

**D-547(M)**  
**(7/99)**

# **Nonresponse Followup Enumerator Manual**

**United States Census 2000**

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**U. S. Department of Commerce  
Economics and Statistics Administration  
U. S. Census Bureau**

**Crew Leader Name:**

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**Crew Leader Telephone  
Number:**

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**Daily Meeting Time:**

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**Daily Meeting Location:**

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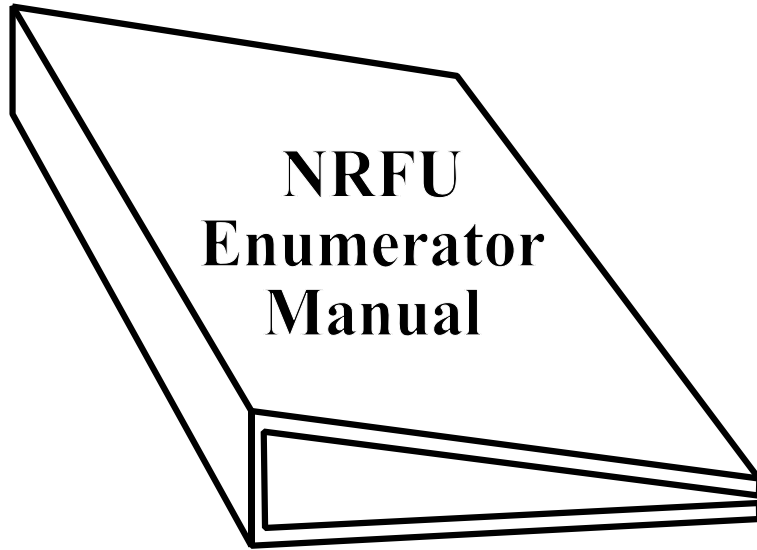
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# **Section 1: Introduction**







## Introduction

### Why Use This Manual?

This manual provides the procedures and information you need to perform your job as a Nonresponse Followup (NRFU) enumerator for the United States Census 2000. The procedures are logically organized and presented in an easy-to-follow format.

### What This Manual Covers





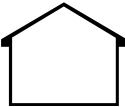
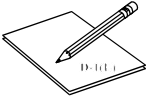
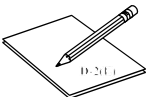
The manual covers the following topics organized in sections as they appear in the following table:

Section	Topic
1	Introduction
2	Overview of NRFU Enumeration
3	Preparing for Work
4	Interviewing at Each Designated Address
5	Determining Unit Status
6	Completing Enumerator Questionnaire, D-1(E), for an Occupied Unit
7	Completing Enumerator Questionnaire, D-2(E), for an Occupied Unit
8	Completing Enumerator Questionnaires for Vacant Units
9	Completing Enumerator Questionnaires for Nonexistent Units
10	Entering Status Codes on the Address Listing Pages
11	Special Interviewing Situations
12	Submitting Completed Work
	Appendices





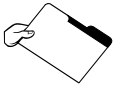


**How To Use This Manual**

The sections of this manual follow the order in which you will complete your job duties as an NRFU enumerator. Each section has a corresponding picture, or icon, that represents the information in that section. These icons appear at the top, outside corner of each page in this manual so that you can locate the information you need quickly and easily. The following icons are used in this manual.

Icon	What It Represents
	Section 1: Introduction
	Section 2: Overview of NRFU Enumeration
	Section 3: Preparing for Work
	Section 4: Interviewing at Each Designated Address
	Section 5: Determining Unit Status
	Section 6: Completing Enumerator Questionnaire, D-1(E), for an Occupied Unit
	Section 7: Completing Enumerator Questionnaire D-2(E), for an Occupied Unit



Icon	What It Represents
	Section 8: Completing Enumerator Questionnaires for Vacant Units
	Section 9: Completing Enumerator Questionnaires for Nonexistent Units
	Section 10: Entering Status Codes on the Address Listing Pages
	Section 11: Special Interviewing Situations
	Section 12: Submitting Completed Work

## Appendices

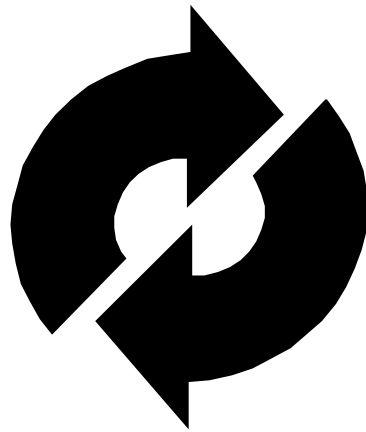
This manual also includes the following appendices, which give you detailed information on specific terms, abbreviations, and rules:

- Appendix A: Job Aid: Census 2000 Residence Rules For Nonresponse Followup (NRFU) Households
- Appendix B: Glossary
- Appendix C: Standard Abbreviations
- Appendix D: Acronyms
- Appendix E: Printing Entries Correctly
- Appendix F: Information on Census Maps.



**NOTES**

## **Section 2: Overview of NRFU Enumeration**









## Introduction to Section 2

### Overview

The work you perform as a Nonresponse Followup (NRFU) enumerator is extremely important. In order to count everyone in the Census 2000, we must visit those households that did not return the Census questionnaire that was mailed or delivered to them. In some cases, the only opportunity these households have to be counted is to provide their information to enumerators such as you.

This section will help you understand the basic steps of your job and your role in the enumeration process. It covers the following topics:

Topic	Page
Introduction to Section 2	2-1
Your Mission	2-2
Uses of Census Data	2-4
Laws That Affect the Census	2-6
Your Job in a Nutshell	2-7
Types of Assignment Areas	2-8
Performing Quality Work	2-10



## Your Mission

**Overview** Your job is to conduct NRFU interviews for the U.S. Census 2000. To perform this job, you need to understand the decennial census and how NRFU fits into the overall census. Understanding these activities will help you do your job and answer respondent questions.

**Description of the Census** A *census* is the process of counting every person in the United States and each place where people live or could live. The process of taking the count is called *enumeration*.

The U.S. Constitution requires that every person in the United States be counted every 10 years to determine how many representatives each state will have in the U.S. House of Representatives. The 10-year census is called the *decennial census*. It always falls on the year beginning a new decade; for example, 1980, 1990, and 2000.

**Description of NRFU** Census questionnaires are delivered to most houses, apartments, and mobile homes by either the U.S. Postal Service or census enumerators. Occupants complete the questionnaire for the household and mail it back to the Census Bureau.

If the Census Bureau does not receive a completed questionnaire for a housing unit, an NRFU enumerator must go to the address and collect the information. Typically, the enumerator will find an occupied housing unit. If the current household lived there on Census Day, the enumerator interviews a household member and completes the assigned questionnaire.

If the unit was occupied by a different household, the enumerator will complete the questionnaire for the Census Day household by interviewing a knowledgeable respondent (such as a neighbor). If the unit was vacant or nonexistent on Census Day, the enumerator completes the questionnaire for the unit by interviewing a knowledgeable respondent.



**Description of  
NRFU**  
(Continued)

Some households receive a longer version of the questionnaire than other households. Thus, at some of your assigned addresses you will conduct a long form NRFU interview, while at others you will complete a short form interview. It is very important that you use the correct version of the questionnaire at each unit.

**Your  
Supervisor—the  
Crew Leader**

As an NRFU enumerator, you are supervised by a crew leader. Among many other duties, your crew leader:

- Gives you assignments.
- Reviews your work for completeness and accuracy.
- Assists you with problems that come up in day-to-day work.
- Certifies your Daily Pay and Work Record, D-308.

Your crew leader will set up a daily time to discuss your progress and pick up completed work from you. He or she is responsible for ensuring that you complete high-quality work and has the authority to release you from your job as an enumerator, if warranted.

Your crew leader will have one or more crew leader assistants. He or she may direct the crew leader assistants to perform a variety of tasks, such as meeting with you to pick up completed work and checking your work for accuracy and completeness.



## Uses of Census Data

### Who Uses Census Data?

#### *How are census data used?*

Each of the entities listed in the left column below uses U.S. Census data. The many ways in which they use this information are listed in the right column.

### Federal Government

#### *Allocates more than \$100 billion in Federal funds annually for:*

- Education programs
- Veterans' services
- Programs to reduce unemployment
- Housing and community development
- Programs to stimulate economic growth
- Public health care
- Services for the elderly
- Programs for persons with disabilities
- Assistance programs for low-income families.

### State Governments and 39,000 Local Governments

#### *Use census data to plan and allocate funds for:*

- New school construction
- Occupational and vocational education programs
- Programs to assist the elderly and persons with disabilities
- Youth programs
- Health care services and facilities
- Public buildings such as libraries
- Highway safety and public transportation systems
- Emergency preparedness planning
- Location of Police and Fire Department personnel
- Rural development programs
- Delineating voting districts.

### Nongovernment Organizations

#### *Use census data to develop:*

- Social service programs
- Community action projects
- Child care center locations.



**Businesses**

*Use census statistics to:*

- Forecast future demand for products
- Determine sites for new businesses
- Determine whether businesses are employing a representative workforce.

**Data Analysts**

*Both at universities and in the private sector, use census statistics to:*

- Determine how cities are growing and changing
- Determine the quality of life in America
- Study our society and how it is changing.



## Laws That Affect the Census

**Privacy Act of 1974** The Privacy Act of 1974 requires that any Federal agency collecting information advise people of their rights. Specifically, a person must know under what authority the information is being collected, how the information will be used, whether an answer to a question is mandatory, and the result of not answering a question. You must give a Privacy Act Notice, D-31, to anyone you speak to who provides information for the census.

**Title 13 of the U.S. Code** Title 13 of the U.S. Code requires that all census data be kept confidential and be used for statistical purposes only. Statistical purposes simply means that an individual cannot be identified by name or address when figures are reprinted in census publications. This is also why you, and all other persons who work for the Census Bureau, are required to take an oath of confidentiality. By law (Title 13), Census employees are subject to a fine and/or imprisonment for any disclosure of census answers. Only after 72 years does information collected about an individual in a decennial census become available to other agencies, or to the public.

You must not share information that could identify an individual or a housing unit with anyone who is not a Census Bureau employee.

### *A Law That Requires Cooperation With the Census*

Title 13 also requires that persons answer census questions to the best of their knowledge. Title 13 further requires that the owner, agent, or superintendent of any building allow the enumeration of people in the building.

There are legal penalties for not cooperating with the census. However, most people are willing to cooperate because they realize that their assistance benefits their community. You will be trained to deal with respondents who are reluctant to cooperate or who request more information about the importance or uses of census data.



## Your Job in a Nutshell

### Your Job as an NRFU Enumerator

The following table identifies the major steps in your job.



#### 1. Prepare for Work.

- Locate your assignment area using census maps.
- Check the Address Register to determine which addresses require followup.
- Make sure you have a labeled questionnaire for each address that needs followup.
- Locate the blocks that contain followup addresses you will visit today.
- Plan your route of travel for personal interviews.
- Sort questionnaires in the order in which you will visit or phone the addresses.



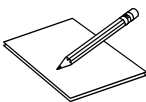
#### 2. Stop To Interview at Each Designated Address.

- Use the assigned questionnaire to interview at the address.
- Introduce yourself:
  - State your name.
  - Show your Census ID.
  - Confirm that you are at the correct address.
  - State the purpose of your visit.
  - Explain how long the interview will take.
  - Hand the respondent a Privacy Act Notice, D-31.



#### 3. Determine the Census Day Unit Status.

- Determine unit status on Census Day, April 1, 2000.
- Mark answers to questions S2, S3, S4, and S5.



#### 4. Complete the Enumerator Questionnaire.

- If the unit was *occupied* on Census Day, complete the questionnaire for the Census Day residents.
- If the unit was *vacant* or *nonexistent*, confirm the Census Day status with a knowledgeable individual and complete the appropriate parts of questionnaire.
- Complete the Respondent Information, Interview Summary, Record of Contact, and Certification sections.



#### 5. Enter Status Codes on the Address Listing Page.

- Determine which status code applies to the housing unit.
- Enter the appropriate status code in column (1) on the Address Listing Page, D-103A.

## Types of Assignment Areas

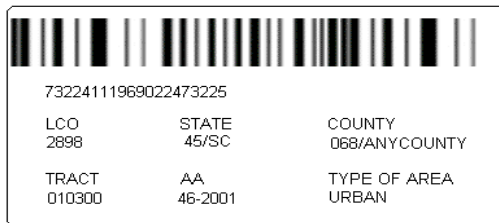


**Overview**

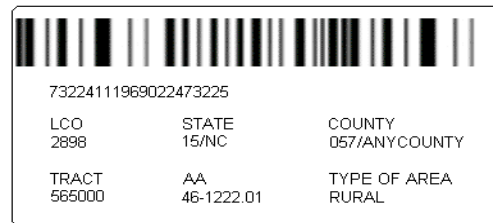
Each NRFU enumerator is assigned a specific area in which to work. This area is called an assignment area (AA). Your AA will be one of two types, urban or rural. Every time you are given a new AA, your crew leader will tell you whether it is an urban or rural type. You can also find this information on the label of the Address Register cover. Illustration 2.1 below shows a sample Address Register cover label for both urban and rural areas.

**Illustration 2.1. Address Register Cover Label**

**Address Register Cover with Urban Address Label**



**Address Register Cover with Rural Address Label**



**Urban-Type AA**

Most of the housing units in an urban-type AA have house numbers and street name addresses. Examples of house number and street name addresses are:

21 South Street  
1 Main Street, Apartment A.

Occasionally, an urban-type AA may contain some housing units with non-house number, street name addresses.

**Rural-Type AA**

In some areas, some or all housing units may have rural route or postal box numbers and will not have house numbers and street name addresses. Some addresses in rural-type AAs may simply be road names. Some examples of non-house number and street name addresses are:

Rural Route 5, Box 36  
PO Box 546  
Main Street Extension.

**Enumeration Procedures**

While most procedures are identical, there are some differences in enumerating urban- and rural-type AAs. Where procedures differ, this manual will explain the urban- and rural-type AA procedures separately. Follow the instructions appropriate to your type of AA.





Your enumerator kit also contains an NRFU Enumerator Quick Reference, D-547.1(U), for urban-type AAs and an NRFU Enumerator Quick Reference, D-547.1(R), for rural-type AAs. Use the quick reference appropriate to your type of AA.



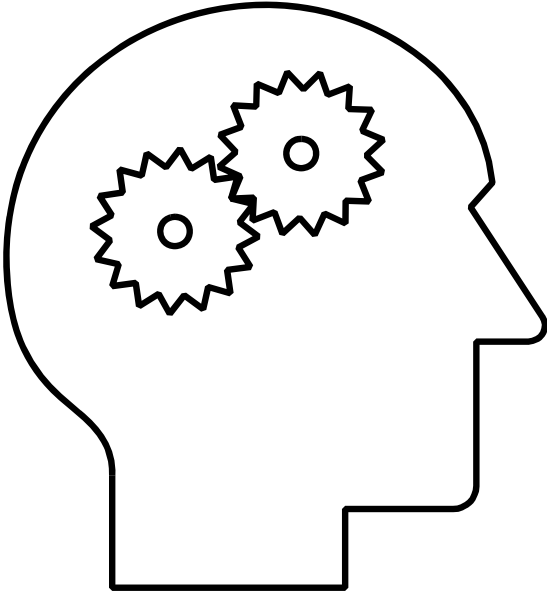
## Performing Quality Work

- Overview** The work you will perform as an NRFU enumerator is extremely important. We must make sure that everyone is counted in the census and that the census is conducted in a cost-efficient manner.
- Falsified Work** Your job will not always be easy. Even though you want to do a good job and keep on schedule, there may be times when you cannot make the progress you would like.
- However, you must not submit falsified work to your crew leader under any circumstances. Office personnel and crew leaders are trained to recognize fictitious materials. Additionally, a percentage of all work will be verified for accuracy. Thus, if you submit falsified work, the chances of getting caught are high.
- Penalties for Falsification** If it is discovered that you have submitted falsified work, you will be dismissed immediately from your job. This action also may have a negative effect on your chances of future Federal employment.



**NOTES**

**Section 3:  
Preparing for Work**







## Introduction to Section 3

**Overview**

Before you leave home to begin interviewing, organize your thoughts and plan your work for the day. You should know what you need to accomplish, where you need to go, and what materials to take with you. To help you prepare for work, this section includes the following topics:

Topic	Page
Introduction to Section 3	3-1
Plan Your Day’s Work	3-2
Assemble the Necessary Materials	3-17



## Plan Your Day's Work

### Introduction

You must complete several steps before you start interviewing. To plan your day's work, you need to know how to read the Address Listing Page, D-103A, and how to use census maps.

### Summary of Steps

The following table lists the basic steps involved in planning your day's work:

Step	Action
1	Locate your assignment area (AA) using census maps.
2	Check the Address Listing Pages in your Address Register to determine which addresses require followup.
3	Make sure you have a labeled questionnaire for each followup address.
4	Locate the blocks that contain followup addresses you will visit today.
5	Plan your route of travel for personal interviews.
6	Arrange your questionnaires in the order in which you will visit or phone the addresses.

### Step 1—Locate your Assignment Area using census maps and the Block Listing, D-114

Determine the location of your AA before you set out for your first day of work. Use the maps and Block Listing, D-114, in the census map envelope contained in your Address Register.


**Step 1 (Continued)      Locating an Urban-type AA**

Inside the Census Map Envelope for an urban AA, you will find the following:

Tract Locator Map	The Tract Locator Map helps you determine the general vicinity of your AA by showing boundaries, roads, and geographic information near it. The shaded area on the map represents a census tract. Your AA is within this shaded area but is not the entire tract (see Illustration 3.1 on page 3-4).
Census Tract Map	The Census Tract Map identifies all census blocks within the census tract that contains your AA. Used with the Block Listing, D-114, this map will allow you to locate all the census blocks in your AA and to plan an efficient route of travel to the AA (see Illustration 3.2 on page 3-5).
Block to Map Sheet Equivalency Table	The Block to Map Sheet Equivalency table shows you which map sheets correspond to which blocks in your AA.
Block Listing, D-114 Urban	The Block Listing lists all blocks within your AA (see Illustration 3.3 on page 3-5).

To locate the maps needed for your nonresponse followup AA, compare the blocks on the D-114 to the Block to Map Sheet Equivalency Table.

To find your AA on the Census Tract Map, compare the number of each block listed on the Block Listing, D-114, to the numbered blocks on the Census Tract Map.

Refer to Appendix F, Information on Census Maps, for a detailed description of the information you will find on the maps.







Illustration 3.2. Census Tract Map

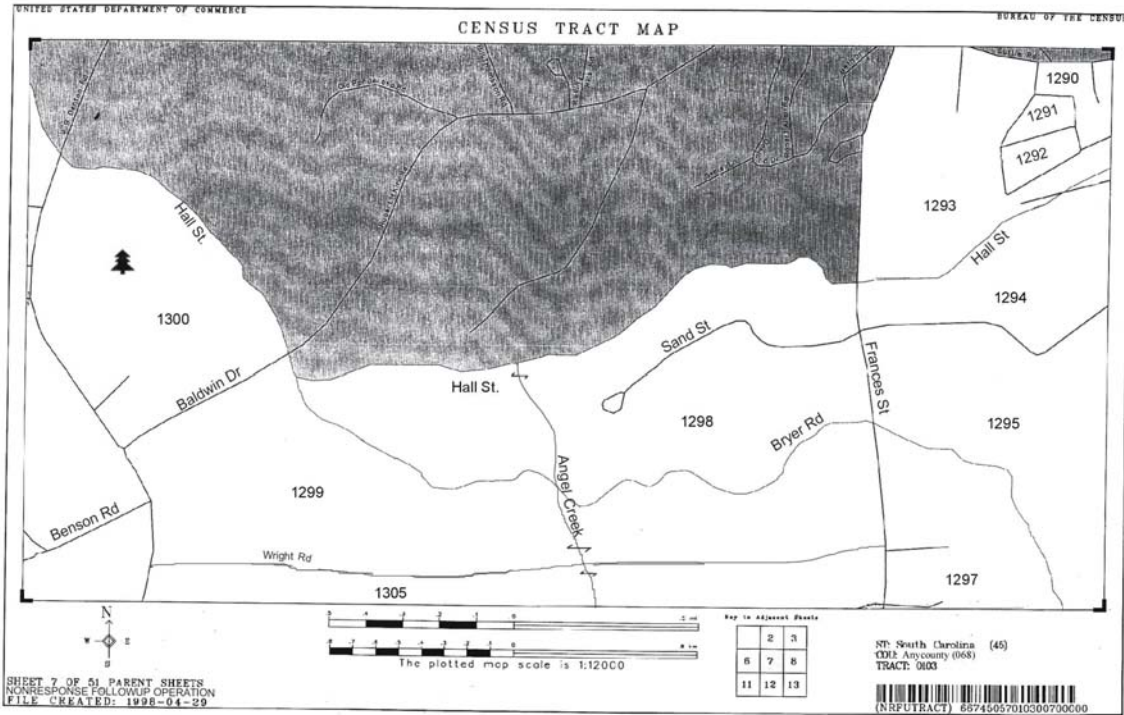


Illustration 3.3. Block Listing, D-114 Urban

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C. OMB NO. xxxx-xxxx APPROVAL EXPIRES xx/xx/xxxx

D-114 (NRFU)		U.S. DEPARTMENT OF COMMERCE							
TYPE OF AREA: URBAN		BUREAU OF THE CENSUS							
(04/2000)									
BLOCK LISTING									
OPERATION: NONRESPONSE FOLLOWUP									
U.S. CENSUS 2000									
RCC/LCO/TRACT/AA: 2800/2898/010300/46-2001		CHARLOTTE/COLUMBIA							
ST/COU: 45 / 068		ANYCOUNTY, SC							
		Print Date/Time: 04/27/2000 10:21							
		Page 1 of 2							
<b>BLOCKS</b>									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1295	1297	1298	1299						



**Step 1 (Continued)**

***Locating a Rural-Type AA***

The maps you will use for a rural-type AA were originally produced for and updated during the census Update/Leave field operation. Thus, they are titled “Update/Leave” even though you will use them for NRFU. Inside the Census Map Envelope for a rural-type AA, you will find the following materials:

AA Locator Map	The AA Locator Map helps you determine the general vicinity of your AA by showing boundaries, roads, and geographic information near it. Your AA is entirely within the shaded area of the map (see Illustration 3.4 on page 3-7).
AA Map	The AA Map includes all census blocks within your AA. The AA lies within the unshaded area on this map. Used with the Block Listing, D-114, this map will allow you to locate all the census blocks within your AA and to plan an efficient route of travel to the AA (see Illustration 3.5 on page 3-8).
Census Block Map(s)	Each block within your AA will have an individual Census Block Map. A Census Block Map contains a map spot and map spot number for each living quarters in the block. Use the map-spotted block map in conjunction with the Address Listing Page to find each followup unit in the block. You will receive block maps only for those blocks within your AA (see Illustration 3.6 on page 3-9).
Block Listing, D-114 Rural	The Block Listing lists all blocks within your AA (see Illustration 3.7 on page 3-9).

To find your AA on the AA Map, compare the number of each block listed on the Block Listing, D-114, to the numbered blocks on the AA Map. You should also have an individual Census Block Map for each block listed on the Block Listing, D-114.

Refer to Appendix F, Information on Census Maps, for a detailed description of the information you will find on the maps.



Illustration 3.4. AA Locator Map

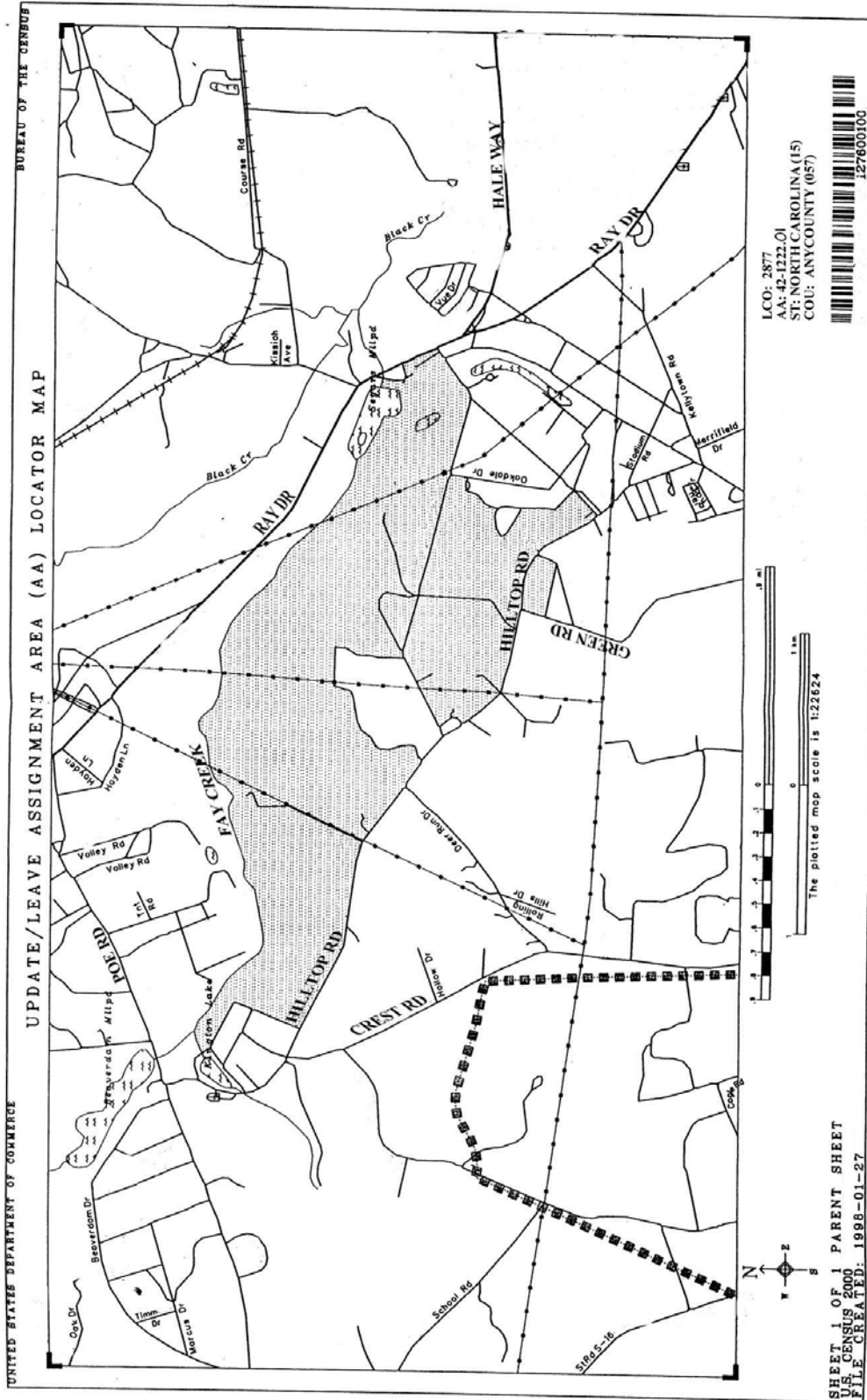






Illustration 3.6. AA Census Block Map

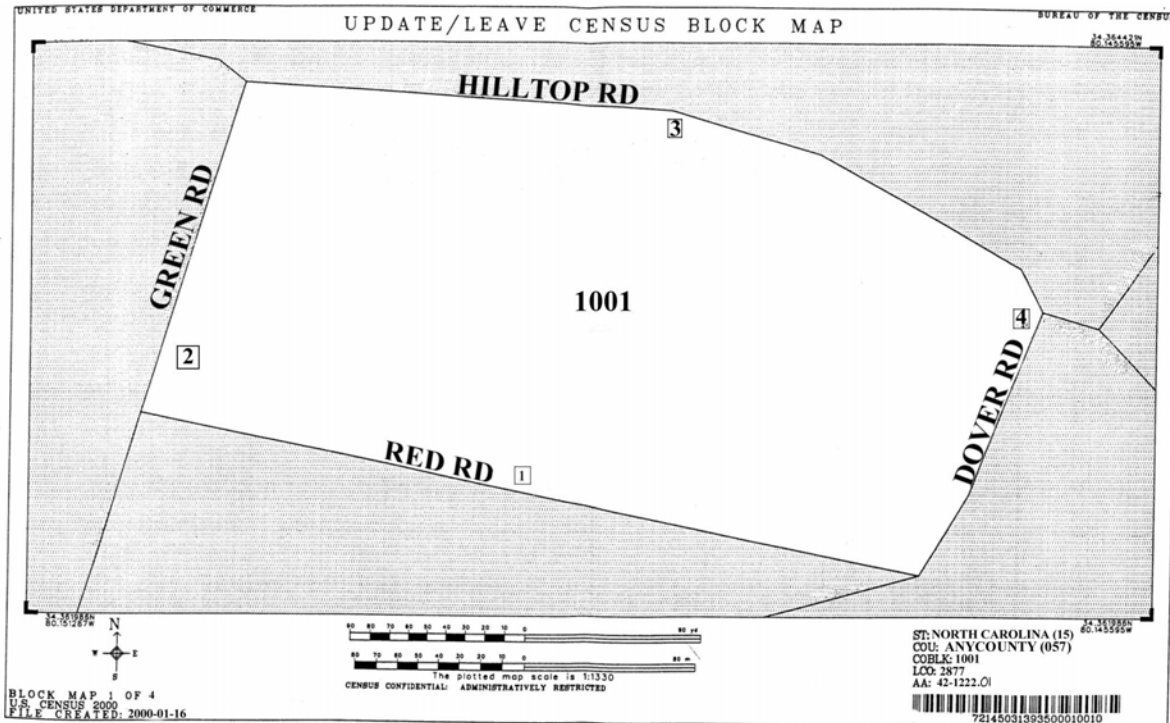


Illustration 3.7. Block Listing, D-114 Rural

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C. OMB NO. xxx-xxxx APPROVAL EXPIRES xxx/xx/xxxx

<b>D-114 (NRFU)</b>		<b>U.S. DEPARTMENT OF COMMERCE</b>	
<b>TYPE OF AREA: RURAL</b>		<b>BUREAU OF THE CENSUS</b>	
<b>(04/2000)</b>			
<b>BLOCK LISTING</b>			
<b>OPERATION: NONRESPONSE FOLLOWUP</b>			
<b>U.S. CENSUS 2000</b>			
<b>RCC/LCO/TRACT/AA: 2800/2877/565000/46-1222.01</b>		<b>CHARLOTTE/GREENVILLE</b>	
<b>ST/COU: 15/ 057</b>		<b>Print Date/Time: 04/27/2000 10:21</b>	
		<b>Page 1 of 2</b>	
<b>BLOCKS</b>			
(1) 1001	(2) 1002	(3) 1003	(4) 1004
(5) 1005	(6) 1006	(7)	(8)
(9)	(10)		



**Step 2—Check the Address Listing Pages in your Address Register to determine which addresses require followup**

Your Address Register contains a complete listing of the mailing addresses for all known housing units in your assigned work area. However, only a portion of the addresses on these Address Listing Pages have been designated for a followup visit by a census enumerator. Some address listing lines have computer-generated or hand-drawn “Xs” in columns (1) through (3). These “X’s” indicate that a questionnaire was returned by mail to the Census Bureau. You do not need to follow up on these cases. Listings with an identification (ID) number in column (3) are followup cases.

Illustration 3.8 below shows a sample Address Listing Page from an Address Register for an urban-type AA.

Illustration 3.9 on the next page shows a sample Address Listing Page for a rural-type AA.

**Illustration 3.8. Identifying Followup Addresses—Urban Address Listing Page**

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 18, U.S.C. OMB NO. XXXX-XXXX APPROVAL EXPIRES XX/XX/XXXX

D-103A (NRFU) TYPE OF AREA: URBAN (04/2000)					U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS				
ADDRESS LISTING OPERATION: NONRESPONSE FOLLOWUP U.S. CENSUS 2000									
RCC/LCO/TRACT/AA: 2800/2898/010300/46-2001					CHARLOTTE/COLUMBIA ANYCOUNTY SC		Print Date/Time: 04/27/2000 08:40		
ST/COU: 45 / 068					Page 2 of 5				
STATUS (1)	DATE (2)	ID NUMBER (3)	BLOCK NUMBER (4)	MAP SPOT (5)	PHYSICAL LOCATION ADDRESS/ DESCRIPTION (6)	OCCUPANT NAME (7)	TELEPHONE NUMBER (8)	MAILING ADDRESS (9)	FT (10)
		45023001312345	1295	XX	107 MCDOWELL DR.				S
XXXX	XXXX	XXXXXXXXXX	1297	XX	173 FRANCES ST.				S
XXX	XX	XXXXXXXXXX	1297	XX	175 FRANCES ST.				S
XXX	XX	XXXXXXXXXX	1297	XX	186 ORCHARD ST.				L
		34544897000011	1298	XX	199 BRYER RD.				S
XXX	XX	XXXXXXXXXX	1298	XX	201 BRYER RD.				S
		43211190008766	1298	XX	SAND ST. BRICK HSE, GABLE ROOF			RR2 BOX 74	S
XXX	XX	XXXXXXXXXX	1298	XX	SAND ST. TRLR W/ CARPORT			RR2 BOX 76	S
XXX	XX	XXXXXXXXXX	1299	XX	103 BALDWIN DR.				L
XXX	XX	XXXXXXXXXX	1299	XX	190 BRYER RD. APT 1	PORT, J.			S
XXX	XX	XXXXXXXXXX	1299	XX	190 BRYER RD. APT 2	PITT, M.			S
		45230987127472	1299	XX	190 BRYER RD. APT 3				S



**Illustration 3.9. Identifying Followup Addresses—Rural Address Listing Page**

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 18, U.S.C. OMB NO. XXXX-XXXX APPROVAL EXPIRES XXXX/XXXX

D-103A (NRFU)		U.S. DEPARTMENT OF COMMERCE							
TYPE OF AREA: RURAL		BUREAU OF THE CENSUS							
(04/2000)		<b>ADDRESS LISTING</b> <b>OPERATION: NONRESPONSE FOLLOWUP</b> <b>U.S. CENSUS 2000</b>							
RCC/LCO/TRACT/AA: 2800/2877/565000/46-1222.01				CHARLOTTE/GREENVILLE		Print Date/Time: 04/27/2000 08:40			
ST/COU: 15 / 057				ANYCOUNTY NC		Page 1 of 5			
STATUS	DATE	ID NUMBER	BLOCK NUMBER	MAP SPOT	PHYSICAL LOCATION ADDRESS/ DESCRIPTION	OCCUPANT NAME	TELEPHONE NUMBER	MAILING ADDRESS	FT
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
XXX	XX	XXXXXXXXXX	1001	1	RED RD. TRLR .1 MI NW OF DOVER RD.	THOMAS, J.		RR1 BOX 71	S
		34569102984563	1001	2	GREEN RD. BRICK HSE 100 FT NE OF RED RD.			RR1 BOX 37	L
		13290813246578	1001	3	HILLTOP RD. .1 MI E OF GREEN RD.			BOX 488	S
XXX	XX	XXXXXXXXXX	1001	4	DOVER RD. HSE SW OF HILLTOP RD INT	EDSON, I.		BOX 9167	S
XXX	XX	XXXXXXXXXX	1002	1	136 RIDGEMONT RD. APT A	ROBB, J.			S
XXX	XX	XXXXXXXXXX	1002	1	136 RIDGEMONT RD. APT B	JONES, G.			S
		12500946652997	1002	1	136 RIDGEMONT RD. APT C				S
XXX	XX	XXXXXXXXXX	1002	2	KEY RD. TRLR 2 MI SW OF RIDGEMONT RD.			RR1	L
XXX	XX	XXXXXXXXXX	1002	3	KEY RD. BRICK HSE .3 MI SW OF RIDGEMONT RD.	CALL, P.		RR1 BOX 17	S
XXX	XX	XXXXXXXXXX	1002	4	KEY RD. SL 4 MI SW OF RIDGEMONT RD.	FRANCES, J.		RR1 BOX 19	L
XXX	XX	XXXXXXXXXX	1002	5	DAY RD. TRLR AT INT OF DAY RD.	PAWL, M.		RR1 BOX 21	S
XXX	XX	XXXXXXXXXX	1002	6	DAY RD. TRLR 100 FT NE OF INT W/ HILLTOP RD.	LARCH, A.		RR1 BOX 23	S





**Step 3—Make sure you have a labeled questionnaire for each followup address**

You should have a labeled short form Enumerator Questionnaire, D-1(E), or long form Enumerator Questionnaire, D-2(E), for each followup address on the Address Register (see Illustrations 3.10 and 3.11 for examples of questionnaire labels). The label appears in the same place on both the short form and the long form questionnaires.

To identify the proper questionnaire, match the ID number in column (3) on the Address Listing Page to the ID number on the questionnaire label (see Illustrations 3.10 on the next page and 3.11 on page 3-14 for examples of matching the ID numbers).

If you are missing a labeled questionnaire for a followup address that appears on the Address Listing Page, use the correct type of blank form to complete the interview. Fill out the address label of the questionnaire using the information on the Address Listing Page. Thus, if an “S” appears in column (10), FT, on the Address Listing Page, prepare a short form; if an “L” appears in column (10), prepare a long form.

- **In an urban-type AA**, be sure to fill in the LCO, state, county, tract, block, and unit ID number in addition to the address.
  - **In a rural-type AA**, be sure to fill in the LCO, state, county, tract, block, map spot number, and the unit ID number in addition to the address.
- ☞ **NOTE: If you receive pre-labeled questionnaires for addresses that are not designated in your Address Register for followup, notify your crew leader.**



Illustration 3.10. Matching the Address Label to the Listing Page—Urban

FORM **D-1(E)**  
(1-21-99) U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

**ENUMERATOR QUESTIONNAIRE**  
**United States Census 2000**

Continuation form(s) attached  
Number of continuation forms for this address **011**

12345678901 23456789012

LCO STATE COUNTY TRACT BLOCK  
2898 45 068 010300 1295

AA MAP SPOT UNIT ID FT  
46-2001 45023001312345 S

TO RESIDENT AT:  
107 MCDOWELL DR.  
ANYCITY, SC 20569

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C. OMB NO. XXXX-XXXX APPROVAL EXPIRES XX/XX/XXXX

**D-103A (NRFU)**  
**TYPE OF AREA: URBAN**  
**(04/2000)**

**U.S. DEPARTMENT OF COMMERCE**  
**BUREAU OF THE CENSUS**

**ADDRESS LISTING**  
**OPERATION: NONRESPONSE FOLLOWUP**  
**U.S. CENSUS 2000**

RCC/LCO/TRACT/AA: 2800/2898/010300/46-2001 CHARLOTTE/COLUMBIA  
ST/COU: 45 / 068 ANYCOUNTY SC

Print Date/Time: 04/27/2000 08:40  
Page 2 of 5

STATUS	DATE	ID NUMBER	BLOCK NUMBER	MAP SPOT	PHYSICAL LOCATION ADDRESS/ DESCRIPTION	OCCUPANT NAME	TELEPHONE NUMBER	MAILING ADDRESS	FT
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
		45023001312345	1295	XX	107 MCDOWELL DR.				S
XXXX	XXXX	XXXXXXXXXX	1297	XX	173 FRANCES ST.				S
XXX	XX	XXXXXXXXXX	1297	XX	175 FRANCES ST.				S
XXX	XX	XXXXXXXXXX	1297	XX	186 ORCHARD ST.				L
		34544897000011	1298	XX	199 BRYER RD.				S
XXX	XX	XXXXXXXXXX	1298	XX	201 BRYER RD.				S
		43211190008766	1298	XX	SAND ST. BRICK HSE, GABLE ROOF			RR2 BOX 74	S
XXX	XX	XXXXXXXXXX	1298	XX	SAND ST. TRLR W/ CARPORT			RR2 BOX 76	S
XXX	XX	XXXXXXXXXX	1299	XX	103 BALDWIN DR.				L
XXX	XX	XXXXXXXXXX	1299	XX	190 BRYER RD. APT 1	PORT, J.			S
XXX	XX	XXXXXXXXXX	1299	XX	190 BRYER RD. APT 2	PITT, M.			S
		45230987127472	1299	XX	190 BRYER RD. APT 3				S



Illustration 3.11. Matching the Address Label to the Listing Page—Rural

FORM D-2(E) (1-21-99) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

**ENUMERATOR QUESTIONNAIRE**  
United States Census 2000

Continuation form(s) attached  
Number of continuation forms for this address 011

1234567890123456789012

LCO STATE COUNTY TRACT BLOCK  
2877 15 057 565000 1001

AA MAP SPOT UNIT ID FT  
46-1222.01 3 13290813246578 S

TO RESIDENT AT:  
BOX 488  
ANYCITY, NC 20568

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 18, U.S.C. OMB NO. XXXX-XXXX APPROVAL EXPIRES XX/XX/XXXX

D-103A (NRFU)  
TYPE OF AREA: RURAL (04/2000)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

**ADDRESS LISTING**  
OPERATION: NONRESPONSE FOLLOWUP  
U.S. CENSUS 2000

RCC/LCO/TRACT/AA: 2800/2877/565000/46-1222.01 CHARLOTTE/GREENVILLE  
ST/COU: 15 / 057 ANYCOUNTY NC

Print Date/Time: 04/27/2000 08:40  
Page 1 of 5

STATUS (1)	DATE (2)	ID NUMBER (3)	BLOCK NUMBER (4)	MAP SPOT (5)	PHYSICAL LOCATION ADDRESS/ DESCRIPTION (6)	OCCUPANT NAME (7)	TELEPHONE NUMBER (8)	MAILING ADDRESS (9)	FT (10)
XXX	XX	XXXXXXXXXX	1001	1	RED RD. TRLR .1 MI NW OF DOVER RD.	THOMAS, J.		RR1 BOX 71	S
		34569102984563	1001	2	GREEN RD. BRICK HSE 100 FT NE OF RED RD.			RR1 BOX 37	L
		13290813246578	1001	3	HILL TOP RD. .1 MI E OF GREEN RD.			BOX 488	S
XXX	XX	XXXXXXXXXX	1001	4	DOVER RD. HSE SW OF HILLTOP RD INT	EDSON, I.		BOX 9167	S
XXX	XX	XXXXXXXXXX	1002	1	136 RIDGEMONT RD. APT A	ROBB, J.			S
XXX	XX	XXXXXXXXXX	1002	1	136 RIDGEMONT RD. APT B	JONES, G.			S
		12500946652997	1002	1	136 RIDGEMONT RD. APT C				S
XXX	XX	XXXXXXXXXX	1002	2	KEY RD. TRLR .2 MI SW OF RIDGEMONT RD.			RR1	L
XXX	XX	XXXXXXXXXX	1002	3	KEY RD. BRICK HSE .3 MI SW OF RIDGEMONT RD.	CALL, P.		RR1 BOX 17	S
XXX	XX	XXXXXXXXXX	1002	4	KEY RD. SL .4 MI SW OF RIDGEMONT RD.	FRANCES, J.		RR1 BOX 19	L
XXX	XX	XXXXXXXXXX	1002	5	DAY RD. TRLR AT INT OF DAY RD.	PAWL, M.		RR1 BOX 21	S
XXX	XX	XXXXXXXXXX	1002	6	DAY RD. TRLR 100 FT NE OF INT W/ HILL TOP RD.	LARCH, A.		RR1 BOX 23	S

**Step 4—Locate the blocks that contain followup addresses you will visit today**

Now that you are familiar with both the Address Register and census maps, find the block number for each address you plan to visit today. The addresses are listed by block number on the Address Listing Pages, D-103As, of the Address Register. The block number appears in column (4) (see Illustrations 3.8 and 3.9 on pages 3-10 and 3-11).

***Locating Blocks in Urban-Type AAs***

Find the blocks containing the addresses you plan to visit by matching the Address Listing Page block number to the four- or five-digit block number printed within each block on the Census Tract Map.

***Locating Blocks in Rural-Type AAs***

Match the block number from the Address Listing Page to the block number printed within each block on the AA Map. Also use the block number on the Address Listing Page to identify the Census Block Map for each block you will visit.

**Step 5—Plan your route of travel for personal interviews**

Use your maps and list of followup addresses to plan a route of travel for personal interviews. By planning your travel route, you decrease the amount of time you spend traveling around your AA. Planning your route makes you more efficient.

**NOTE:** Plan your interviews for times when people are most likely to be at home. The best times to visit are late afternoons and evenings until 9 p.m. on weekdays and during the day Saturday and Sunday.

**Step 6—Arrange your questionnaires in the order in which you will visit or phone the addresses**

**In an urban-type AA**, arrange your questionnaires in the order in which the followup addresses appear on the Address Listing Page. Match each questionnaire to the followup address on the Address Listing Page by comparing the ID number on the label to the ID number on the listing page.



**Step 6--Arrange your questionnaires in the order in which you will visit or phone the addresses**

(Continued)

**In a rural-type AA**, locate the general vicinity of each followup address on the Census Block Map. Refer to the map spot number on the Address Listing Page and look for that map spot number on the block map. Arrange your questionnaires in a logical order based on the locations of the followup addresses.

Find the occupant's name in the telephone book and call any units you could not contact on previous days. Arrange the questionnaires for these units in the order in which you will phone them.



## Assemble the Necessary Materials

### Checklist

Refer to this checklist to ensure that you have everything you need *before* leaving home.

- Labeled Enumerator Questionnaires, D-1(E) and D-2(E)
  - Unlabeled Enumerator Questionnaires, D-1(E) and D-2(E)
  - Continuation Forms, D-1(E)SUPP and D-2(E)SUPP
  - Enumerator Job Aid, D-1(F)
  - Questionnaire Reference Book, D-1210
  - Notice of Visit, D-26
  - Privacy Act Notices, D-31
  - Address Register, D-103, containing Address Listing Pages, D-103A
  - Information Communications (INFO-COMMs), D-225
  - Daily Pay and Work Record, D-308
  - Census map envelope with maps inside
    - Urban-type maps: Tract Locator Map and Census Tract Map
- OR**
- Rural-type maps: Update/Leave AA Locator Map, Update/Leave AA Map, and Update/Leave Census Block Maps
- Map Legend Sheet
  - Block Listing Page, D-114
  - Block to Map Sheet Equivalency Table (Urban areas only)
  - Enumerator Identification Card, BC-110
  - Spanish Translation Job Aid, D-62A(S) and D-62B(S)
  - Language Assistance ID Card, D-3309
  - NRFU Enumerator Quick Reference, D-547.1(R) or (U)
  - NRFU Enumerator Manual, D-547(M)
  - Mechanical Pencils



**NOTES**

# **Section 4: Interviewing at Each Designated Address**









## Introduction to Section 4

**Introduction**

Having followed the procedures described in Section 3 of this manual, you are now prepared for work. Once you have located your assignment area (AA), your next step is to stop at each followup address to obtain information about the Census Day household. Section 4 shows you how to start a successful interview. This section covers the following topics:

Topic	Page
Introduction to Section 4	4-1
Finding Followup Units	4-2
Selecting the Correct Questionnaire	4-4
Interviewing Techniques	4-5
Making Contact	4-6
Who To Interview	4-8



## **Finding Followup Units**

### **Overview**

Once you travel to your AA to begin work, you will need to locate each followup housing unit “on the ground.” You will verify that you have located the correct followup unit at the beginning of the interview.

### **Finding Followup Units in an Urban-type AA**

In an urban-type AA, most housing units will have house number and street name addresses. For a followup unit with a house number and street name address, simply match the sequence of addresses in the Address Listing Page to the sequence of addresses on the ground until you locate the followup unit.

Occasionally an urban-type AA will include units with non-house number, street name addresses. Any unit whose address does not include a house number will be listed with a location description in column (6) of the Address Listing Page. Examples of location descriptions include:

“White colonial with circular drive”  
“Brick house, gable roof.”

Location descriptions appear only on the Address Listing Page, never on the questionnaire label.

When looking for a followup unit with a non-house number, street name address, take these steps:

- Use all the information provided on the Address Listing Page for nearby addresses to narrow your search
- Use the location description to identify the followup unit.

### **Finding Followup Units in a Rural-type AA**

In a rural-type AA, every housing unit will have a map spot number in column (5) on the Address Listing Page. Match the map spot number for each followup unit to the numbered map spot on the Census Block Map to determine its location.

### **Finding Followup**



**Units in a Rural-  
type AA**  
(Continued)

If the followup unit has a house number and street name address, you can match the sequence of addresses in the Address Listing Page to the sequence of addresses on the ground.

Any unit whose address does not include a house number will be listed with a location description in column (6) of the Address Listing Page. Examples of location descriptions include:

“White colonial house with circular drive”

“Brick house, gable roof.”

Location descriptions appear only on the Address Listing Page, never on the questionnaire label.

Use the location description, along with the other information on the Address Listing Page to assist you in locating the followup unit.



## Selecting the Correct Questionnaire

### **Use the Correct Questionnaire**

To ensure that you collect quality data for the census, you must use the questionnaire that has been specifically assigned to the followup unit.

Each census questionnaire that you receive will have a preprinted address label that identifies the followup unit. Besides the address, the label will contain identification information that is unique for the followup unit. *It is critical to use the correct questionnaire.*

### **Match the Address Label and Listing Page**

Before beginning your day's work, arrange your questionnaires in the order in which you will visit followup addresses. Before going to the door, verify that you have the correct questionnaire for the followup unit.

To select the specific questionnaire assigned to the followup address, match the ID number from the address label with the ID number in column (3) on the Address Listing Page, D-103A. This process is shown in Illustration 3.10 on page 3-13 for an urban-type AA. Illustration 3.11 on page 3-14 shows this process for a rural-type AA.



## Interviewing Techniques

<b>Overview</b>	Using effective interviewing techniques will improve the chances that your interviews will be both pleasant and productive.
<b>Dress Appropriately</b>	Make a good impression by dressing appropriately for the neighborhood. Some people judge others by their dress and may not open the door for someone who appears messy or who may be overdressed for the neighborhood.
<b>Be Prepared To Answer Questions</b>	People will react to you in a variety of ways. However, you must always remain cordial and polite. Always try to smile. Be prepared for all types of questions and give honest answers. You should know the answers, given in Sections 2 and 11 of this manual, to the most common inquiries such as “Who uses census data?,” “Why do you ask these questions?,” and “Does the IRS use this information?” Do not engage in any unnecessary conversation on controversial topics such as politics.
<b>Ask All the Questions</b>	Ask the questions exactly as worded on the questionnaire. Ask all the questions in the order shown on the census questionnaire and don’t assume any answers. Understand why the questions are important so that you can explain this to the respondent if asked.
<b>Clarify Unclear Responses</b>	Occasionally, a respondent’s answer may be confusing or unclear. In these cases, you should probe for more information. The most common types of probes are: <ul style="list-style-type: none"><li>• Repeating the question</li><li>• Asking for more information</li><li>• Asking for an estimate, if appropriate</li><li>• Pausing to give the person time to think.</li></ul>
<b>Don’t Suggest Answers</b>	The respondent may have trouble answering some of the questions. Probe for information but do not put words in the respondent’s mouth. Ask the respondent if there is anyone else who can help answer the question but don’t suggest answers.
<b>Thank the Respondent</b>	Always try to leave the respondent with a good feeling toward the Census Bureau. Express your appreciation for the respondent’s cooperation.



## Making Contact

**Handle Common Situations**

When visiting followup units, you may encounter a variety of situations. This section explains where to find guidance for handling common situations.

<b>If you find . . .</b>	<b>Then . . .</b>
The unit is occupied and a respondent is home	<p>Follow the instructions in Section 6 to complete a short form questionnaire for an occupied unit, or in Section 7 to complete a long form questionnaire for an occupied unit.</p> <p>Keep in mind that most of the followup units you visit will be occupied housing units. If you make your visits at times when people are likely to be home, you will usually find a household member to interview.</p>
The unit is occupied but no one is home	<p>Follow the instructions in Section 11, page 11-2, for what to do when no one is home.</p> <p>Again, remember that most followup units are occupied units. If no one is home when you visit, it is probably because each member of the household is at work or on an errand.</p>
No one lives in the unit	<p>Follow the instructions in Section 8 to complete a questionnaire for a vacant unit.</p> <p>Keep in mind that even if a unit is vacant at the time of your visit, it may not have been vacant on Census Day. If you are not sure whether anyone is living in a followup unit, follow the instructions in Section 11, page 11-2 for what to do when no one is home.</p>
<b>If you find . . .</b>	<b>Then . . .</b>



**Handle Common Situations**  
(Continued)

<p>The unit is demolished, burnt out, open to the elements, or nonresidential</p>	<p>Follow the instructions in Section 9, page 9-2 for handling such units, which are “nonexistent” for census purposes.</p> <p>As with vacant units, if you find an uninhabitable followup unit, you must first determine the unit’s status as of Census Day.</p>
<p>The unit cannot be located or is a duplicate of another address</p>	<p>Follow the instructions in Section 9 for how to handle these situations.</p> <p>Never conclude that an address does not exist until you have exhausted all possibilities of locating the unit and have asked several people about its location.</p>





## **Who To Interview**

### **Introduction**

When you complete a questionnaire about a followup address, you must obtain data from a knowledgeable respondent who is at least 15 years old.

### **Household Respondent**

A respondent who is a household member is usually the best source of accurate and complete information about his or her household and housing unit.

### **Nonhousehold (“Proxy”) Respondent**

Sometimes, however, you may have to interview a knowledgeable nonhousehold (“proxy”) respondent to complete the questionnaire for a followup unit.

#### ***For Vacant Units***

For example, if a unit is vacant, obtain information from a neighbor, real estate agent, building manager, or some other knowledgeable source. Section 8 describes how to complete a questionnaire for a vacant unit.

#### ***For Nonexistent Units***

You will also need to obtain information from a proxy respondent if a followup unit is nonexistent at the time of your visit. Section 9 describes how to complete a questionnaire for a nonexistent housing unit.

#### ***Callback Attempts***

If you are completing a questionnaire for an occupied unit, you must first follow full contact procedures before interviewing a proxy respondent. Do not conduct a proxy interview until you have made a total of six contact attempts (“callbacks”), including the initial visit. Section 11, page 11-4, describes the callback procedure you must follow.

If you have not been able to contact a household member after following the full callback procedure, you should conduct an interview with a proxy respondent. Follow the procedures in Section 6 for completing the short form questionnaire for an occupied unit and in Section 7 for completing the long form.



**Nonhousehold  
("Proxy")  
Respondent  
(Continued)**

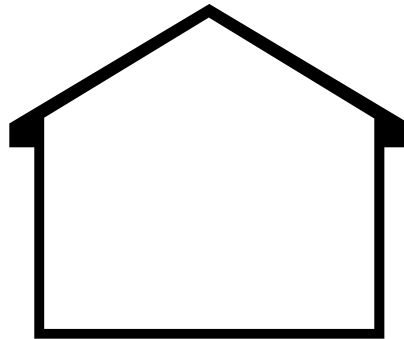
*Callback Attempts (Continued)*

If you learn during your callback attempts that the occupant of a followup unit is away for an extended period of time, then the six-callback rule does not apply. Conduct an interview with a proxy respondent to complete the questionnaire.



**NOTES**

**Section 5:**  
**Determining Unit Status**







## Introduction to Section 5

### Introduction

The first series of questions on the census questionnaire is designed to determine the Census Day (April 1, 2000) status of the followup address. This is a critical determination that affects both the selection of questions you will ask and the information you will report.

The Census Day status of the unit will indicate one of three possible conditions:

1. The followup address was occupied on Census Day (either by the current household or a different household);
2. The followup address was vacant on Census Day; or
3. The followup address was nonexistent on Census Day and, therefore, should not be counted for purposes of the census.

Section 5 includes the following topics that will help you determine the Census Day status of a unit:

Topic	Page
Introduction to Section 5	5-1
Occupied Housing Units	5-2
Vacant Housing Units	5-3
Nonexistent Housing Units	5-4



## Occupied Housing Units

### Occupied

An **occupied** status means that someone lived at the followup address on Census Day. An occupied status includes situations in which the household was temporarily away on vacation or on business on Census Day.

*The Census Day occupants may or may not be the same people who occupy the housing unit at the time of your visit. An interview for an occupied unit involves collecting information about the people who lived at the followup address on Census Day.*

*Exception:* There is a special situation in which the whole household living at the unit on Census Day usually lived somewhere else. This is called Whole Household Usual Home Elsewhere (WHUHE). In this situation, the unit is classified as Vacant—UHE. See Section 11, page 11-15.

For more information on completing a short form questionnaire for an occupied unit, see Section 6. For more information on completing a long form questionnaire for an occupied unit, see Section 7.



## Vacant Housing Units

### **Vacant**

A **vacant** status means that the housing unit at the followup address was not occupied on Census Day. For instance, the unit may have been for rent, for sale, or sold but not occupied. The unit is not considered vacant if the occupants were just temporarily away on Census Day.

If a unit is vacant when you visit it, do not simply assume it was vacant on Census Day. Ask neighbors to verify the unit's Census Day status.

For more information on completing a questionnaire for a vacant unit, see Section 8.





## **Nonexistent Housing Units**

### **Nonexistent**

Occasionally, you will determine that the followup address was **nonexistent** on Census Day. This means that it is ineligible for the census and should be deleted from the Address Register.

A housing unit at a followup address should be deleted if it:

- Is demolished or burned out
- Cannot be located
- Is a duplicate of another address
- Is nonresidential
- Is open to the elements, under construction, etc.

To be classified as nonexistent, the unit must have fallen into one of these delete categories on Census Day, April 1, 2000.

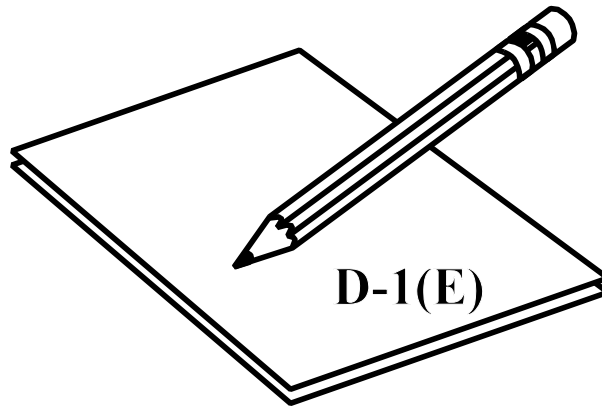
Keep your “unable to locate” cases to an absolute minimum. Do not use this category until you have exhausted all possibilities of locating the unit and have asked several people about its location.

For more information on completing a questionnaire for a nonexistent unit, see Section 9.

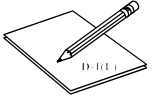


**NOTES**

**Section 6:  
Completing Enumerator  
Questionnaire, D-1(E), for an  
Occupied Unit**







## Introduction to Section 6

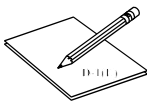
### Introduction

Section 6 explains how to complete the short form Enumerator Questionnaire, D-1(E), step by step. Refer to Section 7 for procedures on completing the long form Enumerator Questionnaire, D-2(E), and Sections 8 and 9 for procedures on dealing with any unit status other than occupied on Census Day. In addition, refer to Appendix E for procedures on printing questionnaire entries correctly.

### What To Do If You Have Problems

You are expected to fully complete the questionnaire as appropriate for the unit status you encounter at each followup address. If you have problems completing the questionnaire, review this section or consult Section 11 of this manual, which describes how to handle a variety of special interviewing situations. If Section 11 cannot help you, do your best to complete the questionnaire and consult your crew leader about the problems you encountered. You may also consult the Questionnaire Reference Book (QRB), Form 1210, which reviews each question in detail.

Topic	Page
Introduction to Section 6	6-1
Complete Questions S1 Through S5 on the Short Form Questionnaire for an Occupied Unit	6-2
Complete Questions 1 Through 6 on the Short Form Questionnaire for an Occupied Unit	6-6
Complete the Coverage and Housing Questions on the Short Form Questionnaire for an Occupied Unit	6-13
Finalize the Short Form Questionnaire for an Occupied Unit	6-16



## Complete Questions S1 Through S5 on the Short Form Questionnaire for an Occupied Unit

### Introduction

This section guides you through your interview. Follow the procedures outlined below to complete the short form Enumerator Questionnaire, D-1(E).

### Complete Question S1

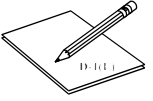
Follow the steps below to introduce yourself and complete question S1:

1. Introduce yourself to the person who answers the door. Read your introduction to question S1 exactly as it appears on the questionnaire.
2. Show your Census ID. Confirm that you are at the unit whose mailing address is printed on the questionnaire by asking, *Is this (read address from the questionnaire label)?*
3. Record the answer and follow the instructions on the questionnaire.
4. Answer any questions the respondent may have as they come up.

**NOTE:** When attempting to contact a respondent by phone, use the following script:

Good morning (or afternoon, evening). My name is (*your name*). I am calling from the U.S. Census Bureau. We are conducting Census 2000 in this area. READ THE PRIVACY ACT NOTICE, D-31, TO THE RESPONDENT. Am I speaking to a member of the household living at (*read location address/ description of the living quarters*)?

Since many of the questions refer to the cards in the Enumerator Job Aid, D-1(F), you will need to slightly reword the questions and then start reading the answer categories from the card until the respondent offers the answer.



**Complete  
Questions S2  
Through S5**

Questions S2 through S5 on the questionnaire determine the status of the followup unit on Census Day.

***Question S2***

Read the introduction to question S2: *I'm here to complete a census questionnaire for this address. It should take about 7 minutes. This notice explains that your answers are kept confidential.*

Hand the respondent a copy of the Privacy Act Notice, D-31 (see Illustration 6.1 on the next page). Allow the respondent time to read it.

Ask, *Did you or anyone in this household live here on Saturday, April 1, 2000?*

If yes . . .	If no . . .
Mark the Yes box and ask question S3.	Skip to question S4.  Follow the procedures in Section 8 for vacant units or Section 9 for nonexistent units.

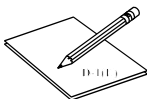
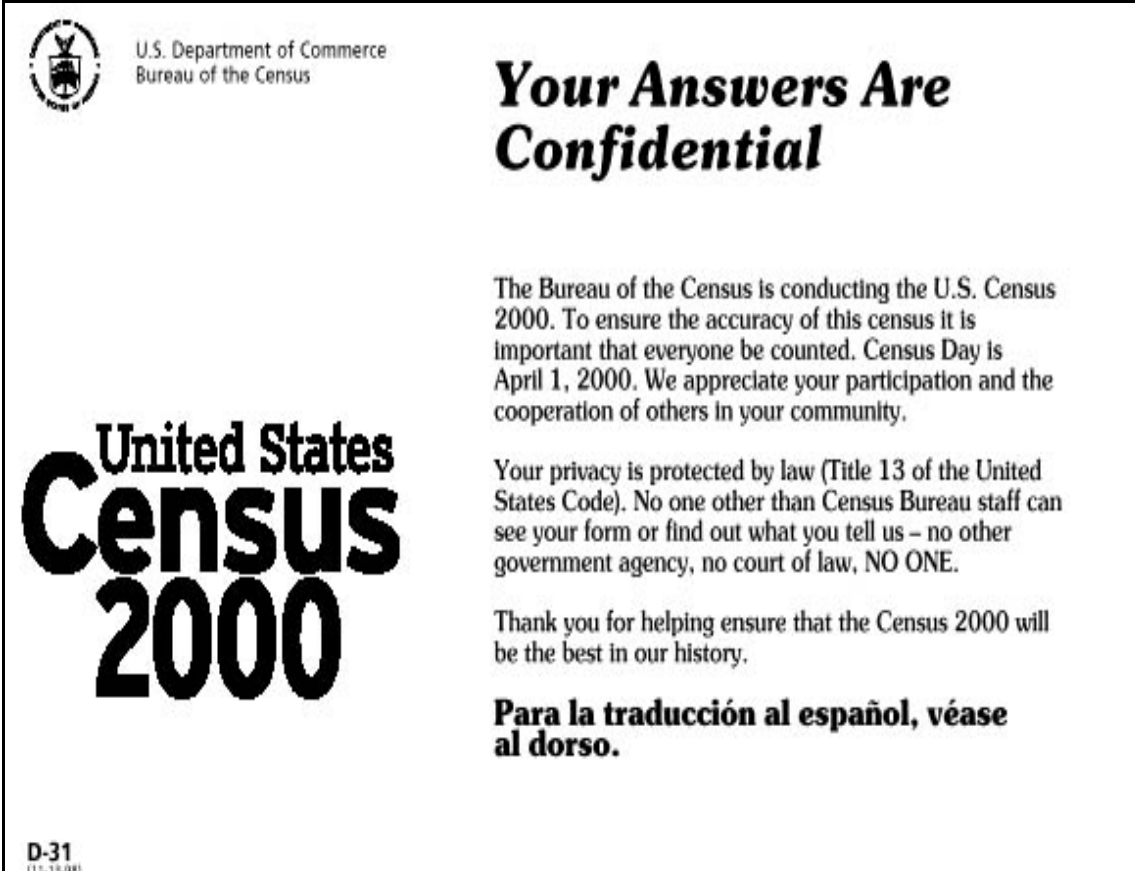


Illustration 6.1. Privacy Act Notice, D-31



The illustration shows a privacy notice for the 2000 U.S. Census. It features the U.S. Department of Commerce Bureau of the Census logo in the top left. The main heading is "Your Answers Are Confidential" in a large, bold, serif font. Below this, there are three paragraphs of text explaining the census process and privacy protections. The text is in a standard serif font. On the left side, the words "United States Census 2000" are written in a large, bold, sans-serif font. At the bottom left, there is a small box containing the code "D-31" and the date "(11-12-99)".

U.S. Department of Commerce  
Bureau of the Census

**Your Answers Are Confidential**

The Bureau of the Census is conducting the U.S. Census 2000. To ensure the accuracy of this census it is important that everyone be counted. Census Day is April 1, 2000. We appreciate your participation and the cooperation of others in your community.

Your privacy is protected by law (Title 13 of the United States Code). No one other than Census Bureau staff can see your form or find out what you tell us - no other government agency, no court of law, NO ONE.

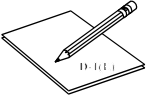
Thank you for helping ensure that the Census 2000 will be the best in our history.

**Para la traducción al español, véase al dorso.**

**United States  
Census  
2000**

D-31  
(11-12-99)





**Complete  
Questions S2  
Through S5  
(Continued)**

***Question S3***

Ask, *Is this (house/apartment/mobile home) a vacation or seasonal home, or only occasionally occupied by your household?*

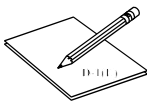
<b>If yes . . .</b>	<b>If no . . .</b>
Follow the procedures in Section 8 for vacant units.	Mark the No box and skip to question S5.

***Question S5***

Ask, *How many people were living or staying in this (house/apartment/mobile home) on April 1, 2000?*

Enter the number of people and go to question 1 on page 2 of the form.

Do not fill this item for units that were vacant or nonexistent on Census Day.



**Complete Questions 1 Through 6 on the Short Form Questionnaire for an Occupied Unit**

**Complete Questions 1 Through 6**

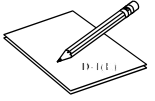
If you have an entry in question S5 (the unit was occupied on Census Day), proceed to questions 1 through 6 on the short form Enumerator Questionnaire, D-1(E).

Only people living at the followup address on Census Day who had no other usual place of residence should be counted as a member of the household. This generally includes members of the immediate family (e.g., spouse, children) of the respondent, but it may include other relatives and nonrelatives as well. The following table shows who should and should not be included when completing the questionnaire.

INCLUDE	DO NOT INCLUDE
<ul style="list-style-type: none"> <li>• Housemate/roommate</li> <li>• Foster child</li> <li>• Roomer/boarder</li> <li>• Live-in employee</li> <li>• Someone staying here:               <ul style="list-style-type: none"> <li>– With no permanent place to live</li> <li>– Most of the week while working, even if the person has residence elsewhere</li> </ul> </li> <li>• Someone temporarily away:               <ul style="list-style-type: none"> <li>– On business</li> <li>– On vacation</li> <li>– In a general hospital</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Someone:               <ul style="list-style-type: none"> <li>– Away at college</li> <li>– In the Armed Forces and living elsewhere</li> <li>– Staying at another residence most of the week while working</li> </ul> </li> <li>• Someone in a:               <ul style="list-style-type: none"> <li>– Correctional facility</li> <li>– Nursing home</li> <li>– Mental hospital</li> <li>– Hospice</li> <li>– Ward for the chronically ill</li> </ul> </li> </ul>

Refer to Appendix A, Job Aid: Census 2000 Residence Rules For Nonresponse Followup (NRFU) Households, for additional information on who should and should not be included for the purpose of completing this questionnaire.

**Complete Questions 1 Through 6 (Continued)**

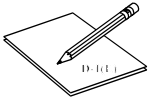
**Question 1—Name**

1(E)SUPP. (See Section 11, page 11-6 for instructions on how to complete a continuation form.)

Question 1 asks for the name of each person living in the household on April 1, 2000.

- Read question 1 to the respondent:  
***What is each person's name? Start with the name of a person who owns, is buying, or rents this (house/apartment/mobile home).***
- In the far left column of the questionnaire, print in all capital letters each person's first name, middle initial (MI), and last name in the boxes marked Person 1, Person 2, and so on (see Illustration 6.2 below). Enter all the names before moving on to question 2. If more than five names are given, fill out a continuation form, D-
- Be sure to list as Person 1 the name of the household member who owns, is buying, or rents the housing unit. The respondent is *not* always Person 1. If there is no such person in the Census Day household, list any adult household member over the age of 15 as Person 1.
- Do not enter anything but names in question 1. If the person refuses to give names, enter "Refused" in the left margin (see Illustration 6.2 below). If the respondent is willing to give only first names, record that information in the space provided.





United States  
**Census 2000**  
CARD A

U.S. Department of Commerce  
Bureau of Economic Analysis

- Husband/wife
- Natural-born son/daughter
- Adopted son/daughter
- Stepson/stepdaughter
- Brother/sister
- Father/mother
- Grandchild
- Parent-in-law
- Son-in-law/daughter-in-law
- Other relative — Specify exact relationship.

IF NOT RELATED to Person 1:

- Roomer, boarder
- Housemate, roommate
- Unmarried partner
- Foster child
- Other nonrelative

D-547-1-00

**1. What is each person's name? Start with the name of a person who owns, is buying, or rents this (house/apartment/mobile home).**

**Person 1**

First Name: J | A | N | E | | | | | | | | | | MI: R

Last Name: J | O | H | N | S | O | N | | | | | | | | | |

Cancel  Add

**2. (Show Card A.) Which of these categories best describes how each person is related to (Read name of Person 1)?**

Person 1

Husband/wife  Father/mother

Natural-born son/daughter  Grandchild

Adopted son/daughter  Parent-in-law

Stepson/stepdaughter  Son-in-law/daughter-in-law

Brother/sister  Other relative — Specify relationship: \_\_\_\_\_

NONRELATIVE:

Roomer/boarder  Unmarried partner  Other nonrelative

Housemate/roommate  Foster child

### Question 3—Sex

Question 3 asks for the sex of each household member.

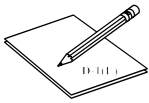
- Mark an “X” in the appropriate box for each person’s sex if it is apparent when you print his or her name.
- If you cannot tell the sex of the person from the name, through conversation with the respondent, or by observation, read question 3: *What is each person’s sex?*

### Complete Questions 1 Through 6 (Continued)

### Question 4—Age and Date of Birth

Question 4 asks for each household member’s age and date of birth.

- Read question 4 to the respondent: *What was each person’s age on April 1?*
  - Print the person’s age in the box next to the word “Age.” If the respondent is not sure of the person’s exact age, get an estimate. For babies who are not yet 1 year old, enter “0.” Do not use leading zeros, that is, do not enter “014” for a fourteen-year old.
  - Do not enter non-numeric entries (such as “6 months” for age). (See Appendix E for more examples.)
- Ask, *What is this person’s date of birth?*
  - Print the person’s date of birth (month, day, and year) in the boxes provided. Use two digits for both the month and day, and four digits for the year. For example, if the birth date is July 17, 1983, enter 07, 17, and 1983. If the month, day, or year are not known, leave the corresponding boxes blank and enter “DK” in the left margin (see Illustration 6.4 below).



**Illustration 6.4. Age and Date of Birth**

**Age and Date of Birth**

**4. What was each person's age on April 1?**  
*Print numbers in boxes.*

Age

**What is this person's date of birth?**

Month

Day

Year of birth

**Unknown Date of Birth**

**4. What was each person's age on April 1?**  
*Print numbers in boxes.*

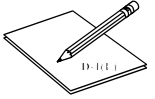
Age

**DK** **What is this person's date of birth?**

Month

Day

Year of birth



**Complete  
Questions 1  
Through 6  
(Continued)**

**Question 5—Mexican, Puerto Rican, Cuban or Hispanic, or Other Latino Origin**

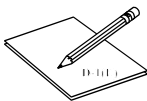
Question 5 asks if any household member is Mexican, Puerto Rican, Cuban, or of another Hispanic or Latino group.

- Show Card B, which lists various Hispanic/Latino ethnic origins (see Illustration 6.5 on the next page).
- Read question 5: *Are any of the persons that I have listed Mexican, Puerto Rican, Cuban, or of another Hispanic or Latino group?*

Follow the directions in this table according to the respondent's answer for each person:

If yes . . .	If no . . .
<ul style="list-style-type: none"> <li>• Mark the appropriate Yes box under the question. If “Yes, other Spanish/ Hispanic/ Latino” ask: <i>What is this group?</i> Print the group in the space provided.</li> <li>• Go to question 6.</li> </ul>	<ul style="list-style-type: none"> <li>• Mark the No box under the question for each person.</li> <li>• Go to question 6.</li> </ul>

- NOTE:** You must ask the respondent question 5 for every household member. Different household members may have different origins. For example, some, but not all, household members may be Mexican, Puerto Rican, Cuban, or of another Hispanic or Latino group. If certain household members are *not* of one of these groups, mark the box next to the description “No, not Spanish/ Hispanic/ Latino.” If the respondent refuses to give a household member’s Spanish/Hispanic/Latino origin, write “Refused #5” in the left column (see Illustration 6.5 on the next page).



### Illustration 6.5. Mexican, Puerto Rican, Cuban, or Other Hispanic or Latino Background

United States Census 2000  
U.S. Department of Commerce Bureau of Economic Analysis  
CARD B

- No, not Spanish/Hispanic/Latino
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, other Spanish/Hispanic/Latino — Specify group.

4. What was each person's age on April 1?  
Print numbers in boxes.

Age | 1 | 0

5. Are any of the persons that I have listed Mexican, Puerto Rican, Cuban, or of another Hispanic or Latino group?

No, not Spanish/Hispanic/Latino

Yes, Mexican, Mexican Am., Chicano

Yes, Puerto Rican

Yes, Cuban

Yes, other Spanish/Hispanic/Latino — What is this group? z

Refused #5

What is this person's date of birth?

Month | 1 | 2

Day | 1 | 0

Year of birth | 1 | 9 | 9 | 9

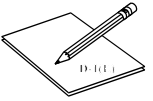
#### Complete Questions 1 Through 6 (Continued)

#### Question 6—Race

Question 6 asks for each person's race. Even though a person identifies himself or herself as Hispanic, you must always ask the race question. A person of Hispanic origin may be of any race. It is important that you show the respondent both cards B and C and ask both questions 5 and 6.

- Show the respondent Card C, which lists the race categories (see Illustration 6.6 on the next page).
- Read question 6: *Now choose one or more races for each person. Which race or races does each person consider himself/herself to be?*
  - Mark the box next to the race or races that the respondent identifies for each person. The respondent may select one or more races.
  - If the person is an American Indian or Alaska Native, ask *What is the name of the person's enrolled or principal tribe?* Print the tribe name in the space provided.
  - If the person is other Asian, other Pacific Islander, or Some other race, ask, *What is this race?* Print the race in the space provided.





**Complete Questions 1 Through 6**  
(Continued)

- If the person says he or she is a race not listed on the questionnaire, such as “American,” mark the “Some other race” box and write “American” in the space provided.
- If the person refuses or doesn’t know, leave blank and make a note in the margin.

**Illustration 6.6. Race**

United States Census 2000  
U.S. Department of Commerce Bureau of the Census  
CARD C

You may choose one or more of the following:

- White
- Black, African Am., or Negro
- American Indian or Alaska Native — Specify enrolled or principal tribe.
- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Other Asian — Specify race.
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander — Specify race.
- Some other race — Specify race.

D-107 01-04

**6. Now choose one or more races for each person. Which race or races does each person consider himself/herself to be?**

**Person 1**

White  
 Black, African Am., or Negro  
 Asian Indian  
 Chinese  
 American Indian or Alaska Native — What is the name of (your...s) enrolled or principal tribe? \_\_\_\_\_

Filipino  
 Japanese  
 Korean  
 Vietnamese  
 Other Asian

Native Hawaiian  
 Guamanian/ Chamorro  
 Samoan  
 Other Pacific Islander  
 Some other race

What is this race? \_\_\_\_\_

**Person 2**

White  
 Black, African Am., or Negro  
 Asian Indian  
 Chinese  
 American Indian or Alaska Native — What is the name of (your...s) enrolled or principal tribe? \_\_\_\_\_

Filipino  
 Japanese  
 Korean  
 Vietnamese  
 Other Asian

Native Hawaiian  
 Guamanian/ Chamorro  
 Samoan  
 Other Pacific Islander  
 Some other race

What is this race? \_\_\_\_\_

C | H | E | R | O | K | E | E | | | | | | | | | |

**Person 3**

White  
 Black, African Am., or Negro  
 Asian Indian  
 Chinese  
 American Indian or Alaska Native — What is the name of (your...s) enrolled or principal tribe? \_\_\_\_\_

Filipino  
 Japanese  
 Korean  
 Vietnamese  
 Other Asian

Native Hawaiian  
 Guamanian/ Chamorro  
 Samoan  
 Other Pacific Islander  
 Some other race

What is this race? \_\_\_\_\_

M | O | N | G | O | L | I | A | N | | | | | | | | | |

**Person 4**

White  
 Black, African Am., or Negro  
 Asian Indian  
 Chinese  
 American Indian or Alaska Native — What is the name of (your...s) enrolled or principal tribe? \_\_\_\_\_

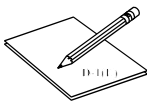
Filipino  
 Japanese  
 Korean  
 Vietnamese  
 Other Asian

Native Hawaiian  
 Guamanian/ Chamorro  
 Samoan  
 Other Pacific Islander  
 Some other race

What is this race? \_\_\_\_\_

Refused

**NOTE:** You must ask the respondent both the Hispanic origin question (question 5) and the race question (question 6).



### Complete the Coverage and Housing Questions on the Short Form Questionnaire for an Occupied Unit

#### Complete Question C1—Adding Members

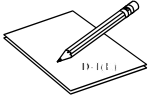
Question C1 in the Coverage section on the back of the questionnaire verifies that the list of household members in question 1 contains all the household members who should be counted.

Read question C1 to the respondent:

*I need to make sure I have counted everyone who lived or stayed here on April 1, 2000. Did I miss—*

- *Any children, including foster children?*
- *Anyone away on business or vacation?*
- *Any roomers or housemates?*
- *Anyone else who had no other home?*

If yes . . .	If no . . .
<ul style="list-style-type: none"> <li>• Mark the Yes box.</li> <li>• Add the person(s) to question 1 after the last person listed. (The last person may appear on a continuation form.)</li> <li>• Mark an “X” in the Add box in question 1 for that person.</li> <li>• Ask questions 2 through 6 for each added person.</li> <li>• Correct the number of people living in the unit in question S5 on the front cover. Be sure to erase the previous number; <i>do not</i> just line through it.</li> <li>• Go to question C2.</li> </ul>	<ul style="list-style-type: none"> <li>• Mark the No box.</li> <li>• Go to question C2.</li> </ul>



**Complete Question  
C2—Deleting  
Members**

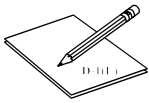
Question C2 in the Coverage section of the questionnaire verifies that the list of household members in question 1 does not contain anyone who should not be counted.

Read question C2 to the respondent:

*The Census Bureau has already counted certain people so I don't want to count them again here. On April 1, 2000, were any of the people you told me about—*

- *Away at college?*
- *Away in the Armed Forces?*
- *In a nursing home?*
- *In a correctional facility?*

If yes . . .	If no . . .
<ul style="list-style-type: none"> <li>• Mark the Yes box.</li> <li>• Identify which person(s) in question 1 should not be included.</li> <li>• Mark an "X" in the Cancel box in question 1 for that person. There is no need to erase the responses obtained for questions 1 through 6 for the canceled person.</li> <li>• Correct the number of people living in the unit in question S5 on the front cover. Be sure to erase the previous number; <i>do not</i> just line through it.</li> <li>• Go to question H1.</li> </ul>	<ul style="list-style-type: none"> <li>• Mark the No box.</li> <li>• Go to question H1.</li> </ul>



**Complete Question H1**

Question H1 on the back of the questionnaire determines the condition under which the Census Day household occupied the unit.

- Read question H1 to the respondent:

*Is this (house/apartment/mobile home):*

- *Owned by someone in this household with a mortgage or loan,*
- *Owned by someone in this household free and clear (without a mortgage or loan),*
- *Rented for cash rent, or*
- *Occupied without payment of cash rent?*

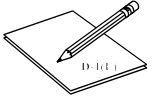
Mark an “X” in the appropriate box.

**Question H2**

Question H2 is asked only for housing units in rural-type AA.

If the address label <u>includes</u> a map spot number. . .	If the address label does <u>not</u> include a map spot number . . .
<p>In rural-type assignment areas, complete question H2 as follows:</p> <ul style="list-style-type: none"> <li>• Ask, <i>What is the mailing address of this unit?</i></li> <li>• Fill in the complete mailing address, including the house number and street name; rural route and box or PO number; any apartment number; and the city, state, and ZIP Code.</li> </ul>	<p>In urban-type assignment areas, leave question H2 blank and skip to question R1 in the Respondent Information section of the questionnaire.</p>

**Finalize the Short Form Questionnaire for an Occupied Unit**



## Overview

Once you have finished asking questions 1 through 6 and the coverage and housing questions, you must complete the following sections of the questionnaire:

- Respondent Information section
- Interview Summary section
- Record of Contact section
- Certification section.

## Complete Respondent Information Section

Complete the Respondent Information section on the back of the questionnaire as follows (see Illustration 6.7 below):

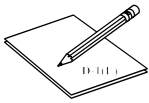
- In block R1, print the first and last name of the person you interviewed. This person may or may not be listed in question 1.
- Ask the respondent question R2: *In case we need to contact you, what is your telephone number and the best time to call?*
- Print the respondent's telephone number, including the area code, and mark the box for the best time to call. If the respondent does not have a phone or refuses to give the number to you, leave blank and make a note in the margin.
- Mark the box in block R3 that indicates if the respondent:
  - Lived at the unit on April 1, 2000;
  - Moved in after April 1, 2000 (refer to Card K); or
  - Is a neighbor or other proxy respondent.

**Illustration 6.7. Completed Respondent Information Section**

RESPONDENT INFORMATION		
<b>R1. Enter respondent's name.</b> First Name G   E   O   R   G   E             Last Name J   O   N   E   S	<b>R2. In case we need to contact you, what is your telephone number and the best time to call?</b> Area code: Telephone number 4   3   2 - 9   7   8 - 5   2   1   3 <input type="checkbox"/> Day <input checked="" type="checkbox"/> Evening <input type="checkbox"/> Either	<b>R3. Respondent —</b> <input checked="" type="checkbox"/> Lived here on April 1, 2000 <input type="checkbox"/> Moved in after April 1, 2000 (Refer to Card K) <input type="checkbox"/> Is neighbor or other

Complete

Respondent Information Section (Continued)



**Conclude the Interview**

Before you leave:

- Review each section of the questionnaire to be sure that you have filled in all the appropriate boxes and spaces. Make sure the entry in question S5 corresponds to the number of noncanceled persons listed on the questionnaire.
- Thank the respondent for cooperating.

In the Interview Summary section on the back of the questionnaire, fill in only item A, Status, and item B, POP (see Illustration 6.8 below).

- Enter code 1 for Occupied in item A, Status, if there are no continuation forms for the housing unit.
- Enter code 2 for Occupied—Continuation if there are one or more

**Complete the Interview Summary Section**

continuation forms for the housing unit.

- In item B, enter the total number of people listed in question 1, including those listed on any continuation forms. Do not include anyone whose Cancel box is marked.

**NOTE:** The total number of people listed under question 1 (including those persons listed on continuation forms) must match the number entered in item B, POP, of the Interview Summary section and the number entered in question S5 on the front of the questionnaire.

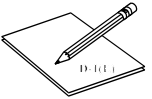
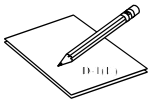


Illustration 6.8. Completed Interview Summary Section

INTERVIEW SUMMARY																											
<p><b>A. Status on April 1, 2000</b></p> <p style="font-size: 24px; text-align: center; margin: 5px 0;">2</p> <p style="font-size: 10px;">1 = Occupied                  2 = Occupied - Continuation                  3 = Vacant - Regular                  4 = Vacant - Usual home elsewhere                  5 = Demolished/Burned out                  6 = Cannot locate                  7 = Duplicate                  8 = Nonresidential                  9 = Other (open to elements, condemned, under construction)</p>	<p><b>B. POP on April 1, 2000</b></p> <p style="font-size: 24px; text-align: center; margin: 5px 0;">06</p> <p style="font-size: 10px;">01-97 = Total persons                  00 = Vacant                  98 = Delete                  99 = POP unknown</p>	<p><b>C. VACANT - Which category best described this vacant unit as of April 1, 2000?</b></p> <p><input type="checkbox"/> For rent</p> <p><input type="checkbox"/> For sale only</p> <p><input type="checkbox"/> Rented or sold, not occupied</p> <p><input type="checkbox"/> For seasonal, recreational, or occasional use</p> <p><input type="checkbox"/> For migrant workers</p> <p><input type="checkbox"/> Other vacant</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 5px;"><b>D. SP</b></td> <td style="width: 25%; text-align: center; padding: 5px;"><b>E. UHE</b></td> <td style="width: 25%; text-align: center; padding: 5px;"><b>F. MOV</b></td> <td style="width: 25%; text-align: center; padding: 5px;"><b>G. PI</b></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><b>H. REF</b></td> <td style="text-align: center; padding: 5px;"><b>I. REP</b></td> <td style="text-align: center; padding: 5px;"><b>J. CO</b></td> <td style="text-align: center; padding: 5px;"><b>K. TC</b></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><b>L. JIC1</b></td> <td style="text-align: center; padding: 5px;"><b>M. JIC2</b></td> <td style="text-align: center; padding: 5px;"><b>N. JIC3</b></td> <td style="text-align: center; padding: 5px;"><b>O. JIC4</b></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	<b>D. SP</b>	<b>E. UHE</b>	<b>F. MOV</b>	<b>G. PI</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>H. REF</b>	<b>I. REP</b>	<b>J. CO</b>	<b>K. TC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>L. JIC1</b>	<b>M. JIC2</b>	<b>N. JIC3</b>	<b>O. JIC4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. SP</b>	<b>E. UHE</b>	<b>F. MOV</b>	<b>G. PI</b>																								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
<b>H. REF</b>	<b>I. REP</b>	<b>J. CO</b>	<b>K. TC</b>																								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
<b>L. JIC1</b>	<b>M. JIC2</b>	<b>N. JIC3</b>	<b>O. JIC4</b>																								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								



Complete the Record of Contact Section

Complete the Record of Contact on the front of the questionnaire each time you visit or telephone a unit (see Illustration 6.9 below).

- Mark the appropriate box for the type of interview (personal or telephone) you have conducted or attempted to conduct.
• Write down the date and time, including a.m. or p.m., of your attempted or actual contact.
• Enter the appropriate two-letter outcome code, such as "CI" for a completed interview, in the Outcome column.

Illustration 6.9. Completed Record of Contact Section

Complete the Certification Section

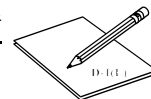
Finally, certify that the entries you have made on this questionnaire are true, correct, and complete to the best of your knowledge by completing the Certification section on the front of the questionnaire (see Illustration 6.10 below).

Simply sign your name and enter the date in the space marked "Enumerator's signature and date."

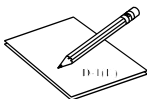
Illustration 6.10. Completed Certification Section

Your crew leader or a crew leader assistant will perform a quality review of each questionnaire that you turn in. He or she will initial and date each questionnaire upon accepting it as complete and





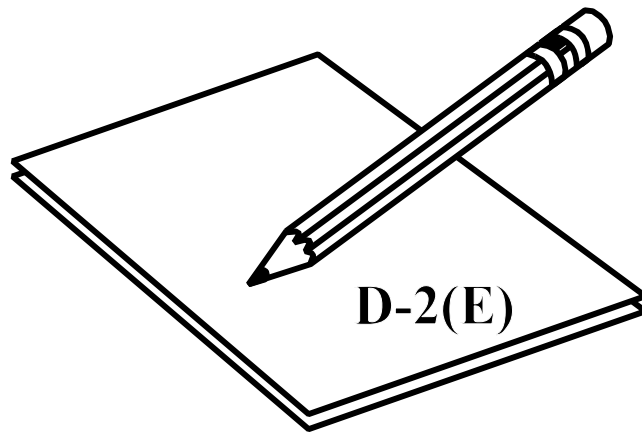
enter the crew leader  
district (CLD)  
number.



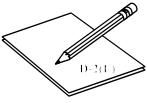
**NOTES**

**Section 7:**

**Completing Enumerator  
Questionnaire, D-2(E), for an  
Occupied Unit**







## Introduction to Section 7

### **Introduction**

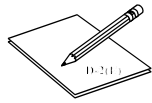
Section 7 explains how to complete the long form Enumerator Questionnaire, D-2(E), step by step, for an occupied unit.

### **What To Do If You Have Problems**

You are expected to fully complete the questionnaire as appropriate for the unit status you find at each followup address. If you have problems completing the long form questionnaire, consult your Questionnaire Reference Book (QRB), Form 1210. This book reviews each question on the questionnaire in detail.

You may also consult Section 11 of this manual, which describes how to handle a variety of special interviewing situations. If the QRB or Section 11 cannot help you, do your best to complete the questionnaire, then consult your crew leader about the problems you encountered.

Topic	Page
Introduction to Section 7	7-1
Complete Questions S1 Through S5 on the Long Form Questionnaire for an Occupied Unit	7-2
Complete Questions 1 Through 58 on the Long Form Questionnaire for an Occupied Unit	7-5
Complete the Housing Question on the Long Form Questionnaire for a Rural-Type AA	7-13
Finalize the Long Form Questionnaire for an Occupied Unit	7-14



## Complete Questions S1 Through S5 on the Long Form Questionnaire for an Occupied Unit

### Introduction

The long form Enumerator Questionnaire, D-2(E), is an extension of the short form Enumerator Questionnaire D-1(E). The long form contains additional questions about housing, education, language, ancestry, disability, military service, employment, and income for each person in the Census Day household.

### Complete Question S1

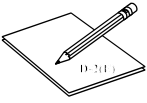
Follow the steps below to introduce yourself and complete question S1:

1. Introduce yourself to the person who answers the door. Read your introduction to question S1 exactly as it appears on the questionnaire.
2. Show your Census ID. Confirm that you are at the unit whose mailing address is printed on the questionnaire by asking, ***Is this (read address from the questionnaire label)?***
3. Record the answer and follow the instructions on the questionnaire.
4. Answer any questions the respondent may have as they come up.

**NOTE: When attempting to contact a respondent by phone, use the following script:**

Good morning (or afternoon, evening). My name is (*your name*). I am calling from the U.S. Census Bureau. We are conducting Census 2000 in this area. **READ THE PRIVACY ACT NOTICE, D-31, TO THE RESPONDENT.** Am I speaking to a member of the household living at (*read location address/ description of the living quarters*)?

Since many of the questions refer to the cards in the Enumerator Job Aid, D-1(F), you will need to slightly reword the questions and then start reading the answer categories from the card until the respondent offers the answer.



**Complete  
Questions S2  
Through S5**

Questions S2 through S5 on the long form determine the status of the followup unit on Census Day. The answers to these questions will determine the selection of questions you will ask.

**Question S2**

1. Read the introduction to question S2: *I'm here to complete a census questionnaire for this address. It should take about 30 minutes. This notice explains that your answers are kept confidential*
2. Hand the respondent a copy of the Privacy Act Notice, D-31 (see Illustration 6.1 on page 6-3). Allow the respondent time to read it.

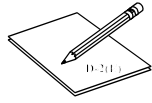
Ask, *Did you or anyone in this household live here on Saturday, April 1, 2000?*

If yes . . .	If no . . .
Mark the Yes box and ask question S3.	Skip to question S4. Follow the procedures in Section 8 for vacant units or Section 9 for nonexistent units.

**Question S3**

Ask, *Is this (house, apartment/mobile home) a vacation or seasonal home, or only occasionally occupied by your household?*

If yes . . .	If no . . .
Follow the procedures in Section 8 for vacant units.	Mark the No box and skip to question S5.



**Complete  
Questions S2  
Through S5  
(Continued)**

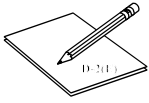
***Question S5***

Ask, *How many people were living or staying in this (home/apartment/mobile home) on April 1, 2000?*

Enter the number of people and go to question 1 on page 2 of the long form questionnaire.

Leave this question blank for units that were vacant or nonexistent on Census Day.





## Complete Questions 1 Through 58 on the Long Form Questionnaire for an Occupied Unit

### Complete Questions 1 Through 6

Questions 1 through 6 on the long form Enumerator Questionnaire, D-2(E), are identical to questions 1 through 6 on the short form questionnaire, D-1(E). Refer to the topics entitled “Complete Questions 1 through 6” on pages 6-6 through 6-12 of this manual for instructions on completing this portion of the long form questionnaire.

**NOTE:** The coverage questions follow question 6 on the long form questionnaire. Refer to pages 6-13 and 6-14 for instructions on completing these questions.

### Complete Questions 7 Through 58

Questions 7 through 58 ask additional questions about the household members. Question 59 ensures that if there is more than one person in the household, you begin asking questions about Person 2 (see page 7-12 for a discussion of question 59). Use the information on the following pages to complete these questions.

#### *Question 7—Name*

Print the name of Person 1 from page 2.

#### *Question 8—Marital Status*

Determine the marital status of the household member.

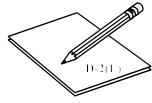
- Read question 8 to the respondent.
- Mark the appropriate answer box for the household member.

#### *Questions 9 and 10—Education*

Determine the household member’s school enrollment status, level enrolled, and level of education.

- Read question 9a to the respondent.
  - If the household member has not attended school since February 1, mark No and skip to question 10.

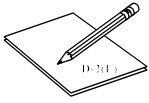
**Complete Questions 7 Through 58 (Continued)**



**Questions 9 and  
10—Education**  
(Continued)

grade or highest degree received.

- If the household member has attended school since February 1, ask if it was public or private. Mark the appropriate box and ask question 9b.
- Ask question 9b for household members who were enrolled in school anytime since February 1, 2000, and mark the appropriate box.
- Ask question 10 about the household member's level of education and show Card D (see Illustration 7.1 below).
  - If the person is currently enrolled, mark the previous



### Illustration 7.1. Education

United States  
**Census 2000**

U.S. Department of Commerce  
Bureau of the Census

**CARD D**

- 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)

D-107

**10.** (Show Card D.) What is the highest degree or level of school (you have . . . has) COMPLETED? Mark 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)

#### Questions 11 Through 12c—Ancestry and Language

The next questions ask for the household member's ancestry and language.

- Read each question to the respondent.
- Mark the appropriate box or print a response in the space provided.
- Note that question 12 on language is divided into three parts. Ask parts 12b and 12c only of people who report in question 12a that they speak a language other than English at home.

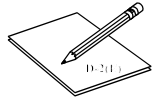
#### Complete Questions 7 Through 58 (Continued)

#### Questions 13 Through 15—Place of Birth and Citizenship

These questions ask for the household member's place of birth and citizenship.

- In item 13, mark the appropriate box. Then print the name of the state, if born in the United States, or the name of the foreign country, if born outside of the United States.
- For question 14, if the respondent answers “Yes, born in the United States,” skip question 15 and go to question 16a. For all other answer categories, ask question 15 to determine the year in which the person came to live in the United States. Enter the four-digit year in the space provided.

#### Questions 16a and 16b—Place of Residence in 1995



These questions deal with each person’s place of residence in 1995.

- Ask the respondent question 16a: **Did [you/. . .] live in this (house/apartment) 5 years ago (on April 1, 1995)?**
  - If the person is under 5 years old, mark the first box and skip to question 34.
  - If the answer is yes, mark the second box and skip to question 17.
  - If the answer is “No, outside the United States,” mark the third box, print the name of the foreign country, and skip to question 17.
  - If the answer is “No, different house in the United States,” mark the fourth box and go on to 16b.
- Read question 16b: **Where did [you/. . .] live 5 years ago?**
  - Ask the followup questions and print the name of the city or town, county, state, and ZIP Code. If the person did not live inside any city or town, print the name of the post office.

**Questions 17 Through 18d—Long-Lasting Conditions**

Ask if the household member has any long-lasting physical, mental, or emotional conditions.

- Read each question to the respondent and mark the appropriate box.
- Ask questions 18c and 18d only if the household member is 16 years old or older.

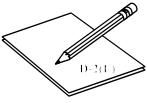
**Question 19—Age Screener**

**NOTE:** Refer to question 4 on page 3 and mark the appropriate box.

Follow the directions in this table according to the household member’s age:

If the household member was . . .	Then . . .
Born on or before April 1, 1985	Ask question 20a.
Born after April 1, 1985	Skip to question 34.

**Complete Questions 7 Through 58**  
(Continued)



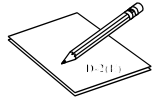
If question 4 is blank, ask, (*Were you/Was . . .*) *under 15 years of age on April 1, 2000?*

If yes . . .	If no . . .
Skip to question 34.	Ask question 20a

### *Questions 20a Through 20c—Grandparents*

Question 20 deals with grandchildren in the household.

- If the response to question 20a is No skip to question 21a.
- If a household member has any grandchildren living in the household, mark Yes in question 20a and ask question 20b.
- Question 20b determines if the household member is responsible for most of the basic needs (e.g., food, clothing, shelter) of the child/children.
  - If the household member is responsible for most of the basic needs of the child/children, mark Yes in question 20b and ask question 20c.
  - If someone else is responsible for most of the child's/children's needs, mark No in question 20b and skip to question 21a.



**Complete Questions 7 Through 58 (Continued)**

**Questions 20a Through 20c—Grandparents (Continued)**

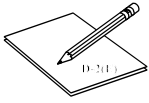
- Question 20c asks for the length of time the household member has been financially responsible for his or her grandchild or grandchildren.
  - If there are two or more grandchildren involved and the household member has been providing for one child longer than another, mark the box that represents the longest amount of time for which the household member has provided support.

**Questions 21a Through 21c—Military Service**

Determine the military service for the household member (see Illustration 7.2 on the next page).

- Read question 21a to the respondent: ***Have (you/has . . .) 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.***

<b>If yes . . .</b>	<b>If no . . .</b>
Show Card E and ask question 21b. Mark a box for each period served, then ask question 21c.	Mark the appropriate No box and skip to question 22.



### Illustration 7.2. Military Service

**United States Census 2000**  
CARD E

U.S. Department of Commerce  
Bureau of the Census

- 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—April 1975)
- February 1955 to July 1964
- Korean conflict (June 1950—January 1955)
- World War II (September 1940—July 1947)
- Some other time

**21a.** (Have you/Has . . .) 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

No, never served in the military . . . . . skip to 22

**21b.** (Show Card E.) When did (you/. . .) serve on active duty in the U.S. Armed Forces? Mark a box for EACH period served.

After each response ASK – Any other time?

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

**21c.** In total, how many years of active-duty military service (have you/has . . .) had?

Less than 2 years

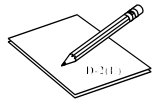
2 years or more

### Complete Questions 7 Through 58 (Continued)

### Questions 22 Through 31c—Employment

Questions 22 through 31c pertain to the household member's employment. Note that the reference period for question 22 is "LAST WEEK." "LAST WEEK" refers to the calendar week (Sunday through Saturday) preceding the day the interview is conducted.

- Read each question to the respondent.
- Mark the appropriate boxes and follow skip instructions.
- Question 23 asks for the location at which the person worked most last week. If the exact address is not known, ask for a description of the location; for example, the building name or the nearest street or intersection.
- Questions 28 and 29 concern the person's current or most recent job activity. Ask the respondent to describe the chief job activity or business for the person last week. If a person had more than one job, describe the job at which he or she worked the most hours. If a person had no job or business last week, give the information for the last job or business worked since 1995.
- Question 30 asks for the type of business at which the person was employed. Show Card F. Mark only *one* box.
- Question 31 asks about work at any job or business in 1999, including the one described in questions 28 through 30, as well as other jobs and businesses.

**Complete  
Questions 7  
Through 58  
(Continued)****Questions 32 Through 33—Income**

Questions 32 through 33 concern each income source received during 1999 by the household member.

- If the net income was a loss, enter the dollar amount of the loss and mark the Loss box next to the dollar amount where appropriate.
- 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 the exact amount is not known, give the best estimate.

Do not ask for the household member's total income (question 33) if questions 32a through 32h have already provided the person's income from a variety of sources. Rather, add the income reported in questions 32a through 32h. Subtract any losses and enter the result in the space provided. If the total was a loss, mark the Loss box next to the amount in question 33 and enter the amount.

**Questions 34 Through 58b—Housing**

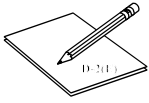
Questions 34 through 58b are about the household and appear only on the pages for Person 1.

- Read the lead-in phrase above question 34 to the respondent:  
***The next set of questions is about your household.***
  - Be sure to ask question 34 and mark the appropriate box (see Illustration 7.3 below). It determines which items you will ask in questions 47 through 58.
- NOTE:** Question 34 on the long form is the same as question H1 on the short form. It does not appear in the Housing section in the long form, so be sure to ask it now.

**Illustration 7.3. Question 34, Household**

- 34.** Is this (house/apartment/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, or
  - Occupied without payment of cash rent?





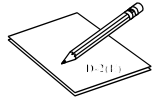
**Complete Questions  
7 Through 58**  
(Continued)

**Questions 34 through 58— Housing (Continued)**

- Show Card G when asking question 35, **Which of these categories best describes this building?** Include all apartments, flats, and other units, even if they are vacant.
- Show Card H when asking question 43, **Which FUEL is used MOST for heating this (house/apartment/mobile home)?**
- Ask questions 45a, 45b, and 45c only if this is a one-family house or mobile home. Refer to question 35 to determine this.
- Ask questions 47a and 47b only if rent is paid for this house/apartment/mobile home (refer to question 34 to determine this).
- Ask questions 48 through 58b only if someone in the household owns or is buying this house, apartment, or mobile home (refer to question 34 to determine this). Otherwise, skip to the questions for person 2 if there is more than one household member at the followup address.
- Show the respondent Card I to help determine the value of this property in question 56.
- Ask questions 58a and 58b only if this is a mobile home (refer to question 35 to determine this).

**Enumerator Check,  
Item 59**

If there is more than one person in the household, continue on to the next page and begin asking questions about Person 2. Refer to question S5 on the front cover to verify the number of people in the household. If Person 1 is the only household member and you are enumerating in a rural-type AA, skip to the Housing section on page 31.

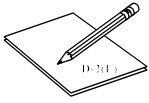


**Complete the Housing Question on the Long Form Questionnaire for a Rural-Type AA**

**Determine if You Need to Ask Question H1**

Question H1 is asked only for housing units in rural-type assignment areas.

<b>If the address label includes a map spot number . . .</b>	<b>If the address label does not include a map spot number . . .</b>
<p>In rural-type assignment areas, complete question H1 as follows:</p> <ul style="list-style-type: none"><li>• Ask, <i>What is the mailing address of this unit?</i></li><li>• Fill in the complete mailing address, including the house number and street name; rural route and box or PO number; any apartment number; and the city, state, and ZIP Code.</li></ul>	<p>In urban-type assignment areas, leave question H1 blank and skip to question R1 in the Respondent Information section of the questionnaire.</p>



## Finalize the Long Form Questionnaire for an Occupied Unit

### Overview

Once you have finished asking questions 1 through 58 for Person 1 and questions 1 through 33 as applicable for all other household members and have completed the coverage and housing questions, you must complete the following sections of the questionnaire:

- Respondent Information section
- Interview Summary section
- Record of Contact section
- Certification section.

### Complete Respondent Information Section

Complete the Respondent Information section as follows (see Illustration 7.4 below):

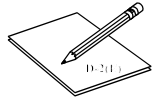
- In block R1, print the first and last name of the person you interviewed. This person may or may not be listed in question 1.
- Ask the respondent question R2, *In case we need to contact you, what is your telephone number and the best time to call?*
- Print the respondent's telephone number, including the area code, and mark the box for the best time to call. If the respondent does not have a phone or refuses to give you a phone number, leave blank and make a note in the margin.
- Mark the box in block R3 that indicates if the respondent:
  - Lived at the unit on April 1, 2000;
  - Moved in after April 1, 2000 (refer to Card K); or
  - Is a neighbor or other.

**Illustration 7.4. Completed Respondent Information Section**

RESPONDENT INFORMATION		
<p><b>R1. Enter respondent's name.</b></p> <p>First Name G   E   O   R   G   E            </p> <p>Last Name J   O   N   E   S                </p>	<p><b>R2. In case we need to contact you, what is your telephone number and the best time to call?</b></p> <p>Area code      Telephone number 4   3   2      -      9   7   8      -      5   2   1   3</p> <p><input type="checkbox"/> Day      <input checked="" type="checkbox"/> Evening      <input type="checkbox"/> Either</p>	<p><b>R3. Respondent —</b></p> <p><input checked="" type="checkbox"/> Lived here on April 1, 2000</p> <p><input type="checkbox"/> Moved in after April 1, 2000 (Refer to Card K)</p> <p><input type="checkbox"/> Is neighbor or other</p>

Complete

Respondent Information Section (Continued)



**Conclude the Interview**

Before you leave:

- Review each section of the questionnaire to be sure that you have filled in all the appropriate boxes and spaces. Make sure the entry in question S5 corresponds to the number of noncanceled persons listed on the questionnaire.
- Thank the respondent for cooperating.

In the Interview Summary section, fill in only item A, Status, and item B, POP (see Illustration 7.5 below).

- Enter code 1 for Occupied in item A, Status, if there are no continuation forms for the housing unit.
- Enter code 2 for Occupied—Continuation if there are one or more continuation forms for the

**Complete Interview Summary Section**

housing unit.

- In item B, enter the total number of people listed in question 1, including those listed on any continuation forms. Do not include anyone whose Cancel box is marked.
- NOTE:** The total number of people listed under question 1 (including those on continuation forms) must match the number entered in item B, POP, of the Interview Summary section and the number entered in question S5 on the front of the questionnaire.

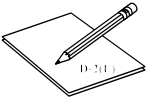
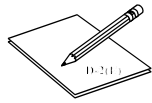


Illustration 7.5. Completed Interview Summary Section

INTERVIEW SUMMARY																											
<p><b>A. Status on April 1, 2000</b></p> <p style="font-size: 24px; text-align: center; margin: 10px 0;">2</p> <p style="font-size: 10px;">                     1 = Occupied                      2 = Occupied - Continuation                      3 = Vacant - Regular                      4 = Vacant - Usual home elsewhere                      5 = Demolished/Burned out                      6 = Cannot locate                      7 = Duplicate                      8 = Nonresidential                      9 = Other (open to elements, condemned, under construction)                 </p>	<p><b>B. POP on April 1, 2000</b></p> <p style="font-size: 24px; text-align: center; margin: 10px 0;">0   6</p> <p style="font-size: 10px;">                     01-97 = Total persons                      00 = Vacant                      98 = Delete                      99 = POP unknown                 </p>	<p><b>C. VACANT - Which category best described this vacant unit as of April 1, 2000?</b></p> <p><input type="checkbox"/> For rent</p> <p><input type="checkbox"/> For sale only</p> <p><input type="checkbox"/> Rented or sold, not occupied</p> <p><input type="checkbox"/> For seasonal, recreational, or occasional use</p> <p><input type="checkbox"/> For migrant workers</p> <p><input type="checkbox"/> Other vacant</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"><b>D. SP</b></td> <td style="text-align: center; padding: 5px;"><b>E. UHE</b></td> <td style="text-align: center; padding: 5px;"><b>F. MOV</b></td> <td style="text-align: center; padding: 5px;"><b>G. PI</b></td> </tr> <tr> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> </tr> <tr> <td style="text-align: center; padding: 5px;"><b>H. REF</b></td> <td style="text-align: center; padding: 5px;"><b>I. REP</b></td> <td style="text-align: center; padding: 5px;"><b>J. CO</b></td> <td style="text-align: center; padding: 5px;"><b>K. TC</b></td> </tr> <tr> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> </tr> <tr> <td style="text-align: center; padding: 5px;"><b>L. JIC1</b></td> <td style="text-align: center; padding: 5px;"><b>M. JIC2</b></td> <td style="text-align: center; padding: 5px;"><b>N. JIC3</b></td> <td style="text-align: center; padding: 5px;"><b>O. JIC4</b></td> </tr> <tr> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> <td style="text-align: center; height: 20px;"> </td> </tr> </table>	<b>D. SP</b>	<b>E. UHE</b>	<b>F. MOV</b>	<b>G. PI</b>					<b>H. REF</b>	<b>I. REP</b>	<b>J. CO</b>	<b>K. TC</b>					<b>L. JIC1</b>	<b>M. JIC2</b>	<b>N. JIC3</b>	<b>O. JIC4</b>				
<b>D. SP</b>	<b>E. UHE</b>	<b>F. MOV</b>	<b>G. PI</b>																								
<b>H. REF</b>	<b>I. REP</b>	<b>J. CO</b>	<b>K. TC</b>																								
<b>L. JIC1</b>	<b>M. JIC2</b>	<b>N. JIC3</b>	<b>O. JIC4</b>																								



Complete the Record of Contact Section

Complete the Record of Contact on the front of the questionnaire each time you visit or telephone a unit (see Illustration 7.6 below).

- Mark the appropriate box for the type of interview (personal or telephone) you have conducted or attempted to conduct.
• Write down the date and time, including a.m. or p.m., of your attempted or actual contact.
• Enter the appropriate two-letter outcome code, such as "CI" for a completed interview, in the Outcome column.

Illustration 7.6. Completed Record of Contact Section

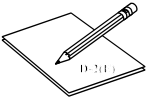
Complete the Certification Section

Finally, certify that the entries you have made on this questionnaire are true, correct, and complete to the best of your knowledge by completing the Certification section on the front of the questionnaire (see Illustration 7.7 below).

Simply sign your name and enter the date in the space marked "Enumerator's signature and date."

Illustration 7.7. Completed Certification Section

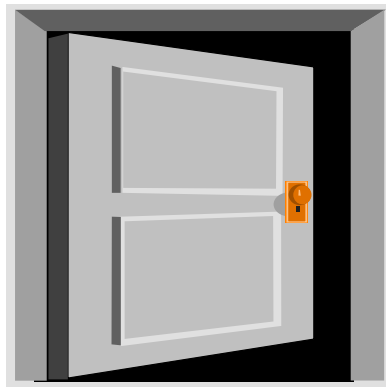
Your crew leader or a crew leader assistant will perform a quality review of each questionnaire that you turn in. He or she will initial and date each questionnaire upon accepting it as complete and enter the crew leader district (CLD) number.



**NOTES**

**Section 8:**

**Completing Enumerator  
Questionnaires for Vacant Units**









## Introduction to Section 8

**Introduction**

Section 8 explains how to complete the short form Enumerator Questionnaire, D-1(E), and the long form Enumerator Questionnaire, D-2(E), for vacant units. This section covers the following topics:

Topic	Page
Introduction to Section 8	8-1
Fill Out the Short Form Questionnaire, D-1(E)	8-2
Fill Out the Long Form Questionnaire, D-2(E)	8-4



## Fill Out the Short Form Questionnaire, D-1(E)

### Introduction

There are two ways that you may find out that a unit is vacant:

- The unit is occupied at the time of your visit and the answer to question S2, *Did you or anyone in this household live here on Saturday, April 1, 2000?*, is no, or
- The unit is vacant at the time of your visit and you verify with a building manager, neighbor, or other knowledgeable respondent that it was vacant on Census Day, April 1, 2000.

### Complete Questions S2, S4, and the Interview Summary Section

If the respondent indicates that a unit was vacant on Census Day, follow the steps below for completing the short form questionnaire.

1. Mark “No” for question S2.
2. Mark the Vacant box in question S4.
3. Complete items A, B, and C in the Interview Summary section of the questionnaire:
  - Under item A, Status, enter code 3, Vacant—Regular.
  - Under item B, POP, enter 00 for Vacant.
  - Ask question C to determine why this unit was vacant.

### Finalize the Questionnaire

Complete the Respondent Information and Record of Contact sections. *It is essential to obtain the respondent’s name and telephone number in case the Census Bureau needs to follow up on this unit.*

Finally, you must certify that the entries you have made on each questionnaire are true, correct, and complete to the best of your knowledge by filling in the Certification section on the front of the questionnaire (see Section 7, page 7-16). Simply *sign your name* and *enter the date* in the space labeled “Enumerator’s signature and date.”



**Finalize the  
Questionnaire**  
(Continued)

Your crew leader will perform a quality review of each questionnaire that you turn in. Upon completing this review, he or she will:

- Initial and date each questionnaire, and
- Enter the crew leader district (CLD) number in the space provided.

If necessary, the questionnaire will be returned to you for corrections.

☞ **NOTE: If the current occupant indicates that the unit was occupied by a different household on Census Day, refer to Card K since you have an in-mover situation (see Section 11, page 11-17 for information on in-movers).**



## Fill Out the Long Form Questionnaire, D-2(E)

### Introduction

There are two ways that you may find out that a unit is vacant:

- The unit is occupied at the time of your visit and the answer to question S2, *Did you or anyone in this household live here on Saturday, April 1, 2000?*, is no, or
- The unit is vacant at the time of your visit and you verify with a building manager, neighbor, or other knowledgeable respondent that it was vacant on Census Day, April 1, 2000.

### Complete Questions S2, S4, Interview Summary Section, and the Additional Questions

If the respondent indicates that a unit was vacant on Census Day, follow the steps below for completing the long form questionnaire.

1. Mark “No” for question S2.
2. Mark the Vacant box in question S4.
3. Complete items A, B, and C in the Interview Summary section of the questionnaire:
  - Under item A, Status, enter code 3, Vacant—Regular.
  - Under item B, POP, enter 00 for Vacant.
  - Ask question C to determine why this unit was vacant.
4. Skip to question 35 on page 8 of the long form.
5. Ask the double-underlined questions (35, 36, 38–41, 45a, and 45b) on pages 8 and 9.
6. Ask questions 47a and 47b on page 10 if the unit was for rent.
7. Ask question 56 on page 10 if the unit was for sale only.

☞ **NOTE: Follow the instructions above even though they are ordered differently from the D-2(E). You must determine the vacancy status first by asking question C in the Interview Summary section and then skip to question 35 on page 8.**

**Finalize the Questionnaire**

Complete the Respondent Information and Record of Contact sections. *It is essential to obtain the respondent's name and telephone number in case the Census Bureau needs to follow up on this unit.*

Finally, you must certify that the entries you have made on each questionnaire are true, correct, and complete to the best of your knowledge by filling in the Certification section on the front of the questionnaire (see Section 7, page 7-16). Simply *sign your name* and *enter the date* in the space labeled "Enumerator's signature and date."

Your crew leader will perform a quality review of each questionnaire that you turn in. Upon completing this review, he or she will:

- Initial and date each questionnaire, and
- Enter the crew leader district (CLD) number in the space provided.

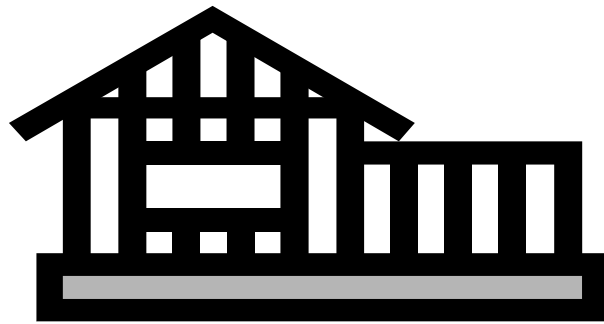
If necessary, the questionnaire will be returned to you for corrections.

☞ **NOTE: If the current occupant indicates that the unit was occupied by a different household on Census Day, refer to Card K since you have an in-mover situation (see Section 11, page 11-17 for information on in-movers).**



**NOTES**

**Section 9:  
Completing Enumerator  
Questionnaires for Nonexistent Units**









## Introduction to Section 9

**Introduction**

This section explains how to complete the short form Enumerator Questionnaire, D-1(E), and the long form Enumerator Questionnaire, D-2(E), for nonexistent units. Section 9 details the following topics:

Topic	Page
Introduction to Section 9	9-1
Overview of Nonexistent Units	9-2
Duplicate Addresses	9-3
Complete the Short Form Questionnaire, D-1(E), and Long Form Questionnaire, D-2(E)	9-7



## Overview of Nonexistent Units

### Nonexistent Units

At the time of your visit, you may find that a followup address was nonexistent on Census Day. Because nonexistent addresses are ineligible for the census, you must delete the address.

The following table explains the reasons a followup address may be defined as nonexistent. It also gives the codes you should enter in the Interview Summary section of your questionnaire to indicate *why* the address should be deleted.

Code	Reason	Explanation
5	Demolished/ Burned Out	The unit at the address was destroyed or burned out as of Census Day.
6	Cannot locate	The address did not exist on Census Day.
7	Duplicate	The followup address may be listed in more than one census block. It may even be listed more than once in the same block (e.g., Apt A, Apt 1, and First Floor Front may all refer to the same unit at a particular address).  Follow the instructions on the following page for details on handling duplicate addresses.
8	Nonresidential	The followup address did not contain living quarters on Census Day.
9	Other	Includes such Census Day situations as <i>vacant open to the elements</i> (doors and windows no longer protect the interior from inclement weather), <i>under construction</i> (usable floors, doors, and windows are not in place), and <i>condemned</i> (officially declared unfit for use). The <b>Other</b> category also includes mergers (e.g., an apartment was combined with another apartment to form one unit) and special places (see Section 11, page 11-23 for a discussion of special places).



## Duplicate Addresses

### Overview

A duplicate address occurs when the same unit is listed more than once on the Address Listing Page. There are several possible situations where this may occur. These include:

- The Address Register lists the same apartments in a multi-unit building or trailers in a mobile home park with different unit designations. For example, an Address Listing Page may show listings for both “123 Main Street, Apartment 1” and “123 Main Street, Apartment A.” When you attempt to locate Apartment A, you find that Apartment A does not exist, but that there is an Apartment 1.
- A single family housing unit is listed twice within the same block. For example, a corner house might be listed twice as 100 Main Street and 430 2<sup>nd</sup> Avenue.
- The same housing unit is listed in more than one block within your AA.

### How to Handle Duplicate Addresses

The table on the following pages provides procedures for determining which duplicate address to delete from the Address Register. The procedures are based on the type of duplicate situation you encounter.



<b>If you encounter this situation . . .</b>	<b>Follow these procedures . .</b>
Address Register lists the same apartment or trailer with different unit designations	<p>If both listings are followup cases:</p> <ol style="list-style-type: none"><li>1. Select the listing with the most correct unit designation.</li><li>2. Complete a questionnaire for the listing following the procedures in Section 6 or 7 for an occupied unit or Section 8 for a vacant unit.</li><li>3. Treat the other listing as a nonexistent duplicate address:<ul style="list-style-type: none"><li>• Follow the steps for completing the Interview Summary, Respondent Information, and Certification sections of the questionnaire on page 9-7.</li><li>• Enter the status code on the Address Listing Page as directed in Section 10.</li></ul></li></ol> <p>If only one listing is a followup address, treat the followup listing as a nonexistent duplicate address:</p> <ul style="list-style-type: none"><li>• Follow the steps for completing the Interview Summary, Respondent Information, and Certification sections of the questionnaire on page 9-7.</li><li>• Enter the status code on the Address Listing Page as directed in Section 10.</li></ul> <p><b>NOTE:</b> Apartment mixups occur when the occupants of an apartment in a multi-unit building or trailer in a mobile home park complete and return a questionnaire addressed to another apartment or trailer. Often this happens when there are incorrect unit designations on the mailout questionnaire label. These must NOT be confused with duplicate units.</p> <p>Refer to Section 11, Questionnaire Misdelivery, in this manual for instructions on how to handle apartment mixups.</p>



<b>If you encounter this situation . . .</b>	<b>Follow these procedures . .</b>
<p>A single family housing unit is listed twice within the same block</p>	<p>If both listings are followup cases:</p> <ol style="list-style-type: none"> <li>1. Select the listing with the most correct address.</li> <li>2. Complete a questionnaire for the listing following the procedures in Section 6 or 7 for an occupied unit or Section 8 for a vacant unit.</li> <li>3. Treat the other listing as a nonexistent duplicate address: <ul style="list-style-type: none"> <li>• Follow the steps for completing the Interview Summary, Respondent Information, and Certification sections of the questionnaire on page 9-7.</li> <li>• Enter the status code on the Address Listing Page as directed in Section 10.</li> </ul> </li> </ol> <p>If only one listing is a followup address, treat the followup listing as a nonexistent duplicate address:</p> <ul style="list-style-type: none"> <li>• Follow the steps for completing the Interview Summary, Respondent Information, and Certification sections of the questionnaire on page 9-7.</li> <li>• Enter the status code on the Address Listing Page as directed in Section 10.</li> </ul>



<b>If you encounter this situation . . .</b>	<b>Follow these procedures . .</b>
The same housing unit is listed in more than one block with your AA	<p>If both listings are followup cases:</p> <ol style="list-style-type: none"><li>1. Complete a questionnaire for the address in the correct block following the procedures in Section 6 or 7 for an occupied unit or Section 8 for a vacant unit.</li><li>2. Treat the other listing as a nonexistent duplicate address:<ul style="list-style-type: none"><li>• Follow the steps for completing the Interview Summary, Respondent Information, and Certification sections of the questionnaire on page 9-7.</li><li>• Enter the status code on the Address Listing Page as directed in Section 10.</li></ul></li></ol> <p>If only one listing is a followup address, treat the followup listing as a nonexistent duplicate address:</p> <ul style="list-style-type: none"><li>• Follow the steps for completing the Interview Summary, Respondent Information, and Certification sections of the questionnaire on page 9-7.</li><li>• Enter the status code on the Address Listing Page as directed in Section 10.</li></ul>



**Complete the Short Form Questionnaire,  
D-1(E), and Long Form Questionnaire,  
D-2(E)**

**Complete the  
Interview  
Summary,  
Respondent  
Information, and  
Certification  
Sections**

Follow these steps for completing both the D-1(E) and the D-2(E):

17. Confirm by interviewing a knowledgeable respondent that the unit was in fact nonexistent on Census Day.
18. Complete items A and B in the Interview Summary section of the questionnaire:
  - Under item A, Status, enter the appropriate code for the situation—code 5, 6, 7, 8, or 9.
  - Under item B, POP, enter code 98 for Delete.

Also be sure to complete the Respondent Information, Record of Contact, and Certification sections (see Section 7, pages 7-14 through 7-16). It is essential to obtain the respondent's name and telephone number in case the Census Bureau needs to follow up on this unit.





**NOTES**

**Section 10:  
Entering Status Codes on the  
Address Listing Pages**

**OV  
D**



## Introduction to Section 10

### Introduction

For each labeled questionnaire you complete, you will enter a letter code on your Address Listing Page that indicates the status of the completed questionnaire. To help you enter the codes on the listing pages, this section contains the following topics:

Topic	Page
Introduction to Section 10	10-1
Status Code Definitions	10-2
Where To Enter Status Codes	10-3

## Status Code Definitions

- Code “O”** Enter “O” in column (1), Status, of the Address Listing Page, D-103A, to indicate the *unit was occupied* on Census Day.
- Code “V”** Enter “V” in column (1) of the Address Listing Page to indicate that the *unit was vacant* on Census Day.
- Code “D”** Enter “D” in column (1) of the Address Listing Page to indicate that the unit should be deleted because it was a *nonexistent address* on Census Day.
- Code “A”** Enter “A” in column (1), Status, of the Address Register Add Page, D-103.2, to indicate that the *housing unit is being added* to the Address Register. See Section 11, pages 11-27 through 11-34, for procedures on how to complete the questionnaire and Address Register when you find an extra housing unit at the followup address.

## Where To Enter Status Codes

### How To Enter Codes O, V, and D

Enter the status code for each labeled questionnaire that you complete, in column (1) on the line on the Address Listing page that corresponds to the followup address. Illustration 10.1 below shows where to enter the status codes on the Address Listing Page for an urban-type address. Illustration 10.2 on the next page shows how to enter the codes for a rural-type address.

If the address should be deleted, draw a wavy line through the address line and enter the deletion reason in the Occupant Name column.

**Illustration 10.1. Entering Status Codes—Urban Address Listing Page**

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 18, U.S.C. OMB NO. XXXX-XXXX APPROVAL EXPIRES XX/XX/XXXX

STATUS	DATE	ID NUMBER	BLOCK NUMBER	MAP SPOT	PHYSICAL LOCATION ADDRESS/ DESCRIPTION	OCCUPANT NAME	TELEPHONE NUMBER	MAILING ADDRESS	FT
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
O		45023001312345	1295	XX	107 MCDOWELL DR.				S
O		55567342900089	1297	XX	173 FRANCES ST.				S
XXX	XX	XXXXXXXXXX	1297	XX	175 FRANCES ST.				S
XXX	XX	XXXXXXXXXX	1297	XX	186 ORCHARD ST.				L
V		34544897000011	1298	XX	199 BRYER RD.				S
XXX	XX	XXXXXXXXXX	1298	XX	201 BRYER RD.				S
D		<del>43211190006766</del>	1298	XX	<del>SAND ST. BRICK HSE. GABLE ROOF</del>	BURNED DOWN		<del>RR2 BOX 74</del>	S
XXX	XX	XXXXXXXXXX	1298	XX	SAND ST., TRLR W/ CARPORT			RR2 BOX 76	S
XXX	XX	XXXXXXXXXX	1299	XX	103 BALDWIN DR.				L
XXX	XX	XXXXXXXXXX	1299	XX	190 BRYER RD. APT 1	PORT, J.			S
XXX	XX	XXXXXXXXXX	1299	XX	190 BRYER RD. APT 2	PITT, M.			S
O		45230987127472	1299	XX	190 BRYER RD. APT 3				S

**Illustration 10.2. Entering Status Codes—Rural Address Listing Page**

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C. OMB NO. XXXX-XXXX APPROVAL EXPIRES XXXX/XXXX

<b>D-103A (NRFU)</b> <b>TYPE OF AREA: RURAL</b> (04/2000)	<b>U.S. DEPARTMENT OF COMMERCE</b> <b>BUREAU OF THE CENSUS</b>
<b>ADDRESS LISTING</b> <b>OPERATION: NONRESPONSE FOLLOWUP</b> <b>U.S. CENSUS 2000</b>	
RCC/LCO/TRACT/AA: 2800/2877/565000/46-1222.01 CHARLOTTE/GREENVILLE ST/COU: 15 / 057 ANYCOUNTY NC	
Print Date/Time: 04/27/2000 08:40 Page 1 of 5	

STATUS	DATE	ID NUMBER	BLOCK NUMBER	MAP SPOT	PHYSICAL LOCATION ADDRESS/ DESCRIPTION	OCCUPANT NAME	TELEPHONE NUMBER	MAILING ADDRESS	FT
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
XXX	XX	XXXXXXXXXX	1001	1	RED RD. TRLR . 1 MI NW OF DOVER RD.	THOMAS, J.		RR1 BOX 71	S
O		34569102984563	1001	2	GREEN RD. BRICK HSE 100 FT NE OF RED RD.			RR1 BOX 37	L
V		13290813246578	1001	3	HILLTOP RD. . 1 MI E OF GREEN RD.			BOX 488	S
XXX	XX	XXXXXXXXXX	1001	4	DOVER RD. HSE SW OF HILLTOP RD INT	EDSON, I.		BOX 9167	S
XXX	XX	XXXXXXXXXX	1002	1	136 RIDGEMONT RD. APT A	ROBB, J.			S
XXX	XX	XXXXXXXXXX	1002	1	136 RIDGEMONT RD. APT B	JONES, G.			S
D		<del>12500946652997</del>	<del>1002</del>	<del>1</del>	<del>136 RIDGEMONT RD. APT C</del>	<del>NONRESIDENTIAL</del>			<del>S</del>
XXX	XX	XXXXXXXXXX	1002	2	KEY RD. TRLR . 2 MI SW OF RIDGEMONT RD.			RR1	L
XXX	XX	XXXXXXXXXX	1002	3	KEY RD. BRICK HSE . 3 MI SW OF RIDGEMONT RD.	CALL, P.		RR1 BOX 17	S
XXX	XX	XXXXXXXXXX	1002	4	KEY RD. SL . 4 MI SW OF RIDGEMONT RD.	FRANCES, J.		RR1 BOX 19	L
XXX	XX	XXXXXXXXXX	1002	5	DAY RD. TRLR AT INT OF DAY RD.	PAWL, M.		RR1 BOX 21	S
XXX	XX	XXXXXXXXXX	1002	6	DAY RD. TRLR 100 FT NE OF INT W/ HILLTOP RD.	LARCH, A.		RR1 BOX 23	S

**NOTES**



# **Section 11: Special Interviewing Situations**







## Introduction to Section 11

### Introduction

Although most of the time you will find an occupied housing unit and interview the current household, other interviewing situations sometimes arise. When situations occur that make it difficult for you to do your job, do your best to handle the situation and get the information you need for your crew leader.

This section covers the following topics to help you manage a variety of interviewing situations:

Topic	Page
Introduction to Section 11	11-1
No One Is Home	11-2
Using Continuation Forms	11-6
Refusals	11-10
Respondent Says Questionnaire Was Returned by Mail	11-14
Whole Household Usual Home Elsewhere (WHUHE)	11-15
In-Movers	11-17
Respondent Is Holding a Completed Questionnaire	11-19
Questionnaire Misdelivery	11-20
Followup Address Is a Special Place	11-23
Language Problems	11-26
Finding an Extra Housing Unit at the Followup Address	11-27



## No One Is Home

### Introduction

Even when you plan your visits for times when people are most likely to be home, finding no one home is not unusual. During NRFU, you will be visiting mostly occupied housing units. When no one is home, it's probably because the members of the household are at work or simply out of the house temporarily, and not because the unit is vacant. Make your return visits at different times of the day.

### Procedures to Follow When No One Is Home

Use the procedures below when you think the housing unit is occupied, but no one is home at the time of your initial personal visit. Also, follow these procedures if you cannot determine whether the unit is occupied.

Step	Action
1	Fill out and leave a Notice of Visit, D-26.
2	Record information about your initial visit in the Record of Contact section of the questionnaire.
3	Try to obtain an occupant name, telephone number, and best time to call from a knowledgeable source.
4	Attempt to contact the household by telephone three times in a 2-day period before visiting in person again. Call at different times during the day.
5	<p>Make at least two additional personal visits to the household at different times of the day on different days of the week.</p> <p>If you have not made three telephone attempts but if you can easily make a personal visit, visit the followup address again.</p> <p>If on the third personal visit you are unable to contact someone at the followup unit, interview a neighbor, rental agent, building manager, or other knowledgeable respondent.</p>

These steps are described in more detail on the following pages.

### Procedures to

### *Step 1*



**Follow When No One Is Home**  
(Continued)

Fill out and leave a Notice of Visit, D-26 (see Illustration 11.1 below).

Slip the Notice of Visit under the outside door if possible. Do not open storm doors or other doors in order to leave the form on an inside door. Try to wedge it in the storm door so the wind doesn't blow it away.

*Do not place a Notice of Visit in the respondent's mailbox. This is against the law.*

**Illustration 11.1. Completed Notice of Visit, D-26**

United States Census 2000

U.S. Department of Commerce  
Bureau of the Census

**NOTICE OF VISIT**

Dear Resident:

SORRY I MISSED YOU.

The Census Bureau is conducting the U.S. Census 2000. We have not received a census questionnaire from your household. I stopped by today to get the required information, but you were not at home. If you would like to provide the information over the phone - it generally takes less than 5 minutes - you can telephone me at home. Otherwise, I'll stop back in the next day or two.

Your privacy is protected by law (Title 13 of the United States Code). No one other than Census Bureau staff can see your form or find out what you tell us - no other government agency, no court of law, NO ONE.

It's important to count everyone in the census.

Thank you.

My name is -  
Tom Smith

I can be reached at home on -  
495-555-1200

The best time to call is - From 10:00 a.m. To 3:00 p.m.

Office name and phone number	LCO No. 2898	ID No. 00130870298675
	AA No. 46-2001.01	CLD No. 0101
	Map Spot No. 3	Block No. 1290

FORM D-26  
(11-13-98)

**Procedures to Follow When No**

**One Is Home (Continued)**



**Step 2**

Record information about your initial visit in the Record of Contact section of the questionnaire. See Illustration 11.2 below for an example of how to complete the Record of Contact.

**Illustration 11.2. Completed Record of Contact**

RECORD OF CONTACT											
Type	Month	Day	Time		Outcome	Type	Month	Day	Time	Outcome	
<input checked="" type="checkbox"/> Personal	0 5	1 4	0 2:3 0	<input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.	N V	<input checked="" type="checkbox"/> Personal	0 5	1 7	0 3:1 0	<input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.	C I
<input type="checkbox"/> Personal	0 5	1 5	0 6:3 0	<input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.	N C	<input type="checkbox"/> Personal			:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
<input checked="" type="checkbox"/> Telephone	0 5	1 6	1 0:3 0	<input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.	N C	<input type="checkbox"/> Telephone			:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

OUTCOME CODES: NV = Left notice of visit NC = No contact RE = Refusal CI = Conducted interview OT = Other

**Step 3**

Try to obtain an occupant name and telephone number and the best time to call from a neighbor, building manager, or some other knowledgeable person. If you are unable to obtain a telephone number but you have the occupant’s name, try looking up the name in the telephone book when you get home. *Do not look inside the followup unit’s mailbox to obtain the occupant’s name. This is against the law.*

**Step 4**

Attempt to contact the household by telephone three times during a 2-day period before visiting in person again. Refer to the Record of Contact for the times and dates of previous attempts to contact the household. Call at different times during the day. The best times to call are late afternoon and evenings until 9 p.m. and during the day Saturday and Sunday.

If you have not made three telephone attempts but are working in the area and can easily make a personal visit, go ahead and visit the followup address again.



Be sure to record your visits and calls in the Record of Contact section of the questionnaire. Carefully enter the date and time of day for each contact. This information will be critical in planning further callbacks.

### Procedures to Follow When No One Is Home (Continued)

#### **Step 5**

You must make a total of *six attempts*, including the initial visit, to contact each housing unit that is not a refusal. These six attempts should be a combination of three telephone calls and two additional visits. The two additional visits must be at different times of the day on different days of the week. If you are not able to contact a household member on your *third personal visit*, interview a neighbor, rental agent, building manager, or another knowledgeable individual. Obtain as *much* information about the Census Day household as you can.

source that the household will be away for an extended period of time, obtain as much information about the household as you can during that visit. There is no point in making repeated callbacks when you know no one will be home.

Also, if you learn from a nonhousehold







## Using Continuation Forms

### Introduction

If there are more than five household members, you will need to list the additional members on a Continuation Form for Enumerator Short Form Questionnaire, D-1(E)SUPP, or Continuation Form for Enumerator Long Form Questionnaire, D-2(E)SUPP. Keep a continuation form readily available so that you can quickly and easily move from the questionnaire to the continuation form if necessary.

**NOTE: Do not list additional household members on a blank short form questionnaire, D-1(E) or a long form questionnaire, D-2(E); use only the continuation form.**

### How To Use Continuation Forms

Each continuation form has space for five additional household members. It has the same household questions as the inside of the questionnaire. Complete the continuation form as if it were part of the questionnaire.

Step	Action
1	Answer questions 1 through 6 or questions 1 through 33, depending on which questionnaire type you are using.  Use a second continuation form if there are more than 10 household members.
2	Copy the information from the original questionnaire onto the cover of the continuation form. Do not enter the AA number in the AA boxes.
3	Print the number of forms used in the top right corner of the continuation form cover.
4	Mark the “Continuation form(s) attached” box in the top left corner of the front of the original questionnaire and write in the number of continuation forms used.
5	Place the continuation form(s) inside the original questionnaire.

These steps are described on the following pages.

### How To Use

#### *Step 1*



**Continuation  
Forms (Continued)**

Continue to answer questions 1 through 6 for each household member when using a short form questionnaire continuation form, D-1(E)SUPP.

Answer questions 1 through 33 for each household member when using a long form questionnaire continuation form, D-2(E)SUPP.

The first continuation form provides space for information about persons 6 through 10. If there are 11 or more household members, use a second continuation form. Print the appropriate person number starting with “11” over the preprinted person 6-10 boxes as necessary.

***Step 2***

Copy the complete address from the address label on the original questionnaire to the front of the continuation form(s).

**Urban-Type AA.** Copy the LCO, state, county, tract, block, and unit ID from the address label on the original questionnaire to the front of the continuation form(s).

**Rural-Type AA.** Copy the LCO, state, county, tract, block, unit ID, *and map spot number* from the address label on the original questionnaire to the front of the continuation form(s).

**NOTE: Do not enter the AA number in the AA boxes.**

***Step 3***

If you have used only one continuation form, write form “1” of “1” form(s) in the top right corner of its cover. If you have used two continuation forms, mark the first form “1” of “2” and the second form “2” of “2.”

**NOTE: You are only counting the number of continuation forms linked with the labeled questionnaire. Do not count the labeled questionnaire when you enter the form numbers on the front of each continuation form.**



**How To Use  
Continuation  
Forms (Continued)**

**Step 4**

Be sure to mark the box for “Continuation form(s) attached” in the top left corner on the front of the original short form D-1(E), or the original long form, D-2(E), and write in the number of continuation forms you used.

Illustration 11.3 below shows how to complete a continuation form for an urban-type AA using the questionnaire address label.

**Illustration 11.3. Completed Continuation Form Address Area—Urban-Type AA.**

TRANSCRIBE FROM THE ADDRESS LABEL ON FORM D-1(E)

LCO	State	County	Tract	Block
2   8   9   8	4   5	0   6   8	0   1   0   3   0   0	2   8   9   8
AA	Map spot	Unit ID		
		4   5   0   2   3   0   1   3   1   2   3   4   5		
House No.	Street name, Rural route and box, or PO box			
1   0   7	M   C   D   O   W   E   L   L   S   T			
Apt. No. or Location				
City	ZIP Code			
A   N   Y   C   I   T   Y	C   2   8   5   6   9			

Form 1 of 1 Form(s)

**Do not fill the AA boxes.**

FORM D-1(E)  
(1-21-99)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

**ENUMERATOR  
QUESTIONNAIRE**

United States Census 2000

Continuation form(s) attached

Number of continuation forms for this address 01

1234567890123456789012

LCO	STATE	COUNTY	TRACT	BLOCK
2898	45	068	010300	2898
AA	MAP SPOT	UNIT ID	FT	S
46-1002		45023001312345		

TO RESIDENT AT:

107 MCDOWELL ST.  
ANYCITY, SC 20569

Illustration 11.4 on the next page shows how to complete a continuation form for a rural-type AA using the questionnaire address label.



Illustration 11.4. Completed Continuation Form Address Area—Rural-Type AA.

TRANSCRIBE FROM THE ADDRESS LABEL ON FORM D-1(E)

LCO	State	County	Tract	Block
2 8 9 8	1 5	0 5 7	5 6 5 0 0 0	1 0 0 1
AA	Map spot	Unit ID		
	2 1	1 3 2 9 0 8 1 3 2 4 6 5 7 8		
House No.	Street name, Rural route and box, or PO box			
1 2 9	H I L L T O P   R D			
Apt. No. or Location				
City	State	ZIP Code		
A N Y C I T Y	N C	2 0 5 6 8		

Form 1 of 1 Form(s)

**Do not fill the AA boxes.**

FORM D-2(E) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

**ENUMERATOR QUESTIONNAIRE**  
United States Census 2000

Continuation form(s) attached  
Number of continuation forms for this address 0|1

TO RESIDENT AT:  
129 HILLTOP RD.  
ANYCITY, NC 20568

LCO	STATE	COUNTY	TRACT	BLOCK
2898	15	057	565000	1001
AA	MAP SPOT	UNIT ID	FT	
46-1222.01	21	13290813246578	L	

**How to Use Continuation Forms**  
(Continued)

**Step 5**

Place the continuation form(s) inside the original questionnaire to turn into your crew leader.



## Refusals

### Introduction

Most of the people you interview will be cooperative. When people are not cooperative, however, it is important that you maintain a positive and productive attitude. The best way to handle people who don't want to cooperate is to be prepared for the questions they ask and the objections they raise.

### Handle Refusals

#### *Attitude*

Occasionally, a household respondent will refuse to cooperate. When this happens, do *not* threaten or antagonize the person. The best approach is to remain calm. Find out why the person does not want to be interviewed and try to persuade him or her to cooperate.

#### *Persuading the Respondent*

There are several things you can do to persuade a reluctant respondent to cooperate.

- Hand the person a Privacy Act Notice, D-31, and stress the confidential nature of census information (see Section 2, page 2-6 for more information).
- Explain Title 13 requires that all census data be kept confidential and be used for statistical purposes only. Only after 72 years does information collected about an individual in a decennial census become available to other agencies, or the public.
- Attempt to tell the person about the importance of the census to the community (see Section 2, pages 2-4 and 2-5, for descriptions of census activities).

Knowing the most frequent objections to the census, and some possible responses, may also help you persuade someone who does not want to cooperate. In addition, you should be aware that there are a variety of laws that protect the privacy of census responses and that require cooperation with the Census Bureau.

Use the table on the following page to help you elicit cooperation from a person who does not want to be interviewed.

### Frequent Objections to the Census and Possible Responses



<b>Objection</b>	<b>Responses</b>
<p>These questions are none of the government’s business.</p>	<ul style="list-style-type: none"> <li>• Each question has an important purpose. Many are required by different laws to help our Congress make better decisions.</li> <li>• The Privacy Act of 1974 ensures that all answers are confidential. All census workers are sworn to secrecy and no other governmental agency can see your answers. All census data are kept confidential for 72 years.</li> <li>• You can skip the questions you find objectionable. Let me start reading them so you can see what they are like, then skip any you don’t like.</li> </ul>
<p>The census is a waste of time and taxpayer’s money.</p>	<ul style="list-style-type: none"> <li>• We’ve had a census every 10 years since 1790. It is required by the Constitution to determine the number of representatives each state shall have in Congress.</li> <li>• Governments, businesses, and local organizations use census statistics for all kinds of planning purposes. For example, census statistics are used to plan shopping malls, child care centers, libraries, and nursing homes.</li> </ul>
<p>I don’t have time for this.</p>	<ul style="list-style-type: none"> <li>• The questionnaire takes a few minutes to complete.</li> <li>• Your participation is important to our community and state.</li> </ul>
<p>I don’t think the government has the right to do a census.</p>	<ul style="list-style-type: none"> <li>• The Constitution of the United States requires that a census be taken every 10 years.</li> <li>• A census is an important part of our government. It ensures that people are represented fairly in Congress.</li> </ul>

**Complete the  
INFO-COMM,  
D-225**

Although you may be pleasant and knowledgeable, your attempts to interview a followup household may ultimately fail. If the person still does not cooperate:

- Complete an INFO-COMM, D-225, explaining the nature of the respondent's reluctance to cooperate. Instructions for completing the form appear on the back of the form.
- Give the INFO-COMM and the labeled questionnaire for the followup unit to your crew leader.
- Do not write the respondent's name on the INFO-COMM.
- Illustration 11.5 on the following page shows how to complete an INFO-COMM, D-225.

**Follow Up on  
a Refusal**

Your crew leader may contact the household or reassign the case to another enumerator in an attempt to gain the household's participation. If your crew leader asks you to follow up on a refusal case and you, like the original enumerator, are unsuccessful at obtaining the respondent's cooperation, proceed as follows:

- Obtain as much information as possible by interviewing a neighbor, rental agent, building manager, or other knowledgeable respondent.
  - If you are using a short form Enumerator Questionnaire, D-1(E), follow the procedures for interviewing an occupied household explained in Section 6 of this manual.
  - See Section 7 of this manual to interview an occupied household using the long form Enumerator Questionnaire, D-2(E).
- Notify your crew leader of any confirmed refusal situations.



Illustration 11.5. Completed INFO-COMM, D-225

<small>FORM D-225 (3-31-98)</small>  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INFO - COMM</b> <b>Information Communication</b> <b>United States Census 2000</b>	<b>a. TO:</b> Betty Brown		<b>e. Operation</b> NRFU	
	<b>b. FROM:</b> Martin Jones		<b>f. Position title</b> ENUM	<b>g. CLD No./Other</b> 0101
	<b>c. CFO/LCO code</b> 2877	<b>d. Regional Office</b> Charlotte	<b>h. Date</b> 5-23-2000	
	<b>IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE</b>			
	<b>i. AA</b> 46-1001	<b>j. Block</b> 1001	<b>k. Map spot</b>	<b>l. ID number</b> 00130945286735
<small>See instructions on the reverse of copy 2 or 3.</small>				
<b>m. Address or description (include city name and ZIP Code)</b> 110 Main Street Anytown, SC 32196				
<b>Section I STATEMENT</b> (Answer required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)				
Mark appropriate box(es) and provide explanation.				
<input type="checkbox"/> Apartment mix-up <input type="checkbox"/> Geography/Map problem <input type="checkbox"/> Unable to contact <input type="checkbox"/> Unsafe to enumerate <input type="checkbox"/> Inaccessible <input type="checkbox"/> Procedures question <input checked="" type="checkbox"/> Refusal <input type="checkbox"/> Payroll question <input type="checkbox"/> Special place/Group quarters <input type="checkbox"/> Other				
Explanation: <u>Respondent refused to cooperate. Although I told him that the</u> <u>answers were confidential and that the census benefits the community, he said</u> <u>the questions were none of the government's business. I was unable to</u> <u>complete the questionnaire.</u>				
<b>Section II ANSWER</b>				
Answered or acknowledged by				Date





## Respondent Says Questionnaire Was Returned by Mail

### Introduction

Respondents may tell you that they mailed back the questionnaire to the Census Bureau. In some cases, the respondents will be telling you the truth; questionnaires do occasionally get lost in the mail or in the Data Capture Center. Sometimes, however, respondents will tell you that they mailed back the questionnaire, but they actually did not.

### Single Family House

If the respondent says he or she already returned the questionnaire, and the housing unit is a *single family house*:

- Tell the respondent that the Census Bureau has not received the questionnaire for this address.
- Apologize for any inconvenience, but tell them that it's your responsibility as a census enumerator to complete an interview at the time of your visit.

### Multi-Unit Followup Address

If you are interviewing at a *multi-unit building*, try to determine if a questionnaire misdelivery problem exists (see pages 11-20 through 11-22 regarding questionnaire misdelivery.)

If there is . . .	Then . . .
A misdelivery problem	Determine the correct unit at which to interview, if possible. Otherwise, refer the followup case to your crew leader.
No apparent misdelivery problem	Interview the household at the followup address.



## Whole Household Usual Home Elsewhere (WHUHE)

### Introduction

If the respondent answers yes to question S3 indicating the household lived here on Census Day, but they usually live somewhere else, the household members should *not* be counted at this address. Instead, you need to do two things:

- Complete the labeled questionnaire for the followup unit, but treat it as a vacant unit.
- Complete an unlabeled, blank D-1(E) short form questionnaire *for the WHUHE household* and enter an “X” in Item E in the Interview Summary section of questionnaire.

### Complete the Questionnaires for the Followup Unit

Follow these steps to complete the short or long form questionnaire for the followup unit:

#### *Short Form*

- Mark the Yes box in question S3.
- Complete items A and B in the Interview Summary section of the questionnaire:
  - Under item A, Status, indicate code 4, Vacant—Usual home elsewhere.
  - Under item B, POP, indicate code 00 for vacant.
- Ask question C to determine why this unit was vacant. In most such cases, you will mark the box for “For seasonal, recreational, or occasional use.”
- Refer to Card J.

#### *Long Form*

- Mark the Yes box in question S3.
- Complete items A, B, and C in the Interview Summary section:
  - Under item A, Status, indicate code 4, Vacant—Usual home elsewhere.
  - Under item B, POP, indicate code 00 for vacant.



**Complete the  
Questionnaires for  
the Followup Unit  
(Continued)**

**Long Form (Continued)**

- Ask question C to determine why this unit was vacant. In most such cases, you will mark the box for “For seasonal, recreational, or occasional use.”
  - Then, skip to question 35 on page 8 of the long form.
  - Ask the double-underlined questions (35, 36, 38 through 41, 45a, and 45b on pages 8 and 9).
  - If the unit is for rent, ask questions 47a and 47b on page 10.
  - If the unit is for sale only, ask question 56 and show Card I.
  - Follow the instructions on Card J.
- NOTE:** Follow these instructions given even though the order is different from the order on the D-2(E) long form questionnaire. You must determine the vacancy status first by asking Item C in the Interview Summary section and then skip to question 35 on page 8.

For both the short and the long form, also be sure to complete the Respondent Information, Record of Contact, and Certification sections (see pages 7-14 through 7-16).

**Complete the  
Unlabeled Short  
Form for the  
WHUHE**

Next, conduct an interview for the people staying at the followup address using a blank, unlabeled short form questionnaire.

- Enter the complete address of the household’s *usual place of residence* in the address area at the top of the questionnaire. Do not enter the address of the unit where you are conducting the interview. Do not copy the ID number from the followup unit onto the WHUHE questionnaire.
  - Complete all the appropriate questions on the questionnaire as if you were interviewing the household at its usual place of residence.
  - Enter an “X” in item E. UHE of the Interview Summary section.
- NOTE:** In this situation, you will have completed *two* questionnaires at the followup unit. The labeled questionnaire should be classified as a “Vacant—UHE.” No person information should be entered on this form. The unlabeled questionnaire will contain answers to questions 1 through 6 for all household occupants.



## In-Movers

### Introduction

An “in-mover” situation occurs when you learn that the household occupying the followup unit moved in *after* Census Day, April 1, 2000. This is indicated if the response to question S2 is “No” and question S4 has an entry.

In-movers should *not* be counted at this address. Instead, you need to do two things:

- Complete the labeled questionnaire for the followup unit, whether it was occupied or vacant on Census Day.
- Ensure that the current household completed and returned a questionnaire from their previous household.

### Complete a Labeled Questionnaire for the Followup Unit

Complete the questionnaire for the Census Day residents by interviewing a knowledgeable respondent. If the unit was vacant on Census Day, you will also complete the questionnaire by interviewing a knowledgeable respondent. This person can be a neighbor, rental agent, building manager, or other knowledgeable individual. Sometimes the in-movers can provide information about the Census Day occupants or the Census Day vacancy status.

Make every effort to complete each section of the questionnaire. If you have difficulty completing the questionnaire for the Census Day household, talk to your crew leader.

### Ensure In-Movers Completed a Questionnaire

You may also need to complete a questionnaire for the in-mover household, if they did not return a questionnaire for their Census Day address.

- If the in-mover returned a census questionnaire from his or her previous address, thank the person and do nothing further.
- If the in-mover did *not* return a census questionnaire or can’t remember if he or she returned a form from his or her previous address, conduct an interview for the in-mover’s household using a blank, unlabeled short form questionnaire.
  - Conduct the interview as if you were interviewing the person at his or her previous address.
  - Enter the in-mover’s Census Day address in the address label area on the front of this questionnaire. If the address does not



**Ensure In-Movers  
Completed a  
Questionnaire**  
(Continued)

include a house number and street name, or a complete rural route and box number, try to obtain as much address information as you can. Do *not* copy the ID number from the followup unit onto the blank questionnaire.

- Enter an “X” in item F. MOV of the Interview Summary section of the unlabeled questionnaire.

**NOTE:** In this situation, you will have completed two questionnaires at the followup unit.



**Respondent Is Holding  
a Completed Questionnaire**

**Steps to Follow**

In this situation, the household received and completed the questionnaire, but never returned it. Follow the steps described below to handle this situation.

If the respondent has a completed mailback questionnaire and he or she wants to give it to you, follow these steps:

<b>Step</b>	<b>Action</b>
1	Accept the questionnaire from the respondent.
2	Review the form for completeness and obtain any missing answers to questions.
3	Thank the respondent and leave the housing unit.
4	Slip the labeled followup questionnaire, Form D-1(E) or D-2(E), inside the mail-in questionnaire and return both to your crew leader.
5	Enter "O" for an occupied unit in column (1) "status" of the Address Listing Page in the Address Register.



## Questionnaire Misdelivery

### Introduction

Questionnaire misdelivery is a situation in which one or more households in an apartment building or trailer park receives and returns a questionnaire intended for another household within the same building or trailer park.

### Common Causes of Misdelivery

Some common causes of questionnaire misdelivery include:

- The letter carrier puts all the questionnaires for an apartment building on a table in the office or on the floor in front of the mailboxes. The occupants of one or more apartments or trailers take and complete a questionnaire addressed to another apartment or trailer.
- The letter carrier delivers a questionnaire to the wrong apartment or trailer.
- The occupants of an apartment or trailer move elsewhere within the same complex and take the questionnaire with them.
- The unit designation on the Address Listing Page, D-103A, shows letter designations when the apartments or trailers are actually numbered, or vice versa. For example, you expect to see Apartments A, B, and C, but instead find Apartments 1, 2, and 3. In this case, you can assume that Apartment A is Apartment 1, Apartment B is Apartment 2, and so on.

### Determine Whether There Was a Misdelivery

When a respondent living in a multi-unit building (or mobile home park) states that he or she completed and returned the census questionnaire by mail, try to determine if a questionnaire mixup has occurred before you attempt to conduct an interview at the followup unit. Do the following:

- Ask for the last name of the household that lives at the followup unit.
- Review all of the listings at the same basic street address on the Address Listing Page to see if the particular household's last name appears on another listing line on the urban-type D-103A in column (7) or on the rural-type D-103A in column (7).



**Determine Whether There Was a Misdelivery**  
(Continued)

- When an occupant's last name appears in column (7) on a line in the Address Listing Page (that includes "X's"), this indicates that the Census Bureau received a questionnaire from that household in the mail. If you find that the last name for the household at that followup unit is already listed somewhere in column (7), then a delivery mixup may have occurred.

If you discover that the household's name appears on the Address Register for another unit at the same followup address, thank the respondent and do not interview this household.

Go to the unit where the household's name appears in the Address Register. Follow the same procedures as you did with the first household until you find a household whose name does not appear on the Address Register at this followup address. Interview that household with the labeled questionnaire and document the situation on an INFO-COMM, D-225.

**Cannot Confirm Misdelivery**

Make an effort to determine what happened, but if the person's name does not appear on the Address Register, then:

- Tell the respondent that the Census Bureau has not received the questionnaire for his or her address.
- Apologize for any inconvenience, but tell them that it's your responsibility as a census enumerator to complete an interview at the time of your visit. Conduct an interview.

**Document the Mixups**

While you are expected to resolve mixups that are relatively simple to identify and correct, you are not expected to spend an excessive amount of time trying to resolve such situations. Document all mixup situations on an INFO-COMM, D-225. Describe the nature of the mixup problem as best you can. Illustration 11.6 on the following page shows an example of a completed INFO-COMM.

Do not attempt to correct at the time of your visit mixups that are very complicated or that would require a lot of time. Instead, document the situation on the INFO-COMM.

Give the INFO-COMM to your crew leader and discuss the situation with him or her. Your crew leader will most likely refer the case to a supervisor in the census office. In some cases, your crew leader may ask you to return to the multi-unit building or the mobile home park and spend the time required to correct the problem.

**Illustration 11.6. Completed INFO-COMM, D-225**







## **Followup Address Is a Special Place**

**Special Place  
Definition**

A special place is a place containing one or more group quarters where people either live or stay and/or receive services. Special places may have *both* housing units and group quarters associated with them.

**List of Examples**

Some examples of special places include:

- Alcohol and drug treatment centers
- Campgrounds
- Campgrounds at racetracks
- Colleges and universities
- Convents and monasteries
- Emergency shelters
- Group homes and halfway houses, all types
- Hospitals, all types
- Youth hostels
- Hotels and motels
- Juvenile institutions
- Marinas
- Maternity homes for unwed mothers
- Nursing homes
- Orphanages
- Prisons, reformatories, jails, police lockups, Federal detention centers, and all other correctional institutions
- Schools for individuals with mental disabilities
- Schools for individuals with physical disabilities, including those who are hearing or visually impaired
- Soup kitchens
- YMCAs and YWCAs.

**Complete Forms  
for a Special Place**

When the followup address is for an entire special place, the address is nonexistent for the purposes of NRFU operations. People who live in group quarters will be included in the census using special census procedures. Thus, you will need to delete the followup address using deletion Code 9, "Other." See Section 9 for procedures regarding nonexistent addresses and how to complete the Address Register.

In conjunction with deleting the address, fill out an INFO-COMM, D-225 (see Illustration 11.7 on the next page).

- Report the name and address of the special place and the name and telephone number for a contact person there.
- Give the INFO-COMM to your crew leader during your next scheduled meeting.

**Separate Housing  
Units Within a  
Special Place**

Sometimes, a special place contains separate housing units (in addition to group quarters) within it. Examples of separate housing units within a special place include a warden's quarters, a college dean's campus residence, a motel manager's quarters, and so on.

If the followup address is for a separate housing unit within a special place (single family home or apartment), treat the followup address like any other housing unit outside the special place and complete a questionnaire for it depending on its unit status as of Census Day.



Illustration 11.7. INFO-COMM, D-225  
Completed for a Special Place in an Urban-Type AA

FORM D-225 (3-31-98)  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INFO - COMM</b> <b>Information Communication</b> <b>United States Census 2000</b>	<b>a. TO:</b> Bryan Lee		<b>e. Operation</b> NRFU											
	<b>b. FROM:</b> Janice Brooks		<b>f. Position title</b> ENUM	<b>g. CLD No./Other</b> 0101										
	<b>c. CFO/LCO code</b> 2877	<b>d. Regional Office</b> Charlotte		<b>h. Date</b> 5-21-2000										
	<b>IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE</b>													
	<b>i. AA</b> 46-1001	<b>j. Block</b> 1001	<b>k. Map spot</b>	<b>l. ID number</b> 23612974985674										
<i>See instructions on the reverse of copy 2 or 3.</i>		<b>m. Address or description (include city name and ZIP Code)</b> 1215 Orange St., Anytown, SC 32196												
<b>Section I STATEMENT</b> (Answer required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)														
<p>Mark appropriate box(es) and provide explanation.</p> <table border="0"> <tr> <td><input type="checkbox"/> Apartment mix-up</td> <td><input type="checkbox"/> Geography/Map problem</td> </tr> <tr> <td><input type="checkbox"/> Unable to contact</td> <td><input type="checkbox"/> Unsafe to enumerate</td> </tr> <tr> <td><input type="checkbox"/> Inaccessible</td> <td><input type="checkbox"/> Procedures question</td> </tr> <tr> <td><input type="checkbox"/> Refusal</td> <td><input type="checkbox"/> Payroll question</td> </tr> <tr> <td><input checked="" type="checkbox"/> Special place/Group quarters</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p>Explanation: <u>Address deleted because it is a special place with no housing units.</u>  <u>The name of the special place is Parkview Nursing Home. The contact person</u>  <u>is Nancy Roper. Her telephone number is (814) 555-9898.</u></p>					<input type="checkbox"/> Apartment mix-up	<input type="checkbox"/> Geography/Map problem	<input type="checkbox"/> Unable to contact	<input type="checkbox"/> Unsafe to enumerate	<input type="checkbox"/> Inaccessible	<input type="checkbox"/> Procedures question	<input type="checkbox"/> Refusal	<input type="checkbox"/> Payroll question	<input checked="" type="checkbox"/> Special place/Group quarters	<input type="checkbox"/> Other
<input type="checkbox"/> Apartment mix-up	<input type="checkbox"/> Geography/Map problem													
<input type="checkbox"/> Unable to contact	<input type="checkbox"/> Unsafe to enumerate													
<input type="checkbox"/> Inaccessible	<input type="checkbox"/> Procedures question													
<input type="checkbox"/> Refusal	<input type="checkbox"/> Payroll question													
<input checked="" type="checkbox"/> Special place/Group quarters	<input type="checkbox"/> Other													
<b>Section II ANSWER</b>														
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>														
Answered or acknowledged by			Date											



## Language Problems

### When You Have a Language Problem

If the respondent speaks a language other than English, and you do not speak that language, try any one of the following techniques to either conduct an interview or determine the respondent's language:

- Try to find an interpreter *in the household* and conduct the interview using the interpreter. If you are unable to find an interpreter in the household, the respondent may be able to find a neighbor who can interpret. Because the household's questionnaire responses are confidential, do not attempt to locate an interpreter yourself.
- If no interpreter can be found, try to determine what language the person speaks by asking simple questions, speaking slowly and clearly, and using simple English. If this fails, show the person the Language Identification Flashcard, D-3309. Ask the person to point on the card to the language he or she speaks.
- If the D-3309 does not work, interview a neighbor or other knowledgeable respondent in the area who may be able to tell you where the household is from or what language they speak.
- If all the previous techniques fail, report the language problem to your crew leader by completing an INFO-COMM, D-225. Be sure to identify the language spoken, if determined, so that the services of an interviewer can be obtained.

### Interview in Spanish

If the household member speaks Spanish, and you are fully bilingual in Spanish and English, then read the questions as they appear on the Spanish Translation Form, D-62A(S) or D-62B(S). Mark the respondent's answers on the labeled questionnaire *in English*.

Follow the procedures described in Section 6 for completing an occupied housing unit short form. Follow the procedures described in Section 7 for completing an occupied housing unit long form. Use the Spanish cards from the Enumerator Job Aid, D-1(F). Mark item D. SP in the Interview Summary section of the questionnaire to indicate that you conducted the interview in Spanish.

## Finding an Extra Housing Unit at the Followup Address



**Introduction**

Although your job as an NRFU enumerator does not include looking for housing units that are missing from the Address Listing Pages, it is possible to discover an additional housing unit. The following information will help you define an additional housing unit, complete a questionnaire for such a unit, and update the Address Register to reflect the existence of an additional unit.

**When You Think It’s an Extra Unit**

Often, the extra housing unit will share the same basic street address (e.g., *115 Main Street*) as the followup housing unit, but will be differentiated from the followup unit by an apartment or location description. For some reason, however, the Address Listing Page, D-103A, will not include the housing unit in question at the basic street address.

**Verify That The Unit Is “Separate”**

The first step to take is to verify that it qualifies as a separate housing unit. To be a separate housing unit, the occupant(s) or intended occupant(s) must:

- Live separately from other occupants of any other unit, and
- Be able to enter their living quarters without going through someone else’s house or apartment.

Ask the occupants: *Do you live separately from everyone else in this building (or apartment)?*

If ...	Then ...	
The occupants live separately from the occupants of any other unit	Ask whether they have direct access to their living quarters.	If they have direct access, the place is a separate housing unit.
		If they do not have direct access, the space is not a separate unit.
The occupants do not live separately	The place is not a separate housing unit. Do not add it. Combine the occupants with the NRFU household.	



**When You Think  
It's an Extra Unit**  
(Continued)

**Verify That The Unit Is "Separate" (Continued)**

The following table describes situations where you will not conduct interviews or complete questionnaires because these living quarters *do not count as separate housing units*:

Do not enumerate . . .	If . . .
Tents, boats, railroad cars, lean-to's, and other unusual living quarters	<ul style="list-style-type: none"> <li>• Vacant</li> <li>• Used only for business</li> <li>• Used only for extra sleeping space or vacations</li> </ul>
Trailers and mobile homes	<ul style="list-style-type: none"> <li>• Used only for business purposes</li> <li>• Used only for extra sleeping space</li> <li>• For sale or rent on dealer's lot</li> <li>• Not intended for occupancy where they stand</li> </ul>

**How To Enumerate a Separate Housing Unit**

If the occupants live separately from anyone else, and their living quarters have direct access, you must:

- Fill out the next available line on the Add Page, D-103.2, of the Address Register.
- Interview at the extra housing unit using a blank, unlabeled questionnaire based on the form type (S or L) indicated in column (9) of the Add Page.
- For a rural-type AA, update the block map.



**Complete the Questionnaire**

Using an *unlabeled* questionnaire, conduct an interview at the extra housing unit. The preprinted letter “S” or “L” in column (9) of the Add Page will indicate whether to use a short or long form questionnaire. Conduct the interview as follows:

- Introduce yourself according to the procedures in Section 4.
- **For an urban-type AA**, enter the LCO number, state, county, tract, and block numbers on the cover of the unlabeled questionnaire, above the space for the housing unit address information. Copy this information from the Address Register cover, Address Listing Page, and map.
  - ☞ **NOTE: Leave the AA number and the ID number boxes blank.**
- **For a rural-type AA**, enter the same information, plus the map spot number.
  - ☞ **NOTE: Leave the AA number and the ID number boxes blank.**
- Determine the housing unit status on Census Day, using the steps described in Section 5.
- Complete the questionnaire following the procedures described in Section 6 or Section 7 for an occupied unit or Section 8 for a vacant unit.
- After interviewing the respondent, print the complete address, including any apartment designation or location, for the extra housing unit in the address label area on the unlabeled questionnaire.

**Fill Out the Add Page, D-103.2 (Urban)**

Each Address Register will contain some blank Add Pages, D-103.2s, directly following the Address Listing Pages, D-103A. When it is necessary to add a unit to the Address Register in an urban-type AA, enter the following information for the added unit on the first available line on the Add Page:

- Status code “A” for Add in column (1)
- Date in column (2)
- Block number in column (3)
- House number and street name address in column (5). If the unit does not have a house number and street name address, enter a physical location description in column (5)
- Occupant name in column (6)

**Fill Out the Add Page, D-103.2 (Urban) (Continued)**





- Telephone number in column (7)
- Mailing address in column (8), only if there is no house number and street name address entered in column (5).

**NOTE: Enter nothing in column (4) or column (9). Column (4) is used only for rural AAs. Column (9) shows the form type you need to use for the housing unit.**

Illustration 11.8 below shows how to add extra housing units in an urban-type AA.

**Illustration 11.8. Adding a Housing Unit to the Add Page, D-103.2 (Urban)**



THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 18, U.S.C. OMB NO. XXXX-XXXX APPROVAL EXPIRES XX/XX/XXXX

**D-103.2 (NRFU)**  
**TYPE OF AREA: URBAN**  
**(04/2000)**

**U.S. DEPARTMENT OF COMMERCE**  
**BUREAU OF THE CENSUS**

**ADD PAGE**  
**OPERATION: NONRESPONSE FOLLOWUP**  
**U.S. CENSUS 2000**

RCC/LCO/TRACT/AA: 2800/2898/010300/46-2001 CHARLOTTE/COLUMBIA  
 ST/COU: 45 / 068 ANYCOUNTY SC

Print Date/Time: 04/27/2000 08:40  
 Page 1 of 1

STATUS (1)	DATE (2)	BLOCK NUMBER (3)	MAP SPOT (4)	PHYSICAL LOCATION ADDRESS/ DESCRIPTION (5)	OCCUPANT NAME (6)	TELEPHONE NUMBER (7)	MAILING ADDRESS (8)	FT (9)
A	5/5	1200	XX	520 MAIN ST.	FREELY, A.	555-462-1111		S
			XX					S
			XX					L
			XX					S
			XX					S
			XX					S
			XX					S
			XX					S
			XX					L
			XX					S
			XX					S
			XX					S
			XX					S



**Fill Out the Add  
Page, D-103.2  
(Rural)**

When it is necessary to add a unit in a rural-type Assignment Area, enter the following information for the added unit on the first available line on the Add page:

- Status code “A” for Add in column (1)
- Date in column (2)
- Block number in column (3)
- Map spot number in column (4)
- House number and street name address or physical location description in column (5)
- Occupant name in column (6)
- Telephone number in column (7)
- Mailing address in column (8), only if there is no house number and street name address entered in column (5).

**NOTE: Enter nothing in column (9). It shows the form type you need to use for the housing unit.**

Illustration 11.9 on the following page shows how to add extra housing units in a rural-type AA.



Illustration 11.9. Adding a Housing Unit to the Add Page, D-103.2 (Rural)

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**D-103.2 (NRFU)**  
**TYPE OF AREA: RURAL**  
 (04/2000)

**U.S. DEPARTMENT OF COMMERCE**  
**BUREAU OF THE CENSUS**

**ADD PAGE**  
**OPERATION: NONRESPONSE FOLLOWUP**  
**U.S. CENSUS 2000**

RCC/LCO/TRACT/AA: 2800/2898/565000/46-1222.01 CHARLOTTE/COLUMBIA ANYCOUNTY NC  
 ST/COU: 15 / 057

Print Date/Time: 04/27/2000 08:40  
 Page 1 of 1

STATUS (1)	DATE (2)	BLOCK NUMBER (3)	MAP SPOT (4)	PHYSICAL LOCATION ADDRESS/ DESCRIPTION (5)	OCCUPANT NAME (6)	TELEPHONE NUMBER (7)	MAILING ADDRESS (8)	FT (9)
A	5/5	1002	1A	CHERRY ST, BRICK HSE 1 MI S	SAUNDERS, C	555-444-9840	RR 1 BOX 488	S
								S
								L
								S
								S
								S
								S
								S
								L
								S
								S
								S



**Map-Spot the  
Extra Housing Unit  
In Rural-Type  
Assignment Areas**

When you find an additional housing unit at an NRFU address, map-spot the extra housing unit on the block map.

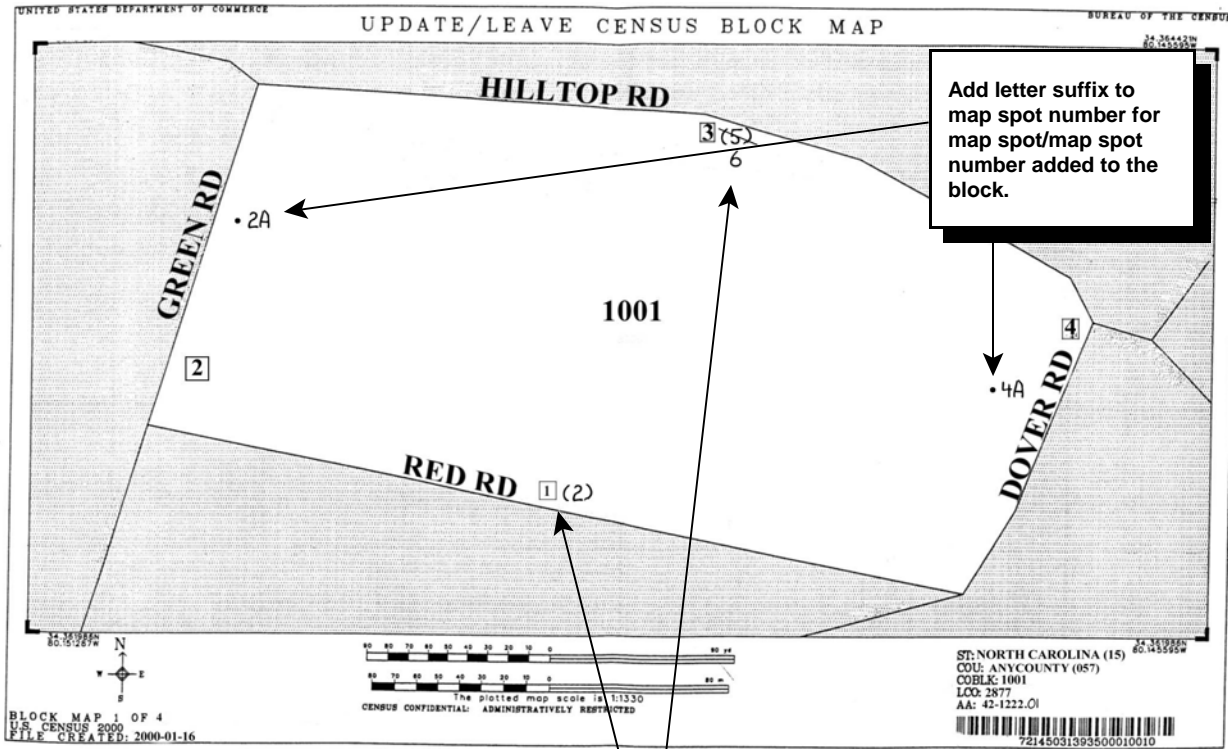
Do not renumber the existing map spot numbers on the map to accommodate the added map spot. Instead, add a map spot with a letter suffix. For example, to add a map spot that falls between existing map spot numbers 2 and 3, use map spot number 2A. If you need to add map spots in the same block at the same relative location, use suffixes B, C, and so on (see Illustration 11.10 on the next page).

If the new housing unit is located after the highest number, add the suffix to that number. For example, on the illustration on the following page, if you found a unit after map spot 4, assign it number 4A.

In multi-unit buildings, do not add a new map spot. Instead, change the number of units, which appears in parentheses after the map spot number. For example, change 3(5) to 3(6) to indicate a sixth unit. Or, if a structure has been listed as a single-family home, but there is a second, separate housing unit, change 1 to 1(2).



Illustration 11.10. Map-Spotting an Extra Housing Unit



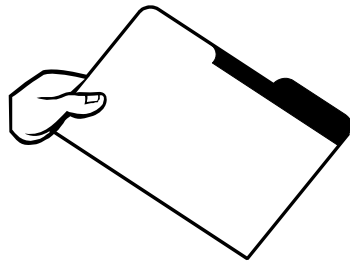
Add letter suffix to map spot number for map spot/map spot number added to the block.

If the extra unit is an existing structure, add or change the number in parentheses.



**NOTES**

# **Section 12: Submitting Completed Work**









## Introduction to Section 12

**Introduction**

Every day you work, you must record your hours and expenses and submit your completed work to your crew leader. This section gives you all the information you need to fill out the necessary paperwork. It also tells you how and when to submit your completed work. Section 12 covers the following topics:

Topic	Page
Introduction to Section 12	12-1
Complete Your Daily Pay and Work Record, D-308	12-2
Meet With Your Crew Leader	12-7



## Complete Your Daily Pay and Work Record, D-308

### Filling Out the D-308

You must complete a Daily Pay and Work Record, D-308, for each day you work. You must report your hours and expenses on this payroll form.

#### *General rules*

Follow these general rules when completing your payroll form:

- Use a blue or black ink ballpoint pen when filling out the form. Do not use a lead pencil.
- Press down hard so the entries go through the three copies of the form.
- Keep each character or number within the white boxes.
- Skip one box between words.
- Use CAPITAL letters when entering words.

See Illustration 12.1 on page 12-6 for an example of a completed D-308.

#### *Part A—Employee Information*

Follow the procedures below for filling out part A of the D-308.

For This Item . . .	Do This . . .
1—Social Security Number	Enter your <i>Social Security Number</i> . (It is important that this number is correct so that the automated payroll system can properly identify you.)
2—Name	Enter your <i>name</i> , in the following order: Last name, first name, and middle initial (MI).



For This Item . . .	Do This . . .
3—Date worked Day worked	<p>Enter the <i>date worked</i> in numeric format; for example, for May 24, 2000, you would enter “05” under “Month,” “24” under “Day,” and “2000” under “Year.”</p> <p>Fill in the circle for the day of the week worked.</p>
Fill this circle if Reclaim	<p>Fill in the <i>reclaim</i> circle if you are resubmitting the form:</p> <ul style="list-style-type: none"> <li>• For additional hours or expenses that you did not record on the original payroll form you submitted.</li> <li>• To claim some hours or expenses that the payroll office had rejected earlier because you did not have: <ul style="list-style-type: none"> <li>– Authorization to work certain hours, or</li> <li>– A receipt to justify the expenses you were claiming.</li> </ul> </li> </ul>
4—Task code	<p>Enter the <i>task code</i> given to you by your crew leader.</p> <p>Enter the <i>name of operation</i>, using the name your crew leader gives you or an abbreviated name.</p>
5—Changing check mailing address?	<p>Mark in these boxes only if you want to change the mailing address to which your check is mailed.</p> <p>Write the new address (street, city, state, ZIP Code) on at least two consecutive payroll forms.</p>
6—Office Code and Office Name	<p>Enter the four-digit office code and office name in the boxes.</p>



Filling Out the D-308 (Continued)

Part B—Pay Information

Follow the procedures below for filling out part B of your D-308.

For This Item . . .	Do This . . .
1—Hours worked	<p>Enter your <i>hours worked</i>, including commuting time. Rules for entering hours are as follows:</p> <ul style="list-style-type: none"> <li>• Enter your hours in whole hours, half hours, and quarter hours (every 15 minutes).</li> <li>• Enter the hours flush right in the first two boxes and any fractions in the second set of two boxes.</li> <li>• For whole hours, enter zeroes in the right two boxes.</li> <li>• When charging a part of an hour, enter the part in the right two boxes as a decimal rather than a fraction.</li> </ul> <p>For example, enter 2¼ hours as “2.25.” Enter 2½ hours as “2.50.” Enter 2¾ hours as “2.75.”</p> <p>Report hours for:</p> <ul style="list-style-type: none"> <li>• Regular production work in the field in the boxes on the <i>Regular</i> line.</li> <li>• Time spent in training in the boxes on the <i>Training</i> line.</li> <li>• Enter the sum of all your entries in the boxes on the <i>TOTAL</i> line.</li> </ul> <p><b>NOTE: Do not make entries in any of the other boxes unless you are told to do so.</b></p>
2—Reimbursements	<p>Enter a summary of your <i>reimbursements</i> for that day for:</p> <ul style="list-style-type: none"> <li>• <i>Miles driven</i> (for driving while traveling to and from your assignment area and while working). You are reimbursed \$0.31 per mile for official business.</li> <li>• <i>Telephone</i> costs (for official calls made from your home).</li> <li>• <i>Other</i> expenses (such as bus fares, road and bridge tolls, parking fees, and supplies).</li> </ul> <p>Paperclip all receipts for expenses to your payroll form; do not staple.</p>



For This Item . . .	Do This . . .
3—Times of day worked	<p>Enter the <i>times of the day</i> that you worked, including commuting time. Note that:</p> <ul style="list-style-type: none"> <li>• The hours you work each day do not have to be consecutive. You may work a few hours in the morning, return home for a while, and work again later in the day.</li> <li>• You should not count time spent at lunch, on breaks, or on personal errands as work time.</li> <li>• You must not work more than 8 hours per day. You must not work more than 40 hours in a 7-day week.</li> </ul> <p>Enter your times using Arabic numbers (8, 9, 10, etc.) in the space provided and circle <i>a.m.</i> or <i>p.m.</i></p>

### Filling out the D-308 (Continued)

#### *Remarks Section*

Enter *remarks* to indicate the days you did not work or the days you do not plan to work. For example:

- If you plan to be off Wednesday, enter on Tuesday's payroll form a comment such as "Will not work on Wednesday."
- If you had planned to work Wednesday but didn't, enter on Thursday's payroll form a comment such as "No work on Wednesday."

You may work on a day that you planned to be off as long as you don't exceed 40 hours in a week.

#### *Cases Completed*

Do not enter information in this area. Your crew leader uses this area to record the amount of work you have completed. He or she will then sign his or her name on the form and return one copy to you for your records.

#### *Part C—Certification*

After you complete the payroll form, sign your name and the date in the Employee's Certification box. Turn in the form to your crew leader. He or she will review the form with you for reasonableness and accuracy and, if necessary, make corrections.

**NOTE: BE HONEST about your entries. Acts of fraud**



detected by the Census Bureau are grounds for immediate dismissal.

Illustration 12.1. Daily Pay and Work Record, D-308

Part A - EMPLOYEE INFORMATION		Part B - PAY INFORMATION	
<b>1. Social Security Number</b> . . . . . 0 0 0 - 1 0 - 0 1 0 2 <b>2. Name</b> Last Name G R E E N First Name MI M A R T I N L Month Day Year <b>3. Date worked</b> . . . . . 0 5 2 4 2 0 0 0 Sun Mon Tue Wed Thu Fri Sat Day worked . . . . . <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Fill in this circle if Reclaim. → <input type="radio"/> <b>4. Task code</b> <b>Name of operation</b> 0 4 6      N R F U <b>5. Changing check mailing address?</b> Street address or RFD number (Include apartment number, if any) _____ _____ City _____ State      ZIP Code _____ - _____ <b>6. Office Code</b> <b>Office name</b> 1 2 3 4      A N Y T O W N Remarks WILL NOT WORK THURSDAY.		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS <b>DAILY PAY AND WORK RECORD</b> <b>United States Census 2000</b> <b>1. Hours worked</b> Regular . . . . . 5 5 0 Training . . . . . Night Differential (6 pm-6 am) . . . . . Overtime . . . . . Night Differential/Overtime (6 pm-6 am) . . . . . TOTAL . . . . . 5 5 0 <b>2. Reimbursements</b> Miles driven . . . . . 1 0 Telephone . . . \$ 5 0 Other (Specify in remarks and attach receipts where required.) \$ <b>3. Times of day worked</b> (Do not include breaks.) START 2:30 a.m. p.m. a.m. p.m. a.m. p.m. FINISH 8:00 a.m. p.m. a.m. p.m. a.m. p.m. <b>Cases Completed</b> (Filled by supervisor.) CLD number      CL I.D. number 0 1 0 1 AA number      FOS I.D. number _____ GQ I.D. number      GQ I.D. number _____ Cases submitted      Cases accepted 0 0 0 6	
<b>Part C - CERTIFICATION</b> <b>Privacy Act Notice</b> - All information furnished will be treated in accordance with the Privacy Act of 1974. No information will be released except as authorized by the Act. <b>Employee's Certification</b> - Under penalty of fine and/or imprisonment, I certify that the information on this form is true and correct to the best of my knowledge. Signature: <i>Martin J. Green</i> Date: 5/24/00 <b>Supervisor's Certification</b> - I certify that I have reviewed the entries made and they appear to be reasonable and accurate. Signature: <i>Mary Jones</i> Date: 5/24/00 <b>FOR OFFICE USE ONLY</b> Audited by (Initial and date)      Remarks			

Copy 1 - Payroll



## Meet With Your Crew Leader

### When To Meet With Your Crew Leader

Meet with your crew leader *every* day in person. He or she will schedule a time and place to meet. These daily meetings are *mandatory*. Failure to meet with your crew leader at the appointed time and place could result in termination of your employment with the Census Bureau.

### What To Report

When you meet with your crew leader, you should provide information about everything you have completed as of the end of the *previous* workday.

### *Forms To Turn In*

When you meet with your crew leader, turn in the following forms:

- Completed questionnaires
- Daily Pay and Work Record, D-308
- Address Register, D-103, and map envelope, if complete
- INFO-COMMs, D-225s.

### What Your Crew Leader Reviews

Your crew leader will continually monitor your work for accuracy and completeness. This review will include an examination of each completed questionnaire to ensure that you have filled in all required entries and that the form is legible. Your crew leader will perform this review using a checklist on the inside front cover of the Address Register.

In addition, your crew leader will review your Daily Pay and Work Record, D-308, to verify that your claims for reimbursement for hours worked, miles driven, and other miscellaneous expenses are reasonable.





**NOTES**