Appendix E.—Facsimiles of Respondent Instructions and Questionnaire Pages

INSTRUCTIONS FOR QUESTIONS 1 THROUGH 10

1. List in question 1 (or page 1), the names of all the people who usually live here. Then turn to pages 2 and 3 where there are columns to list up to seven persons. In the first column print the name of one of the household members in whose name this home is owned or rented. If no household member owns or rents the living quarters, list in the first column any adult household member who is not a roomer, boarder, or paid employee. Print the names of the other household members, if any, in the columns which follow, using question 1 as a checklist.

2. Fill a circle to show how each person is related to the person in column 1.

A stepchild or legally adopted child of the person in column 1 should be marked Son/daughter. Foster children or wards living in the household should be marked Roomer, boarder.

3. Be sure to fill a circle for the sex of each person.

4. Fill the circle for the category with which the person most closely identifies. If you fill the Indian (American) or Other circle, be sure to print the name of the specific Indian tribe or specific group.

5. Enter age at last birthday in the space provided (enter “0” for babies less than one year old). Also enter month and year of birth, and fill the appropriate circles. For an illustration of how to complete question 5, see the example on pages 4 and 5. If age or month or year of birth is not known, give your best estimate.

6. If the person’s only marriage was annulled, mark Never married.

7. A person is of Spanish/Hispanic origin or descent if the person identifies his or her ancestry with one of the listed groups, that is, Mexican, Puerto Rican, etc. Origin or descent (ancestry) may be viewed as the nationality group, the lineage, or country in which the person or the person’s parents or ancestors were born.

8. Do not count enrollment in a trade or business school, company training, or tutoring unless the course would be accepted for credit at a regular elementary school, high school, or college. A public school is any school or college which is controlled and supported primarily by a local county, State, or Federal Government.

9. Fill only one circle. Mark the highest grade ever attended even if the person did not finish it. If the person is still in school, mark the grade in which now enrolled. Schooling received in foreign or ungraded schools should be reported as the equivalent grade or year in the regular American school system. If uncertain whether a Head Start program is for nursery school or kindergarten, mark the circle for Nursery school.

If the person skipped or repeated grades, mark the highest grade ever attended regardless of how long it took to get there. Persons who did not attend any college but who completed high school by finishing the 12th grade or by passing an equivalency test, such as the General Educational Development (GED) examination, should fill the circle for the 12th grade.

10. Mark Finished this grade (or year) only if the person finished the entire grade or year marked in question 9 or if the highest grade was completed by passing a high school equivalency test.

INSTRUCTIONS FOR QUESTIONS H4 THROUGH H12

H4. Mark only one circle. This address means the house or building number where your living quarters are located.

H5. Mark the second circle only if you must go through someone else’s living quarters to get to your own.

H6. Consider that you have hot water even if you have it only part of the time.

Mark Yes, but also used by another household if someone else who lives in the same building, but is not a member of your household, also uses the facilities. Mark this circle also if the occupants of living quarters now vacant would also use the facilities in your living quarters.

H7. Count only whole rooms used for living purposes, such as living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, family rooms, etc. Do not count bathrooms, kitchenettes, stip or pullman kitchens, utility rooms, or unfinished attics, unfinished basements, or other space used for storage.

H8. Mark Owned or being bought if the living quarters are owned outright or are mortgaged. Also mark Owned or being bought if the living quarters are owned but the land is rented.

Mark Rented for cash rent if any money rent is paid. Rent may be paid by persons who are not members of your household.

Occupied without payment of cash rent includes, for example, a parsonage, military housing, a house or apartment provided free of rent by the owner, or a house or apartment occupied by a janitor or caretaker in exchange for services.

H9. A condominium is housing in which the apartments or houses in a development are individually owned, but the common areas, such as lobbies, halls, etc., are jointly owned. The person owning a condominium very likely has a mortgage on the particular unit.

H10b. A commercial establishment is easily recognized from the outside, for example, a grocery store or barber shop. A medical office is a doctor’s or dentist’s office regularly visited by patients.

H11. 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, enter the estimated value for your living quarters and your share of the common elements.

H12. Report the rent agreed to or contracted for, even if the rent is unpaid or paid by someone else.

If rent is not paid by the month, change the rent to a monthly amount; and then fill the appropriate circle in question H12.

<table>
<thead>
<tr>
<th>If rent is paid: Multiply rent by:</th>
<th>If rent is paid: Divide rent by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the day: 30</td>
<td>4 times a year: 3</td>
</tr>
<tr>
<td>By the week: 4</td>
<td>2 times a year: 6</td>
</tr>
<tr>
<td>Every other week: 2</td>
<td>Once a year: 12</td>
</tr>
</tbody>
</table>

INSTRUCTIONS FOR QUESTIONS H13 THROUGH H20

H13. Mark only one circle.

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 which goes from ground to roof.

Mark A one-family house detached from any other house when a mobile home or trailer has had one or more rooms added or built onto it; a porch or shed is not considered a room.

Count all occupied and vacant living quarters in the house or building, but not stores or office space.

H14a. Do not count unfinished basements or unfinished attics. However, a basement or attic with finished room(s) for living purposes should be counted as a story.

H15a. A city or suburban lot is usually located in a city, a community, or any built-up area outside a city or community, and is not larger than the house and yard. All living quarters in apartment buildings, including garden-type apartments in the city or suburbs, are considered on a city or suburban lot.

A place is a farm, ranch, or any other property, other than a city or suburban lot, on which this residence is located.

H16. If a well provides water for six or more houses or apartments, mark A public system. If a well provides water for five or fewer houses or apartments, mark one of the categories for individual well.

Drilled wells, or small diameter wells, are usually less than 1½ feet in diameter. Dug wells are generally hand dug and are wider.

H17. A public sewer is operated by a government body or a private organization. A septic tank or cesspool is an underground tank or pit used for disposal of sewage.

H19. The term person in column 1 refers to the person listed in the first column on page 2. This person should be the household member (or one of the members) in whose name the house is owned or rented. If there is no such person, any adult household member can be the person in column 1. Mark when this person last moved into this house or apartment.

H20. This question refers to the type of heating equipment and not to the fuel used.

An electric heat pump is sometimes known as a reverse cycle system. It may be centrally installed with ducts to the rooms or individual heat pumps in the rooms.

A floor, wall, or pipeless furnace delivers warm air to the room right above the furnace or to the room(s) on one or both sides of the wall in which the furnace is installed and does not have ducts leading to other rooms.

Any heater that you plug into an electric outlet should be counted as a portable room heater.

INSTRUCTIONS FOR QUESTIONS H21 THROUGH H32

H21. Gas from underground pipes is piped in from a central system such as one operated by a public utility company or a municipal government. Bottled, tank, or LPG gas is stored in tanks which are refilled or exchanged when empty. Other fuel includes any fuel not separately listed, for example, purchased steam, fuel briquettes, waste material, etc.

H22. If your living quarters are rented, enter the costs for utilities and fuels only if you pay for them in addition to the rent entered in H12. If already included in rent, fill the appropriate circle.

The amounts to be reported should be for the past 12 months, that is, for electricity and gas, the monthly average for the past 12 months; for water and other fuels, the total amount for the past 12 months.

Estimate as closely as possible when exact costs are not known.

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 own living quarters. If gas and electricity are billed together, enter the combined amount on the electricity line and bracket ( ) the two utilities.

H23. The kitchen sink, stove, and refrigerator must be located in the building but need not have to be in the same room. Portable cooking equipment is not considered as a range or cook stove.

H26. Answer Yes only if the telephone is located in your living quarters.

H27. Count only equipment used to cool the air by means of a refrigeration unit.

H28 – H29. Count company cars (including police cars and taxicabs) and company trucks that are regularly kept at home and used by household members. Do not count cars or trucks permanently out of working order.

H30 – H32. Do not answer these questions if you live in a cooperative, regardless of the number of units in the structure.

H30. Report taxes for all taxing jurisdictions even if they are included in mortgage payment, not paid yet, paid by someone else, or are delinquent.

H31. When premiums are paid on other than a yearly basis, convert to a yearly basis and enter the yearly amount, even if no payment was made during the last 12 months.

H32a. The word "mortgage" is used as a general term to indicate all types of loans which are secured by real estate.
b. A second or junior mortgage is also secured by real estate but has been made by the homeowner in addition to the first mortgage.

c. Enter a monthly aount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see instructions for H1! to change it to a monthly amount.

INSTRUCTIONS FOR QUESTIONS 11 THROUGH 14

11. For persons born in the United States:
Print the name of the State in which this person's mother was living when this person was born. For persons born in a hospital, do not give the State in which the hospital was located unless the hospital and the mother's home were in the same State or the location of the mother's home is not known. For example, if a person was born in a hospital in Washington, D.C., but the mother's home was in Virginia at the time of the person's birth, enter "Virginia."

For persons born outside the United States:
Print the full name of the foreign country or Puerto Rico, Guam, etc., where the person was born. Use international boundaries as now recognized by the United States. Specify whether Northern Ireland or Ireland (Eire); East or West Germany; England, Scotland or Wales (not Great Britain or United Kingdom). Specify the particular island in the Caribbean, not, for example, West Indies.

12. This question is only for persons born in a foreign country. Fill the Yes, a naturalized citizen circle only if the person has completed the naturalization process and is now a citizen.

If the person has entered the U.S. more than once, fill the circle for the year he or she came to stay permanently.

13a. Mark No, only speaks English if the person always speaks English at home; then skip to question 14.

Mark Yes if the person speaks a language other than English at home. Do not mark Yes for a language spoken only at school or if speaking ability is limited to a few expressions or slang.

b. Print the non-English language spoken at home. If this person speaks two or more non-English languages at home and cannot determine which is spoken most often, report the first language the person learned to speak.

c. Fill the circle that best describes the person's ability to speak English.

(1) The circle Very well should be filled only for persons who have no difficulty speaking English.

(2) The circle Well should be filled for persons who have only minor problems which do not seriously limit their ability to speak English.

(3) The circle Not well should be filled for persons who are seriously limited in their ability to speak English.

(4) The circle Not at all should be filled for persons who do not speak English at all.

14. Print the ancestry group with which the person identifies. Ancestry (or origin or descent) may be viewed as the nationality group, the lineage, or the country in which the person or the person's parents or ancestors were born before their arrival in the United States. Persons who are of more than one origin and who cannot identify with a single group should print their multiple ancestry (for example, German-Irish).

Be specific; for example, if ancestry is "Indian," specify whether American Indian, Asian Indian, or West Indian. Distinguish Cape Verdean from Portuguese, and French Canadian from Canadian.

A religious group should not be reported as a person's ancestry.

INSTRUCTIONS FOR QUESTIONS 15 THROUGH 20

15a. Mark Yes, this house if this person lived in this same house or apartment on April 1, 1975, but moved away and came back between then and now. Mark No, different house if this person lived in the same building but in a different apartment (or in the same mobile home or trailer but on a different trailer site).

b. If this person lived in a different house or apartment on April 1, 1975, give the location of this person's usual home at that time.

Part (1) If the person was living in the United States on April 1, 1975, print the name of the State. If the person did not live in the United States on April 1, 1975, print the full name of the foreign country or Puerto Rico, Guam, etc.

Part (2) If in Louisiana, print the parish name. If in Alaska, print the borough name. If in New York City — print the borough name if the county name is not known. If an independent city, leave blank.

Part (3) If in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island or Vermont, print the name of the town rather than the name of the village or city, unless the name of the town is unknown.

Part (4) Mark Yes if you know that the location is now inside the limits of a city, town, village or other incorporated place, even if it was not inside the limits on April 1, 1975.

17a. Mark Yes only if this person was on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard. Mark No if the person was in the National Guard or the reserves.

b. Mark Yes if the person was attending a college or university either full or part time and was enrolled for credit toward a degree. Mark No if the person was taking only non-credit courses or was attending a vocational or trade school, such as secretarial school.

c. Mark Yes, full time if the person worked full time (35 hours or more per week). Mark Yes, part time if the person worked part time (less than 35 hours per week). Mark No if the person only did unpaid volunteer work, housework or yard work at home, or if the only work done was as a resident of an institution.

18a. Mark Yes if this person was ever on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, even if the time served was short. For persons in the National Guard or military reserve units, mark Yes only if the person was ever called to active duty; mark No if the only service was active duty for training.

b. If this person served during more than one period, fill all circles which apply, even if service was for a short time.

19. The term "health condition" refers to any physical or mental problem which has lasted for 6 or more months. A serious problem with seeing, hearing, or speech should be considered a health condition. Pregnancy or a temporary health problem such as a broken bone that is expected to heal normally should not be considered a health condition.

20. Count all children born alive, including any who have died (even shortly after birth) or who no longer live with her.
INSTRUCTIONS FOR QUESTIONS 21 THROUGH 26
21. If the exact date of marriage is not known, give your best estimate.

22a. Mark Yes if the person worked, either full or part time, on any day of last week (Sunday through Saturday).

**Count as work:**
Work for someone else for wages, salary, piece rate, commission, tips, or payments “in kind” (for example, food, 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 paid.
Any part-time work including babysitting, paper routes, etc.
Active duty in Armed Forces.

**Do not count as work:**
Housework or yard work at home.
Unpaid volunteer work.
Work done as a resident of an institution.

b. Give the actual number of hours worked at all jobs last week, even if that was more or fewer hours than usually worked.

23. If the person worked at several locations, but reported to the same location each day to begin work, print where he or she reported. If the person did not report to the same location each day to begin work, print the words “various locations” for 23a, and give as much information as possible in the remainder of 23 to identify the area in which he or she worked most last week.

If the person’s employer operates in more than one location (such as a grocery store chain or public school system), give the exact address of the location or branch where the person worked.

If the person worked in a foreign country or Puerto Rico, Guam, etc., print the name of the country in 23a and leave the other parts of 23 blank.

24a. Travel time is from door to door. Include time taken waiting for public transportation, picking up passengers in carpools, etc.

b. Mark Worked at home for a person who works on a farm where he or she lives, or in an office or shop in the person’s home.

c. If the person was driven to work by someone who then drove back home or to a non-work destination, mark Drive alone.

d. Do not include riders who rode to school or some other non-work destination.

25. If the person works only during certain seasons or on a day-to-day basis when work is available, mark No.

26a. Mark Yes if the person tried to get a job or to start a business or professional practice at any time in the last four 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.

b. Mark No, already has a job if the person was on layoff or was expecting to report to a job within 30 days.

Mark No, temporarily ill if the person expects to be able to work within 30 days.

Mark No, other reasons if the person could not have taken a job because he or she was going to school, taking care of children, etc.

INSTRUCTIONS FOR QUESTIONS 27 THROUGH 29
27. Look at the instructions for 22a to see what to count as work. Mark Never worked if the person: (1) never worked at any kind of job or business, either full or part time, (2) never did any work, with or without pay, in a family business or farm and (3) never served in the Armed Forces.

28a. 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 has no company name, print the name of the individual worked for. If the person worked in his or her own business, print “self-employed.”

b. Print two or more words to tell what the business, industry, or individual employer named in 28a does. If there is more than one activity, describe only the major activity at the place where the person works. Enter what is made, what is sold, or what service is given.

Some examples of what is needed to make an answer acceptable are shown on the census form and here.

Unacceptable | Acceptable
---|---
Furniture company | Metal furniture manufacturing
Grocery store | Wholesale grocery store
Oil company | Retail gas station
Ranch | Cattle ranch

29a. Print two or more words to describe the kind of work the person does. If the person is a trainee, apprentice, or helper, include that in the description.

Some examples of what is needed to make an answer acceptable are shown on the census form and here.

Unacceptable | Acceptable
---|---
Clerk | Production clerk
Helper | Carpenter’s helper
Mechanic | Auto engine mechanic
Nurse | Registered nurse

b. Print the most important things that the person does on the job. Some examples are shown on the census form.
INSTRUCTIONS FOR QUESTIONS 30 THROUGH 33

30. If the person was an employee of a private nonprofit organization, such as a church, fill the first circle:
   Mark Local government employee for a teacher working in an elementary or secondary public school.

31a. Look at the instructions for question 22a to see what to count as work.

b. Count every week in which the person did any work at all, even for an hour.

c. If the hours worked each week varied considerably, give the best estimate of the hours usually worked most weeks.

d. Count every week in which the person did not work at all, but spent any time looking for work or on layoff from a job. Looking for work means trying to get a job or start a business or professional practice; layoff includes either temporary or indefinite layoff.

32. Fill the Yes or No circle for each part and enter the appropriate amount. 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 No for the other person, unless the other person has additional income of the same type.

a. Include sick leave pay. Do not include reimbursement for business expenses and pay “in kind,” (for example, food, lodging received as payment for work performed).

b. Include net earnings (gross earnings minus business expenses) from a nonfarm business. If business lost money, write “Loss” above the amount.

c. Include net earnings (gross receipts minus operating expenses) from a farm. If farm lost money, write “Loss” above the amount.

d. Include interest and dividends credited to the person’s account (for example, from savings accounts and stock shares), net royalties, and net income from rental property.

e. Include Social Security or Railroad Retirement payments to retired persons, to dependents of deceased insured workers and to disabled workers.

f. Include public assistance or welfare payments received from Federal, State, or local agencies. Do not include private welfare payments.

g. Include all other regular payments, such as government employee retirement, union or private pensions and annuities; unemployment benefits; worker’s compensation; Armed Forces allotments; private welfare payments; regular contributions from persons not living in the household; etc.

Do not include lump-sum payments received from the sale of property (capital gains), insurance policies, inheritances, etc.

33. If no income was received in 1979, fill the None circle. If total income was a loss, write “Loss” above the amount.