julio del 1964**
- **Febrero del 1955 a febrero del 1961**
- **La Guerra de Corea (julio del 1950 a enero del 1955)**
- **Enero del 1947 a junio del 1950**
- **Segunda Guerra Mundial (diciembre del 1941 a diciembre del 1946)**
- **Noviembre del 1941 ó antes**

TARJETA E

Escoja el método que utilizó por más distancia

Transporte al Trabajo

- **Automóvil, camión o van**
- **Autobús o trolebús**
- **Tranvía o tranvía eléctrico**
- **Tren subterráneo o elevado**
- **Ferrocarril**
- **Lancha (Ferry)**
- **Taxi**
- **Motocicleta**
- **Bicicleta**
- **Caminó**
- **Trabajó en esta dirección**
- **Otro método**

TARJETA F

¿Era usted —

- **empleado(a) de una empresa o un negocio PRIVADO CON FINES DE LUCRO o de un individuo a jornal, por salario o comisiones?**
- **empleado(a) de una organización PRIVADA SIN FINES DE LUCRO exenta de impuestos, o de una organización de caridad?**
- **empleado(a) del GOBIERNO local (ciudad, condado, etc.)?**
- **empleado(a) del GOBIERNO estatal?**
- **empleado(a) del GOBIERNO federal?**
- **empleado(a) POR CUENTA PROPIA en su negocio, práctica profesional o finca NO INCORPORADA?**
- **empleado(a) POR CUENTA PROPIA en su negocio, práctica profesional o finca INCORPORADA?**
- **trabajador SIN PAGA en un negocio o finca de la familia?**

PREGUNTAS FRECUENTES (FAQ)

¡CREO QUE ESTA ENCUESTA ES UN DESPILFARRO DE MIS IMPUESTOS!

Hay muchas razones por las cuales la realización de esta encuesta definitivamente NO es malgastar el dinero de los impuestos. Agencias del gobierno, el comercio y el público en general confían en estadísticas actualizadas, tal como la información que estamos recopilando en esta encuesta, para tomar decisiones informadas. Esta encuesta proveerá información más oportuna a las personas que toman decisiones para que puedan planificar programas para todas las personas en su comunidad. Además, ayudará a las empresas evaluar la posibilidad de localizar o expandir la empresa en la comunidad. También brindará información más precisa y detallada cuando una comunidad necesite datos sobre su pueblo o área local.

CONFIRMAR LLAMADA O ENCUESTA

Si desea verificar que soy de la Oficina del Censo, puede llamar a mi oficina regional (ENTRÉGUELE AL RESPONDEDOR EL NÚMERO DE TELÉFONO DE LA OFICINA REGIONAL). **Mi nombre es** *Name* **y ésta es la Encuesta sobre la Comunidad Estadounidense. El número de identificación de su caso es:** <give CASE ID>.

PÁGINA DE LA ACS EN LA INTERNET

http://www.census.gov

Presione 'Subjects A–Z'
Presione 'A'
Presione 'American Community Survey'

DIRECCIÓN PARA ENVIAR COMENTARIOS SOBRE LA ENCUESTA

Ésta es la dirección a la cual puede escribir si desea expresar su opinión sobre esta encuesta:

Paperwork Reduction Project: 0607-0810
U.S. Census Bureau
4700 Silver Hill Road
Stop 1500
Washington, DC 20233

Como realizamos tantas encuestas diferentes, asegúrese de mencionar el nombre de ésta, la Encuesta sobre la Comunidad Estadounidense.

O puede enviar un mensaje por correo electrónico a: cmd.acs@census.gov

Si desea hablar con una persona sobre mi trabajo como entrevistador, puede llamar a la oficina regional (ENTRÉGUELE AL RESPONDEDOR EL NÚMERO DE TELÉFONO DE LA OFICINA REGIONAL). **Mi nombre es** {Name} **y ésta es la Encuesta sobre la Comunidad Estadounidense. El número de identificación de su caso es:**

Appendix C.8 American Community Survey Group Quarters Listing Sheet

Sheet ____ of ____ Sheets

FORM **ACS-290(GQ)**
(1-2-2006)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

GROUP QUARTERS LISTING SHEET
AMERICAN COMMUNITY SURVEY (ACS)

(1) GQ Name

(2) Sample Date | **(3)** FR Code/Initial | **(4)** Interview Date *Month/Day/Year*

(5) GQ Control Number

(6) Total Number of Current Residents (Current Pop)

Line No. **(7)**	Current Resident (person's name or bed) and Location Description **(8)**	Telephone Number/Remarks **(9)**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

(10) Footnotes

U S C E N S U S B U R E A U

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting a very important national survey called the American Community Survey (ACS). The ACS collects information about various topics, such as education, health status, and jobs. Information from this survey is used by federal, state, local, and tribal governments, as well as by businesses and private non-profit organizations, to meet the needs of communities across America.

Local governments use these data for budgeting, evaluating programs, and planning for community development projects, such as those for the older population, Scout programs, libraries, and hospitals. Other organizations use this information to provide services to the community and to plan or establish new facilities, buildings, and programs.

A Field Representative from the Census Bureau will either ask you the survey questions or ask you to fill out the survey questionnaire yourself. If you fill out the form yourself, place it in the envelope that the Field Representative gave you. The Field Representative will arrange for a convenient time to return to pick it up.

The Census Bureau chose this facility—not you personally—as part of a randomly selected sample. Your participation in this survey is required by law. The Census Bureau is required by United States law to keep your answers confidential. Your responses will be used only for statistical purposes. The enclosed brochure provides answers to frequently asked questions about the ACS.

If you have access to the Internet and want to learn more about the ACS, please visit the Census Bureau's Web site at:

http://www.census.gov/acs/www/index.html

Thank you in advance for your help.

Sincerely,

Charles Louis Kincannon

Enclosure

ACS-17(L)(GQ) (9-2005)

U S C E N S U S B U R E A U
Helping You Make Informed Decisions

www.census.gov

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

THE American Community Survey

This questionnaire is available in either English or Spanish.
Se puede completar este cuestionario en español o en inglés.

To complete the English questionnaire, begin on page 2. To complete the Spanish questionnaire, flip this over and complete the green side.

Please complete this form as soon as possible. Place it in the envelope provided and HOLD it for a census representative to return to pick it up.

If you need help or have questions about completing this form, call the number that our census representative has given you.

For more information about the American Community Survey, visit our website at: www.census.gov/acs.

Para completar cuestionario en inglés, comience en la página 2. Para completar el cuestionario en español, virélo y complete el lado verde.

Por favor, complete este cuestionario tan pronto sea posible. Colóquelo en el sobre que se provee y GUÁRDELO hasta que un representante del censo lo venga a recoger.

Si necesita ayuda o tiene preguntas sobre cómo completar este cuestionario, llame al número de teléfono que le ha dado nuestro representante del censo.

Para obtener más información sobre la Encuesta sobre la Comunidad Estadounidense, vaya a nuestra página en la Internet: www.census.gov/acs.

CENSUS USE ONLY	How was this form completed? ☐ English ☐ Spanish

FORM **ACS-1(GQ)(2006)**
(10-11-2005)

OMB No. 0607-0810

U S C E N S U S B U R E A U

ACS-1GQ, Page 1, Base (Black) ACS-1GQ, Page 1, Blue Pantone 313 (20%) ACS-1GQ, Page 1, green Pantone 354 (20%)

1 **What is your name?** *Please PRINT your name. Include your telephone number, and today's date so we can contact you if there is a question.*

Last Name

First Name MI

Area Code + Telephone Number

Today's Date

Month Day Year

2 **What is your sex?**

- ☐ Male
- ☐ Female

3 **What is your age and what is your date of birth?** *Print numbers in boxes.*

Age (in years) Month Day Year of birth

4 **What is your marital status?**

- ☐ Now married
- ☐ Widowed
- ☐ Divorced
- ☐ Separated
- ☐ Never married

A **NOTE: Please answer BOTH Questions 5 and 6.**

5 **Are you Spanish/Hispanic/Latino?** *Mark (X) the "**No**" box if **not** Spanish/Hispanic/Latino.* **A**

- ☐ **No**, not Spanish/Hispanic/Latino
- ☐ Yes, Mexican, Mexican Am., Chicano
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, other Spanish/Hispanic/Latino – *Print group.*

6 **What is your race?** ***Mark (X) one or more races*** *to indicate what you consider yourself to be.* **B**

- ☐ White
- ☐ Black or African American
- ☐ American Indian or Alaska Native — *Print name of enrolled or principal tribe.*
- ☐ Asian Indian
- ☐ Chinese
- ☐ Filipino
- ☐ Japanese
- ☐ Korean
- ☐ Vietnamese
- ☐ Other Asian — *Print race.*
- ☐ Native Hawaiian
- ☐ Guamanian or Chamorro
- ☐ Samoan
- ☐ Other Pacific Islander — *Print race.*
- ☐ Some other race — *Print race.*

7 **Where were you born?**

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print name of foreign country, or Puerto Rico, Guam, etc.*

8 **Are you a CITIZEN of the United States?**

- ☐ Yes, born in the United States → *SKIP to question 10a*
- ☐ Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 **When did you come to live in the United States?** *Print numbers in boxes.*

Year

10 **a. At any time IN THE LAST 3 MONTHS, have you attended regular school or college?** *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, have not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level were you attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 **What is the highest degree or level of school you have COMPLETED?** *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.* **C**

- ☐ No schooling completed
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate's degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 **What is your ancestry or ethnic origin?**

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on.)

13 **a. Do you speak a language other than English at home?**

- ☐ Yes
- ☐ No → *SKIP to question 14a*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese

c. How well do you speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 **a. Did you live at this address 1 year ago?**

- ☐ Person is under 1 year old → *SKIP to* **H** *on page 5 for further instructions; do not answer any more questions.*
- ☐ Yes, at this address → *SKIP to question 15.*
- ☐ No, outside the United States – *Print name of foreign country, or Puerto Rico, Guam, etc., below; then SKIP to question 15.*
- ☐ No, at a different address in the United States

b. Where did you live 1 year ago?

Name of city, town, post office, military installation, or base

c. Did you live inside the limits of that city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of county

Name of state **ZIP Code**

15 **At any time DURING THE PAST 12 MONTHS, did you receive Food Stamps?**

- ☐ Yes → **What was the value of the Food Stamps you received during the past 12 months?**
  Past 12 months' value – *Dollars*
  $ .00
- ☐ No

B **Answer questions 16 and 17 ONLY IF you are 5 years old or over. Otherwise,** SKIP to **H** on page 5 for further instructions; do not answer any more questions.

16 **Do you have any of the following long-lasting conditions:**

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty in doing any of the following activities:**

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around in this place?	☐	☐

C **Answer question 18 ONLY IF you are 15 years old or over. Otherwise,** SKIP to **H** on page 5 for further instructions; do not answer any more questions.

18 **Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

D **Answer question 19 ONLY IF you are a female and 15–50 years old. Otherwise,** SKIP to question 20a.

19 **Have you given birth to any children in the past 12 months?**

- ☐ Yes
- ☐ No

20 **a. Do you have any of your own grandchildren under the age of 18 living in this place?**

- ☐ Yes
- ☐ No → *SKIP to question 21*

b. Are you currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this place?

- ☐ Yes
- ☐ No → *SKIP to question 21*

c. How long have you been responsible for the(se) grandchild(ren)? *If you are financially responsible for more than one grandchild, answer the question for the grandchild for whom you have been responsible the longest period of time.*

- ☐ Less than 6 months
- ☐ 6 to 11 months
- ☐ 1 or 2 years
- ☐ 3 or 4 years
- ☐ 5 or more years

21 **Have you ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

- ☐ Yes, now on active duty
- ☐ Yes, on active duty during the last 12 months, but not now
- ☐ Yes, on active duty in the past, but not during the last 12 months
- ☐ No, training for Reserves or National Guard only → *SKIP to question 24*
- ☐ No, never served in the military → *SKIP to question 24*

22 **When did you serve on active duty in the U.S. Armed Forces?** *Mark (✗) a box for EACH period in which you served, even if just for part of the period.* **D**

- ☐ September 2001 or later
- ☐ August 1990 to August 2001 (including Persian Gulf War)
- ☐ September 1980 to July 1990
- ☐ May 1975 to August 1980
- ☐ Vietnam era (August 1964 to April 1975)
- ☐ March 1961 to July 1964
- ☐ February 1955 to February 1961
- ☐ Korean War (July 1950 to January 1955)
- ☐ January 1947 to June 1950
- ☐ World War II (December 1941 to December 1946)
- ☐ November 1941 or earlier

23 **In total, how many years of active-duty military service have you had?**

- ☐ Less than 2 years
- ☐ 2 years or more

ACS-1GQ, Page 3, Base (Black)
ACS-1GQ, Page 3, Blue Pantone 313 (20%)

24 **LAST WEEK, did you do ANY work for either pay or profit?** *Mark (✗) the "Yes" box even if you worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or were on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 30a*

25 **At what location did you work LAST WEEK?** *If you worked at more than one location, print where you worked most last week.*

a. Address (Number and street name)

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, post office, military installation, or base

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of county

e. Name of U.S. state or foreign country

f. ZIP Code

26 **How did you usually get to work LAST WEEK?** *If you usually used more than one method of transportation during the trip, mark (✗) the box of the one used for most of the distance.* E

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Streetcar or trolley car
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at this address → *SKIP to question 34*
☐ Other method

E **Answer question 27 ONLY IF you marked "Car, truck, or van" in question 26. Otherwise,** SKIP to question 28.

27 **How many people, including yourself, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

28 **What time did you usually leave this address to go to work LAST WEEK?**

Hour : Minute ☐ a.m. ☐ p.m.

29 **How many minutes did it usually take you to get from this address to work LAST WEEK?**

Minutes

F **Answer questions 30–33 ONLY IF you did NOT work last week. Otherwise,** SKIP to question 34.

30 **a. LAST WEEK, were you on layoff from a job?**

☐ Yes → *SKIP to question 30c*
☐ No

b. LAST WEEK, were you TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 33*
☐ No → *SKIP to question 31*

c. Have you been informed that you will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 32*
☐ No

31 **Have you been looking for work during the last 4 weeks?**

☐ Yes
☐ No → *SKIP to question 33*

32 **LAST WEEK, could you have started a job if offered one, or returned to work if recalled?**

☐ Yes, could have gone to work
☐ No, because of own temporary illness
☐ No, because of all other reasons (in school, etc.)

33 **When did you last work, even for a few days?**

☐ Within the past 12 months
☐ 1 to 5 years ago → *SKIP to* G.
☐ Over 5 years ago or never worked → *SKIP to question 42*

34 **During the PAST 12 MONTHS, how many WEEKS did you work?** *Count paid vacation, paid sick leave, and military service.*

Weeks

35 **During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did you usually work each WEEK?**

Usual hours worked each WEEK

G **Answer questions 36–41 ONLY IF you worked in the past 5 years. Otherwise,** SKIP to question 42.

36–41 CURRENT OR MOST RECENT JOB ACTIVITY

Describe clearly your chief job activity or business last week. If you had more than one job, describe the one at which you worked the most hours. If you did not have a job or business last week, give the information for your last job or business.

36 **Were you –** *Mark (✗) ONE box.* F

☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
☐ a local GOVERNMENT employee (city, county, etc.)?
☐ a state GOVERNMENT employee?
☐ a Federal GOVERNMENT employee?
☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
☐ working WITHOUT PAY in family business or farm?

37 **For whom did you work?**

If now on active duty in the Armed Forces, mark (✗) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

38 **What kind of business or industry was this?** *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

39 **Is this mainly –** *Mark (✗) ONE box.*

- ☐ manufacturing?
- ☐ wholesale trade?
- ☐ retail trade?
- ☐ other (agriculture, construction, service, government, etc.)?

40 **What kind of work were you doing?** *For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant*

41 **What were your most important activities or duties?** *For example: caring for patients, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records.*

42–43 INCOME IN THE PAST 12 MONTHS

Mark (✗) the "Yes" box for each type of income you received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date one year ago up through today.)

Mark (✗) the "No" box to show the types of income NOT received.

If your net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly with someone else, report only your share of the amount received or earned.

42 a. Did you receive any wages, salary, commissions, bonuses, or tips in the PAST 12 MONTHS?

☐ Yes – **What was the amount from all jobs before deductions for taxes, bonds, dues, or other items?**

Total amount – Dollars

$ .00

☐ No

b. Did you have any self-employment income from your own nonfarm or farm businesses, including proprietorships and partnerships, in the PAST 12 MONTHS?

☐ Yes – **What was the net income after business expenses?**

Total amount – Dollars

$ .00 ☐ Loss

☐ No

c. Did you receive any interest, dividends, net rental income, royalty income, or income from estates and trusts in the PAST 12 MONTHS? *Report even small amounts credited to an account.*

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00 ☐ Loss

☐ No

d. Did you receive any Social Security or Railroad Retirement income in the PAST 12 MONTHS?

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

e. Did you receive any Supplemental Security Income (SSI) in the PAST 12 MONTHS?

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

f. Did you receive any public assistance or welfare payments from the state or local welfare office in the PAST 12 MONTHS?

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

g. Did you receive any retirement, survivor, or disability pensions in the PAST 12 MONTHS? *Do NOT include Social Security.*

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

h. Did you have any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support, or alimony in the PAST 12 MONTHS? *Do NOT include lump sum payments such as money from an inheritance or sale of a home.*

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

43 **What was your total income during the PAST 12 MONTHS?** Add entries 42a–42h; subtract any losses. If net income was a loss, enter the amount and mark (✗) the "Loss" box next to the dollar amount.

Total amount – Dollars

☐ None OR $ .00 ☐ Loss

H **Thank you very much for your participation.**

Place the questionnaire in the envelope and HOLD for your Census Bureau Representative to pick up.

The Census Bureau estimates that this form will take about 25 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate including suggestions for reducing this burden, to: Paperwork Project 0607-0810, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may email comments to Paperwork@census.gov; use "Paperwork Project 0607-0810" as the subject.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the bottom right on the front cover of this form.

CENSUS USE ONLY

1a. How was the questionnaire completed?

- ☐ I interviewed the respondent
- ☐ Respondent completed the form → *SKIP to Final Outcome Codes Box below*

b. Did you administer the questionnaire in person?

- ☐ Yes → *SKIP to question 2*
- ☐ No
- ☐ Other → *Explain*

c. Did you administer the questionnaire over the telephone?

- ☐ Yes
- ☐ No

2. Did a proxy respondent help answer any of the questions?

- ☐ Yes
- ☐ No – *SKIP to Final Outcome Codes box below*
- ☐ Don't know – *SKIP to Final Outcome Codes box below*

3. Did the proxy respondent use administrative records to answer any of the questions?

- ☐ Yes
- ☐ No
- ☐ Don't know

Final Outcome Codes

Mark (✗) one of the codes below to indicate final outcome of case. If code 219 or 243 is marked, explain reason in space below.

Interview	Noninterview
☐ 201 ☐ 203	☐ 213 ☐ 214 ☐ 215 ☐ 217 ☐ 218 ☐ 219 ☐ 233 ☐ 241
Out of scope →	☐ 243

Reason (code 219 or 243):

I have reviewed the questionnaire for completeness.

FR's name

FR's code

Date of interview / /

DEPARTAMENTO DE COMERCIO DE LOS EE.UU.
Administración de Economía y Estradísticas
Oficina del Censo de los EE.UU.

LA Encuesta sobre la Comunidad Estadounidense

This questionnaire is available in either English or Spanish.
Se puede completar este cuestionario en español o en inglés.

To complete the Spanish questionnaire, begin on page 2. To complete the English questionnaire, flip this over and complete the blue side.

Please complete this form as soon as possible. Place it in the envelope provided and HOLD it for a census representative to return to pick it up.

If you need help or have questions about completing this from, call the number that our census representative has given you.

For more information about the American Community Survey, visit our website at: www.census.gov/acs.

Para completar el cuestionario en español, comience en la página 2. Para completar el cuestionario en inglés, vírelo y complete el lado azul.

Por favor, complete este cuestionario tan pronto sea posible. Colóquelo en el sobre que se provee y GUÁRDELO hasta que un representante del censo lo venga a recoger.

Si necesita ayuda o tiene preguntas sobre cómo completar este cuestionario, llame al número de teléfono que le ha dado nuestro representante del censo.

Para obtener más información sobre la Encuesta sobre la Comunidad Estadounidense, vaya a nuestra página en la Internet: www.census.gov/acs.

FORM **ACS-1(GQ)(2006)**
(10-11-2005)

OMB No. 0607-0810

U S C E N S U S B U R E A U

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ACS-1GQ, Page 1, Blue Pantone 313 (20%)

ACS-1GQ, Page 1, green Pantone 354 (20%)

1 **¿Cuál es su nombre?** Por favor, ESCRIBA SU NOMBRE EN LETRA DE MOLDE. Incluya su número de teléfono y la fecha de hoy para que podamos comunicarnos con usted si hay una pregunta.

Apellido

Nombre Inicial

Código de área y número de teléfono

Fecha

Mes Día Año

2 **¿Cuál es su sexo?**

- ☐ Masculino
- ☐ Femenino

3 **¿Cuál es su edad y fecha de nacimiento?**

Escriba los números en las casillas.

Edad (en años) Mes Día Año de nacimiento

4 **¿Cuál es su estado civil?**

- ☐ Casado(a) actualmente
- ☐ Viudo(a)
- ☐ Divorciado(a)
- ☐ Separado(a)
- ☐ Nunca se ha casado

A **NOTA: Por favor, conteste las DOS Preguntas 5 y 6.**

5 **¿Es usted de origen español/hispano/latino?** *Marque (X) la casilla* **"No"** *si* ***no*** *es de origen español/hispano/latino.* **A**

- ☐ **No**, ni español/hispano/latino
- ☐ Sí, mexicano, mexicano-americano, chicano
- ☐ Sí, puertorriqueño
- ☐ Sí, cubano
- ☐ Sí, otro grupo español/ hispano/latino – *Escriba el grupo en letra de molde.*

6 **¿Cuál es su raza?** ***Marque (X) una o más razas*** *para indicar de qué raza se considera usted.* **B**

- ☐ Blanca
- ☐ Negra o africana americana
- ☐ India americana o nativa de Alaska — *Escriba en letra de molde el nombre de la tribu en la cual está inscrito(a) o la tribu principal.*
- ☐ India asiática
- ☐ China
- ☐ Filipina
- ☐ Japonesa
- ☐ Coreana
- ☐ Vietnamita
- ☐ Otra asiática – *Escriba la raza en letra de molde.*
- ☐ Nativa de Hawaii
- ☐ Guameña o Chamorro
- ☐ Samoana
- ☐ Otra de las islas del Pacífico –*Escriba la raza en letra de molde.*
- ☐ Alguna otra raza – *Escriba la raza en letra de molde.*

7 **¿Dónde nació usted?**

- ☐ En los Estados Unidos – *Escriba en letra de molde el nombre del estado.*
- ☐ Fuera de los Estados Unidos – *Escriba en letra de molde el nombre del país extranjero, o Puerto Rico, Guam, etc.*

8 **¿Es usted CIUDADANO(A) de los Estados Unidos?**

- ☐ Sí, nació en los Estados Unidos → *PASE a la pregunta 10a*
- ☐ Sí, nació en Puerto Rico, Guam, las Islas Vírgenes de los EE.UU. o las Islas Marianas del Norte
- ☐ Sí, nació en el extranjero de padre o madre americano
- ☐ Sí, es ciudadano(a) de los Estados Unidos por naturalización
- ☐ No, no es ciudadano(a) de los Estados Unidos

9 **¿Cuándo vino usted a vivir a los Estados Unidos?** *Escriba los números en las casillas.*

Año

10 **a. En cualquier momento DURANTE LOS ÚLTIMOS 3 MESES, ¿ha asistido usted a una escuela regular o universidad?** *Incluya sólo guardería infantil (nursery school) o prekindergarten, kindergarten, escuela primaria o educación que conduce a un diploma de escuela secundaria (high school) o título universitario.*

- ☐ No, no ha asistido durante los últimos 3 meses → *PASE a la pregunta 11*
- ☐ Sí, escuela pública, universidad pública
- ☐ Sí, escuela privada, universidad privada

b. ¿A qué grado o nivel escolar asistía usted? *Marque (X) UNA casilla.*

- ☐ Guardería infantil *(nursery school)*, prekindergarten
- ☐ Kindergarten
- ☐ Grado 1 al 4
- ☐ Grado 5 al 8
- ☐ Grado 9 al 12
- ☐ Estudios universitarios a un nivel pregraduado *(freshman a senior)*
- ☐ Escuela graduada o profesional *(por ejemplo: escuela de medicina, de odontología o de leyes)*

11 **¿Cuál es el título o nivel escolar más alto que usted ha COMPLETADO?** *Marque (X) UNA casilla. Si está matriculado(a) actualmente, marque el grado escolar anterior o el título más alto recibido.* **C**

- ☐ No ha completado ningún grado
- ☐ Guardería infantil *(nursery school)* a 4to. grado
- ☐ 5to. ó 6to. grado
- ☐ 7mo. u 8vo. grado
- ☐ 9no. grado
- ☐ 10mo. grado
- ☐ 11mo. grado
- ☐ 12mo. grado, **SIN DIPLOMA**
- ☐ **GRADUADO(A) DE ESCUELA SECUNDARIA** *(HIGH SCHOOL)* – DIPLOMA de escuela secundaria o su equivalente *(por ejemplo: GED)*
- ☐ Algunos créditos universitarios, pero menos de 1 año
- ☐ 1 año o más de universidad, sin título
- ☐ Título asociado universitario *(por ejemplo: AA, AS)*
- ☐ Título de bachiller universitario *(por ejemplo: BA, AB, BS)*
- ☐ Título de maestría *(por ejemplo: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Título profesional *(por ejemplo: MD, DDS, DVM, LLB, JD)*
- ☐ Título de doctorado *(por ejemplo: PhD, EdD)*

12 **¿Cuál es su ascendencia u origen étnico?**

(Por ejemplo: italiana, jamaicana, africana americana, camboyana, de Cabo Verde, noruega, dominicana, franco-canadiense, haitiana, coreana, libanesa, polaca, nigeriana, mexicana, taiwanesa, ucraniana, etc.)

13 **a. ¿Habla usted en su hogar un idioma que no sea inglés?**

☐ Sí
☐ No → *PASE a la pregunta 14*

b. ¿Qué idioma es ese?

Por ejemplo: coreano, italiano, español, vietnamés

c. ¿Cuán bien habla usted el inglés?

☐ Muy bien
☐ Bien
☐ No bien
☐ No habla inglés

14 **a. ¿Vivía usted en esta dirección hace 1 año?**

☐ Persona es menor de 1 año de edad → *PASE a la sección* **H** *en la página 5 para instrucciones adicionales; no conteste más preguntas.*
☐ Sí, en esta dirección → *PASE a la pregunta 15.*
☐ No, fuera de los Estados Unidos – *Escriba en letra de molde a continuación el nombre del país extranjero o Puerto Rico, Guam, etc.; luego PASE a la pregunta 15.*
☐ No, en una dirección diferente en los Estados Unidos

b. ¿Dónde vivía usted hace 1 año?

Nombre de la ciudad, pueblo u oficina postal, o instalación o base militar

c. ¿Vivía usted dentro de los límites de esta ciudad o pueblo?

☐ Sí
☐ No, fuera de los límites de la ciudad/pueblo

Nombre del condado

Nombre del estado **Código Postal**

15 **En cualquier momento DURANTE LOS ÚLTIMOS 12 MESES, ¿recibió usted cupones para alimentos?**

☐ Sí → **¿Qué valor tenían los cupones para alimentos que se recibieron durante los últimos 12 meses?**

Valor en los últimos 12 meses – *Dólares*

$ .00

☐ No

B **Conteste las preguntas 16 y 17 SÓLO SI usted tiene 5 años o más. De lo contrario,** PASE a la sección **H** en la página 5 para instrucciones adicionales; no conteste más preguntas.

16 **¿Tiene usted algunas de las siguientes condiciones de larga duración:**

	Sí	No
a. Ceguera, sordera, o impedimento visual o auditivo grave?	☐	☐
b. Una condición que limita sustancialmente una o más actividades físicas básicas, tales como caminar, subir escaleras, estirarse, levantar o cargar?	☐	☐

17 **Debido a una condición física, mental o emocional que ha durado 6 meses o más, ¿tiene usted alguna dificultad en llevar a cabo alguna de las siguientes actividades:**

	Sí	No
a. Aprender, recordar o concentrarse?	☐	☐
b. Vestirse, bañarse o caminar por este lugar?	☐	☐

C **Conteste la pregunta 18 SÓLO SI usted tiene 15 años de edad o más. De lo contrario,** PASE a la sección **H** en la página 5 para instrucciones adicionales; no conteste más preguntas.

18 **Debido a una condición física, mental o emocional que ha durado 6 meses o más, ¿tiene usted alguna dificultad en llevar a cabo alguna de las siguientes activadades:**

	Sí	No
a. Salir solo(a) de compras o ir solo(a) al médico?	☐	☐
b. Trabajar en un empleo o negocio?	☐	☐

D **Conteste la pregunta 19 SÓLO SI usted es mujer y tiene 15–50 años de edad. De lo contrario,** PASE a la pregunta 20a.

19 **¿Ha dado a luz usted en los últimos 12 meses?**

☐ Sí
☐ No

20 **a. ¿Tiene usted algún nieto menor de 18 años que viva en este lugar?**

☐ Sí
☐ No → *PASE a la pregunta 21*

b. ¿Es usted actualmente responsable de la mayoría de las necesidades básicas de algunos de sus nietos menores de 18 años que viven en este lugar?

☐ Sí
☐ No → *PASE a la pregunta 21*

c. ¿Cuánto tiempo hace que usted es responsable de este(os) nieto(s)? *Si usted es responsable económicamente de más de un nieto, conteste la pregunta para el nieto del cual haya sido responsable por más tiempo.*

☐ Menos de 6 meses
☐ 6 a 11 meses
☐ 1 ó 2 años
☐ 3 ó 4 años
☐ 5 años o más

21 **¿Ha estado usted alguna vez en servicio militar activo en las Fuerzas Armadas, la Reserva militar o la Guardia Nacional de los Estados Unidos?** *El servicio activo no incluye adiestramiento para la Reserva militar o la Guardia Nacional, pero SÍ incluye servicio activo, por ejemplo, en la Guerra del Golfo Pérsico.*

☐ Sí, en servicio activo ahora
☐ Sí, en servicio activo durante los últimos 12 meses, pero no ahora
☐ Sí, en servicio activo en el pasado, pero no durante los últimos 12 meses
☐ No, adiestramiento para la Reserva o la Guardia Nacional solamente → *PASE a la pregunta 24*
☐ No, nunca estuvo en servicio militar → *PASE a la pregunta 24*

22 **¿Cuándo estuvo usted en servicio activo en las Fuerzas Armadas de los Estados Unidos?** *Marque (X) un casilla por CADA período durante el cual usted estuvo en servicio militar, aunque fuera sólo por parte del período.* **D**

☐ Septiembre del 2001 ó después
☐ Agosto del 1990 a agosto del 2001 (incluyendo la Guerra del Golfo Pérsico)
☐ Septiembre del 1980 a julio del 1990
☐ Mayo del 1975 a agosto del 1980
☐ Época de Vietnam (agosto del 1964 a abril del 1975)
☐ Marzo del 1961 a julio del 1964
☐ Febrero del 1955 a febrero del 1961
☐ La Guerra de Corea (julio del 1950 a enero del 1955)
☐ Enero del 1947 a junio del 1950
☐ Segunda Guerra Mundial (diciembre del 1941 a diciembre del 1946)
☐ Noviembre del 1941 ó antes

23 **En total, ¿cuántos años estuvo usted en servicio militar activo?**

☐ Menos de 2 años
☐ 2 años o más

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ACS-1GQ, Page 3, green Pantone 354 (20%)

24 **LA SEMANA PASADA, ¿hizo usted ALGÚN trabajo por paga o lucro?** *Marque (X) la casilla "Sí" aun si trabajó sólo 1 hora, o ayudó sin paga en el negocio o finca de la familia por 15 horas o más, o estuvo en servicio activo en las Fuerzas Armadas.*

☐ Sí

☐ No→*PASE a la pregunta 30a*

25 **¿En qué lugar trabajó usted LA SEMANA PASADA?** *Si trabajó en más de un lugar, escriba en letra de molde la dirección donde usted trabajó la mayor parte de la semana.*

a. Dirección (Número y nombre de la calle)

Si no sabe la dirección exacta, dé una descripción de la localización, tal como el nombre del edificio o la calle o intersección más cercana.

b. Nombre de la ciudad, pueblo, oficina postal, instalación o base militar

c. ¿Está localizado el lugar de trabajo dentro de los límites de esa ciudad o pueblo?

☐ Sí

☐ No, fuera de los límites de la ciudad/pueblo

d. Nombre del condado

e. Nombre del estado de los EE.UU. o país extranjero

f. Código Postal

26 **¿Cómo llegó usualmente usted al trabajo LA SEMANA PASADA?** *Si usualmente utilizó más de un medio de transporte durante el viaje, marque (X) la casilla correspondiente al que utilizó por más distancia.* E

☐ Automóvil, camión o van

☐ Autobús o trolebús

☐ Tranvía o tranvía eléctrico

☐ Tren subterráneo o elevado

☐ Ferrocarril

☐ Lancha (ferry)

☐ Taxi

☐ Motocicleta

☐ Bicicleta

☐ Caminó

☐ Trabajó en esta dirección→*PASE a la pregunta 34*

☐ Otro método

E **Conteste la pregunta 27 SÓLO SI marcó "Automóvil, camión o van" en la pregunta 26. De lo contrario,** PASE a la pregunta 28.

27 **¿Cuántas personas, incluyéndolo(a) a usted, usualmente viajaron al trabajo en el automóvil, camión o *van* LA SEMANA PASADA?**

Persona(s)

28 **¿A qué hora usualmente salía usted de esta dirección para ir al trabajo LA SEMANA PASADA?**

Hora Minutos

:

☐ a.m.

☐ p.m.

29 **¿Cuántos minutos le tomó a usted usualmente ir de esta dirección al trabajo LA SEMANA PASADA?**

Minutos

F **Conteste las preguntas 30–33 SÓLO SI usted NO trabajó la semana pasada. De lo contrario,** PASE a la pregunta 34.

30 **a. LA SEMANA PASADA, ¿estuvo usted suspendido(a) *(on layoff)* de un empleo?**

☐ Sí→*PASE a la pregunta 30c*

☐ No

b. LA SEMANA PASADA, ¿estuvo usted ausente TEMPORALMENTE de su empleo o negocio?

☐ Sí, de vacaciones, por enfermedad temporal, disputa laboral, etc.→*PASE a la pregunta 33*

☐ No→*PASE a la pregunta 31*

c. ¿Se le ha informado a usted que será llamado(a) de nuevo a trabajar dentro de los próximos 6 meses O se le ha dado una fecha para regresar al trabajo?

☐ Sí→*PASE a la pregunta 32*

☐ No

31 **¿Ha estado usted buscando trabajo durante las últimas 4 semanas?**

☐ Sí

☐ No→ *PASE a la pregunta 33*

32 **LA SEMANA PASADA, ¿hubiera podido usted comenzar un empleo si se le hubiera ofrecido uno, o hubiera podido regresar al trabajo si se le hubiera llamado de nuevo?**

☐ Sí, hubiera podido ir a trabajar

☐ No, debido a una enfermedad temporal propia

☐ No, debido a otras razones (en la escuela, etc.)

33 **¿Cuándo trabajó usted por última vez, aunque fuera por unos pocos días?**

☐ Dentro de los últimos 12 meses

☐ Hace 1 a 5 años→ *PASE a la sección* G

☐ Hace más de 5 años o nunca trabajó →*PASE a la pregunta 42*

34 **¿Cuántas SEMANAS trabajó usted durante los ÚLTIMOS 12 MESES?** *Cuente días de vacaciones pagados, días por enfermedad pagados y servicio militar.*

Semanas

35 **En las SEMANAS TRABAJADAS durante los ÚLTIMOS 12 MESES, ¿cuántas horas trabajó usualmente usted cada SEMANA?**

Horas usualmente trabajadas cada SEMANA

G **Conteste las preguntas 36 – 41 SÓLO SI usted trabajó durante los últimos 5 años. De lo contrario,** *PASE a la pregunta 42.*

36–41 ACTIVIDAD DE TRABAJO ACTUAL O LA MÁS RECIENTE

Describa en forma clara la actividad principal en su empleo o negocio la semana pasada. Si usted tenía más de un empleo, describa el empleo en el cual trabajó más horas. Si no tenía empleo la semana pasada, dé la información correspondiente a su empleo o negocio más reciente.

36 **¿Era usted –** *Marque (X) UNA casilla* F

☐ Empleado(a) de una empresa o un negocio PRIVADO CON FINES DE LUCRO o de un individuo a jornal, por salario o comisiones?

☐ Empleado(a) de una organización PRIVADA SIN FINES DE LUCRO exenta de impuestos, o de una organización de caridad?

☐ Empleado(a) del GOBIERNO local (ciudad, condado, etc.)?

☐ Empleado(a) del GOBIERNO estatal?

☐ Empleado(a) del GOBIERNO federal?

☐ Empleado(a) POR CUENTA PROPIA en su negocio, práctica profesional o finca NO INCORPORADA?

☐ Empleado(a) POR CUENTA PROPIA en su negocio, práctica profesional o finca INCORPORADA?

☐ Trabajador SIN PAGA en un negocio o finca de la familia?

37 **¿Para quién trabajaba usted?** *Si está ahora en servicio activo en las Fuerzas Armadas, marque (X) esta casilla→* ☐ *y escriba en letra de molde el nombre de la rama de las Fuerzas Armadas.*

Nombre de la compañía, negocio u otro patrono

38 **¿Qué tipo de negocio o industria era éste(a)?** *Describa la actividad en el lugar de empleo, (Por ejemplo: hospital, publicación de periódicos, casa de ventas por catálogo, manufactura de motores de automóviles, banco)*

39 **¿Es éste(a) principalmente de –** *Marque (X) UNA casilla.*

☐ manufactura?
☐ comercio al por mayor?
☐ comercio al detal?
☐ otro (agricultura, construcción, servicio, gobierno, etc.)?

40 **¿Qué tipo de trabajo hacía usted?** *(Por ejemplo: enfermera graduada, gerente de personal, supervisor del departamento de encargos (órdenes), secretaria, contable)*

41 **¿Cuáles eran sus actividades o deberes más importantes?** *(Por ejemplo: cuidar pacientes, dirigir políticas de empleo, supervisar personal del departamento de encargos, escribir a máquina y archivar, reconciliar registros financieros)*

42–43 INGRESO EN LOS ÚLTIMOS 12 MESES

Marque (X) la casilla "Sí" por cada tipo de ingreso que recibió y anote el mejor estimado de la CANTIDAD TOTAL recibida durante los ÚLTIMOS 12 MESES. (NOTA: Los "últimos 12 meses" es el período desde la fecha de hoy hace un año hasta hoy.)

Marque (X) la casilla "No" para mostrar los tipos de ingresos NO recibidos.

Si el ingreso neto fue una pérdida, marque la casilla "Pérdida", a la derecha de la cantidad en dólares.

Para ingreso recibido en conjunto con otra persona, sólo informe la parte que le corresponde a usted.

42 **a. ¿Recibió usted jornales, salarios, comisiones, bonos o propinas en los PASADOS 12 MESES?**

☐ Sí → **¿Cuál fue la cantidad de todos los empleos antes de aplicarse las deducciones por impuestos, bonos, cuotas u otras cosas?**

Cantidad total – Dólares

$ .00

☐ No

b. ¿Tuvo usted algún ingreso de empleo por cuenta propia en su negocio no agrícola o finca comercial, ya sea como propietario(a) único(a) o en sociedad en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue el ingreso neto después de descontar los gastos de negocio?**

Cantidad total – Dólares

$ .00 ☐ Pérdida

☐ No

c. ¿Recibió usted intereses, dividendos, ingreso neto por rentas, ingreso por derechos de autor, o ingreso por herencias y fideicomisos en los PASADOS 12 MESES? *Informe cantidades acreditadas a una cuenta aunque sean pequeñas.*

☐ Sí → **¿Cuál fue la cantidad?**

Cantidad total – Dólares

$ .00 ☐ Pérdida

☐ No

d. ¿Recibió usted algún ingreso de Seguro Social o de Retiro Ferroviario en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue la cantidad?**

Cantidad total – Dólares

$ .00

☐ No

e. ¿Recibió usted algún ingreso de Seguridad de Ingreso Suplemental (SSI) en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue la cantidad?**

Cantidad total – Dólares

$ .00

☐ No

f. ¿Recibió usted algún pago de asistencia o bienestar público de la oficina de bienestar estatal o local en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue la cantidad?**

Cantidad total – Dólares

$ .00

☐ No

g. ¿Recibió usted alguna pensión por retiro, para sobrevivientes o por incapacidad en los PASADOS 12 MESES? *NO incluya Seguro Social.*

☐ Sí → **¿Cuál fue la cantidad?**

Cantidad total – Dólares

$ .00

☐ No

h. Tuvo usted alguna otra fuente de ingreso recibido regularmente, tal como pagos de la Administración de Veteranos (VA), compensación por desempleo, pensión para hijos menores o pensión alimenticia en los PASADOS 12 MESES? *NO incluya pagos globales, tales como dinero de una herencia o de la venta de una casa.*

☐ Sí → **¿Cuál fue la cantidad?**

Cantidad total – Dólares

$ .00

☐ No

43 **¿Cuál fue su ingreso TOTAL en los PASADOS 12 MESES?** *Sume las cantidades anotadas en las preguntas 42a–42h; reste cualquier pérdida. Si el ingreso neto fue una pérdida, anote la cantidad y marque (X) la casilla "Pérdida" al lado de la cantidad.*

Cantidad total – Dólares

☐ Ninguno Ó → $ .00 ☐ Pérdida

H **Muchas gracias por su participación.**

Coloque el cuestionario en el sobre y GUÁRDELO hasta que su Representante de la Oficina del Censo lo recoja.

La Oficina del Censo estima que le tomará 25 minutos completar este cuestionario, incluyendo el tiempo para repasar las instrucciones y respuestas. Los comentarios sobre el estimado del tiempo, incluyendo sugerencias para reducir el tiempo que toma, deben dirigirse a: Paperwork Project 0607-0810, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. Puede enviar sus comentarios por correo electrónico a Paperwork@census.gov: escriba "Paperwork Project 0607-0810" en el espacio para el tema.

No se requiere que las personas respondan a ninguna recopilación de información a menos que ésta tenga un número de aprobación válido de la Oficina de Administración y Presupuesto. Este número de 8 dígitos se encuentra en la parte inferior derecha de la cubierta de este cuestionario.

CENSUS USE ONLY

1a. How was the questionnaire completed?

- ☐ I interviewed the respondent
- ☐ Respondent completed the form → *SKIP to Final Outcome Codes Box below*

b. Did you administer the questionnaire in person?

- ☐ Yes → *SKIP to question 2*
- ☐ No
- ☐ Other → *Explain*

c. Did you administer the questionnaire over the telephone?

- ☐ Yes
- ☐ No

2. Did a proxy respondent help answer any of the questions?

- ☐ Yes
- ☐ No – *SKIP to Final Outcome Codes box below*
- ☐ Don't know – *SKIP to Final Outcome Codes box below*

3. Did the proxy respondent use administrative records to answer any of the questions?

- ☐ Yes
- ☐ No
- ☐ Don't know

Final Outcome Codes Mark (✗) one of the codes below to indicate final outcome of case. If code 219 or 243 is marked, explain reason in space below.		Reason (code 219 or 243):
Interview	Noninterview	
☐ 201 ☐ 203	☐ 213 ☐ 214 ☐ 215 ☐ 217 ☐ 218 ☐ 219 ☐ 233 ☐ 241	
Out of scope →	☐ 243	

I have reviewed the questionnaire for completeness.

Field Representative's name

FR's code

Date of interview / /

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

THE Puerto Rico Community Survey

This questionnaire is available in either English or Spanish.
Este cuestionario está disponible en español o en inglés.

To complete the English questionnaire, begin on page 2. To complete the Spanish questionnaire, flip this over and complete the yellow side.

Please complete this form as soon as possible. Place it in the envelope provided and HOLD it for a census representative to return to pick it up.

If you need help or have questions about completing this form, call the number that our census representative has given you.

For more information about the Puerto Rico Community Survey, visit our website at: www.census.gov/acs.

Para completar el cuestionario en inglés, comience en la página 2. Para completar el cuestionario en español, vírelo y complete el lado amarillo.

Por favor, complete este cuestionario tan pronto sea posible. Colóquelo en el sobre que se provee y GUÁRDELO hasta que un representante del censo lo venga a recoger.

Si necesita ayuda o tiene preguntas sobre cómo completar este cuestionario, llame al número de teléfono que le ha dado nuestro representante del censo.

Para obtener más información sobre la Encuesta sobre la Comunidad de Puerto Rico, vaya a nuestra página en la Internet: www.census.gov/acs.

CENSUS USE ONLY	How was this form completed? ☐ English ☐ Spanish

FORM **ACS-1(GQ)(PR)(2006)** (10-31-2005)

OMB No. 0607-0810

U S C E N S U S B U R E A U

ACS-1GQ(PR), Page 1, Base (Black) ACS-1GQ(PR), Page 1, Purple Pantone 253 (20%) ACS-1GQ(PR), Page 1, yellow Pantone 129 (20%)

1 **What is your name?** *Please PRINT your name. Include your telephone number, and today's date so we can contact you if there is a question.*

Last Name

First Name MI

Area Code + Telephone Number

Today's Date

Month Day Year

2 **What is your sex?**

- ☐ Male
- ☐ Female

3 **What is your age and what is your date of birth?** *Print numbers in boxes.*

Age (in years) Month Day Year of birth

4 **What is your marital status?**

- ☐ Now married
- ☐ Widowed
- ☐ Divorced
- ☐ Separated
- ☐ Never married

A **NOTE: Please answer BOTH Questions 5 and 6.**

5 **Are you Spanish/Hispanic/Latino?** *Mark (X) the "**No**" box if **not** Spanish/Hispanic/Latino.*

- ☐ **No**, not Spanish/Hispanic/Latino — A
- ☐ Yes, Mexican, Mexican Am., Chicano
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, other Spanish/Hispanic/Latino – *Print group.*

6 **What is your race?** ***Mark (X) one or more races*** *to indicate what you consider yourself to be.* — B

- ☐ White
- ☐ Black or African American
- ☐ American Indian or Alaska Native — *Print name of enrolled or principal tribe.*
- ☐ Asian Indian
- ☐ Chinese
- ☐ Filipino
- ☐ Japanese
- ☐ Korean
- ☐ Vietnamese
- ☐ Other Asian — *Print race.*
- ☐ Native Hawaiian
- ☐ Guamanian or Chamorro
- ☐ Samoan
- ☐ Other Pacific Islander — *Print race.*
- ☐ Some other race — *Print race.*

7 **Where were you born?**

- ☐ In the United States – *Print name of state.*
- ☐ Outside the United States – *Print Puerto Rico or name of foreign country, or U.S.Virgin Islands, Guam, etc.*

8 **Are you a CITIZEN of the United States?**

- ☐ Yes, born in Puerto Rico → *SKIP to question 10a*
- ☐ Yes, born in a U.S. State, District of Columbia, Guam, the U.S. Virgin Islands, or Northern Marianas
- ☐ Yes, born abroad of American parent or parents
- ☐ Yes, U.S. citizen by naturalization
- ☐ No, not a citizen of the United States

9 **When did you come to live in Puerto Rico?** *Print numbers in boxes.*

Year

10 **a. At any time IN THE LAST 3 MONTHS, have you attended regular school or college?** *Include only nursery or preschool, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.*

- ☐ No, have not attended in the last 3 months → *SKIP to question 11*
- ☐ Yes, public school, public college
- ☐ Yes, private school, private college

b. What grade or level were you attending? *Mark (X) ONE box.*

- ☐ Nursery school, preschool
- ☐ Kindergarten
- ☐ Grade 1 to grade 4
- ☐ Grade 5 to grade 8
- ☐ Grade 9 to grade 12
- ☐ College undergraduate years (freshman to senior)
- ☐ Graduate or professional school *(for example: medical, dental, or law school)*

11 **What is the highest degree or level of school you have COMPLETED?** *Mark (X) ONE box. If currently enrolled, mark the previous grade or highest degree received.*

- ☐ No schooling completed — C
- ☐ Nursery school to 4th grade
- ☐ 5th grade or 6th grade
- ☐ 7th grade or 8th grade
- ☐ 9th grade
- ☐ 10th grade
- ☐ 11th grade
- ☐ 12th grade – **NO DIPLOMA**
- ☐ **HIGH SCHOOL GRADUATE** – high school DIPLOMA or the equivalent *(for example: GED)*
- ☐ Some college credit, but less than 1 year
- ☐ 1 or more years of college, no degree
- ☐ Associate's degree *(for example: AA, AS)*
- ☐ Bachelor's degree *(for example: BA, AB, BS)*
- ☐ Master's degree *(for example: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Professional degree *(for example: MD, DDS, DVM, LLB, JD)*
- ☐ Doctorate degree *(for example: PhD, EdD)*

12 **What is your ancestry or ethnic origin?**

(For example: Italian, Jamaican, African Am., Cambodian, Cape Verdean, Norwegian, Dominican, French Canadian, Haitian, Korean, Lebanese, Polish, Nigerian, Mexican, Taiwanese, Ukrainian, and so on)

ACS-1GQ(PR), Page 2, Base (Black) ACS-1GQ(PR), Page 2, Purple 253 (20%) & (10%)

13 **a. Do you speak a language other than English at home?**

- ☐ Yes
- ☐ No → *SKIP to question 14a*

b. What is this language?

For example: Korean, Italian, Spanish, Vietnamese.

c. How well do you speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

14 **a. Did you live at this address 1 year ago?**

- ☐ Person is under 1 year old → *SKIP to* H *on page 5 for further instructions; do not answer any more questions.*
- ☐ Yes, at this address → *SKIP to question 15.*
- ☐ No, outside Puerto Rico or the United States – *Print name of foreign country, or U.S. Virgin Islands, Guam, etc., below; then SKIP to question 15.*
- ☐ No, at a different address in Puerto Rico or the United States

b. Where did you live 1 year ago?

Name of city, town, post office or military installation or base

c. Did you live inside the limits of that city or town?

- ☐ Yes
- ☐ No, outside the city/town limits

Name of municipio or U.S. county

Enter Puerto Rico or name of U.S. state **ZIP Code**

15 **At any time DURING THE PAST 12 MONTHS, did you receive Food Stamps?**

- ☐ Yes → **What was the value of the food stamps you received during the past 12 months?**

  Past 12 months' value – *Dollars*

  $ .00
- ☐ No

B **Answer questions 16 and 17 ONLY IF you are 5 years old or over. Otherwise,** SKIP to H on page 5 for further instructions; do not answer any more questions.

16 **Do you have any of the following long-lasting conditions:**

	Yes	No
a. Blindness, deafness, or a severe vision or hearing impairment?	☐	☐
b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	☐	☐

17 **Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty in doing any of the following activities:**

	Yes	No
a. Learning, remembering, or concentrating?	☐	☐
b. Dressing, bathing, or getting around in this place?	☐	☐

C **Answer question 18 ONLY IF you are 15 years old or over. Otherwise,** SKIP to H on page 5 for further instructions; do not answer any more questions.

18 **Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty in doing any of the following activities:**

	Yes	No
a. Going outside alone to shop or visit a doctor's office?	☐	☐
b. Working at a job or business?	☐	☐

D **Answer question 19 ONLY IF you are a female and 15–50 years old. Otherwise,** SKIP to question 20a.

19 **Have you given birth to any children in the past 12 months?**

- ☐ Yes
- ☐ No

20 **a. Do you have any of your own grandchildren under the age of 18 living in this place?**

- ☐ Yes
- ☐ No → *SKIP to question 21*

b. Are you currently responsible for most of the basic needs of any grandchild(ren) under the age of 18 who live(s) in this place?

- ☐ Yes
- ☐ No → *SKIP to question 21*

c. How long have you been responsible for the(se) grandchild(ren)? *If you are financially responsible for more than one grandchild, answer the question for the grandchild for whom you have been responsible for the longest period of time.*

- ☐ Less than 6 months
- ☐ 6 to 11 months
- ☐ 1 or 2 years
- ☐ 3 or 4 years
- ☐ 5 or more years

21 **Have you ever served on active duty in the U.S. Armed Forces, military Reserves, or National Guard?** *Active duty does not include training for the Reserves or National Guard, but DOES include activation, for example, for the Persian Gulf War.*

- ☐ Yes, now on active duty
- ☐ Yes, on active duty during the last 12 months, but not now
- ☐ Yes, on active duty in the past, but not during the last 12 months
- ☐ No, training for Reserves or National Guard only → *SKIP to question 24*
- ☐ No, never served in the military → *SKIP to question 24*

22 **When did you serve on active duty in the U.S. Armed Forces?** *Mark (✗) a box for EACH period in which you served, even if just for part of the period.* D

- ☐ September 2001 or later
- ☐ August 1990 to August 2001 (including Persian Gulf War)
- ☐ September 1980 to July 1990
- ☐ May 1975 to August 1980
- ☐ Vietnam era (August 1964 to April 1975)
- ☐ March 1961 to July 1964
- ☐ February 1955 to February 1961
- ☐ Korean War (July 1950 to January 1955)
- ☐ January 1947 to June 1950
- ☐ World War II (December 1941 to December 1946)
- ☐ November 1941 or earlier

23 **In total, how many years of active-duty military service have you had?**

- ☐ Less than 2 years
- ☐ 2 years or more

24 **LAST WEEK, did you do ANY work for either pay or profit?** *Mark (✗) the "Yes" box even if you worked only 1 hour, or helped without pay in a family business or farm for 15 hours or more, or were on active duty in the Armed Forces.*

☐ Yes
☐ No → *SKIP to question 30a*

25 **At what location did you work LAST WEEK?** *If you worked at more than one location, print where you worked most last week.*

a. Address – *Print development or condominium name, number and street name*

If the exact address is not known, give a description of the location such as the building name or the nearest street or intersection.

b. Name of city, town, post office, military installation, or base

c. Is the work location inside the limits of that city or town?

☐ Yes
☐ No, outside the city/town limits

d. Name of municipio or U.S. county

e. Enter Puerto Rico or name of U.S. state or foreign country

f. ZIP Code

26 **How did you usually get to work LAST WEEK?** *If you usually used more than one method of transportation during the trip, mark (✗) the box of the one used for most of the distance.* E

☐ Car, truck, or van
☐ Bus or trolley bus
☐ Carro público
☐ Subway or elevated
☐ Railroad
☐ Ferryboat
☐ Taxicab
☐ Motorcycle
☐ Bicycle
☐ Walked
☐ Worked at this address → *SKIP to question 34*
☐ Other method

E **Answer question 27 ONLY IF you marked "Car, truck, or van" in question 26. Otherwise,** SKIP to question 28.

27 **How many people, including yourself, usually rode to work in the car, truck, or van LAST WEEK?**

Person(s)

28 **What time did you usually leave this address to go to work LAST WEEK?**

Hour : Minute ☐ a.m. ☐ p.m.

29 **How many minutes did it usually take you to get from this address to work LAST WEEK?**

Minutes

F **Answer questions 30–33 ONLY IF you did NOT work last week. Otherwise,** SKIP to question 34.

30 **a. LAST WEEK, were you on layoff from a job?**

☐ Yes → *SKIP to question 30c*
☐ No

b. LAST WEEK, were you TEMPORARILY absent from a job or business?

☐ Yes, on vacation, temporary illness, labor dispute, etc. → *SKIP to question 33*
☐ No → *SKIP to question 31*

c. Have you been informed that you will be recalled to work within the next 6 months OR been given a date to return to work?

☐ Yes → *SKIP to question 32*
☐ No

31 **Have you been looking for work during the last 4 weeks?**

☐ Yes
☐ No → *SKIP to question 33*

32 **LAST WEEK, could you have started a job if offered one, or returned to work if recalled?**

☐ Yes, could have gone to work
☐ No, because of own temporary illness
☐ No, because of all other reasons (in school, etc.)

33 **When did you last work, even for a few days?**

☐ Within the past 12 months
☐ 1 to 5 years ago → *SKIP to* G.
☐ Over 5 years ago or never worked → *SKIP to question 42*

34 **During the PAST 12 MONTHS, how many WEEKS did you work?** *Count paid vacation, paid sick leave, and military service.*

Weeks

35 **During the PAST 12 MONTHS, in the WEEKS WORKED, how many hours did you usually work each WEEK?**

Usual hours worked each WEEK

G **Answer questions 36–41 ONLY IF you worked in the past 5 years. Otherwise,** SKIP to question 42.

36–41 CURRENT OR MOST RECENT JOB ACTIVITY

Describe clearly your chief job activity or business last week. If you had more than one job, describe the one at which you worked the most hours. If you did not have a job or business last week, give the information for your last job or business.

36 **Were you –** *Mark (✗) ONE box.* F

☐ an employee of a PRIVATE FOR PROFIT company or business, or of an individual, for wages, salary, or commissions?
☐ an employee of a PRIVATE NOT FOR PROFIT, tax-exempt, or charitable organization?
☐ a local GOVERNMENT employee (city, county, municipio, etc.)?
☐ a state GOVERNMENT employee?
☐ a Federal GOVERNMENT employee?
☐ SELF-EMPLOYED in own NOT INCORPORATED business, professional practice, or farm?
☐ SELF-EMPLOYED in own INCORPORATED business, professional practice, or farm?
☐ working WITHOUT PAY in family business or farm?

37 **For whom did you work?**

If now on active duty in the Armed Forces, mark (✗) this box → ☐ *and print the branch of the Armed Forces.*

Name of company, business, or other employer

38 **What kind of business or industry was this?** *Describe the activity at the location where employed. (For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)*

39 **Is this mainly –** *Mark (✗) ONE box.*

- ☐ manufacturing?
- ☐ wholesale trade?
- ☐ retail trade?
- ☐ other (agriculture, construction, service, government, etc.)?

40 **What kind of work were you doing?** *(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)*

41 **What were your most important activities or duties?** *(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)*

42–43 INCOME IN THE PAST 12 MONTHS

Mark (✗) the "Yes" box for each type of income you received, and give your best estimate of the TOTAL AMOUNT during the PAST 12 MONTHS. (NOTE: The "past 12 months" is the period from today's date 1 year ago up through today.)

Mark (✗) the "No" box to show the types of income NOT received.

If your net income was a loss, mark the "Loss" box to the right of the dollar amount.

For income received jointly with someone else, report only your share of the amount received or earned.

42 a. Did you receive any wages, salary, commissions, bonuses, or tips in the PAST 12 MONTHS?

☐ Yes – **What was the amount from all jobs before deductions for taxes, bonds, dues, or other items?**

Total amount – Dollars

$ .00

☐ No

b. Did you have any self-employment income from your own nonfarm or farm businesses, including proprietorships and partnerships, in the PAST 12 MONTHS?

☐ Yes – **What was the net income after business expenses?**

Total amount – Dollars

$ .00 ☐ Loss

☐ No

c. Did you receive any interest, dividends, net rental income, royalty income, or income from estates and trusts in the PAST 12 MONTHS? *Report even small amounts credited to an account.*

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00 ☐ Loss

☐ No

d. Did you receive any Social Security or Railroad Retirement income in the PAST 12 MONTHS?

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

e. Did you receive any Supplemental Security Income (SSI) in the PAST 12 MONTHS?

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

f. Did you receive any public assistance or welfare payments from the state or local welfare office in the PAST 12 MONTHS?

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

g. Did you receive any retirement, survivor, or disability pensions in the PAST 12 MONTHS? *Do NOT include Social Security.*

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

h. Did you have any other sources of income received regularly such as Veterans' (VA) payments, unemployment compensation, child support or alimony in the PAST 12 MONTHS? *Do NOT include lump sum payments such as money from an inheritance or the sale of a home.*

☐ Yes – **What was the amount?**

Total amount – Dollars

$ .00

☐ No

43 **What was your TOTAL income during the PAST 12 MONTHS?** Add entries 42a–42h; subtract any losses. If net income was a loss, enter the amount and mark (✗) the "Loss" box next to the dollar amount.

Total amount – Dollars

☐ None OR $ .00 ☐ Loss

H

Thank you very much for your participation.

Place the questionnaire in the envelope and HOLD for your Census Bureau Representative to pick up.

The Census Bureau estimates that this form will take about 25 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate including suggestions for reducing this burden, to: Paperwork Project 0607-0810, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may email comments to Paperwork@census.gov; use "Paperwork Project 0607-0810" as the subject.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the bottom right on the front cover of this form.

CENSUS USE ONLY

1a. How was the questionnaire completed?

- ☐ I interviewed the respondent
- ☐ Respondent completed the form → *SKIP to Final Outcome Codes Box below*

b. Did you administer the questionnaire in person?

- ☐ Yes → *SKIP to question 2*
- ☐ No
- ☐ Other → *Explain*

c. Did you administer the questionnaire over the telephone?

- ☐ Yes
- ☐ No

2. Did a proxy respondent help answer any of the questions?

- ☐ Yes
- ☐ No → *SKIP to Final Outcome Codes box below*
- ☐ Don't know → *SKIP to Final Outcome Codes box below*

3. Did the proxy respondent use administrative records to answer any of the questions?

- ☐ Yes
- ☐ No
- ☐ Don't know

Final Outcome Codes

Mark (✗) one of the codes below to indicate final outcome of case. If code 219 or 243 is marked, explain reason in space below.

Interview	Noninterview
☐ 201 ☐ 203	☐ 213 ☐ 214 ☐ 215 ☐ 217 ☐ 218 ☐ 219 ☐ 233 ☐ 241
Out of scope →	☐ 243

Reason (code 219 or 243):

I have reviewed the questionnaire for completeness.

FR's name

FR's code

Date of interview / /

DEPARTAMENTO DE COMERCIO DE LOS EE.UU.
Administración de Economía y Estadísticas
NEGOCIADO DEL CENSO DE LOS EE.UU.

LA Encuesta sobre la Comunidad de Puerto Rico

This questionnaire is available in either English or Spanish.
Este cuestionario está disponible en español o en inglés.

To complete the Spanish questionnaire, begin on page 2. To complete the English questionnaire, flip this over and complete the purple side.

Please complete this form as soon as possible. Place it in the envelope provided and HOLD it for a census representative to return to pick it up.

If you need help or have questions about completing this from, call the number that our census representative has given you.

For more information about the Puerto Rico Community Survey, visit our website at: www.census.gov/acs.

Para completar el cuestionario en español, comience en la página 2. Para completar el cuestionario en inglés, vírelo y complete el lado amarillo.

Por favor, complete este cuestionario tan pronto sea posible. Colóquelo en el sobre que se provee y GUÁRDELO hasta que un representante del censo lo venga a recoger.

Si necesita ayuda o tiene preguntas sobre cómo completar este cuestionario, llame al número de teléfono que le ha dado nuestro representante del censo.

Para obtener más información sobre la Encuesta sobre la Comunidad de Puerto Rico, vaya a nuestra página en la Internet: www.census.gov/acs.

U S C E N S U S B U R E A U

FORM **ACS-1(GQ)(PR)(2006)**
(10-31-2005)

OMB No. 0607-0810

ACS-1(GQ)(PR), Page 1, Base (Black) ACS-1(GQ)(PR), Page 1, Purple Pantone 253 (20%) ACS-1(GQ)(PR), Page 1, yellow Pantone 129 (20%)

1 **¿Cuál es su nombre?** Por favor, ESCRIBA SU NOMBRE EN LETRA DE MOLDE. Incluya su número de teléfono y la fecha de hoy para que podamos comunicarnos con usted si hay una pregunta.

Apellido

Nombre Inicial

Código de área y número de teléfono

Fecha
Mes Día Año

2 **¿Cuál es su sexo?**

- ☐ Masculino
- ☐ Femenino

3 **¿Cuál es su edad y fecha de nacimiento?**

Escriba los números en las casillas.

Edad (en años) Mes Día Año de nacimiento

4 **¿Cuál es su estado civil?**

- ☐ Casado(a) actualmente
- ☐ Viudo(a)
- ☐ Divorciado(a)
- ☐ Separado(a)
- ☐ Nunca se ha casado

A **NOTA: Por favor, conteste las DOS Preguntas 5 y 6.**

5 **¿Es usted de origen español/hispano/latino?** *Marque (X) la casilla* ***"No"*** *si* ***no*** *es de origen español/hispano/latino.* **A**

- ☐ **No**, ni español/hispano/latino
- ☐ Sí, mexicano, mexicano-americano, chicano
- ☐ Sí, puertorriqueño
- ☐ Sí, cubano
- ☐ Sí, otro grupo español/ hispano/latino – *Escriba el grupo en letra de molde.*

6 **¿Cuál es su raza?** ***Marque (X) una o más razas*** *para indicar de qué raza se considera usted.* **B**

- ☐ Blanca
- ☐ Negra o africana americana
- ☐ India americana o nativa de Alaska — *Escriba en letra de molde el nombre de la tribu en la cual está inscrito(a) o la tribu principal.*

- ☐ India asiática
- ☐ China
- ☐ Filipina
- ☐ Japonesa
- ☐ Coreana
- ☐ Vietnamita
- ☐ Otra asiática – *Escriba la raza en letra de molde.*

- ☐ Nativa de Hawaii
- ☐ Guameña o Chamorro
- ☐ Samoana
- ☐ Otra de las islas del Pacífico –*Escriba la raza en letra de molde.*

- ☐ Alguna otra raza – *Escriba la raza en letra de molde.*

7 **¿Dónde nació usted?**

- ☐ En los Estados Unidos – *Escriba en letra de molde el nombre del estado.*
- ☐ Fuera de los Estados Unidos – *Escriba en letra de molde Puerto Rico o el nombre del país extranjero, o de las Islas Vírgenes de los EE.UU., Guam, etc.*

8 **¿Es usted CIUDADANO(A) de los Estados Unidos?**

- ☐ Sí, nació en Puerto Rico → *PASE a la pregunta 10a*
- ☐ Sí, nació en un estado de los Estados Unidos, el Distrito de Columbia, Guam, las Islas Vírgenes de los EE.UU. o las Islas Marianas del Norte
- ☐ Sí, nació en el extranjero de padre o madre americano
- ☐ Sí, es ciudadano(a) de los Estados Unidos por naturalización
- ☐ No, no es ciudadano(a) de los Estados Unidos

9 **¿Cuándo vino usted a vivir a Puerto Rico?** *Escriba los números en las casillas.*

Año

10 **a. En cualquier momento DURANTE LOS ÚLTIMOS 3 MESES, ¿ha asistido usted a una escuela regular o universidad?** *Incluya sólo guardería infantil (nursery school) o prekindergarten, kindergarten, escuela primaria o educación que conduce a un diploma de escuela secundaria (high school) o título universitario.*

- ☐ No, no ha asistido durante los últimos 3 meses → *PASE a la pregunta 11*
- ☐ Sí, escuela pública, universidad pública
- ☐ Sí, escuela privada, universidad privada

b. ¿A qué grado o nivel escolar asistía usted? *Marque (X) UNA casilla.*

- ☐ Guardería infantil *(nursery school)*, prekindergarten
- ☐ Kindergarten
- ☐ Grado 1 al 4
- ☐ Grado 5 al 8
- ☐ Grado 9 al 12
- ☐ Estudios universitarios a nivel de bachillerato *(freshman a senior)*
- ☐ Escuela graduada o profesional *(por ejemplo: escuela de medicina, de odontología o de leyes)*

11 **¿Cuál es el título o nivel escolar más alto que usted ha COMPLETADO?** *Marque (X) UNA casilla. Si está matriculado(a) actualmente, marque el grado escolar anterior o el título más alto recibido.* **C**

- ☐ No ha completado ningún grado
- ☐ Guardería infantil *(nursery school)* a 4to. grado
- ☐ 5to. ó 6to. grado
- ☐ 7mo. u 8vo. grado
- ☐ 9no. grado
- ☐ 10mo. grado
- ☐ 11mo. grado
- ☐ 12mo. grado, **SIN DIPLOMA**
- ☐ **GRADUADO(A) DE ESCUELA SECUNDARIA** *(HIGH SCHOOL)* – DIPLOMA de escuela secundaria o su equivalente *(por ejemplo: GED)*
- ☐ Algunos créditos universitarios, pero menos de 1 año
- ☐ 1 año o más de universidad, sin título
- ☐ Título asociado universitario *(por ejemplo: AA, AS)*
- ☐ Título de bachiller universitario *(por ejemplo: BA, AB, BS)*
- ☐ Título de maestría *(por ejemplo: MA, MS, MEng, MEd, MSW, MBA)*
- ☐ Título profesional *(por ejemplo: MD, DDS, DVM, LLB, JD)*
- ☐ Título de doctorado *(por ejemplo: PhD, EdD)*

12 **¿Cuál es su ascendencia u origen étnico?**

(Por ejemplo: italiana, jamaicana, africana americana, camboyana, de Cabo Verde, noruega, dominicana, franco-canadiense, haitiana, coreana, libanesa, polaca, nigeriana, mexicana, taiwanesa, ucraniana, etc.)

13 **a. ¿Habla usted en su hogar un idioma que no sea inglés?**

☐ Sí
☐ No → *PASE a la pregunta 14*

b. ¿Qué idioma es ese?

Por ejemplo: coreano, italiano, español, vietnamés

¿Cuán bien habla usted el inglés?

☐ Muy bien
☐ Bien
☐ No bien
☐ No habla inglés

14 **a. ¿Vivía usted en esta dirección hace 1 año?**

☐ Persona es menor de 1 año de edad → *PASE a la sección H en la página 5 para instrucciones adicionales; no conteste más preguntas.*
☐ Sí, en esta dirección → *PASE a la pregunta 15.*
☐ No, fuera de Puerto Rico o los Estados Unidos – *Escriba en letra de molde a continuación el nombre del país extranjero o las Islas Vírgenes de los EE.UU., Guam, etc.; luego PASE a la pregunta 15.*
☐ No, en una dirección diferente en Puerto Rico o los Estados Unidos

b. ¿Dónde vivía usted hace 1 año?

Nombre de la ciudad, pueblo u oficina postal, o instalación o base militar

c. ¿Vivía usted dentro de los límites de esta ciudad o pueblo?

☐ Sí
☐ No, fuera de los límites de la ciudad/pueblo

Nombre del municipio o condado de los Estados Unidos

Anote Puerto Rico o nombre del estado de los Estados Unidos

Código Postal

15 **En cualquier momento DURANTE LOS ÚLTIMOS 12 MESES, ¿recibió usted cupones para alimentos?**

☐ Sí → **¿Qué valor tenían los cupones para alimentos que se recibieron durante los últimos 12 meses?**

Valor en los últimos 12 meses – *Dólares*

$ .00

☐ No

B **Conteste las preguntas 16 y 17 SÓLO SI usted tiene 5 años o más. De lo contrario,** PASE a la sección H en la página 5 para instrucciones adicionales; no conteste mas preguntas.

16 **¿Tiene usted algunas de las siguientes condiciones de larga duración:**

	Sí	No
a. Ceguera, sordera, o impedimento visual o auditivo grave?	☐	☐
b. Una condición que limita sustancialmente una o más actividades físicas básicas, tales como caminar, subir escaleras, estirarse, levantar o cargar?	☐	☐

17 **Debido a una condición física, mental o emocional que ha durado 6 meses o más, ¿tiene usted alguna dificultad en llevar a cabo alguna de las siguientes actividades:**

	Sí	No
a. Aprender, recordar o concentrarse?	☐	☐
b. Vestirse, bañarse o caminar por este lugar?	☐	☐

C **Conteste la pregunta 18 SÓLO SI usted tiene 15 años de edad o más. De lo contrario,** PASE a la sección H en la página 5 para instrucciones adicionales; no conteste más preguntas.

18 **Debido a una condición física, mental o emocional que ha durado 6 meses o más, ¿tiene usted alguna dificultad en llevar a cabo alguna de las siguientes activadades:**

	Sí	No
a. Salir solo(a) de compras o ir solo(a) al médico?	☐	☐
b. Trabajar en un empleo o negocio?	☐	☐

D **Conteste la pregunta 19 SÓLO SI usted es es mujer y tiene 15–50 años de edad. De lo contrario,** PASE a la pregunta 20a.

19 **¿Ha dado a luz usted en los últimos 12 meses?**

☐ Sí
☐ No

20 **a. ¿Tiene usted algún nieto menor de 18 años que viva en este lugar?**

☐ Sí
☐ No → *PASE a la pregunta 21*

b. ¿Es usted actualmente responsable de la mayoría de las necesidades básicas de algunos de sus nietos menores de 18 años que viven en este lugar?

☐ Sí
☐ No → *PASE a la pregunta 21*

c. ¿Cuánto tiempo hace que usted es responsable de este(os) nieto(s)? *Si usted es responsable económicamente de más de un nieto, conteste la pregunta para el nieto del cual haya sido responsable por más tiempo.*

☐ Menos de 6 meses
☐ 6 a 11 meses
☐ 1 ó 2 años
☐ 3 ó 4 años
☐ 5 años o más

21 **¿Ha estado usted alguna vez en servicio militar activo en las Fuerzas Armadas, la Reserva militar o la Guardia Nacional de los Estados Unidos?** *El servicio activo no incluye adiestramiento para la Reserva militar, o la Guardia Nacional, pero SÍ incluye servicio activo, por ejemplo, en la Guerra del Golfo Pérsico.*

☐ Sí, en servicio activo ahora
☐ Sí, en servicio activo durante los últimos 12 meses, pero no ahora
☐ Sí, en servicio activo en el pasado, pero no durante los últimos 12 meses
☐ No, adiestramiento para la Reserva o la Guardia Nacional solamente → *PASE a la pregunta 24*
☐ No, nunca estuvo en servicio militar → *PASE a la pregunta 24*

22 **¿Cuándo estuvo usted en servicio activo en las Fuerzas Armadas de los Estados Unidos?** *Marque (X) un casilla por CADA período durante el cual usted estuvo en servicio militar, aunque fuera sólo por parte del período.* **D**

☐ Septiembre del 2001 ó después
☐ Agosto del 1990 a agosto del 2001 (incluyendo la Guerra del Golfo Pérsico)
☐ Septiembre del 1980 a julio del 1990
☐ Mayo del 1975 a agosto del 1980
☐ Época de Vietnam (agosto del 1964 a abril del 1975)
☐ Marzo del 1961 a julio del 1964
☐ Febrero del 1955 a febrero del 1961
☐ La Guerra de Corea (julio del 1950 a enero del 1955)
☐ Enero del 1947 a junio del 1950
☐ Segunda Guerra Mundial (diciembre del 1941 a diciembre del 1946)
☐ Noviembre del 1941 ó antes

23 **En total, ¿cuántos años estuvo usted en servicio militar activo?**

☐ Menos de 2 años
☐ 2 años o más

24 **LA SEMANA PASADA, ¿hizo usted ALGÚN trabajo por paga o lucro?** *Marque (X) la casilla "Sí" aun si trabajó sólo 1 hora, o ayudó sin paga en el negocio o finca de la familia por 15 horas o más, o estuvo en servicio activo en las Fuerzas Armadas.*

☐ Sí
☐ No → *PASE a la pregunta 30a*

25 **¿En qué lugar trabajó usted LA SEMANA PASADA?** *Si trabajó en más de un lugar, escriba en letra de molde la dirección donde usted trabajó la mayor parte de la semana.*

a. Dirección – *Nombre de urbanización o condominio*

Si no sabe la dirección exacta, dé una descripción de la localización, tal como el nombre del edificio o la calle o intersección más cercana.

b. Nombre de la ciudad, pueblo, oficina postal, instalación o base militar

c. ¿Está localizado el lugar de trabajo dentro de los límites de esa ciudad o pueblo?

☐ Sí
☐ No, fuera de los límites de la ciudad/pueblo

d. Nombre del municipio o condado de los Estados Unidos

e. Anote Puerto Rico o nombre del estado de los EE.UU. o país extranjero

f. Código Postal

26 **¿Cómo llegó usualmente usted al trabajo LA SEMANA PASADA?** *Si usualmente utilizó más de un medio de transportación durante el viaje, marque (X) la casilla correspondiente al que utilizó por más distancia.* E

☐ Automóvil, camión o van
☐ Autobús o trolebús
☐ Carro público
☐ Tren subterráneo o elevado
☐ Ferrocarril
☐ Lancha (ferry)
☐ Taxi
☐ Motocicleta
☐ Bicicleta
☐ Caminó
☐ Trabajó en esta dirección → *PASE a la pregunta 34*
☐ Otro método

E **Conteste la pregunta 27 SÓLO SI marcó "Automóvil, camión o van" en la pregunta 26. De lo contrario,** PASE a la pregunta 28.

27 **¿Cuántas personas, incluyéndolo(a) a usted, usualmente viajaron al trabajo en el automóvil, camión o *van* LA SEMANA PASADA?**

Persona(s)

28 **¿A qué hora usualmente salía usted de esta dirección para ir al trabajo LA SEMANA PASADA?**

Hora Minutos

: ☐ a.m. ☐ p.m.

29 **¿Cuántos minutos le tomó a usted usualmente ir de esta dirección al trabajo LA SEMANA PASADA?**

Minutos

F **Conteste las preguntas 30–33 SÓLO SI usted NO trabajó la semana pasada. De lo contrario,** PASE a la pregunta 34.

30 **a. LA SEMANA PASADA, ¿estuvo usted suspendido(a) *(on layoff)* de un empleo?**

☐ Sí → *PASE a la pregunta 30c*
☐ No

b. LA SEMANA PASADA, ¿estuvo usted ausente TEMPORERAMENTE de su empleo o negocio?

☐ Sí, de vacaciones, por enfermedad temporera, disputa laboral, etc. → *PASE a la pregunta 33*
☐ No → *PASE a la pregunta 31*

c. ¿Se le ha informado a usted que será llamado(a) de nuevo a trabajar dentro de los próximos 6 meses O se le ha dado una fecha para regresar al trabajo?

☐ Sí → *PASE a la pregunta 32*
☐ No

31 **¿Ha estado usted buscando trabajo durante las últimas 4 semanas?**

☐ Sí
☐ No → *PASE a la pregunta 33*

32 **LA SEMANA PASADA, ¿hubiera podido usted comenzar un empleo si se le hubiera ofrecido uno, o hubiera podido regresar al trabajo si se le hubiera llamado de nuevo?**

☐ Sí, hubiera podido ir a trabajar
☐ No, debido a una enfermedad temporera propia
☐ No, debido a otras razones (en la escuela, etc.)

33 **¿Cuándo trabajó usted por última vez, aunque fuera por unos pocos días?**

☐ Dentro de los últimos 12 meses
☐ Hace 1 a 5 años → *PASE a la sección* G
☐ Hace más de 5 años o nunca trabajó → *PASE a la pregunta 42*

34 **¿Cuántas SEMANAS trabajó usted durante los ÚLTIMOS 12 MESES?** *Cuente días de vacaciones pagados, días por enfermedad pagados y servicio militar.*

Semanas

35 **En las SEMANAS TRABAJADAS durante los ÚLTIMOS 12 MESES, ¿cuántas horas trabajó usualmente usted cada SEMANA?**

Horas usualmente trabajadas cada SEMANA

G **Conteste las preguntas 36 – 41 SÓLO SI usted trabajó durante los últimos 5 años. De lo contrario,** *PASE a la pregunta 42.*

36–41 ACTIVIDAD DE TRABAJO ACTUAL O LA MÁS RECIENTE

Describa en forma clara la actividad principal en su empleo o negocio la semana pasada. Si usted tenía más de un empleo, describa el empleo en el cual trabajó más horas. Si no tenía empleo la semana pasada, dé la información correspondiente a su empleo o negocio más reciente.

36 **¿Era usted –** *Marque (X) UNA casilla* F

☐ Empleado(a) de una empresa o un negocio PRIVADO CON FINES DE LUCRO o de un individuo a jornal, por salario o comisiones?
☐ Empleado(a) de una organización PRIVADA SIN FINES DE LUCRO exenta de impuestos, o de una organización de caridad?
☐ Empleado(a) del GOBIERNO local (ciudad, condado, etc.)?
☐ Empleado(a) del GOBIERNO estatal?
☐ Empleado(a) del GOBIERNO federal?
☐ Empleado(a) POR CUENTA PROPIA en su negocio, práctica profesional o finca NO INCORPORADA?
☐ Empleado(a) POR CUENTA PROPIA en su negocio, práctica profesional o finca INCORPORADA?
☐ Trabajador SIN PAGA en un negocio o finca de la familia?

37 **¿Para quién trabajaba usted?** *Si está ahora en servicio activo en las Fuerzas Armadas, marque (X) esta casilla →* ☐ *y escriba en letra de molde el nombre de la rama de las Fuerzas Armadas.*

Nombre de la compañía, negocio u otro patrono

38 **¿Qué tipo de negocio o industria era éste(a)?** *Describa la actividad en el lugar de empleo, (Por ejemplo: hospital, publicación de periódicos, casa de ventas por catálogo, manufactura de motores de automóviles, banco)*

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39 **¿Es éste(a) principalmente de –** *Marque (X) UNA casilla.*

☐ manufactura?
☐ comercio al por mayor?
☐ comercio al detal?
☐ otro (agricultura, construcción, servicio, gobierno, etc.)?

40 **¿Qué tipo de trabajo hacía usted?** *(Por ejemplo: enfermera graduada, gerente de personal, supervisor del departamento de encargos (órdenes), secretaria, contable)*

41 **¿Cuáles eran sus actividades o deberes más importantes?** *(Por ejemplo: cuidar pacientes, dirigir políticas de empleo, supervisar personal del departamento de encargos, escribir a máquina y archivar, reconciliar registros financieros)*

42–43 INGRESO EN LOS ÚLTIMOS 12 MESES

Marque (X) la casilla "Sí" por cada tipo de ingreso que recibió y anote el mejor estimado de la CANTIDAD TOTAL recibida durante los ÚLTIMOS 12 MESES. (NOTA: Los "últimos 12 meses" es el período desde la fecha de hoy hace un año hasta hoy.)

Marque (X) la casilla "No" para mostrar los tipos de ingresos NO recibidos.

Si el ingreso neto fue una pérdida, marque la casilla "Pérdida", a la derecha de la cantidad en dólares.

Para ingreso recibido en conjunto con otra persona, sólo informe la parte que le corresponde a usted.

42 **a. ¿Recibió usted jornales, salarios, comisiones, bonos o propinas en los PASADOS 12 MESES?**

☐ Sí → **¿Cuál fue la cantidad de todos los empleos antes de aplicarse las deducciones por impuestos, bonos, cuotas u otras cosas?**
Cantidad total – Dólares
$ .00

☐ No

b. ¿Tuvo usted algún ingreso de empleo por cuenta propia en su negocio no agrícola o finca comercial, ya sea como propietario(a) único(a) o en sociedad en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue el ingreso neto después de descontar los gastos de negocio?**
Cantidad total – Dólares
$ .00 ☐ Pérdida

☐ No

c. ¿Recibió usted intereses, dividendos, ingreso neto por rentas, ingreso por derechos de autor, o ingreso por herencias y fideicomisos en los PASADOS 12 MESES? *Informe cantidades acreditadas a una cuenta aunque sean pequeñas.*

☐ Sí → **¿Cuál fue la cantidad?**
Cantidad total – Dólares
$ .00 ☐ Pérdida

☐ No

d. ¿Recibió usted algún ingreso de Seguro Social o de Retiro Ferroviario en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue la cantidad?**
Cantidad total – Dólares
$ .00

☐ No

e. ¿Recibió usted algún ingreso de Seguridad de Ingreso Suplemental (SSI) en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue la cantidad?**
Cantidad total – Dólares
$ .00

☐ No

f. ¿Recibió usted algún pago de asistencia o bienestar público de la oficina de bienestar estatal o local en los PASADOS 12 MESES?

☐ Sí → **¿Cuál fue la cantidad?**
Cantidad total – Dólares
$ .00

☐ No

g. ¿Recibió usted alguna pensión por retiro, para sobrevivientes o por incapacidad en los PASADOS 12 MESES? *NO incluya Seguro Social.*

☐ Sí → **¿Cuál fue la cantidad?**
Cantidad total – Dólares
$ .00

☐ No

h. Tuvo usted alguna otra fuente de ingreso recibido regularmente, tal como pagos de la Administración de Veteranos (VA), compensación por desempleo, pensión para hijos menores o pensión alimenticia en los PASADOS 12 MESES? *NO incluya pagos globales, tales como dinero de una herencia o de la venta de una casa.*

☐ Sí → **¿Cuál fue la cantidad?**
Cantidad total – Dólares
$ .00

☐ No

43 **¿Cuál fue su ingreso TOTAL en los PASADOS 12 MESES?** *Sume las cantidades anotadas en las preguntas 42a–42h; reste cualquier pérdida. Si el ingreso neto fue una pérdida, anote la cantidad y marque (X) la casilla "Pérdida" al lado de la cantidad.*

Cantidad total – Dólares
☐ Ninguno Ó → $ .00 ☐ Pérdida

H **Muchas gracias por su participación.**

Coloque el cuestionario en el sobre y GUÁRDELO hasta que su Representante del Negociado del Censo lo recoja.

El Negociado del Censo estima que le tomará 25 minutos completar este cuestionario, incluyendo el tiempo para repasar las instrucciones y respuestas. Los comentarios sobre el estimado del tiempo, incluyendo sugerencias para reducir el tiempo que toma, deben dirigirse a: Paperwork Project 0607-0810, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. Puede enviar sus comentarios por correo electrónico a Paperwork@census.gov: escriba "Paperwork Project 0607-0810" en el espacio para el tema.

No se requiere que las personas respondan a ninguna recopilación de información a menos que ésta tenga un número de aprobación válido de la Oficina de Administración y Presupuesto. Este número de 8 dígitos se encuentra en la parte inferior derecha de la cubierta de este cuestionario.

PARA USO DEL CENSO SOLAMENTE

1a. ¿Cómo se completó el cuestionario?

- ☐ Yo entrevisté al respondedor
- ☐ El respondedor completó el cuestionario → *PASE a la casilla de Códigos de Resultado Finales a continuación*

b. ¿Hizo usted las preguntas del cuestionario en persona?

- ☐ Sí → *Pase a la pregunta 2*
- ☐ No
- ☐ Otro → *Explique*

c. ¿Hizo usted las preguntas del cuestionario por teléfono?

- ☐ Sí → *Pase a la pregunta 2*
- ☐ No

2. ¿Ayudó un respondedor sustituto a contestar algunas de las preguntas?

- ☐ Sí
- ☐ No → *PASE a la Casilla de Códigos de Resultado Finales a continuación*
- ☐ No sabe → *PASE a la casilla de Códigos de Resultado Finales a continuaciòn*

3. ¿Usó el respondedor sustituto récords administrativos para contestar algunas de las preguntas?

- ☐ Sí
- ☐ No
- ☐ No sabe

Códigos de Resultado Finales Marque (✗) uno de los Códigos a continuación para indicar el resultado final del caso. Si se marcó el código 219 ó 243, explique la razón en el espacio a continuación.		Razón (código 219 ó 243)
Entrevista	No entrevista	
☐ 201 ☐ 203	☐ 213 ☐ 214 ☐ 215 ☐ 217 ☐ 218 ☐ 219 ☐ 233 ☐ 241	
No es parte de la muestra →	☐ 243	

Yo he revisado el cuestionario para verificar que se ha completado.

Nombre del FR	Código del FR	Fecha de la entrevista
		/ /

Your Guide for

THE American Community Survey

Group Quarters

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

U S C E N S U S B U R E A U

ACS-30(GQ)(2006) (11-9-2005)

This guide gives helpful information on completing your survey form. This guide is bilingual. The Spanish text begins on page 14. If you need more help, call the number that the Census Field Representative provided for you. After you have completed your survey form, **please place the form in the envelope** we have provided. A Census Field Representative will return to pick it up.

Ésta es una guía bilingüe. Para leerla en español, vaya a la página **14.**

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Your Answers are Confidential and Required by Law.

The law, Title 13, Sections 9, 141, 143, 193, 214, and 221 requires that your answers are kept confidential. No one except Census Bureau employees may see your completed form and they can be fined and/or imprisoned for any disclosure of your answers.

The same law that protects the confidentiality of your answers **requires** that you provide the information asked in this survey to the best of your knowledge.

What the Survey is About – Some Questions and Answers

Why are we taking a survey?

The Census Bureau is conducting the American Community Survey to provide more timely data than data we typically collect only once every 10 years during the 10 year or decennial census.

What does the Census Bureau do with the information I provide?

The American Community Survey will be the source of data that we make available to Federal, state, and local governments, and also to the public. The data will enable your community leaders from government, businesses and non-profit organizations to plan more effectively.

Why did you select this GQ facility and how did I get selected?

This GQ was selected from a list of all GQs in your area. The GQ and individuals are randomly selected from this list each year, so we cannot substitute another GQ for this one. One of the advantages of a random sample is that we can use it to measure the whole population without having to actually interview every person at every GQ. But in order for it to work, we cannot substitute sampled facilities or individuals — the sample has to be truly random. Your participation is very important if we're going to be able to produce accurate statistics from this survey.

Why the Census Bureau Asks Certain Questions

Here are other reasons we ask some of the questions on the survey.

Name
Names help make sure that we don't duplicate persons selected at this place for the survey. Individual identities are kept confidential.

Place of birth
This question provides information used to study long-term trends about where people move and to study migration patterns and differences in growth patterns.

Job
Answers to the questions about the jobs people hold provide information on the extent and types of employment in different areas of the country. From this information, communities can develop training programs, and businesses and local governments can determine the need for new employment opportunities.

Income
Income helps determine how well families or persons live. Income information makes it possible to compare the economic levels of different areas and how economic levels for a community change over time. Funding for many government programs is based on the answers to these questions.

Education
Responses to the education questions help to determine the number of new public schools, education programs, and daycare services required in a community.

Disability
Questions about disability provide the means to allocate Federal funding for healthcare services and new hospitals in many communities.

How to Fill Out the Survey Form

Please mark the category or categories as they apply to you. Some questions ask you to print the information. See **Examples** below.

Make sure you answer all the questions that apply to you. Read the instructions and follow the steps through this questionnaire. Instructions for completing the individual questions begin on **page 6** of this guide. These instructions will help you understand the questions and to answer them correctly. If you need assistance, call the number that the field representative has provided to you.

Examples of Printed and Marked Entries

7. Where were you born?

☒ In the United States – *Print name of state.*

OHIO

28. What time did you usually leave this address to go to work LAST WEEK?

Hour Minute

06 : 10

☒ a.m.
☐ p.m.

Instructions for Completing the Survey Questions

The questionnaire is a bilingual form. One side is in English the other is Spanish.

Qt. 1. Print your last name, first name, and middle initial in the space provided.

Enter your telephone number, including area code, and today's date. Print the numbers in the boxes provided.

Qt. 2. Mark one of the two categories to indicate your sex.

Qt. 3. Print your age in years at your last birthday. (Print "00" for babies less than 1 year old.) Print the month, day, and year of your birth. Print the numbers in the boxes provided.

Qt. 4. Mark the category **"Now married"** regardless of whether your spouse is living with you, **unless** you are legally separated. If your only marriage was annulled, mark the category **"Never married."**

NOTE: PLEASE ANSWER BOTH QUESTIONS 5 AND 6.

Qt. 5. You are of Spanish/Hispanic/Latino origin if your origin or ancestry is Mexican, Mexican-American, Chicano, Puerto Rican, Cuban, Argentinean, Colombian, Costa Rican, Dominican, Ecuadoran, Guatemalan, Honduran, Nicaraguan, Peruvian, Salvadoran, if you are from other Spanish-speaking countries of the Caribbean, Central or South America, or from Spain.

The term **Mexican-Am.** refers to persons of Mexican origin or ancestry.

If you mark the **"Yes, other Spanish/Hispanic/Latino"** category, print the name of the specific group.

If you are not of Spanish/Hispanic/Latino origin, answer this question by marking the **"No, not Spanish/Hispanic/Latino"** category.

Answer this question regardless of your citizenship status.

Qt. 6. Mark one or more categories for the race with which you consider yourself to be.

If you mark the **"American Indian or Alaska Native"** category, also print the name of the tribe in which you are enrolled. If you are not enrolled in a tribe, print the name of the principal tribe.

If you mark the **"Other Asian"** or the **"Other Pacific Islander"** category, print the name of the specific group(s) in the space provided.

The category **"Other Asian"** includes persons who identify themselves as Burmese, Hmong, Indonesian, Laotian, Pakistani, Thai, Cambodian, Sri Lankan, and so on.

The category **"Other Pacific Islander"** includes persons who identify themselves as Fijian, Tongan, Polynesian, Tahitian, and so on.

If you mark **"Some other race,"** print the race(s) or group(s) in the space provided.

Answer this question regardless of your citizenship status.

Qt. 7. *For persons born in the United States:*

Mark the **"In the United States"** box and then print the name of the state in which you were born. If you were born in Washington, D.C., print District of Columbia.

For persons born outside the United States:

Mark the **"Outside the United States"** box, and then print the name of the foreign country or area where you were born. Use current boundaries, not boundaries at the time of your birth. For example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (for example, Jamaica, not West Indies).

If you were born in a U.S. territory or commonwealth, print the name: Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, or Northern Marianas.

Qt. 8. If you were born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas, mark the **"YES, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas"** box. If you were born outside the United States (or at sea) and have at least one American parent, mark the **"Yes, born abroad of American parent or parents"** box. Mark the **"Yes, U.S. citizen by naturalization"** box only if you have completed the naturalization process and are now a United States citizen.

Qt. 9. If you entered the United States (that is, the 50 states and the District of Columbia) more than once, enter the latest year you came to live in the United States. Print the numbers in the boxes provided.

Qt. 10a. *A public school* is any school or college that is controlled and supported primarily by a local, county, state, or Federal government. Schools are *private* if supported and controlled primarily by religious organizations or other private groups.

Qt. 10b. Answer this question only if you were attending regular school or college in the last 3 months. Mark the box that corresponds to the grade level or college level you were attending.

Qt. 11. **Mark only one** box to indicate the highest grade or level of schooling you have **completed** or the **highest degree** you received.

Report schooling completed in foreign or ungraded schools as the equivalent level of schooling in the regular American school system.

If you completed high school by passing an equivalency test, such as the General Educational Development (GED) examination, and did not attend college, mark the category for **"High School Graduate."**

Some of the examples of *Professional school degrees* include medicine, dentistry, chiropractic, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law, and theology.

DO NOT include certificates, diplomas, or degrees for training in specific trades, such as computer and electronics technology, auto repair, medical assistant, cosmetology, and other fields at vocational, technical, or business schools.

DO NOT include honorary degrees awarded by colleges and universities to individuals for their accomplishments. Include only "earned" degrees.

Qt. 12. Print the ancestry group(s). Ancestry refers to your ethnic origin or descent, "roots," or heritage. Ancestry also may refer to your country of birth or your parents or ancestors before their arrival in the United States. Answer this question regardless of your citizenship status.

If you have more than one origin and cannot identify with a single ancestry group, report two ancestry groups (for example, German-Irish).

Do not report a religious group as your ancestry.

Qt. 13a. Mark the **"Yes"** box if you sometimes or always speak a language other than English at home.

Mark the **"No"** box if you speak only English, or if a non-English language is spoken only at school or is limited to a few expressions or slang.

Qt. 13b. Print the name of the language spoken. If you speak more than one non-English language and cannot determine which is spoken more often, report the one you first learned to speak.

Qt. 14a. If the person is a baby under 1 year of age, mark the **"Person is under 1 year old"** box. Do not complete any more questions for the baby and skip to item **H** on page 5.

If you lived at this address, mark the **"Yes, at this address"** box and then skip to question **15.**

If you did not live in the United States 1 year ago, mark the **"No, outside the United States"** box and print the name of the foreign country, or Puerto Rico, Guam, etc., where you lived. Be specific when printing the name of foreign country, for example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (not, for example, West Indies). Then skip to question **15.**

If you lived somewhere else in the United States 1 year ago, mark the **"No, at a different address in the United States"** box. Then in items **14b–c,** provide the city, county, state, and ZIP code where you lived 1 year ago.

Qt. 14b. Print the name of the city, town, post office, or military installation or base. If you lived in New England, print the name of the town rather than the village name, unless the name of the town is not known.

Qt. 14c. Mark the **"Yes"** box if the city or town is now inside the city/town limits even if it was not inside the limits 1 year ago; that is, if the area was annexed by the city/town during the 1 year period.

If you lived in Louisiana, print the parish name in the **"Name of county"** space. If you lived in Alaska, print the borough or census area name if known. If you lived in New York City and the county name is not known, print the borough name. If you lived in an independent city (not in any county) or in Washington, D.C., leave the **"Name of county"** space blank.

Qt. 15. Mark the **"Yes"** or **"No"** box to indicate whether you received food stamps during the past 12 months and provide the dollar amount received.

ANSWER QUESTIONS 16 AND 17 IF YOU ARE 5 YEARS OLD OR OLDER.

Qt. 16. Mark the **"Yes"** or **"No"** box for both parts a and b of question 16 to indicate whether you have any of the conditions listed.

Qt. 17. Mark the **"Yes"** or **"No"** box for parts a and b of question 17 to indicate whether you have any difficulty doing any of the activities listed.

ANSWER QUESTIONS 18 THROUGH 43 IF YOU ARE 15 YEARS OF AGE OR OLDER.

Qt. 18. Mark the **"Yes"** or **"No"** box for parts a and b of question 18 to indicate if you have any difficulty doing any of the activities listed.

Qt. 19. Answer this question if you are a female who is at least 15 years old and younger than 51 years old. Mark the **"Yes"** box if you have given birth to at least one child born alive in the past 12 months, even if the child died or no longer lives with the mother. Do not include miscarriages, or stillborn children, or any adopted, foster, or step-children.

Qt. 20a. Mark the **"Yes"** box if you have at least one of your own grandchildren younger than 18 years old living in this place.

Qt. 20b. Answer this question if you have at least one of your own grandchildren younger than 18 years old living in this place. Mark the **"Yes"** box if you are currently responsible for the basic needs of the grandchild or grandchildren.

Qt. 20c. Mark one box to indicate the length of time you have been providing for the basic needs of your grandchild(ren).

Qt. 21. If you served in the National Guard or military Reserves, mark the **"Yes"** category that applies only if you have ever been called up for active duty other than for training. If your only service was as a civilian employee or civilian volunteer for the Red Cross, USO, Public Health Service, or War or Defense Department, mark **"No, never served in the military."** Count **World War II** Merchant Marine service as active duty; **DO NOT** count other Merchant Marine service as active duty.

Qt. 22. Mark one or more boxes box for **EACH** period served, even if service in the period was brief or did not include the entire period of time.

Qt. 23. Do not round the answer. For example, if total service is 1 year and 10 months, mark the **"Less than 2 years"** box.

Qt. 24. *Count as work – Mark* ***"Yes"*** if you performed —

- Work for someone else for wages, salary, piece rate, commission, tips, or payments "in kind" (for example, food or lodging received as payment for work performed).
- Work in own business, professional practice, or farm.
- Any work in a family business or farm, paid or not.
- Any part-time work including babysitting, paper routes, etc.
- Active duty in Armed Forces.

Do not count as work – Mark ***"No"*** if you performed —

- Housework or yard work at home.
- Unpaid volunteer work.
- School work done as a student.
- Work done as a resident or inmate of an institution.

Qt. 25. Include the street type (for example, St., Road, Ave.) and the street direction (if a direction such as "North" is part of the address). For example, print 1239 N. Main St. or 1239 Main St., N.W. not just 1239 Main.

If the only known address is a post office box, give a description of the work location. For example, print the name of the building or shopping center where you work, the nearest intersection, or the nearest street where the workplace is located, etc. DO NOT GIVE A POST OFFICE BOX NUMBER.

If you worked at a military installation or military base that has no street address, report the name of the military installation or base, and a description of the work location (such as nearest street or intersection).

If you worked at several locations, but reported to the same location each day to begin work, print the street address of the location where you reported. If you did not report to the same location each day to begin work, print the address of the location where you worked most of the time last week.

If your employer operates in more than one location (such as a grocery store chain or public school system), print the street address of the location or branch where you worked. If the street address of a school is not known, print the name of the school, and a description of the location (such as the nearest street intersection).

If you worked on a college or university campus and the street address of the workplace is not known, print the name of the building where you worked and a description of the location (such as the nearest street or intersection).

If you worked in a foreign country or Puerto Rico, Guam, etc., print the name of the country and then go to question **26**.

Qt. 26. *If you usually used more than one type of transportation to get to work* (for example, drove to public transportation), mark the category of the one method of transportation that you used for most of the distance during the trip.

Qt. 27. If you were driven to work by someone who then drove back home or to a non-work destination, enter **"1"** in the box labeled **"Person(s)."**

DO NOT include persons who rode to school or some other non-work destination in the count of persons who rode in the vehicle.

Qt. 28. Give the time of day you usually *left to go to work.* **DO NOT** give the time that you usually began your work.

If you usually left to go to work sometime *between 12:00 o'clock midnight and 12:00 o'clock noon*, mark **"a.m."**

If you usually left to go to work sometime *between 12:00 o'clock noon and 12:00 o'clock midnight*, mark **"p.m."**

Qt. 29. Travel time is from door to door. Include time waiting for public transportation or picking up passengers in a carpool.

ANSWER QUESTIONS 30a THROUGH 33 ONLY IF YOU DID NOT WORK LAST WEEK.

Qt. 30a. You are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons.

Qt. 30b. If you work only during certain seasons or on a day-by-day basis when work is available, mark **"No."**

Qt. 30c. if you were informed by your employer, either formally or informally, that you will be recalled within the next 6 months, mark the **"Yes"** box. Also mark the **"Yes"** box if you have been given formally or informally, a specific date to return to work, even if that date is more than 6 months away.

Qt. 31. Mark **"Yes"** if you tried to get a job or start a business or professional practice at any time in the last 4 weeks; for example, registered at an employment office, went to a job interview, placed or answered ads, or did anything toward starting a business or professional practice.

Qt. 32. If you expected to report to a job within 30 days, mark **"Yes, could have gone to work."**

Mark **"No, because of own temporary illness"** only if you expected to be to work within 30 days.

If you could not have gone to work because you were going to school, taking care of children, etc., mark **"No, because of all other reasons."**

Qt. 33. Refer to the instructions for question **24** for what to count as work. Mark **"Over 5 years ago or never worked"** if you: (1) never worked at any kind of job or business, either full or part time, (2) never worked, with or without pay, in a family business or farm, and (3) never served on active duty in the Armed Forces.

Qt. 34. Refer to the instructions for question **24** to determine what to count as work. Include paid vacation, paid sick leave, and military service. Count every week in which you worked at all, even for an hour.

Qt. 35. If the hours worked each week varied considerably in the past 12 months, give an approximate average of the hours worked each week.

ANSWER QUESTIONS 36 THROUGH 41 ONLY IF YOU WORKED IN THE PAST 5 YEARS; OTHERWISE, SKIP TO QUESTION 42.

Qt. 36. Mark **"an employee of a PRIVATE NOT-FOR-PROFIT . . . organization"** if you worked for a cooperative, credit union, mutual insurance company, or similar organization.

Employees of foreign governments, the United Nations, U.S. Armed Forces, and other international organizations should mark **"a Federal GOVERNMENT employee"** box.

If you worked at a public school, college, or university, mark the appropriate *government* category; for example, mark **"a state GOVERNMENT employee"** for a state university, or mark **"a local GOVERNMENT employee"** for a county-run community college or a city-run public school.

Qt. 37. If you worked for a company, business, or government agency, print the name of the company, not the name of your supervisor. If you worked for an individual or a business that had no company name, print the name of the individual you worked for. If you worked in your own business, print "self-employed."

Qt. 38. Print one or more words to describe the business, industry, or individual employer named in question **37**. If there is more than one activity, describe only the major activity at the place where you worked. Enter what is made, what is sold, or what service is given.

Enter descriptions like the following: Metal furniture manufacturing, Retail grocery store, Petroleum refining, Cattle ranch.

Do not enter: Furniture company, Grocery store, Oil company, Ranch.

Qt. 40. Print one or more words to describe the kind of work you did. If you were a trainee, apprentice, or helper, include that in the description.

Enter descriptions like the following: Registered nurse, Personnel manager, High school teacher.

Do not enter single words such as: Nurse, Manager, Teacher.

ANSWER QUESTIONS 42a–h AND 43 ONLY IF YOU ARE 15 YEARS OF AGE OR OLDER.

Mark the **"Yes"** or **"No"** category for each part of the income questions and enter the amount received in the past 12 months for each "Yes" response.

If income from any source was received jointly, report the amount you earned or received, not the total amount you and the other person received jointly.

Qt. 42a. Include wages and salaries before deductions from **ALL** jobs. Be sure to include any tips, commissions, or bonuses. Owners of incorporated businesses should enter their salary here. Military personnel should include base pay plus cash housing and/or subsistence allowance, flight pay, uniform allotments, and re-enlistment bonuses. If yes, print the total amount in dollars.

Qt. 42b. Include **NONFARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated businesses you own.

Include **FARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated farm businesses you own. Also, exclude amounts from land rented for cash but include amounts from land rented for shares. Mark the loss box if there is a loss. If yes, print the total amount in dollars.

Qt. 42c. Include interest received or credited to checking and saving accounts, money market funds, certificates of deposit (CDs), IRAs, KEOGHs, and government bonds.

Include dividends received, credited, or reinvested from ownership of stocks or mutual funds.

Include profit (or loss) from royalties and the rental of land, buildings, or real estate, or from roomers or boarders. Income received by self-employed persons whose primary source of income is from renting property or from royalties should be included in question **42b** above. Include regular payments from an estate or trust fund. Mark the loss box if there is a loss. If yes, print the total amount in dollars.

Qt. 42d. Include amounts, before Medicare deductions, of Social Security and/or Railroad Retirement payments you received as a retired person, as a dependent of a deceased insured worker, and as a disabled worker. If yes, print the total amount in dollars.

Qt. 42e. Include Supplemental Security Income (SSI) received as an elderly, blind, or disabled person. If yes, print the total amount in dollars.

Qt. 42f. Include any public assistance or welfare payments you receive from the state or county welfare office. Do not include assistance received from private charities. Do not include assistance to pay heating or cooling costs. If yes, print the total amount in dollars.

Qt. 42g. Include retirement, survivor, or disability benefits received from companies and unions, Federal, state, and local governments, and the U.S. military. Include regular income from annuities and IRA or KEOGH retirement plans. If yes, print the total amount in dollars.

Qt. 42h. Include Veterans' (VA) disability compensation and educational assistance payments (VEAP); unemployment compensation, child support or alimony; and all other regular payments such as Armed Forces transfer payments, assistance from private charities, and regular contributions from persons not living in the household. If yes, print the total amount in dollars.

Do Not include the following as income in any item:

- Refunds or rebates of any kind
- Withdrawals from savings of any kind
- Capital gains or losses from the sale of homes, or shares of stock
- Inheritances or insurance settlements
- Any type of loan
- Pay in-kind such as food or free rent

Qt. 43. Add the total entries (subtracting losses) for **42a** through **42h** for the past 12 months and enter that number in the space provided. Mark the loss box if there is a loss. Print the total amount in dollars.

SUS RESPUESTAS SON CONFIDENCIALES Y REQUERIDAS POR LEY

La ley – secciones 9, 141, 143, 193, 214 y 221 del título 13 del Código de los EE.UU. – exige que sus respuestas se mantengan confidenciales. Nadie, excepto los empleados de la Oficina del Censo, puede ver su cuestionario completado y esas personas pueden ser multadas o encarceladas por divulgar cualquiera de sus respuestas.

La misma ley que protege la confidencialidad de sus respuestas requiere que usted provea la información que se le pide según su mejor conocimiento.

DE QUÉ TRATA LA ENCUESTA & ALGUNAS PREGUNTAS Y RESPUESTAS

¿Por qué hacemos una encuesta?

La Oficina del Censo está llevando a cabo la Encuesta sobre la Comunidad Estadounidense para proveer datos con más prontitud que los que generalmente se recopilan sólo una vez cada 10 años durante el censo decenal.

¿Qué hace la Oficina del Censo con la información que usted provee?

La Encuesta sobre la Comunidad Estadounidense será la fuente de datos que ponemos a la disposición de los gobiernos federales, estatales y locales, y del público. Los datos permitirán a los líderes de su comunidad en el gobierno, comercio y organizaciones sin fines de lucro planear eficazmente.

¿Por qué se seleccionó este alojamiento de grupo y cómo fui seleccionado?

Este GQ fue seleccionado de una lista de todos los GQ en su área. Los GQ y las personas se seleccionan al azar de esta lista cada año. Por esta razón no podemos sustituir otro GQ por éste. Una de las ventajas de una selección al azar es que podemos usarla para medir toda la población sin tener que entrevistar a cada persona en cada GQ. Para que esto funcione, no podemos sustituir instalaciones o a individuos en la muestra; la muestra tiene que ser verdaderamente al azar. Su participación es muy importante si vamos a producir estadísticas precisas de esta encuesta.

POR QUÉ LA OFICINA DEL CENSO HACE CIERTAS PREGUNTAS

A continuación se indican las razones por las cuales hacemos algunas de las preguntas en la encuesta.

Nombre
Los nombres ayudan a asegurar que las personas seleccionadas en este lugar para la encuesta no se listen dos veces. Las identidades de los individuos se mantienen confidenciales.

Lugar de nacimiento
Esta pregunta provee información que se usa para estudiar tendencias a largo plazo de la movilidad de las personas y para estudiar patrones de migración y diferencias en el aumento de la población.

Empleo
Las respuestas a las preguntas sobre el empleo de las personas proveen información sobre la variedad y los tipos de empleo en las diferentes áreas del país. Utilizando esta información, las comunidades pueden desarrollar programas de adiestramiento, y los negocios y gobiernos locales pueden determinar la necesidad de nuevas oportunidades de empleo.

Ingreso
El ingreso ayuda a determinar cuán bien viven las familias o las personas. La información sobre ingreso hace posible comparar los niveles económicos de diferentes áreas y cómo los niveles económicos para una comunidad cambian a través del tiempo. Los fondos para muchos programas gubernamentales se basan en las respuestas a estas preguntas.

Educación
Las respuestas a las preguntas sobre educación en la encuesta ayudan a determinar el número de escuelas públicas, programas de educación y servicios de cuidado diurno nuevos que se requieren en una comunidad.

Impedimentos
Las preguntas sobre impedimentos proveen los medios de asignar fondos federales para servicios de salud y nuevos hospitales en muchas comunidades.

CÓMO COMPLETAR EL CUESTIONARIO

Por favor, marque la categoría o categorías según le apliquen a usted. Algunas preguntas le piden que escriba la información en letra de molde. Vea los **Ejemplos** a continuación.

Cerciórese de que contesta todas las preguntas que le apliquen a usted. Lea las instrucciones y siga los pasos mientras completa el cuestionario. Las instrucciones para completar las preguntas sobre la persona comienzan en la página 6 de esta guía. Estas instrucciones le ayudarán a comprender las preguntas y contestarlas correctamente. Si necesita ayuda, llame al número de teléfono que el representante de campo le entregó.

EJEMPLOS DE ENTRADAS ESCRITAS Y MARCADAS

7. ¿Dónde nació usted?

☒ En los Estados Unidos – *Escriba en letra de molde el nombre del estado.*

OHIO

28. ¿A qué hora usualmente salía usted de su hogar para ir al trabajo LA SEMANA PASADA?

Hora Minutos

06 : 10

☒ a.m.
☐ p.m.

INSTRUCCIONES PARA COMPLETAR LAS PREGUNTAS DE LA ENCUESTA

Este cuestionario es un formulario bilingüe. Un lado está en inglés y el otro lado está en español.

Pregunta 1. Escriba en letra de molde su apellido, nombre e inicial en el espacio que se provee.

Anote su número de teléfono, incluyendo el código de área y la fecha de hoy. Escriba los números en las casillas que se proveen.

Pregunta 2. Marque una de las dos categorías para indicar su sexo.

Pregunta 3. Escriba su edad en años en su último cumpleaños. (Escriba “00” para bebés que tengan menos de un año.) Escriba el mes, día y año de su nacimiento. Escriba los números en las casillas que se proveen.

Pregunta 4. Marque la casilla **"Casado(a) actualmente"** sin tener en cuenta si su cónyuge está viviendo con usted, **a menos que** estén separados legalmente. Si su único matrimonio fue anulado, marque la categoría **"Nunca se ha casado".**

NOTA: POR FAVOR CONTESTE LAS PREGUNTAS 5 Y 6.

Pregunta 5. Usted es de origen español/hispano/latino si su origen o ascendencia es mexicano, mexicano-americano, chicano, puertorriqueño, cubano, argentino, colombiano, costarricense, dominicano, ecuatoriano, guatemalteco, hondureño, nicaragüense, peruano, salvadoreño, de otros países hispanohablantes del Caribe, América Central o América del Sur, o de España.

El término mexicano-americano se refiere a las personas de origen o ascendencia mexicana.

Si marca la categoría **"Sí, otro grupo español/hispano/latino",** escriba en letra de molde el nombre del grupo específico.

Si usted no es de origen español/hispano/latino, conteste esta pregunta marcando la casilla **"No, ni español/hispano/latino"**.

Conteste esta pregunta sin tener en cuenta su clasificación de ciudadanía.

Pregunta 6. Marque una o más categorías para indicar de qué raza se considera usted. Si marca la categoría "India americana o nativa de Alaska", también escriba en letra de molde el nombre de la tribu en la cual está inscrito(a). Si no está inscrito(a) en una tribu, escriba en letra de molde el nombre de la tribu principal.

Si marca la categoría **"Otra asiática**" u **"Otra de las islas del Pacífico"**, escriba en letra de molde el nombre del grupo o grupos específicos en el espacio provisto.

La categoría **"Otra asiática"** incluye a personas que se identifican como birmana, hmong, indonesia, laosiana, paquistaní, tailandesa, camboyana, ceilandesa, y así sucesivamente.

La categoría **"Otra de las islas del Pacífico"** incluye a personas que se identifican como fiyiana, tongana, polinesia, tahitiana, y así sucesivamente.

Si marca la casilla **"Alguna otra raza"**, escriba en letra de molde la(s) raza(s) o grupo(s) en el espacio provisto.

Conteste esta pregunta sin tener en cuenta su clasificación de ciudadanía.

Pregunta 7. *Para las personas que nacieron en los Estados Unidos:*

Marque la casilla **"En los Estados Unidos"** y luego escriba en letra de molde el nombre del estado donde usted nació. Si nació en Washington, D.C., escriba en letra de molde Distrito de Columbia.

Para las personas que nacieron fuera de los Estados Unidos:

Marque la casilla **"Fuera de los Estados Unidos"** y luego escriba en letra de molde el nombre del país extranjero o área donde usted nació. Use las fronteras actuales, no las fronteras que existían cuando usted nació. Por ejemplo, especifique si es Irlanda del Norte o la República de Irlanda (Eire); Corea del Norte o del Sur; Inglaterra, Escocia o Gales (no Gran Bretaña o el Reino Unido). Especifique el país o isla particular en el Caribe (por ejemplo, Jamaica, no las Antillas).

Si nació en territorio estadounidense, escriba en letra de molde: Puerto Rico, Guam, Islas Vírgenes de los EE.UU. o las Islas Marianas del Norte.

Pregunta 8. Si nació en Puerto Rico, Guam, Islas Vírgenes de los EE.UU. o las Islas Marianas del Norte, marque la casilla **"Sí, nació en Puerto Rico, Guam, las Islas Vírgenes de los Estados Unidos o las Islas Marianas del Norte".** Si usted nació fuera de los Estados Unidos (o en altamar) y tiene por lo menos un padre americano, marque la casilla "Sí, nació en el extranjero de padre o madre americano". Marque la casilla **"Sí, es ciudadano(a) de los Estados Unidos por naturalización"** sólo si usted ha completado el proceso de naturalización y ahora es ciudadano(a) de los Estados Unidos. Usted es de origen español/hispano/latino si su origen o ascendencia es mexicano, mexicano-americano, chicano, puertorriqueño, cubano, argentino, colombiano, costarricense, dominicano, ecuatoriano, guatemalteco, hondureño, nicaragüense, peruano, salvadoreño, de otros países hispanohablantes del Caribe, América Central o América del Sur, o de España.

Pregunta 9. Si usted vino a los Estados Unidos (es decir, los 50 estados y el Distrito de Columbia) más de una vez, anote el último año en el cual vino a vivir a los Estados Unidos. Escriba los números en las casillas que se proveen.

Pregunta 10a. *Una escuela pública* es cualquier escuela o universidad que está administrada y mantenida principalmente por el gobierno local, del condado, estatal o federal. Las escuelas son privadas si son mantenidas y controladas principalmente por organizaciones religiosas o grupos privados.

Pregunta 10b. *Sólo conteste esta pregunta si usted asistió a una escuela o una universidad regular durante los últimos tres meses. Marque la casilla que corresponde al grado o nivel universitario al que asistía usted.*

Pregunta 11. **Marque una sola casilla** para indicar el grado o nivel escolar más alto que usted ha **completado** o el **título más alto** que ha recibido.

Informe la educación completada en un país extranjero o en escuelas sin grados como el nivel de educación equivalente en el sistema educativo regular estadounidense.

Si usted completó la escuela secundaria al pasar un examen de equivalencia, tal como el Examen de Equivalencia de Escuela Secundaria (GED, por sus siglas en inglés), y no asistió a la universidad, marque la casilla **"Graduado(a) de escuela secundaria"**.

Algunos ejemplos de *Títulos profesionales* incluyen medicina, odontología, quiropráctica, optometría, osteopatía, farmacia, podología, veterinaria, derecho y teología.

NO incluya certificados, diplomas o títulos para adiestramiento en oficios específicos, tales como tecnología de computadoras y electrónica, reparación de autos, asistente médico, esteticista y otros oficios en escuelas vocacionales, técnicas o comerciales.

NO incluya títulos honorarios otorgados por universidades a individuos por sus logros. Sólo incluya títulos "ganados".

Pregunta 12. Escriba en letra de molde el grupo o los grupos de ascendencia. La ascendencia se refiere a su origen étnico o descendencia, "raíces" o herencia. La ascendencia también puede referirse al país donde usted o sus padres o antepasados nacieron antes de su llegada a los Estados Unidos. Conteste esta pregunta sin tener en cuenta su clasificación de ciudadanía.

Si usted tienen más de un origen y no puede identificarse con un grupo único de ascendencia puede informar dos grupos de ascendencia (por ejemplo, alemán-irlandés).

No informe un grupo religioso como la ascendencia de una persona.

Pregunta 13a. *Marque la casilla* **"Sí"** si usted a veces o siempre habla en su hogar un idioma que no sea inglés.

Marque la casilla **"No"** si usted sólo habla inglés, o si sólo habla un idioma que no sea inglés en la escuela o está limitado a algunas expresiones o jerga en ese otro idioma.

Pregunta 13b. *Escriba en letra de molde el nombre del idioma que se habla. Si usted habla más de un idioma que no sea inglés y tiene dificultad para determinar cuál se habla más, anote el idioma que usted aprendió a hablar primero.*

Pregunta 14a. *Si la persona es un bebé menor de 1 año de edad, marque la casilla* **"Persona es menor de 1 año de edad".** No conteste más preguntas sobre el bebé y pase a la sección H en la página 5.

Si usted vivía en esta dirección, marque la casilla **"Sí, en esta dirección"**. Luego, pase a la pregunta **15.**

Si usted no vivía en los Estados Unidos hace un año, marque la casilla **"No, fuera de los Estados Unidos"** y escriba en letra de molde el nombre del país extranjero o Puerto Rico, Guam, etc., donde vivía. Sea específico al escribir el nombre del país extranjero. Por ejemplo, especifique si es Irlanda del Norte o la República de Irlanda (Eire); Corea del Norte o del Sur; Inglaterra, Escocia o Gales (no Gran Bretaña o el Reino Unido). Especifique el país o isla particular en el Caribe (no, por ejemplo, las Antillas). Luego, pase a la pregunta **15.**

Si usted vivía en algún otro lugar en los Estados Unidos hace un año, marque la casilla **"No, en una dirección diferente en los Estados Unidos".** Luego, en la partida **14b-c,** escriba el nombre de la ciudad, el condado, y estado y código postal del lugar donde vivía hace un año.

Al escribir el nombre del país extranjero, por ejemplo, especifique si es Irlanda del Norte o la República de Irlanda (Eire); Corea del Norte o del Sur; Inglaterra, Escocia o Gales (no Gran Bretaña o el Reino Unido). Especifique el país o isla particular en el Caribe (no, por ejemplo, las Antillas). Luego, pase a la pregunta **15.**

Si usted vivía en algún otro lugar en los Estados Unidos hace un año, marque la casilla **"No, en una dirección diferente en los Estados Unidos".** Luego, en la partida **14b-c,** escriba el nombre de la ciudad, el condado, y estado y código postal del lugar donde vivía hace un año.

Pregunta 14b. *Escriba en letra de molde el nombre de la ciudad, el pueblo, la oficina postal, o la instalación o base militar. Si usted vivía en Nueva Inglaterra, escriba el nombre del pueblo en vez del de la villa, a menos que no conozca el nombre del pueblo.*

Pregunta 14c. *Marque la casilla* **"Sí"** si la ciudad o pueblo ahora está localizado dentro de los límites de la ciudad o pueblo aun si no estaba localizado dentro de los límites hace un año; es decir, si el área fue incorporada a la ciudad o pueblo durante el último año.

Si usted vivía en Louisiana, escriba en letra de molde el nombre de la parroquia en el espacio para "Nombre del condado". Si vivía en Alaska, escriba en letra de molde el nombre del distrito o área censal, si lo sabe. Si vivía en la ciudad de Nueva York y no sabe el nombre del condado, escriba en letra de molde el nombre del distrito. Si usted vivía en una ciudad independiente (no en un condado), o en Washington, D.C., deje en blanco el espacio "Nombre del condado".

Pregunta 15. *Marque la casilla* **"Sí"** o **"No"** para indicar si ha recibido cupones de alimentos durante los últimos 12 meses e indique la cantidad recibida en dólares.

CONTESTE LAS PREGUNTAS 16 y 17 SI USTED TIENE 5 AÑOS DE EDAD O MÁS.

Pregunta 16. *Marque la casilla* **"Sí"** o **"No"** en las partes a y b de la pregunta 16 para indicar si usted tiene algunas de las condiciones listadas.

Pregunta 17. *Marque la casilla* **"Sí"** o **"No"** en las partes a y b de la pregunta 17 para indicar si usted tiene alguna dificultad en llevar a cabo alguna de las actividades listadas.

CONTESTE LAS PREGUNTAS 18 A 43 SÓLO SI USTED TIENE 15 AÑOS DE EDAD O MÁS.

Pregunta 18. *Marque la casilla* **"Sí"** o **"No"** en las partidas a y b de la pregunta 18 para indicar si usted tiene alguna dificultad en llevar a cabo alguna de las actividades listadas.

Pregunta 19. *Conteste esta pregunta si usted es de sexo femenino, tiene por lo menos 15 años de edad y es menor de 51 años. Marque la casilla* **"Sí"** si usted ha dado a luz un hijo vivo en los últimos 12 meses, aun si el hijo falleció o si ya no vive con la madre. No considere abortos o hijos nacidos muertos, ni ningún hijo adoptivo, hijo de crianza o hijastro.

Pregunta 20a. *Marque la casilla* **"Sí"** si por lo menos uno de sus nietos menor de 18 años de edad vive en este lugar.

Pregunta 20b. *Conteste esta pregunta si por lo menos uno de sus nietos vive en este lugar. Marque la casilla* **"Sí"** si usted actualmente es responsable de las necesidades básicas de su nieto o nietos.

Pregunta 20c. *Marque una casilla para indicar la duración del tiempo que usted ha provisto las necesidades básicas de su nieto o nietos.*

Pregunta 21. *Si usted ha estado en servicio militar en la Guardia Nacional o la Reserva militar, marque una de las categorías "Sí" sólo si usted ha estado en servicio militar activo que no sea para entrenamiento. Si su único servicio fue como empleado civil o voluntario civil de la Cruz Roja, USO, Servicio de Salud Pública o Departamento de Defensa o de Guerra, marque la casilla* **"No, nunca estuvo en servicio militar".** Cuente el servicio en la Marina Mercante durante la **Segunda Guerra Mundial** como servicio activo; **NO** cuente otro servicio en la Marina Mercante como servicio activo.

Pregunta 22. *Marque una o más casillas para* **CADA** período en el cual la persona estuvo en servicio activo, aun si el período fue corto o no incluyó el período completo.

Pregunta 23. *No redondee la respuesta. Por ejemplo, si el servicio total es 1 año y 10 meses, marque la casilla* **"Menos de 2 años".**

Pregunta 24. *Cuente como trabajo – Marque el cuadrado* ***"Sí"*** si usted hizo:

- *Trabajo para otra persona por salario, sueldo, pago a destajo, comisión, propinas o pagos en especie (por ejemplo, comida o albergue recibido como pago por trabajo hecho).*
- *Trabajo en su propio negocio, práctica profesional o finca.*
- *Cualquier trabajo, pagado o no, en un negocio o finca de la familia.*
- *Cualquier trabajo a tiempo parcial, incluyendo el cuidar niños, repartir periódicos, etc.*
- *Servicio activo en las Fuerzas Armadas.*

No cuente como trabajo – Marque la casilla "No" si usted hizo:

- *Quehaceres domésticos o jardinería en el hogar.*
- *Trabajo voluntario sin paga.*
- *Tareas completadas como estudiante.*
- *Trabajo completado como residente de una institución.*

Pregunta 25. *Incluya el tipo de calle (por ejemplo, St, Road, Ave.); y la orientación de la calle (si la orientación, tal como "Norte", es parte de la dirección). Por ejemplo, escriba 1239 N. Main St. ó 1239 Main St., N.W. no solamente 1239 Main.*

Si la única dirección conocida es un apartado postal (PO Box), dé una descripción del lugar de trabajo. Por ejemplo, escriba en letra de molde el nombre del edificio o centro comercial donde usted trabaja, la intersección o calle más cercana y así sucesivamente. NO DÉ UN NÚMERO DE APARTADO POSTAL.

Si usted trabajó en una instalación o base militar que no tiene una dirección de calle, informe el nombre de la instalación o base militar y una descripción del lugar de trabajo (tal como la calle o intersección más cercana).

Si usted trabajó en varios lugares pero iba al mismo lugar cada día para empezar a trabajar, escriba en letra de molde la dirección de calle del lugar donde iba. Si usted no iba al mismo lugar cada día para empezar a trabajar, escriba en letra de molde la dirección del lugar donde trabajó la mayor parte del tiempo durante la semana anterior.

Si su empleador opera en más de un lugar (tal como una cadena de supermercados o sistema de escuelas públicas), escriba en letra de molde la dirección de calle del lugar o sucursal donde usted trabajó. Si no sabe la dirección de calle de una escuela, escriba en letra de molde el nombre de la escuela y una descripción del lugar (tal como la calle o intersección más cercana).

Si usted trabajó en un recinto universitario y no sabe la dirección de calle del lugar de trabajo, escriba en letra de molde el nombre del edificio donde trabajó y una descripción del lugar (tal como la calle o intersección más cercana).

Si usted trabajó en un país extranjero o Puerto Rico, Guam, etc., escriba en letra de molde el nombre del país extranjero y luego pase a la pregunta **26.**

Pregunta 26. *Si usted usualmente utilizó más de un medio de transporte para llegar al trabajo* (por ejemplo, usted condujo a un lugar que provee transporte público), marque la categoría del medio de transporte que utilizó durante la mayor parte del viaje.

Pregunta 27. *Si otra persona lo llevó al trabajo y luego regresó al hogar o condujo a un destino que no fuera el trabajo, anote* **1** en la casilla para **Persona(s).**

NO incluya en el recuento de personas que viajaron en el vehículo a las personas que viajaron a la escuela u otro destino que no fuera el trabajo.

Pregunta 28. *Dé la hora del día en que usted usualmente salía de su hogar para ir al trabajo.* **NO** dé la hora en que usted usualmente empezaba su trabajo.

Si usted usualmente salía de su hogar para ir al trabajo en algún momento *entre la medianoche y el mediodía,* marque **"a.m".**

Si usted usualmente salía de su hogar para ir al trabajo en algún momento *entre el mediodía y la medianoche,* marque **"p.m".**

Pregunta 29. *La duración del viaje es desde que sale de la casa hasta que llega al trabajo. Incluya el tiempo que le toma esperar por el transporte público o recoger a pasajeros en un "carpool".*

CONTESTE LAS PREGUNTAS 30a A 33 SÓLO SI USTED NO TRABAJÓ LA SEMANA PASADA.

Pregunta 30a. *Usted está suspendido (on layoff)* si está esperando que lo llamen para regresar a un trabajo del que estaba temporalmente separado por motivos relacionados con la empresa.

Pregunta 30b. *Si usted sólo trabaja durante ciertas temporadas o los días cuando hay trabajo disponible, marque la casilla* **"No".**

Pregunta 30c. *Marque la casilla* **"Sí"** si su empleador le informó, formal o informalmente, que sería llamado de nuevo dentro de los próximos seis meses. También marque **"Sí"** si le han indicado, formal o informalmente, una fecha específica para regresar al trabajo, aunque esa fecha esté seis meses en el futuro.

Pregunta 31. *Marque la casilla* **"Sí"** si usted intentó conseguir un trabajo o empezar un negocio o una práctica profesional durante cualquier momento en las últimas 4 semanas; por ejemplo, si está registrado(a) en una oficina de empleo, fue a una entrevista de trabajo, puso o respondió a anuncios, o hizo algo para empezar un negocio o práctica profesional

Pregunta 32. *Si usted tenía intenciones de comenzar un trabajo dentro de 30 días, marque el cuadrado* **"Sí, hubiera podido ir a trabajar".**

Marque el cuadrado **"No, debido a una enfermedad temporal propia"** sólo si usted espera trabajar dentro de 30 días.

Si usted no hubiera podido ir al trabajo porque asistía a la escuela, cuidaba a niños, etc., marque la casilla **"No, debido a otras razones (en la escuela, etc.)".**

Pregunta 33. *Refiérase a las instrucciones para la pregunta* **24** para determinar qué considerar como trabajo. Marque la casilla **"Hace más de 5 años o nunca trabajó"** si usted: (1) nunca trabajó en ningún tipo de trabajo o negocio, a tiempo completo o parcial, (2) nunca trabajó, con o sin paga, en un negocio o finca de la familia y (3) nunca estuvo en servicio activo en las Fuerzas Armadas.

Pregunta 34. *Refiérase a las instrucciones para la pregunta* **24** para determinar qué considerar como trabajo. Incluya días de vacaciones pagados, días por enfermedad pagados y servicio militar. Cuente toda semana durante la cual usted trabajó, aun si fuera por una hora.

Pregunta 35. *Si las horas trabajadas cada semana difirieron considerablemente durante los últimos 12 meses, dé un promedio aproximado de las horas trabajadas cada semana.*

CONTESTE LAS PREGUNTAS 36 A 41 SÓLO SI USTED TRABAJÓ EN LOS ÚLTIMOS 5 AÑOS; DE LO CONTRARIO, PASE A LA PREGUNTA 42.

Pregunta 36. *Marque la casilla* **"Empleado(a) de una organización PRIVADA SIN FINES DE LUCRO... "** si usted trabajó para una cooperativa, cooperativa de crédito, compañía de seguros mutuos u organización similar.

Los empleados de gobiernos extranjeros, las Naciones Unidas, las Fuerzas Armadas de los EE.UU. y otras organizaciones internacionales deben marcar la casilla **"Empleado(a) del GOBIERNO federal".**

Si usted trabajó en una escuela o universidad pública, marque la categoría apropiada para gobierno; por ejemplo, marque la casilla **"Empleado(a) del GOBIERNO estatal"** para una universidad estatal o marque la casilla **"Empleado(a) del GOBIERNO local"** para una universidad del condado o una escuela administrada por la ciudad.

Pregunta 37. *Si usted trabajó para una compañía, negocio o agencia gubernamental, escriba en letra de molde el nombre de la compañía, no el nombre de su supervisor. Si trabajó para un individuo o un negocio que no tiene un nombre de compañía, escriba en letra de molde el nombre del individuo para el cual trabajó. Si trabajó en su propio negocio, escriba en letra de molde "empleado(a) por cuenta propia".*

Pregunta 38. *Escriba en letra de molde unas palabras para describir el negocio, industria o empleador individual que anotó en la pregunta 37. Si hay más de una actividad, sólo describa la actividad principal en el lugar donde usted trabajó. Anote lo que se hace, lo que se vende o qué tipo de servicio se ofrece.*

Anote descripciones, como las siguientes: Fabricación de muebles de metal, supermercado al detal, refinería de petróleo, ganadería.

No anote: Mueblería, Supermercado, Compañía de petróleo, Rancho.

Pregunta 40. *Escriba en letra de molde unas palabras para describir el tipo de trabajo que usted hacía. Si era un practicante, aprendiz o asistente, incluya esto en la descripción.*

Anote descripciones como las siguientes: Enfermera graduada, Gerente de personal, Maestro de escuela secundaria.

No anote una palabra solamente, tales como: Enfermera, Gerente, Maestro.

CONTESTE LAS PREGUNTAS 42a-h Y 43 SÓLO SI USTED TIENE 15 AÑOS DE EDAD O MÁS.

Marque la categoría **"Sí"** o **"No"** para cada parte de las preguntas sobre ingreso y anote la cantidad recibida en los últimos 12 meses para cada respuesta "Sí".

Si se recibió en conjunto ingreso de cualquier fuente, informe la cantidad que usted ganó o recibió; no la cantidad total que usted y la otra persona recibieron en conjunto.

Pregunta 42a. *Incluya jornales y salarios antes de aplicarse las deducciones de* **TODOS** los trabajos. Asegúrese de incluir cualquier propina, comisión o bono. Los propietarios de negocios constituidos en sociedad (incorporados) deben anotar sus salarios aquí. El personal militar debe incluir su paga básica más la asignación de dinero para vivienda y/o subsistencia, pago por tiempo de vuelo, asignaciones de dinero para uniformes y bonos por reenganche. Si indica que sí, escriba la cantidad total en dólares.

Pregunta 42b. *Incluya ganancias (o pérdidas) de un empleo por cuenta propia en un negocio* **NO AGRÍCOLA** de propiedad única o en sociedad. No incluya ganancias (o pérdidas) de negocios incorporados que son propiedad suya.

Incluya ganancias (o pérdidas) de empleo por cuenta propia en su **FINCA** de propiedad única o en sociedad. No incluya ganancias (o pérdidas) de negocios agrícolas incorporados que son propiedad suya. Tampoco incluya cantidades por terreno alquilado por dinero en efectivo, pero incluya cantidades por terreno alquilado en aparcería. Marque la casilla de pérdida si hay una pérdida. Si indica que sí, escriba la cantidad total en dólares.

Pregunta 42c. *Incluya intereses recibidos o acreditados a cuentas corrientes y cuentas de ahorros, fondos del mercado monetario (money market), certificados de depósito (CD), cuentas de retiro individual (IRA), planes KEOGH y bonos del gobierno.*

Incluya dividendos recibidos, acreditados o reinvertidos de la propiedad de acciones o fondos comunes de inversión.

Incluya ganancias (o pérdidas) de derechos de autor, alquiler de terreno, edificios o bienes raíces, o de inquilinos o pupilos. El ingreso recibido por personas empleadas por cuenta propia cuya fuente principal de ingreso es el alquiler de propiedad o por derechos de autor debe incluirse en la pregunta anterior **42b.** Incluya pagos recibidos regularmente de una herencia o fideicomiso. Marque la casilla de pérdida si hay una pérdida. Si indica que sí, escriba la cantidad total en dólares.

Pregunta 42d. *Incluya cantidades, antes de las deducciones por Medicare, de pagos del Seguro Social o Retiro Ferroviario que usted ha recibido como persona jubilada, como dependiente de un empleado asegurado fallecido y como empleado incapacitado. Si indica que sí, escriba la cantidad total en dólares.*

Pregunta 42e. *Incluya ingreso de Seguridad de Ingreso Suplemental (SSI) que recibió por ser una persona de edad avanzada, ciega o impedida. Si indica que sí, escriba la cantidad total en dólares.*

Pregunta 42f. *Incluya cualquier pago de asistencia o bienestar público que usted recibe de la oficina de bienestar del gobierno estatal o del condado. No incluya asistencia recibida de instituciones benéficas privadas. No incluya asistencia para pagar costos de calefacción o aire acondicionado. Si indica que sí, escriba la cantidad total en dólares.*

Pregunta 42g. *Incluya pensiones por retiro, para sobrevivientes o por incapacidad recibida de compañías y sindicatos o uniones; gobiernos federal, estatal y local; y de las Fuerzas Armadas de los EE.UU. Incluya ingreso recibido regularmente de anualidades y planes de retiro IRA o KEOGH. Si indica que sí, escriba la cantidad total en dólares.*

Pregunta 42h. *Incluya pagos por compensaciones por incapacidad de la Administración de Veteranos (VA) y del Programa de Asistencia Educativa para Veteranos (VEAP); compensación por desempleo; pensión para hijos menores o pensiones alimenticias; y todos los otros pagos recibidos regularmente, tales como pagos de traslado de personal de las Fuerzas Armadas, asistencia de instituciones benéficas privadas, contribuciones regulares de personas que no viven en el hogar. Si indica que sí, escriba la cantidad total en dólares.*

No incluya lo siguiente como ingreso en ninguna pregunta:

- *Reembolsos o descuentos de cualquier tipo*
- *Retiros de cuentas de ahorros de cualquier tipo*
- *Ganancias o pérdidas de la venta de casas o acciones*
- *Herencias o acuerdos con compañías de seguros*
- *Cualquier tipo de préstamo*
- *Pagos en especie, tales como comida o alquiler gratuito*

Pregunta 43. *Sume las cantidades totales (restando las pérdidas) en* **42a** a **42h** para los últimos 12 meses y anote esta cantidad en el espacio que se provee. Marque la casilla de pérdida si hay una pérdida. Escriba la cantidad total en dólares.

Questions and Answers

American Community Survey

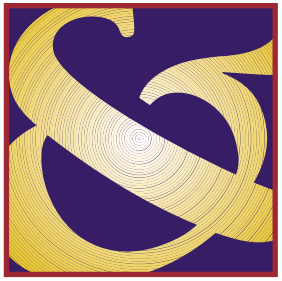
Group Quarters

ACS-51(GQ)
Issued September 2005

U S C E N S U S B U R E A U
Helping You Make Informed Decisions

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

United States Census 2010



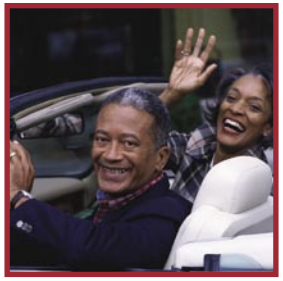
What is the American Community Survey?

It is a new survey the U.S. Census Bureau developed as part of the 2010 Decennial Census Program.

- The American Community Survey will provide critical economic, social, demographic, and housing information to this country's communities every year, instead of once in 10 years. Communities tell us the American Community Survey helps them make informed decisions and is a key to their future.
- The American Community Survey doesn't count the population, but it does provide information that reflects what the population looks like and how it lives. That information is vital for states and local communities in determining how to plan for schools, roads, senior citizen centers, and other goods and services.
- The Census Bureau conducts the American Community Survey in every county, American Indian and Alaska Native Area, and Hawaiian Home Land. It replaces the long form in the 2010 census and greatly simplifies operations so that the focus of the 2010 census is solely on counting the population.

I have not heard of the American Community Survey. How long have you been conducting it?

The American Community Survey began in 1996 in a sample of counties across the country. Today the survey is conducted in all U.S. counties and Puerto Rico municipios.



How can I see the results of the survey?

This information is published on the Census Bureau's American FactFinder® Web site at <factfinder.census.gov>. The data are provided in several formats for everyone from beginners (who may just want to look at the data) to experienced researchers.

American FactFinder® provides:

- Quick Tables that provide an overview of the data quickly.
- Geographic Comparison Tables that compare data for different places.
- Detailed Tables that provide more extensive data for more detailed research.

When will the results of the survey be available?

The results of the American Community Survey are released every summer. Survey results are released each year for areas of 65,000 or more people. For smaller areas, results are available in the form of 3-year and 5-year averages.

How do I benefit by answering the American Community Survey?

Federal agencies, states, and communities say that they do not have the up-to-date information they need to better understand community issues, respond to needs, and allocate programs and resources. As one community leader said, "Guessing is always fun, but seldom effective."

American Community Survey
E-mail: *cmo.acs@census.gov*
Phone: 1-888-346-9682
301-763-INFO (4636) [ACS data queries]

By responding to the American Community Survey questionnaire, you are helping your community establish goals, identify problems and solutions, locate facilities and programs, and measure the performance of community programs.

The American Community Survey data are used by:

- *Local governments* for budgeting, evaluating programs, and planning for community development projects.
- *Community programs*, such as those for the elderly, scout programs, libraries, banks, hospitals, and other community organizations to provide services to the community and to locate buildings, services, and programs.
- *Transportation planners* use journey-to-work information to make decisions to build new roads, or add capacity to existing roads and to develop transit systems, such as light rail or subways, by projecting future ridership.

Do the sampled Group Quarters (GQ) and individuals have to answer the questions on the American Community Survey?

Yes; your response to this survey is required by law (Title 13, United States Code, Sections 141 and 193). Title 13, as changed by Title 18, imposes a penalty for not responding. The survey is approved by the Office of Management and Budget. We estimate that the facility-level survey will take about 15 minutes to complete, and the individual survey will take about 25 minutes to complete.

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301-763-INFO (4636) [ACS data queries]

Why did you select this GQ facility, and how did I get selected?

This GQ was selected from a sample of all GQs in your area. The GQ and individuals are randomly selected from this list each year, so we cannot substitute another GQ for this one. One of the advantages of a random sample is that we can use it to measure the whole population without having to actually interview every person at every GQ. But in order for it to work, we cannot substitute sampled facilities or individuals—the sample has to be truly random. Your participation is very important if we're going to be able to produce accurate statistics from this survey.

How will the Census Bureau use the information that I provide?

The Census Bureau can only use the information you provide for statistical purposes and cannot publish or release information that would identify you. Your information will be used in combination with information from other individuals to produce statistical data for your community. Similar statistics will be produced for communities across the United States.

Will the Census Bureau keep my information confidential?

Yes. Your answers are confidential by law under Title 13, United States Code, Section 9. This law specifies that the Census Bureau can use the information provided by individuals for statistical purposes only and cannot publish or release information that would identify any individual.

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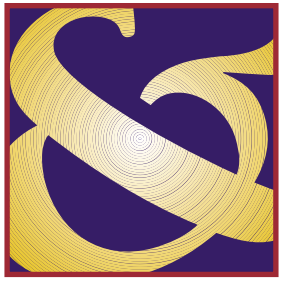


Can the police or any regulatory agency see my answers to the survey?

No. The Census Bureau protects the privacy of your information. The police cannot see it and no court of law can see it. No one can see or use your specific answers to enforce any type of law or amend any kind of benefit. Your individual responses will only be seen by authorized persons with a Census Bureau work-related need to know. The Census Bureau compiles and publishes summary data for geographical areas, and cannot publish or release information that would identify an individual.

If any Census Bureau employee were to violate these provisions, he or she would be subject to severe criminal sanctions imposed by Congress—up to 5 years' imprisonment and/or up to a $250,000 fine for any Census Bureau employee who violates those provisions (Title 13 U.S.C., Section 214, as amended by Title 18 U.S.C., Sections 3559 and 3571).

I am elderly, disabled, or otherwise unable to complete the American Community Survey questionnaire. What do I do?

You may designate another person to help you or a Census Bureau representative may assist you in completing the survey. Respondents may call their regional office for assistance. To produce the most accurate results, it is very important that every respondent selected for the survey participate.

American Community Survey
E-mail: *cmo.acs@census.gov*
Phone: 1-888-346-9682
301-763-INFO (4636) [ACS data queries]

Do I have to answer these questions every year?

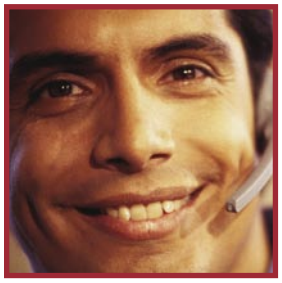
A random sample of GQ facilities in the U.S. and Puerto Rico and a random sample of the people staying at these sampled facilities are selected each year to participate in the ACS GQ data collection. You will not be asked to complete the ACS GQ questionnaire every year. You will be asked to complete the survey information only when you are randomly selected from all people staying at a sampled GQ.

It is important that each sampled person respond to this mandatory survey so that the Census Bureau can produce characteristics about the GQ populations in your community and in the U.S. each year.

Why does the American Community Survey ask one question about race and another question about Hispanic origin?

Race and Hispanic origin (or ethnicity) are considered distinct concepts and, therefore, require separate questions in censuses and surveys. Hispanics or Latinos may be of any race. The Office of Management and Budget issues the standards governing the collection of data on race and ethnicity, and all federal agencies, including the Census Bureau, must follow these standards.

American Community Survey
E-mail: *cmo.acs@census.gov*
Phone: 1-888-346-9682
301-763-INFO (4636) [ACS data queries]



Where can I get assistance or find more information about the American Community Survey?

For questions or assistance with completing this survey, call the Census Bureau's Regional Office nearest you as listed below:

Census Bureau Regional Offices	
Atlanta, GA	1-800-424-6974
Boston, MA	1-800-562-5721
Charlotte, NC	1-800-331-7360
Chicago, IL	1-800-865-6384
Dallas, TX	1-800-835-9752
Denver, CO	1-800-852-6159
Detroit, MI	1-800-432-1495
Kansas City, KS	1-800-728-4748
Los Angeles, CA	1-800-992-3530
New York, NY	1-800-991-2520
Philadelphia, PA	1-866-238-1374
Seattle, WA	1-800-233-3308

For more information about the American Community Survey, or to obtain survey results from past years, we encourage you to visit our Web site at:

www.census.gov/acs/www

You may also contact us by calling 301-763-INFO (4636), through e-mail at <cmo.acs@census.gov> or by mailing your information request to the following address:

American Community Survey
U.S. Census Bureau
4700 Silver Hill Rd., Room 1657-3
Washington, DC 20233-7500

American Community Survey
E-mail: *cmo.acs@census.gov*
Phone: 1-888-346-9682
301-763-INFO (4636) [ACS data queries]

AMERICAN
COMMUNITY
SURVEY

U.S. CENSUS BUREAU

E-mail: cmo.acs@census.gov

Phone: 1-888-346-9682

Internet:
www.census.gov/acs/www

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ACS-46(GQ)(2006) (1-2006)

The American Community Survey
Form Enclosed

YOUR RESPONSE IS REQUIRED BY LAW

U S C E N S U S B U R E A U

9/1/2005

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ACS-46(GQ)(PR)(2006) (10-2005)

Se Incluye el Cuestionario
de la Encuesta sobre la
Comunidad de Puerto Rico

SU RESPUESTA
ES REQUERIDA POR LEY

The Puerto Rico Community Survey
Form Enclosed

YOUR RESPONSE IS
REQUIRED BY LAW

U S C E N S U S B U R E A U

10/3/2005

Appendix D. Data Processing Recoded Variables

AFINC	Adjusted family income
AHINC	Adjusted household income
AINT	CPI Adjusted Interest, net rental, etc. income
AOI	CPI Adjusted other income amount
APA	CPI Adjusted SSI/AFDC/other welfare income
APERN	CPI Adjusted Persons earnings (signed)
APINC	CPI Adjusted Persons income (signed)
ARET	CPI Adjusted Retirement income
ASEM	CPI Adjusted Self-employment income
ASS	CPI Adjusted Social Security or Railroad Retirement
ASSI	CPI Adjusted Supplemental security income
ATI	CPI Adjusted Total income
AWAG	CPI Adjusted Wages/salary income
CITR	Citizenship recode
DS	Disability Recode
EMPR	Employment recode
ESP	Employment status of parents
ESR	Employment Status Recode
FINC	Family income
FNR	First Name Recode
GQR1	GQ Type recode 1
GQR2	GQ Type recode 2
GQR3	GQ Type recode 3
GRNT	Gross rent
GRPI	GRNT as a percentage of household income
HHL	Household language
HHT	Household/family type
HINC	Household income
HISR	Hispanic origin recode
HSGP	Hispanic origin group
IMPRC	Race imputation
LNGI	Linguistic isolation
LNR	Last name recode
LPOBR	Place of birth recode
MIGCCS	Metro status of residence 1 year ago
MIGMR	Migration - Metro/Nonmetro - US
MIGMRPR	Migration - Metro/Nonmetro - PR
MIGMSA	MSA code - residence 1 year ago
MIGPLDS	Migration place description
MIGPR	Migration - Place, County, State - US
MIGPRPR	Migration - County, State - PR

MSP	Married - spouse present/ spouse absent
NOC	Number of own children
NPF	Number of persons in family
NR	Presence of nonrelative in household
NRC	Number of related children
OC	Own child
OCCG	Occupation recode
OCPI	SMOC as a percentage of household income
PAOC	Presence and age of own children
PERN	Persons earnings (signed)
PINC	Persons income (signed)
POBR	Place of birth
POV	In poverty
POVPI	Poverty index
POWCCS	Metro status code of place of work
POWMSA	MSA/PMSA of place of work
PSF	Presence of subfamilies in household
PWCR	Place of work -- State, County
PWMAR	Place of work -- metro/non-metro
PWMR	Place of work -- MCD
PWPR	Place of work -- Place
R18	Presence of persons <18 in household
R60	Presence of persons 60+
R65	Presence of persons 65+
RACER	Race recode 1
RACR2	Race recode 2
RC	Related child
RCGP	Race group
RELAL	Relationship allocation flag
RELECON	Relationship to ref. person (ECON def)
RELR	Other relative flag
RNFG	Age random number generator flag
SECAL	Secondary REL allocation flag
SFN	Subfamily Number
SFR	Subfamily Relationship
SMOC	Selected monthly owner costs
SNR	Spanish Surname Recode
SRNT	Specified rent
SUMINC	Sum of income components
SVAL	Specified value
TEMPYBL	Year built recode
TNWLA	Temporary NW on layoff
TPOW	Temporary place of work
TUNPD	Temporary unpaid

UTYPE	Unit type recode
VPS	Veterans period of service
VTYPE	Property value type
WIF	Workers in family
XCOW	Class of worker before JOINT
XIND	Industry before JOINT
XINT	Interest income before JOINT
XOCC	Occupations before JOINT
XOI	Other income before JOINT
XPA	Public assistance income before JOINT
XRET	Retirement income before JOINT
XSCHL	Educational attainment before SCH
XSEM	Self-employment income before JOINT
XSS	Social Security income before JOINT
XSSI	Supplementary Security income before JOINT
XTI	Total income before JOINT
XWAG	Wages/salary income before JOINT
XWKH	Hours worked before JOINT
XWKL	When last worked before JOINT
XWKW	Weeks worked before JOINT
YOER	Year of entry recode

Glossary of Terms

100-Percent Data. A term used in 2000 to describe the data that were asked of "100 percent" of the population in Census 2000. That is, questions that were collected for all people on both the census short form and long form questionnaires. In 2000, this included sex, relationship, age/date of birth, Hispanic origin, race, and tenure.

Accessibility. One of four key dimensions of survey quality, accessibility refers to the ability of the data users to readily obtain and use survey products.

Acceptability Index. The average number of basic ACS items reported per person, including sex, age (counted double), relationship, marital status, Hispanic origin, and race. A questionnaire for an occupied unit must have an acceptability index of 2.5 or greater to be considered an interview.

Accuracy. One of four key dimensions of survey quality. Accuracy refers to the difference between the survey estimate and the true (unknown) value. Attributes are measured in terms of sources of error (for example, coverage, sampling, non-response, measurement, and processing.)

Address Control File. The residential address list used in the 1990 census to label questionnaires, control the mail response check-in operation, and determine the non-response follow-up workload.

Address Corrections from Rural Directories. A post-Census 2000 MAF improvement operation where Census Bureau staff reviewed commercial directories for 300 rural counties in 10 Midwestern states to obtain new city-style addresses for MAF records that did not contain a city-style address. Conducted in 2002, over 15,000 city-style addresses were associated with MAF records that previously lacked a city-style address.

Address Listing. A Census 2000 field operation to develop the address list in areas with predominantly non-city-style mailing addresses. A lister captured the address and/or a physical/location description for each living quarters within a specified assignment area. The lister marked the location of each residential structure on a block map by placing a spot on the map indicating its location and assigning a map spot number. The lister also updated and corrected features on the map if necessary. This activity was called "prelist" in the 1990 census.

Administrative Entities. Geographic areas, usually with legally defined boundaries but often without elected officials, created to administer elections and other governmental functions. Administrative areas include school districts, voting districts, ZIP codes, and non-functioning Minor Civil Divisions (MCDs) such as election precincts, election districts, and assessment districts.

Allocation. Imputation method required when values for missing or inconsistent items cannot be derived from the existing response record. In these cases, the imputation must be based on other techniques such as using answers from other people in the household, other responding housing units, or people believed to have similar characteristics. Such donors are reflected in a table referred to as an allocation matrix.

American Community Survey Alert. This periodic electronic newsletter informs data users and other interested parties about news, events, data releases, Congressional actions, and other developments associated with the ACS.

American Community Survey Demonstration Program. The full set of testing, research, and development program activities that started in 1994 and continued until the ACS was fully implemented in 2005.

American Community Survey Full Implementation. The period beginning in January 2005 during which the ACS interviewing of its housing unit sample was conducted in every county and Puerto Rico *municipio* as well as all American Indian and Alaska Native Areas and Hawaiian Home Lands. The full implementation initial sample size is approximately 3 million addresses each year, and will include GQ facilities beginning in January 2006.

American Community Survey Test Sites. The ACS demonstration program expanded from an initial four test counties in 1996 to 36 test counties in 1999. When the term ACS test site is used, it refers to data from these 36 counties.

American Fact Finder (AFF). An electronic system for access and dissemination of Census Bureau data on the Internet. The system offers pre-packaged data products and user-selected data tables and maps from Census 2000, the 1990 Census of Population and Housing, the 1997 and 2002 Economic Censuses, the Population Estimates Program, annual economic surveys and the ACS.

American Indian Area, Alaska Native Area, Hawaiian Home Land (AIANAHH). A Census Bureau term referring to the following types areas: federal and state American Indian reservations, American Indian off-reservation trust land areas (individual or tribal), Oklahoma tribal statistical areas (in 1990 tribal jurisdictional statistical area), tribal designated statistical areas, state designated American Indian statistical areas, Alaska Native Regional Corporations, Alaska Native village statistical areas, and Hawaiian home lands.

Assignment. Imputation method in which values for a missing or inconsistent item can be derived from other responses from the sample housing unit or person. For example, a first name can be used to determine and assign the sex of a person.

Automated Address Unduplication. An ongoing MAF improvement activity completed twice a year (coinciding with the DSF refresh of the MAF) where, through automated means, pairs of city-style addresses are identified as identical based on house number, street name, five-digit ZIP

code, and within structure identifier (if one exists). These addresses are linked for future operations to control duplication.

Automated Clerical Review. The ACS program run on raw mail return data to determine whether or not a case goes to failed-edit follow-up. The name reflects the fact that it was originally done clerically. The operator checks for missing content and for large households (more than 5 members) and for coverage inconsistencies.

Automated Editing. Editing that is accomplished using software, as opposed to being done clerically.

Automated Listing and Mapping Instrument (ALMI). Software used primarily by Census Bureau field representatives for the purpose of locating an address or conducting an address listing operation. The ALMI combines data from the MAF and the TIGER to provide users with electronic maps and associated addresses. ALMI functionality allows users to edit, add, delete, and verify addresses, streets, and other map features, view a list of addresses associated with a selected level of geography, and view and denote the location of housing units on the electronic map.

Automated Review Tool (ART). A web-based computer application designed to help subject matter analysts quickly review and approve ACS estimates.

Automated Review Tool II (ART II). The next generation of the ART. It is aimed at providing analysts with reports at a more detailed level than the previous version.

Base Tables. Tables that provide the most detailed estimates on all topics and geographic areas from the ACS. Base tables also include totals and sub-totals. These tables form the data source for the "Derived Products." Base tables are also known as detailed tables.

Base Weight. The base weight for an address is equal to the inverse of the probability with which the address was selected for the sample as determined by the sample design. Since these weights are based only on the initial probability of selection, they are known as *a priori* to the data collection phase. This is the weight for a housing unit before any adjustments are made. The base weight is also known as the unbiased weight.

Be Counted Enumeration and Be Counted Questionnaire. The Be Counted program provided a means for people who believed they were not counted to be included in Census 2000. The Census Bureau placed Be Counted questionnaires at selected sites that were easily accessible to and frequented by large numbers of people. The questionnaires also were distributed by the Questionnaire Assistance Centers and in response to requests received through Telephone Questionnaire Assistance.

Blaise. An authoring application that produces an instrument used to collect data using CATI or CAPI.

Block. A sub-division of a census tract (or, prior to 2000, a block numbering area), a block is the smallest geographic entity for which the Census Bureau tabulates decennial census data. Many blocks correspond to individual city blocks bounded by streets, but blocks - especially in rural areas - may include many square miles and may have some boundaries that are not streets. The Census Bureau established blocks covering the entire nation for the first time in 1990. Previous censuses back to 1940 had blocks established only for part of the nation. Over 8 million blocks were identified for Census 2000.

Block Canvassing. A Census 2000 field operation to ensure the currency and completeness of the Master Address File within the mailout/mailback area. Listers traveled in their assignment areas to collect and verify information to ensure that their address listing pages (derived from the Master Address File) contained a mailing address for every living quarters. They especially looked for hidden housing units (such as attics, basements, or garages converted into housing units) and houses that appeared to be one unit but actually contained multiple housing units. They also updated and corrected their Census Bureau maps.

Block Group. A sub-division of a census tract (or, prior to 2000, a block numbering area), a block group is a cluster of blocks having the same first digit of their four-digit identifying number within a census tract.

Boundary and Annexation Survey (BAS). An annual survey of all counties and statistically equivalent entities, all or selected incorporated places and minor civil divisions, all or selected federally recognized American Indian reservations and off-reservation trust lands, and Alaska Native Regional Corporations, to determine the location of legal limits and related information as of January 1 of the survey year.

Case Management. A tool used by field representatives that allows them to manage their interview assignments on their laptops.

Census 2000 Supplementary Survey (C2SS). The Census 2000 Supplementary Survey was an operational test conducted as part of the research program in Census 2000, and used the ACS questionnaire and methods to collect demographic, social, economic, and housing data from a national sample. This evaluation study gave the Census Bureau essential information about the operational feasibility of converting from the census long form sample to the ACS.

Census County Division (CCD). A sub-division of a county that is a relatively permanent statistical area established cooperatively by the Census Bureau and state and local government authorities. Used for presenting decennial census statistics in those states that do not have well-defined and stable minor civil divisions that serve as local governments.

Census Designated Place (CDP). A statistical entity that serves as a statistical counterpart of an incorporated place for the purpose of presenting census data for a concentration of population, housing, and commercial structures that is identifiable by name, but is not within an incorporated place. CDPs usually are delineated cooperatively with state, Puerto Rico, Island Area, local, and

tribal government officials, based on the Census Bureau guidelines. For Census 2000, CDPs did not have to meet a population threshold to quality for the tabulation of census data.

Census Geography. A collective term referring to the types of geographic areas used by the Census Bureau in its data collection and tabulation operations, including their structure, designations, and relationships to one another.

Census Information Center (CIC). The Census Information Center program is a cooperative activity between the Census Bureau and the national non-profit organizations representing interests of racial and ethnic communities. The program objective is to make census information and data available to the participating organizations for analysis, policy planning, and for further dissemination through a network of regional and local affiliates. For a listing of the organizations and the contacts, access http://www.census.gov/clo/www/cic.html.

Census Sample Data. Population and housing information collected only on the census long form for a sample of households.

Census Tract. A small, relatively permanent statistical sub-division of a county delineated by a local committee of census data users for the purpose of presenting data. Census tract boundaries normally follow visible features, but may follow governmental unit boundaries and other non-visible features; they always nest within counties. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts average about 4,000 inhabitants.

City-Style Address. An address that consists of a house number and street or road name; for example, 201 Main Street. The address may or may not be used for the delivery of mail, and may include apartment numbers/designations or similar identifiers.

Coding. The process of associating numeric codes with write-in strings. For example, the write-in associated with Place of birth is turned into a 3-digit code.

Coefficient of Variation (CV). The ratio of the standard error (square root of the variance) to the value being estimated, usually expressed in terms of a percentage (also known as the relative standard deviation). The lower the CV, the higher the relative reliability of the estimate.

Cold Deck Values. The values used to initialize matrices used for hot-deck allocation.

Collapsing. Reducing the amount of detail shown in a base table to comply with data release rules.

Community Address Updating System (CAUS). A post-Census 2000 MAF improvement program that provides a systematic methodology for enhancement and update of address and feature information. Designed to provide a rural counterpart to the update of the city-style addresses received from the U.S. Postal Service's Delivery Sequence File, CAUS identifies and

conducts listing operations in selected geographic areas suspected of experiencing growth that is either not available from or appears to be incomplete in the U.S. Postal Service's Delivery Sequence File. Address and feature updates collected for CAUS are added to the MAF and TIGER.

Complete Interview. The ACS interview is classified as complete when all applicable questions have been answered on the mail form, or during a CATI or CAPI interview. The interview may include responses of "Don't Know" and "Refused" to specific questions.

Computer Assisted Personal Interviewing (CAPI). A method of data collection in which the interviewer asks questions displayed on a laptop computer screen and enters the answers directly into a computer.

Computer Assisted Telephone Interviewing (CATI). A method of data collection using telephone interviews in which the questions to be asked are displayed on a computer screen and responses are entered directly into a computer.

Confidence Interval. The sample estimate and its standard error permit the construction of a confidence interval that represents the degree of uncertainty about the estimate. Each ACS Community Survey estimate is accompanied by the upper and lower bounds of the 90 percent confidence interval, or the 90 percent margin of error, from which a confidence interval can be constructed. A 90 percent confidence interval can be interpreted roughly as providing 90 percent certainty that the interval defined by the upper and lower bounds contains the true value of the characteristic.

Confidentiality. The guarantee made by law (Title 13, United States Code) to individuals who provide census information, regarding non-disclosure of that information to others.

Congressional Tool Kit. A collection of documents, originally distributed as hard copies in 3-ring binders, and now available as PDF documents, for Members of Congress that explains how and why the ACS is conducted, its benefits, and how to obtain additional information. It is located on-line at <http://www.census.gov/acs/www/SBasics/congress_toolkit/toolkit.htm>.

Control File. A file which represents the current status of any case in sample in the ACS.

Controlled. During the ACS weighting process, the intercensal population and housing estimates are used as survey controls. Weights are adjusted so that ACS estimates conform to these controls.

Count Question Resolution (CQR). A process followed in Census 2000 whereby state, local, and tribal governmental officials could ask the Census Bureau to verify the accuracy of the legal boundaries used for Census 2000, the allocation of living quarters and their residents in relation to those boundaries, and the count of people recorded by the Census Bureau for specific living quarters.

Cross Tabulation. The joint distribution of two or more data characteristics, where each of the categories of one characteristic is repeated for each of the categories of the other characteristic(s). A cross-tabulation in a base table is denoted where "BY" is used as the conjunction between characteristics; for example, "AGE BY SEX" or "AGE BY SEX BY RACE."

Current Population Survey (CPS). Monthly sample survey of the U.S. population that provides employment and unemployment estimates as well as current data about other social and economic characteristics of the population. Collected for the Bureau of Labor Statistics by the Census Bureau.

Current Residence. The concept used in the ACS to determine who should be considered a resident of a sample household. Everyone who is currently living or staying at a sample address is considered a resident of that address, except people staying there for two months or less. People who have established residence at the sample unit and are away for only a short period of time are also considered to be current residents.

Data Capture File. The repository for all data captured from mail return forms and by CATI and CAPI Blaise instruments.

Data Collection Mode. One of three ACS methods (mail, telephone, personal visit) of data collection.

Data Profiles. Data products containing estimates of key demographic, social, economic, and housing characteristics.

Data Swapping. Data swapping is a method of disclosure avoidance designed to protect confidentiality in data. Data swapping is done by editing the source data or exchanging records for a sample of cases. A sample of households is selected and matched on a set of selected key variables with households in neighboring geographic areas that have similar characteristics. Because the swap often occurs within a neighboring area, there is usually no effect on the marginal totals for the area or for totals that include data from multiple areas.

De Facto Residence Rules. De facto mean "in fact." A de facto residence rule would define survey residents as all people living or staying at the sample address at the time of the interview without considering other factors such as the amount of time they will be staying there. Such a rule would exclude people away from a regular residence even if they were away for only that one day. The ACS is using a de facto residence rule when determining the residents of GQ facilities eligible to be sampled and interviewed for the survey.

Delivery Sequence File (DSF). A U.S. Postal Service (USPS) computer file containing all mailing addresses serviced by the USPS. The USPS continuously updates the DSF as its letter carriers identify addresses for new delivery points and changes in the status of existing addresses. The Census Bureau uses the DSF as a source for maintaining and updating its MAF.

Demographic Area Address Listing (DAAL). A post-Census 2000 program associated with coverage improvement operations, address list development, and automated listing for the CAUS and demographic household surveys. The program uses automated listing methods to update the inventory of living quarters, and also updates the street network in selected blocks.

Derived Products. Derived products are informational products based largely on estimates from the base tables.

Detailed Tables. See **Base Tables**.

Disclosure Avoidance (DA). Statistical methods used in the tabulation of data prior to releasing data products to ensure the confidentiality of responses. See **Confidentiality**.

Disclosure Review Board (DRB). A board comprised of Census Bureau staff who review and must approve all data products based on disclosure avoidance rules before they can be released to the public.

Edit. To subject data to program logic to check for missing data and inconsistencies.

Edit Management and Messaging Application. An Internet application used by ACS subject-matter analysts to show the status of edit review and to relay analysts' relevant comments.

Estimates. Numerical values obtained from a statistical sample and assigned to a population parameter. Data produced from the ACS interviews are collected from samples of housing units. These data are used to produce estimates of the actual figures that would have been obtained by interviewing the entire population using the same methodology.

Evaluation Studies. Research and evaluation conducted by Census Bureau staff and external experts to assess a broad set of topics including the feasibility and the quality of the data products produced by the ACS. Reports of these studies can be found at www.census.gov/acs/www/AdvMeth/Reports.htm.

Failed Edit Follow-Up (FEFU). Data collection activity of mail response records designed to collect missing information. Mail returns failing the automated clerical review edit are contacted by telephone.

Federal Agency Information Program (FAIP). A long-term program of information and technical partnership with federal agencies. The FAIP is designed to establish a relationship with each agency that will identify the unique opportunities and challenges it faces in using ACS data. The program targets assistance based on the needs and resources of each federal agency in order to help the agency make a smooth transition to using ACS data.

Federal Government Unit (FGU). Any of a variety of civil divisions; places and is used for sampling.

Federal Register Notice. Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the Federal Register is the official daily publication for rules, proposed rules, and notices of federal agencies and organizations, as well as executive orders and other presidential documents. Information describing proposed data collection must be posted on the Federal Register for public review and comment for a 30-day period and must take place before the OMB can provide final clearance for the data collection.

Federal-State Cooperative Program for Population Estimates (FSCPE). FSCPEs are state-level organizations, designated by their respective governors, to work cooperatively with the Census Bureau's Population Estimates Program in the production of sub-national population estimates and in making data broadly available to the public.

Field Representative (FR). A Census Bureau employee who interviews people to obtain information for a census or survey.

File Transfer Protocol (FTP). A process that allows a user to download large files and datasets from American FactFinder.

Final Outcome Code. A code assigned to a CATI or CAPI case at the conclusion of the data collection which characterizes the status of the case, such as "completed occupied interview" or "respondent refusal non-interview."

First Stage Sample. ACS first stage sampling maintains five 20 percent partitions of the MAF by determining which addresses were in the first stage sample four years prior and excluding them. This ensures that no address is in sample more than once in any five year period. The first phase sample is the universe from which the second phase sample is selected.

Five-Year Estimates. Estimates based on five years of ACS data. These estimates are meant to reflect the characteristics of a geographic area over the entire 60 month period, and will be published for all geographic areas down to the census block group level.

Functioning Governmental Unit (FGU). A general purpose government that has the legal capacity to elect or appoint officials, raise revenues, provide surveys, and enter into contracts.
General Coding. The process whereby write-in answers to Hispanic origin, race, ancestry, and language are categorized into codes. This is accomplished using an automated system approach, relying on a set of growing dictionaries of write-ins against which responses are computer matched. Responses that are not found in the dictionaries are sent to subject matter experts who code them. These new responses are added to the computer dictionaries for subsequent use.

Geocoding. The assignment of an address, structure, key geographic location, or business name to a location that is identified by one or more geographic codes. For living quarters, geocoding usually requires identification of a specific census block.

Geographic Summary Level. A geographic summary level specifies the content and the hierarchical relationships of the geographic elements that are required to tabulate and summarize data. For example, the county summary level specifies the state-county hierarchy. Thus, both the state code and the county code are required to uniquely identify a county in the United States or Puerto Rico.

Government Printing Office (GPO). A federal agency responsible for producing, procuring, and disseminating printed and electronic publications of the Congress as well as the executive departments and establishments of the federal government.

Governmental Unit Measure of Size (GUMOS). The smallest measure of size associated with a given block. It is used in the sample selection operation to determine the initial sampling rate at the block level.

Group Quarters (GQ) Facilities. A GQ facility is a place where people live or stay that is normally owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care, as well as other types of assistance. Residency is commonly restricted to those receiving these services. People living in GQ facilities are usually not related to each other. The ACS collects data from people living in both housing units and GQ facilities.

Group Quarters Facilities Questionnaire (GQFQ). A Blaise-based automated survey instrument that FRs use to collect new or updated information about a GQ facility. Questions in this survey include facility name, mailing and physical address, telephone number, GQ contact name and telephone number, special place name, and the GQ facility's maximum occupancy and current number of people staying in the GQ facility.

Group Quarters Geocoding Correction Operation. A post-Census 2000 MAF improvement operation implemented to correct errors (mostly census block geocodes) associated with college dormitories in MAF and TIGER. Conducted by Census Bureau staff, source materials for over 20,000 dormitories were reviewed and used to identify and correct MAF/TIGER errors.

Group Quarters Listing Sheet. This form is pre-printed with information such as GQ name and control number for sample GQ facilities. It is used by field representatives (FRs) when the GQ administrator is unable to provide a list of names or occupied bed locations for person-level sample selection.

Groups Quarters Measure of Size (GQMOS). The expected population of a given GQ facility divided by 10. It is used in the sample selection operation to determine the universe of sample units to be sampled. A sample unit is a cluster or group of 10 people.

Hot Deck Imputation. An approach for filling in missing answers with information from like households or persons, with donors determined by geographic location or specific characteristics reported. Hot deck imputation continually updates matrices with data from donors with acceptable data and then provides values from such matrices to recipients who need data.

Household. A household includes all the people who occupy a housing unit that meet all the residence rules of a survey or census.

Housing Unit (HU). A house, apartment, mobile home or trailer, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building and have direct access from outside the building or through a common hall. For vacant units, the criteria of separateness and direct access are applied to the intended occupants whenever possible.

Imputation. When information is missing or inconsistent, the Census Bureau uses imputation methods to assign or allocate values. Imputation relies on the statistical principle of "homogeneity," or the tendency of households within a small geographic area to be similar in most characteristics

Interactive Voice Recognition (IVR). An automated telephone application which allows the caller to hear prerecorded responses to frequently asked questions. The caller may proceed through the application by entering numbers from the telephone key pad or by speaking responses to select which messages he/she wants to hear. The caller may also elect to speak to an interviewer instead of listening to the recorded responses.

Intercensal Estimates. Official Census Bureau estimates of the population of the United States, states, metropolitan areas, cities and towns, and counties; also official Census Bureau estimates of HUs.

Interim Codes. These are codes assigned to a sample GQ assignment in the GQFQ system by an FR when scheduling a personal visit to a sample ACS GQ facility, when additional research is needed to locate the GQ facility, or when a return visit to the GQ facility is needed to obtain additional survey information.

Interpolation. Interpolation is frequently used in calculating medians or quartiles based on interval data and in approximating standard errors from tables. Linear interpolation is used to estimate values of a function between two known values. Pareto interpolation is an alternative to linear interpolation. In Pareto interpolation, the median is derived by interpolating between the logarithms of the upper and lower income limits of the median category.

Interview Monitoring. A process in which CATI supervisors, for quality control purposes, listen to interviewers while they are conducting interviews with respondents to assure that the

interviewer is following all interviewing procedures correctly. The interviewer is not told when the supervisor is listening, but is given feedback on his/her performance after the monitoring.

Item Non-Response. The failure to obtain valid responses or responses consistent with other answers for individual data items.

Iterations. Sub-groups of the original tabulation universe, especially by race, Hispanic origin, ancestry, and tribal groups. For example, many ACS base tables are iterated by nine race and Hispanic origin groups.

Joint Economic Edit. An edit which looks at the combination of multiple variables related to a person's employment and income, thereby maximizing the information used for filling any missing related variables.

Key-From-Image (KFI). An operation in which keyers use a software program to capture questionnaire responses by typing responses directly into the scanned image of a questionnaire displayed on their work station screen.

Key-From-Paper (KFP). An operation in which keyers use a software program to capture questionnaire responses from a hard-copy of the questionnaire.

Legal Entity. A geographic entity whose origin, boundary, name, and description result from charters, laws, treaties, or other administrative or governmental action, such as the United States, states, the District of Columbia, Puerto Rico, the Island Areas, counties, cities, boroughs, towns, villages, townships, American Indian reservations, Alaska Native villages, Congressional districts, and school districts. The legal entities and their boundaries that the Census Bureau recognizes are those in existence on January 1 of each calendar year.

List/Enumerate. A method of decennial census data collection in some of the more remote, sparsely populated areas of the United States and the Island Areas, where many of the households do not have mail delivery to city-style addresses. Enumerators list the residential addresses within their assignment areas on blank address register pages, map spot the location of the residential structures on Census Bureau maps, and conduct an interview for each household.

Local Update of Census Addresses (LUCA). A Census 2000 program, established in response to requirements of Public Law 103-430, that provided an opportunity for local and tribal governments to review and update individual address information or block-by-block address counts from the Master Address File and associated geographic information in the TIGER database. The goal was to improve the completeness and accuracy of both computer files. Individuals working with the addresses had to sign a confidentiality agreement before a government could participate. Also called the Address List Review Program.

Long Form. The decennial census long form questionnaire was used to enumerate a sample of the U.S. population. It contained the questions on the census short form, and additional detailed

questions relating to the social, economic, and housing characteristics of each individual and household.

Lower Bound. Represents the low end of the 90 percent confidence interval of an estimate from a sample survey. A 90 percent confidence interval can be interpreted roughly as providing 90 percent certainty that the true number falls between the upper and lower bounds.

Mailing Address. The address used by a living quarters, special place, business establishment, and the like for mail delivery by the U.S. Postal Service. It can be a house number and street or road name, which may be followed by an apartment, unit, or trailer lot designation; a building or apartment complex name and apartment designation; a trailer park name and lot number; a special place/GQ facility name; a post office box or drawer; a rural route or highway contract route, which may include a box number; or general delivery. A mailing address includes a post office name, state abbreviation, and ZIP code. A mailing address may serve more than one living quarters, establishment, and so on.

Mailout-Mailback. A method of data collection in which the U.S. Postal Service delivers addressed questionnaires to HUs. Residents are asked to complete and mail the questionnaire to a specified data capture center.

Main Phase Sample. The annual ACS sample is chosen in two phases. During the first phase, referred to as the main phase, approximately 98 percent of the total ACS sample is chosen. The main phase sample addresses are allocated to the 12 months of the sample year. The second phase, referred to as supplemental sample selection, is implemented to represent new construction.

Master Address File (MAF). The Census Bureau's official inventory on known living quarters (HUs and GQ facilities) and selected non-residential units (public, private, and commercial) in the United States. The file contains mailing and location address information, geocodes, and other attribute information about each living quarters. The Census Bureau continues to update the MAF using the USPS DSF and various automated, computer assisted, clerical, and field operations.

Master Address File Geocoding Office Resolution (MAFGOR). An operation in which census staff try to find the location of addresses from the U.S. Postal Service that did not match to the records in the Topologically Integrated Geographic Encoding and Referencing (TIGER) database. Staff use atlases, maps, city directories, and the like to locate these addresses and add their streets and address ranges to the TIGER database.

Master Address File/TIGER Reconciliation. A post-Census 2000 MAF improvement activity where census staff reviewed and corrected map spot inconsistencies in over 1,800 counties. Over 75,000 MAF records in non-mailout/mailback blocks were corrected. The most common types of MAF corrections were the assignment of map spots to MAF records such that they are

consistent with the TIGER database, and the identification and linkage of duplicate MAF records.

Margin of Error (MOE). Some ACS products provide a margin of error instead of confidence intervals. A margin of error is the difference between an estimate and its upper or lower confidence bounds. Confidence bounds can be created by adding the margin of error to the estimate (for the upper bound) and subtracting the margin of error from the estimate (for the lower bound). All published ACS margins of error are based on a 90 percent confidence level.

Measure of Size (MOS). A generic term used to refer to the estimated size of a specific administrative or statistical area. It is used in the sample selection operation to determine the initial sampling rate at the block level.

Measurement Error. Also referred to as "response error," measurement error occurs when the response received differs from the "true" value as a result of the respondent, the interviewer, the questionnaire, the mode of collection, the respondent's record-keeping system(s) or other similar factors.

Median. This measurement represents the middle value (if n is odd) or the average of the two middle values (if n is even) in an ordered list of data values. The median divides the total frequency distribution into two equal parts: one-half of the cases fall below the median and one-half of the cases exceed the median. Medians in the ACS are estimated using interpolation methods.

Metadata. Information about the content, quality, condition, and other characteristics of data. Metadata related to tables presented in American FactFinder can be found by clicking on column headings or by clicking "Help" and then "Census Data Information."

Minor Civil Division (MCD). A primary governmental and/or administrative sub-division of a county, such as a township, precinct, or magisterial district. MCDs exist in 28 states and the District of Columbia. In 20 states, all or many MCDs are general-purpose governmental units: Connecticut, Illinois, Indiana, Kansas, Maine, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, and Wisconsin. Most of these MCDs are legally designated as towns or townships.

Multi-Year Estimates. Three- and five-year estimates based on multiple years of ACS data. Three-year estimates will be published for geographic areas with a population of 20,000 or more. Five year-estimates will be published for all geographic areas down to the Census block group level.

Municipio. Primary legal divisions of Puerto Rico. These are treated as county equivalents.

Narrative Profile. A data product that includes easy-to-read descriptions for a particular geography.

National Processing Center (NPC). The permanent Census Bureau processing facility in Jeffersonville, Indiana. Until 1998, it was called the Data Preparation Division.

Non-City-Style Address. A mailing address that does not use a house number and street or road name. This includes rural routes and highway contract routes, which may include a box number; post office boxes and drawers; and general delivery.

Non-Interview/Non-Response. A sample address which was eligible for an interview, but from which no survey data was obtained.

Non-Response Error. Error caused by survey failure to get a response to one or possibly all of the questions. Non-response error is measured in the ACS by survey response rates and item non-response rates.

Non-Response Follow-Up. An operation whose objective is to obtain complete survey information from housing units for which the Census Bureau did not receive a completed questionnaire by mail. In the ACS telephone and personal visit methods are used for non-response follow-up.

Non-Sampling Error. Total survey error can be classified into two categories – sampling error and non-sampling error. Errors that occur during data collection (for example, non-response error, response error, and interviewer error) or data capture fall under the category of non-sampling error.

Office of Management and Budget (OMB). OMB assists the President in the development and execution of his policies and programs. OMB has a hand in the development and resolution of all budget, policy, legislative, regulatory, procurement, e-gov, and management issues on behalf of the President. OMB is composed of divisions organized either by Agency and program area or by functional responsibilities. However, the work of OMB often requires a broad exposure to issues and programs outside of the direct area of assigned responsibility. In accordance with the Paperwork Reduction Act of 1995, the Census Bureau submits survey subjects, questions, and information related to sampling, data collection methods, and tabulation of survey data to OMB for approval and clearance.

Operational Response Rates. Response rates for data collection operations conducted in the ACS – Mail, CATI, CAPI, and FEFU operations.

Optical Mark Recognition (OMR). Technology that uses a digital image of a completed questionnaire and computer software to read and interpret the marking of a response category and to convert that mark into an electronic response to the survey question.

Overcoverage. Extent to which a frame includes units from the target population more than once, giving the unit multiple chances of selection, as well as the extent to which the frame includes units that are not members of the target population.

Population Controls. Intercensal estimates used in weighting ACS sample counts to ensure that ACS estimates of total population and occupied housing units agree with official Census Bureau estimates.

Primary Sampling Unit. The primary sampling unit for the housing unit sample selection is the address. For the GQ sample selection it is groups of ten expected interviews. For the small GQ sample selection operation it is the GQ facility. All residents of small GQ facilities in sample are included in the person sample.

Processing Error. Error introduced in the post-data collection process of taking the responses from the questionnaire or instrument and turning those responses into published data. Thus, processing error occurs during data capture, coding, editing, imputation, and tabulation.

Public Use Microdata Area (PUMA). An area that defines the extent of territory for which the Census Bureau releases PUMS records.

Public Use Microdata Sample (PUMS) Files. Computerized files that contain a sample of individual records, with identifying information removed, showing the population and housing characteristics of the units and people included on those forms.

Public Use Microdata Sample (PUMS) Management and Messaging Application (PMMA). This system is the PUMS version of EMMA, and is used by analysts to communicate with the data processing team about their review of the PUMS files.

Puerto Rico Community Survey (PRCS). The counterpart to the ACS that is conducted in Puerto Rico.

Quality Assurance (QA). The systematic approach to building accuracy and completeness into a process.

Quality Control (QC). Various statistical methods that validate that products or operations meet specified standards.

Quality Index. A measure of the quality of a particular return which is used when there are multiple returns for a particular sample unit.

Quality Measures. Statistics that provide information about the quality of the ACS data. The ACS releases four different quality measures with the annual data release: 1) initial sample size and final interviews; 2) coverage rates; 3) response rates, and; 4) item allocation rates for all collected variables. The ACS Quality Measures website provides these statistics at a national

and state level each year. In addition the coverage rates are also available for males and females separately.

Raking. An iterative procedure whereby a series of ratio adjustments are performed and then repeated. Each ratio adjustment corresponds to a dimension of the raking matrix. The goal of the procedure is to achieve a high degree of consistency between the weighted marginal totals and the control totals used in the ratio adjustment. The raking ratio estimator is also known as iterative proportional fitting.

Ranking Table. Ranking tables are tables and related graphics that show the rank order of a key statistic or derived measure across various geographic areas, currently states, counties, and places.

Recodes. Variables on data files that are the result of combining values from more than one variable. A simple example is family type.

Reference Period. Time interval to which survey responses refer. For example, many ACS questions refer to the day of the interview; others refer to "the past 12 months" or "last week."

Regional Office (RO). One of 12 permanent Census Bureau offices established for the management of all census and survey operations in specified areas.

Relevance. One of four key dimensions of survey quality. Relevance is a qualitative assessment of the value contributed by the data. Value is characterized by the degree to which the data serve to address the purposes for which they are produced and sought by users (including mandate of the agency, legislated requirements, and so on.)

Remote Alaska. Rural areas in Alaska which are difficult to access. In these areas, all ACS sample cases are interviewed using the personal visit mode. FRs attempt to conduct interviews for all cases in specific areas of remote Alaska during a single visit. All sample cases in remote Alaska are interviewed in either January through April or September through December.

Residence Rules. The series of rules that define who (if anyone) is considered to be a resident of a sample address for purposes of the survey or census.

Respondent. The person supplying survey or census information about his or her living quarters and its occupants.

Respondent Errors. The respondents failure to provide the correct answer to a survey question for any reason, such as poor comprehension of the question meaning, low motivation to answer the question, inability to retrieve the necessary information, or an unwillingness to answer the question truthfully.

Response Categories. The response options for a particular survey question shown on the paper questionnaire, read to the respondent in a CATI interview or read or presented on a flashcard to the respondent in a CAPI interview.

Response Errors. Also referred to as measurement error, response error is any error that occurs during the data collection stage of a survey resulting in a deviation from the true value for a given survey question or questions. Errors made by respondents, interviewer errors such as misreading a question or guiding the response to a particular category, and poorly designed data collection instruments or questionnaires all contribute to response error.

Rolling Sample. A rolling sample design jointly selects k non-overlapping probability samples, each of which constitutes $1/F$ of the entire population. One sample is interviewed each time period until all of the sample has been interviewed after k periods.

Sample Month. The first month of a sample's three-month interview period.

Sampling Entity. Geographic and statistical entities eligible for to be used in determining the sampling strata assignment.

Sampling Error. Errors that occur because only part of the population is directly contacted. With any sample, differences are likely to exist between the characteristics of the sampled population and the larger group from which the sample was chosen.

Sampling Frame. Any list or device that, for purposes of sampling, delimits, identifies, and allows access to the sampling units, which contain elements of the sampled population. The frame may be a listing of persons, housing units, businesses, records, land segments, and so on. One sampling frame or a combination of frames may be used to cover the entire sampled population.

Sampling Rate. Proportion of the addresses in a geographical area, or residents of a GQ facility, who are selected for interview in a particular time period.

Sampling Variability. Variation that occurs by chance because a sample is surveyed rather than the entire population.

Second Stage Sample. The set of addresses selected from the first phase sample using a systematic sampling procedure. This procedure employs seven distinct sampling rates.

Selected Population Profiles. An ACS data product that provides certain characteristics for a specific race or ethnic group (for example, Alaska Natives) or other population sub-group (for example, people aged 60 years and over). This data product is produced directly from the sample micro data (that is, not a derived product).

Short Form. The decennial census short form questionnaire includes questions on sex, age/date of birth, relationship, Hispanic origin, race, and tenure.

Single-year Estimates. Estimates based on the set of ACS interviews conducted from January through December of a given calendar year. These estimates will be published for geographic areas with a population of 65,000 or more.

Size Thresholds. Population sizes of geographical areas that determine when data products will first be released for that area; for example, areas with 65,000 or greater populations will get single-year profiles in 2006 and every year thereafter; areas with 20,000 or greater populations will receive three-year data products in 2008. There are no population size thresholds applied to the five-year data products other than those imposed by the DRB.

Small Area Income and Poverty Estimates (SAIPE). Census Bureau program that prepares mathematical model-based estimates of selected characteristics of the United States, states, and school districts.

Special Census. A federal census conducted at the request and expense of a local governmental agency to obtain a population count between decennial censuses.

Special Place (SP). A special place is an entity that owns and/or manages one or more GQ facilities. A special place can be in the same building or location as the GQ facility or it can be at a different location than the GQ facility it manages or oversees.

Special Sworn Status (SSS) or Special Sworn Status (SSS) Individual. Individuals with SSS are defined as non-Census Bureau personnel who require access to census information or confidential data. An SSS individual is bound by Census Bureau confidentiality requirements, as authorized by Title 13, United States Code.

Special Tabulations. Tabulations prepared by the Census Bureau, on a cost reimbursable basis, to meet user information requirements that are not satisfied by regular data products. Special tabulations are created by tabulating data from ACS micro data files. They vary in size, complexity, and cost depending on the needs of the sponsoring client.

Standard Error. The standard error is a measure of the deviation of a sample estimate from the average of all possible samples.

State Data Center (SDC). A state agency or university facility identified by the governor of each state and state equivalent to participate in the Census Bureau's cooperative network for the dissemination of census data.

Statistical Areas. Defined and intended to provide nationally consistent definitions for collecting, tabulating, and publishing federal statistics for a set of geographic areas.

Statistical Significance. The determination of whether the difference between two estimates is not likely to be from random chance (sampling error) alone. This determination is based on both the estimates themselves and their standard errors. For ACS data, two estimates are "significantly different at the 90 percent level" if their difference is large enough to infer that there was a less than 10 percent chance that the difference came entirely from random variation.

Strata. See **Stratum**.

Stratum. A grouping or classification that has a similar set of characteristics.

Sub-Sampling. Refers to the sampling of a sample. The cases that are not completed by mail or through a telephone interview become eligible for CAPI interviewing. This winnowing of the sample is referred to as sub-sampling.

Subject Tables. Data products organized by subject area that present an overview of the information that analysts most often receive requests for from data users.

Successive Differences Replication (SDR). A variance estimation methodology to be used for surveys with a systematic sample. The initial sampling weights are multiplied by sets of 80 pre-determined factors, and then reprocessed through the weighting system to produce 80 new sets to replicate weights. The 80 replicate weights and the final production weights are used to estimate the variance of ACS estimates.

Sufficient Partial Interview. A sufficient partial interview means that the Census Bureau accepts an interview as final even if the respondent did not provide a valid response for all applicable items.

Summary File 3 (SF 3). This file presents base tables on population and housing characteristics from Census 2000 sample topics, such as income and education. It also includes population estimates for ancestry groups and selected characteristics for a limited number of race and Hispanic or Latino categories.

Summary File 4 (SF 4). This file presents data similar to the information included on Summary File 3. The data are shown down to the census tract level for 336 race, Hispanic or Latino, American Indian and Alaska Native, and ancestry categories.

Supplemental Sample. The sample that is selected from new addresses (primarily new construction) and allocated to the last nine months of the sample year. This is done in January of the sample year.

Survey. A data collection for a sample of a population. Surveys are normally less expensive to conduct than censuses, hence, they may be taken more frequently and can provide an information update between censuses.

Survey of Income and Program Participation (SIPP). A longitudinal survey conducted by the Census Bureau that collects data periodically from the same respondents over the course of three years. The SIPP produces data on income, taxes, assets, liabilities, and participation in government transfer programs.

Survey Quality. The four key elements of survey quality include relevance, accuracy, timeliness, and accessibility.

Survey Response Rates. A measure of total response across all three modes of data collection, calculated as the ratio of the estimate of the interviewed units to the estimate of all units that should have been interviewed. The ACS weights the survey response rate to reflect the sample design, including the sub-sampling for the CAPI.

Swapping. See **Data Swapping**.

Systematic Errors. Errors or inaccuracies occurring in data consistently in one direction, which can distort survey results. By definition, any systematic error in a survey will occur in all implementations of that same survey design.

Tabulation Month. The month associated with a sample case which is used in producing estimates. Also known as the Interview Month. It reflects the response month, which may or may not be the same as the sample month.

Tabulation Universe. The specific category of people, households, or housing units on which estimates are based; for example, people aged 25 and over or occupied housing units.

Targeting. In the context of the ACS language program, this refers to the identification of geographic areas warranting specific language tools.

Telephone Questionnaire Assistance (TQA). A process which allows respondents to call a toll-free telephone number to receive help when completing the survey questionnaire. This process also allows respondents to complete the survey over the telephone with an interviewer.

Thematic Maps. Data products that show the geographic patterns in statistical data. Thematic maps are a complement to the ranking tables, and are a tool to visually display on a map the geographic variability of a key summary or derived measure.

Three-Year Estimates. Estimates based on three years of ACS data. These estimates are meant to reflect the characteristics of a geographic area over the entire 36 month period. These estimates will be published for geographic areas with a population of 20,000 or more.

Timeliness. One of four key dimensions of survey quality. Timeliness refers to both the length of time between data collection and the first availability of a product and to the frequency of the data collection.

Title 13 (U.S. Code). The law under which the Census Bureau operates and that guarantees the confidentiality of census information and establishes penalties for disclosing this information.

Topcoding. A disclosure avoidance practice whereby extremely low or high values are masked by replacing them with a value that represents everything above or below a certain value.

Topologically Integrated Geographic Encoding and Referencing (TIGER) System or Database. A digital (computer-readable) geographic database that automates the mapping and related geographic activities required to support the U.S. Census Bureau's census and survey programs.

Tract. See **Census Tract**.

Undeliverable-As-Addressed (UAA). A U. S. Postal Service notification that a mailing piece could not be delivered to the designated address.

Undercoverage. The extent to which the sampling frame does not include members of the target population thus preventing those members from having any chance of selection into the sample.

Unit Non-Response. The failure to obtain the minimum required data from a unit in the sample.

Unmailable. A sample address that is inadequate for delivery by the USPS.

Update/Leave (U/L). A method of data collection used in Census 2000 and other censuses enumerators canvassed assignment areas and delivered a census questionnaire to each housing unit. At the same time, enumerators updated the address listing pages and Census Bureau maps. The household was asked to complete and return the questionnaire by mail. This method was used primarily in areas where many homes do not receive mail at a city-style address; that is, the majority of United States households not included in mailout/mailback areas. Update/leave was used for all of Puerto Rico in Census 2000.

Upper Bound. Represents the high end of the 90 percent confidence interval of an estimate from a sample survey. A 90 percent confidence interval can be interpreted roughly as providing 90 percent certainty that the true number falls between the upper and lower bounds.

Urbanizacion. An area, sector, or residential development, such as a neighborhood, within a geographic area in Puerto Rico.

Urbanized Area (UA). A densely settled territory that contains 50,000 or more people. The Census Bureau delineates UAs to provide a better separation of urban and rural territory, population, and housing in the vicinity of large places.

Usual Residence. The concept used to define residence in the decennial census. The place where a person lives and sleeps most of the time.

Voluntary Methods Test. A special test conducted at the request of Congress in 2002 to measure the impact on the ACS of changing the data collection authority from mandatory to voluntary.

WebCATI. A control system which is used to track and assign cases to individual telephone interviewers. WebCATI evaluates the characteristics of each case (for example, the date and time of the previous call) and the skills needed for each case (for example, the need for the case to be interviewed in Spanish), and delivers the case to the next available interviewer who possesses the matching skill.

Web Data Server (WDS). A research tool for reporters, State Data Centers, Census Information Centers, Regional Offices, and internal Census Bureau analysts. WDS features a user-friendly interface that allows users to quickly access, visualize, and manipulate ACS base tables.

Weighting. A series of survey adjustments. Survey data are traditionally weighted to adjust for the sample design, the effects of non-response, and to correct for survey undercoverage error.

Acronyms

AIANHH	American Indian Area/Alaska Native Area/Hawaiian Home Land
AIANSA	American Indian/Alaska Native Village Statistical Area
ACS	American Community Survey
ACSO	American Community Survey Office
AFF	American Fact Finder
ALMI	Automated Listing and Mapping Instrument
ART	Automated Review Tool
ART II	Revised Automated Review Tool
ASA	American Statistical Association
BAS	Boundary and Annexation Survey
BOP	Bureau of Prisons
C2SS	Census 2000 Supplementary Survey
CAPI	Computer Assisted Personal Interviewing
CATI	Computer Assisted Telephone Interviewing
CAUS	Community Address Updating System
CCD	Census County Division
CDP	Census Designated Place
CIC	Census Information Center
CM	Continuous Measurement
CPI	Consumer Price Index
CPS	Current Population Survey

CQR	Count Question Resolution
CV	Coefficient of Variation
DAAL	Demographic Area Address Listing
DCF	Data Capture File
DOC	Department of Commerce
DOD	Department of Defense
DOT	Department of Transportation
DRB	Disclosure Review Board
DSCMO	Decennial Systems and Contract Management Office
DSF	Delivery Sequence File
EEOC	Equal Employment Opportunity Commission
EMMA	Edit Management and Messaging Application
FAIP	Federal Agency Information Program
FAQ	Frequently Asked Questions
FEFU	Failed Edit Follow-Up
FGU	Functioning Governmental Unit
FR	Field Representative
FSCPE	Federal-State Cooperative Program for Population Estimates
FTP	File Transfer Protocol
GAO	Government Accountability Office
GPO	Government Printing Office
GQ	Group Quarters

GQFQ	Group Quarters Facility Questionnaire
GQMOS	Group Quarters Measure of Size
GQNF	Group Quarters Non-Interview Factor
GUMOS	Governmental Unit Measure of Size
HU	Housing Unit
HUD	Department of Housing and Urban Development
IPE	Intercensal Population Estimates
IVR	Interactive Voice Recognition
KFI	Key-From-Image
KFP	Key-From-Paper
LUCA	Local Update of Census Addresses
MAF	Master Address File
MAFGOR	Master Address File Geocoding Office Resolution
MBF	Mode Bias Factor
MCD	Minor Civil Division
MOS	Measure of Size
NAS	National Academy of Sciences
NHIS	National Health Interview Survey
NPC	National Processing Center
OMB	Office of Management and Budget
OMR	Optical Mark Recognition
PAPI	Paper and Pencil Interviewing

PDF	Portable Data Format
PIO	Public Information Office
PMMA	PUMS Management and Messaging Application
POP	Population Division
PRA	Paperwork Reduction Act
PRCS	Puerto Rico Community Survey
PUMA	Public Use Microdata Area
PUMS	Public Use Microdata Sample
RA	Remote Alaska
RO	Regional Office
SDC	State Data Center
SDR	Successive Differences Replication
SIPP	Survey of Income and Program Participation
SP	Special Place
SSI	Supplemental Security Income
SSS	Special Sworn Status
TDD	Telephone Device for the Deaf
TEFU	Telephone Edit Follow-Up
TIGER	Topographical Integrated Geographic Encoding and Referencing
TQA	Telephone Questionnaire Assistance
UA	Urbanized Area
UAA	Undeliverable As Addressed

UNECE	United Nations Economic Commission for Europe
US	United States
USC	United States Code
USDA	United States Department of Agriculture
USPS	United States Postal Service
WDS	Web Data Server