

# **NLSY79 Young Adult Survey**

**Electronic Question by Question  
Specifications for the  
NLSY79 YA CAPI Questionnaire**

**Round 18: 1998**

**March 2000**

**Center for Human Resource Research  
The Ohio State University  
Columbus, Ohio**

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**NLSY79 1998 Young Adult Help Records**

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Help Record: main-menu.1      Linked to: HHI: General Instructions (Page 1 of 2)

There are three purposes of the HHI:

1. TO ENUMERATE all of the persons currently living in the R's household.
2. TO RECORD INFORMATION about the person's education, age, work and relation to R
3. TO COLLECT INCOME INFORMATION about R's family living in the household.

NOT LINKED TO SPECIFIC ELECTRONIC RECORD

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Help Record: main-menu.2      Linked to: HHI: General Instructions (Page 2 of 2)

IF R HAS A PERMANENT RESIDENCE ELSEWHERE, the HHI gathers information about that household. If R is temporarily in jail, but is married, information is collected about the spouse's household.

NOT LINKED TO SPECIFIC ELECTRONIC RECORD

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Help Record: main-menu.3      Linked to: HH1-1: R is living in:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster. It will be blank.

R can be the ONLY member of an individual quarter.

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Help Record: main-menu.3a      Linked to: HH2-1: Person who owns or rents home

The objective of this question is to determine if the person who owns or rents R's home also lives with R. If the person who owns or rent R's home lives with R s/he should be included on the household roster. Add to the household roster by answering "Yes" to this question and follow the instructions on the next screen.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster. Therefore, if R owns or rents his/her own home, go on to the next question.

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Help Record: main-menu.3b      Linked to: HH2-1B: Husband/wife living in HH?

If the R has a husband or wife or if the person who owns or rents R's or home has a husband or wife who LIVES IN R's HOUSEHOLD, the answer to this question should be "Yes." Follow the instructions on the next screen to add to the household roster.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster. Therefore, if R is the husband or wife referred to in the question, do not include R on the household roster.

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Help Record: main-menu.3c      Linked to: HH2-1D: R or other have children in HH?

The objective of this question is to determine if R or any persons who live with R have any children who live in the household. If there are any children living in R's household they should be added to the household roster by answering "Yes" to this question. Then follow the instructions on the next screen.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster. Therefore, if R is living with his/her parent(s) and the parent(s) has no other children living in the household besides the R, you should NOT add the R to the household roster.

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Help Record: main-menu.3d      Linked to: HH2-1F: Other persons related to R in HH

If there are any OTHER persons related to the R living in R's household that were not already mentioned, make sure they are added to the household roster by answering "Yes" to this question. Then follow the instructions on the next screen.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster.

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Help Record: main-menu.3da      Linked to: HH2-1E: R or other have children in HH?

The objective of this question is to determine if R or any persons who live with R have any children who live in the household. If there are any children living in R's household they should be added to the household roster by answering "Yes" to this question. Then follow the instructions on the next screen.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster. Therefore, if R is living with his/her parent(s) and the parent(s) has no other children living in the household besides the R, you should NOT add the R to the household roster. Go on to the next question.

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Help Record: main-menu.3e

Linked to: HH2-2: Other persons NOT related to R

If there are any OTHER persons not related to the R living in R's household that were not already mentioned, make sure they are added to the household roster by answering "Yes" to this question. Then follow the instructions on the next screen.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster.

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Help Record: main-menu.4

Linked to: HH2-4: Babies/roomers, etc. in HH

Add any newborn children, step-children, adopted children, roomers, boarders, or other relatives that have not already been mentioned to the household roster by answering "Yes" to this question. Then follow the instructions on the next screen.

Examples of other relatives: R's siblings or children who are away at school, or R's spouse who is temporarily away on business.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster.

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Help Record: main-menu.4a

Linked to: HH2-6: Other persons in HH that are away

Add any persons who usually stay in R's residence that have not already been mentioned to the household roster by answering "Yes" to this question. Then follow the instructions on the next screen.

Examples of other relatives: R's siblings or children who are away at school, or R's spouse who is temporarily away on business.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster.

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Help Record: main-menu.5

Linked to: HH2-8: Missed anyone in HH?

Add any persons who usually stay in R's residence that have not already been mentioned to the household roster by answering "Yes" to this question. Then follow the instructions on the next screen.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster.

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Help Record: main-menu.6      Linked to: FIX-HH-ROSTER: Correct HH roster

At this point you should add or delete names from the household roster accordingly.

Remember:

The R is NOT included in the household roster. If the R lives alone there will be no one listed on the household roster.

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Help Record: main-menu.7      Linked to: Q2-1a: Birthdate

If the R's correct birthdate makes him/her 14 or younger as of 12/31/98, terminate the interview and notify your Field Manager of the problem.

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Help Record: main-menu.8      Linked to: Q2-1d: Age of young adult

If the R's correct birthdate makes him/her 14 or younger as of 12/31/98, terminate the interview and notify your Field Manager about the problem.

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Help Record: main-menu.9      Linked to: Q2-2: Where was R born?

If the R was born in a country other than the U.S., you need to record only the name of the country.

If the R was born in Puerto Rico, or another U.S. territory, etc., record this under "State."

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Help Record: main-menu.10      Linked to: Q2-27b,Q2-29,Q2-31,Q2-31a: R last lived w/  
father

Time units are in: Years ago  
                          Months ago  
                          Weeks ago

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Help Record: main-menu.11      Linked to: Q2-33: Father work for pay in 1997?

By "working" we mean working for pay at a job, or running one's own business or profession or working without pay in the family farm or business. Pay includes work for wages or salary, piece rates, commission, tips, or "in kind wages."

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Help Record: main-menu.12      Linked to: Q2-33c,Q2-33cc: Worked < or > 35 hours

This question refers to the number of hours worked at all jobs.

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Help Record: main-menu.12a      Linked to: Q2-39: What is your origin or descent?

If R does not know and R wants to check with other members of the family, this is fine. However, do not suggest to him that he should check with other family members.

If R mentions a country with which you are unfamiliar, code "other" and get the proper spelling. If R is also unsure about the spelling make a note in the "Comments" field.

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Help Record: main-menu.12b      Linked to: Q2-42c: What is R's present religion

If R gives more than one religion, record verbatim in the "Comments" field and then probe "Which of these religions do you feel closest to?" Make a note in the "Comments" field that you used this probe.

If R says "Protestant" or "Christian" use the probe:  
"What denomination was that, if any?"

If R does not understand the probe above, ask:  
"What specific type of Protestant or Christian -- does your religion have another name?"

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Help Record: main-menu.13      Linked to: Q3-2: Marital History

If R is not formally married but is living with a member of the opposite sex, enter "married" ONLY if the R volunteers that s/he is "living as married" or is "married by common law." If the R says s/he is living with someone or living with a partner then enter "Not married, but living with a partner."

You may code "separated" even if the separation is not legally filed.

You may code "Never married" if his/her only marriage ended in an annulment.

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Help Record: main-menu.13a      Linked to: Q3-3: Has R ever been officly married?

Code "Yes" even if R reported an annulment.

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Help Record: main-menu.14      Linked to: Q3-5: # of marriage/partner(s) R

A "partner relationship" means a relationship in which the R was living with another person with whom s/he was romantically involved.

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Help Record: main-menu.14a      Linked to: Q3-26f: Will R live w/ member-opposite sex

This question is referring to R living with a member of the opposite sex with whom s/he will be romantically involved.

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Help Record: main-menu.15      Linked to: Q3-55: Will R live with boy/girl friend

This question is referring to R living with his/her girl/boyfriend while they are romantically involved.

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Help Record: main-menu.16      Linked to: Q3-56,Q3-59: Will R live w/ member oppsite

This question is referring to R living with a member of the opposite sex with whom s/he will be romantically involved.

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Help Record: main-menu.42      Linked to: Q3YA-15A: Weeks partner worked in 1997

"Work around the house" means unpaid housework, such as upkeep and maintenance (not work done for pay, such as stuffing envelopes or piecework).

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Help Record: main-menu.44j      Linked to: CPSSP-93: What is sp/partner situation

DISABLED: (must meet the conditions listed below)

- R has a specific physical or mental condition that prevents him/her from working
  - the disability incapacitates him/her and prevents him/her from doing any kind of work, not just the type of work at his/her last job, for AT LEAST the next six months.
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Help Record: main-menu.44k      Linked to: SHIFTSP-86A: SPartner's work shift/hours

Regular day shift: Shift times would not change from day to day and would begin in the early morning to early afternoon.

Regular evening shift: Shift times would not change from day to day and would begin in the late afternoon to early evening.

Regular night shift: Shift times would not change from day to day and would begin in the late evening or night-time.

Shift rotates: Shift times change periodically from days to evenings or nights.

Split shift: Shift consists of two distinct periods each day.

Irregular schedule or hours: Varies or does not fit into any other shift category.

Please select "OTHER" to describe any other work shift.

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Help Record: main-menu.44l      Linked to: SHIFTSP-86B: SPartner's hours set by who

If partner has hours set by a union or a collective bargaining agreement, then "Both partner and employer" should be recorded.

Help Record: main-menu.45      Linked to: Q4-1: Reglr School-Generl

A "regular school" is one which gives credit towards an academic diploma or degree, such as an elementary school, junior high school, middle school, high school, (junior/community) college or university.

Certain courses at special schools and programs in such areas as applied technologies (e.g., data processing) and nursing sciences do grant credits which can be applied towards a regular academic diploma or degree. Consider these programs "regular school." In general, however, these special schools give certificates rather than diplomas or degrees; they will be dealt with later during the interview.

**EXAMPLE:**

If R is attending a community college to earn an Associate's Degree and is taking classes in computer programming, the classes would be considered regular school. If the R is attending a vocational/technical institute to earn a computer programmer's certificate and is taking classes in computer programming, the classes would not be considered regular school.

Consider R to be "attending" if s/he is taking courses that can be applied toward an academic degree, even if s/he is not formally enrolled or taking the course for credit. Do not include courses taken to prepare for the GED.

Rs on summer vacation are considered enrolled. In ambiguous cases, consider R to be enrolled if s/he intends to return to school (has not dropped out or formally left). In these cases, code the grade that R will be enrolled in.

Help Record: main-menu.48      Linked to: Q4-2: Year of school R is currently in

If the R has obtained his/her B.A or B.S. and is currently enrolled in his/her first year of graduate school, circle code "17" regardless of whether s/he is working toward a Master's or Ph.D. degree.

If R is taking college courses informally at what we would consider a regular school and is unsure at what year in college s/he would be, probe for the number of semester hours or quarter hours he completed. Then code accordingly:

Semester hours:	Quarter hours:
1st year: less than 30	less than 45
2nd year: 30 - 59	45 - 89
3rd year: 60 - 89	90 - 134
4th year: 90 or more	135 or more

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Help Record: main-menu.49      Linked to: Q4-4,Q4-4a: Statements describing schools

Read the categories slowly and carefully. Train R to respond according to the categories listed on the handcard - do not try to "interpret" a response.

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Help Record: main-menu.50      Linked to: Q4-7,Q4-13: Main reason R left school

Select: (Self-explanatory answer categories not listed)

RECEIVED DEGREE, COMPLETED COURSEWORK: If the R has left high school or college because s/he received his/her diploma or degree or if s/he has received all the additional education/courses s/he had wanted or planned.

GETTING MARRIED: If the R cited "getting married" as the primary reason, including leaving school to prepare to get married or leaving school at the time of or after the marriage.

PREGNANCY: If the R cites pregnancy or having a child as the reason for leaving school.

LACK OF ABILITY, POOR GRADES: If the R gives reasons such as "I was failing" or "I was no good in school."

Select: (Self-explanatory answer categories not listed)

OTHER REASONS DID NOT LIKE SCHOOL: Probe on this response. This category would include such things

-dislike of teachers    -classes boring    -just tired of school  
-didn't like to study    -just didn't like school

HOME RESPONSIBILITIES: If the R had to take care of his/her children or family members. This would include such things as a illness in the family or needing childcare.

OFFERED A GOOD JOB, CHOSE TO WORK: If the R said s/he left school because s/he was offered a good job or preferred to work. Make sure the distinction is made that the R was CHOOSING to work; if the R needed to work or could not afford classes, you would select "Financial difficulties, couldn't afford to attend."

Select: (Self-explanatory answer categories not listed)

FINANCIAL DIFFICULTIES, COULDN'T AFFORD TO ATTEND: If the R specifically mentions that s/he did not have enough money to attend school. That is, s/he could not go to school because of such expenses as books, tuition, or transportation to and from school.

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Help Record: main-menu.53      Linked to: Q4-18a: Highest grade attended

Remember, the highest grade attended does not necessarily mean the R completed that grade. If the R has completed GED training and has the equivalent of a high school diploma, you would still only enter the highest grade R completed in regular school, which DOES NOT include the GED training.

A "regular school" is one which gives credit towards an academic diploma or degree, such as an elementary school, junior high school, middle school, high school, (junior/community) college or university.

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Help Record: main-menu.54

Linked to: Q4-19: Highest grade completed/credit

The highest grade completed is not always one grade less than the highest grade attended. For example, a person may have skipped a grade or gone to his/her first year of college without completing high school or the 12<sup>th</sup> grade. Therefore, it is necessary to ask ALL respondent this question.

A "regular school" is one which gives credit towards an academic not diploma or degree, such as an elementary school, junior high school, middle school, high school, junior/community college or university.

We are asking for the highest GRADE completed, not the number of calendar years they've gone to school.

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Help Record: main-menu.55

Linked to: Q4-25: Type of school R attended

Comprehensive Public School: This would be a school offering many different types of courses financed by the state, county, or city government.

Public Magnet School: This would be a school specializing in one or more fields of study financed by a state, county, or city government.

Technical or Vocational School: This type of school would offer courses relating to technical skills such as carpentry, welding, etc.

Catholic Diocesan/parish/religious School: This would include schools supervised and run by religious organizations, spec. Catholic churches.

Other private religious affiliation: This would include schools supervised and run by religious organizations other than Catholic organizations.

Private school, no religious affiliation: These schools are neither govt. or church controlled.

Boarding School: This would be a school at which the students reside.

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Help Record: main-menu.56

Linked to: Q4-28: High school diploma or GED test?

"GED" -- General Education Diploma, which is obtained by passing a high school equivalency test.

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Help Record: main-menu.57

Linked to: Q4-29: High School diploma or GED

"GED" -- General Education Diploma, which is obtained by passing a high school equivalency test.

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Help Record: main-menu.57a      Linked to: Q4-30b: Date received GED

"GED" -- General Education Diploma, which is obtained by passing a high school equivalency test.

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Help Record: main-menu.57b      Linked to: Q4-43a: High School Program type

If the R says s/he does not know the kind of program it was/is, you may offer the definitions below of different programs:

Vocational: A school which offers courses relating to technical skills such as carpentry, bricklaying, welding, etc.

Commercial: A school which offers courses relating to business skills, such as typing and bookkeeping.

College Preparatory: A school which offers courses taken to acquire skills necessary for college.

General: A school which offers courses not taken as a program or series to acquire any of the above skills.

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Help Record: main-menu.58      Linked to: Q4-45: What job is R training for?

You should probe for as descriptive a job title as you can. If R says s/he is/was training to be a "secretary," you should probe for the kind of secretary R was or is training to be. Was s/he training for general clerical work, or was s/he in training to do more specialized work, for example, a secretary in a law firm or accounting firm?

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Help Record: main-menu.58a      Linked to: Q4-58: College/University attended

When entering the name of the college or university, be specific. Ask for the campus location or site, and get the full name. If the R says s/he attended "the University of Wisconsin", probe for the specific campus (e.g., at Parkside, Milwaukee, Madison, etc.).

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Help Record: main-menu.59      Linked to: Q4-60: 2 year or 4 year school?

If the college or university offers both 2-year and 4-year degrees, make sure to code that it is a 4-year school.

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Help Record: main-menu.60      Linked to: Q4-63: Name of degree received

When entering "Other," remember that "Professional Degree" includes certificates, medical, and law degrees.

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Help Record: main-menu.61      Linked to: Q4-63a: What is/was R's major?

Ask for R's main field of study, emphasis, or "major."

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Help Record: main-menu.63      Linked to: Q4-67: Part- or full-time student?

There are no definitions for these categories; if R asks tell him/her it is "whatever this means to you." These are school-specific and degree level specific.

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Help Record: main-menu.63a      Linked to: Q4-68: Full-time tuition and fees?

Full-time tuition is the amount of payment the school requires for carrying a full program of study for the school year.

- It does not include payment for room and board or expenditures for books and supplies.
  - If the R gives you the tuition rate by semester, work with him/her to convert it to a yearly rate by multiplying it by 2.
  - If s/he gives the rate by quarter, work with the R to convert it to a yearly rate by multiplying it by 3.
  - Record the answer in whole dollars.
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Help Record: main-menu.63b      Linked to: Q4-68b: Full-time tuition and fees?

Full-time tuition is the amount of payment the school requires for carrying a full program of study for the school year.

- It does not include payment for room and board or expenditures for books and supplies.
  - If the R gives you the tuition rate by semester, work with him/her to convert it to a yearly rate by multiplying it by 2.
  - If s/he gives the rate by quarter, work with the R to convert it to a yearly rate by multiplying it by 3.
  - Record the answer in whole dollars.
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Help Record: main-menu.63c      Linked to: Q4-69: Did R receive a loan?

A loan means financial assistance which must be repaid. A loan can either come from a bank or from R's parents, other relatives, or friends, etc.

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Help Record: main-menu.63d      Linked to: Q4-72,Q4-73a: Other financial aid?

Kinds of financial aid:

- Scholarships, grants, and tuition waivers refer to types of financial aid which do not have to be repaid.
  - An assistantship usually requires that the person perform some service such as teaching, research, grading papers, or other duties in order to receive the financial aid.
  - A Veteran's Educational Benefit makes financial aid available through the G.I. Bill.
  - "Military educational assistance program" refers to aid R may have received to help him/her attend regular school while s/he was serving in the military.
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Help Record: main-menu.63e      Linked to: Q4-74b,Q4-74c: Other relatives helped pay?

This is where you would include any gifts of money, meaning financial assistance which need NOT be repaid. It includes money given to R by his/her parents to pay tuition or living expenses. If R lives at home, be sure s/he thinks of his/her "room and board" there as receiving "help in paying living expenses."

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Help Record: main-menu.64      Linked to: Q4-75: Grade/yr of school R would like

If R says "a college degree" probe for whether s/he would like to complete a two-year program for a junior college or associate's degree OR a four-year program for a B.A. or B.S. degree.

Remember, this refers to R's ideal, whether or not R hopes to realize his/her goal in the near future or at some later time in his/her life.

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Help Record: main-menu.65      Linked to: Q4-76: Grade/yr of school R will actual

In this question, record the amount of education that the R feels it will be possible for him/her to obtain, considering such factors as finances, family situation, ability, etc.

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Help Record: main-menu.65a      Linked to: Q5-3: Coding military service

Active Forces: Full-time military service (excluding service in the National Guard). R is in the Active Forces will seldom have another job; the service is their "full-time" job. If the R answers s/he was in the ARMY, NAVY, AIR FORCE, MARINE CORPS OR COAST GUARD, and not in the RESERVES or the NATIONAL GUARD of one of these branches, then the R would be in the active forces.  
(See also Q4-1A, Q4-1B AND Q4-2)

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Help Record: main-menu.75      Linked to: Q5-11b: Definition-civilian job for pay

"Pay" refers to cash wages or salary, piece rates, commission, tips, or "in kind wages" (meals, living quarters, supplies received in lieu of cash from someone other than a family member).

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Help Record: main-menu.77      Linked to: Q6-1: Business or farm in HH?

This question is asked to help determine if the R is employed. Select "Yes" when any of the following conditions is met:

- machinery or equipment of substantial value is used in conducting the business
  - an office, store, or other place of business is maintained
  - the business is advertised by a listing in the classified section of the telephone book, displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.
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Help Record: main-menu.78      Linked to: Q6-2: Did R work for pay 1st week

R WORKED if:

- R did any activity for wages or salary, for profit or fees, or for payment in kind. One hour or more of such activity constitutes work.
- R received part of the profits from the business/farm, (or would have if the business or farm had not operated at a loss), regardless of the number of hours worked during the reference week. (Exception listed below)

R DID NOT WORK if:

- R received profits from a business which s/he owns for investment purposes only and does not participate in the management or actual operations of the business
- R was on jury duty or National Guard/Reserve duty
- R did unpaid work that did not contribute to the family business/farm
- R did unpaid work in the business of an unrelated household member or for a relative not in the household.

R can be considered RETIRED if:

- R says s/he is retired from work, whether voluntarily or not
- R says s/he is retired because of health
- R says s/he is "too old to work any more"

R can be considered DISABLED when ALL of the following conditions are met:

- R has a specific physical or mental condition that prevents the individual from working (list continued on next help screen)

R can be considered DISABLED when ALL of the following conditions are met:

(continued)

- the disability is not a combination of minor disabilities that normally come with advanced age
- the disability incapacitates a person and prevents him/her from doing any kind of work, not just the type of work at his/her last job, for at least the next six months

R can be considered UNABLE TO WORK if:

(UNABLE TO WORK may also mean currently unable to work)

- the conditions listed under "disabled" are met and if the R's medical condition prevents him/her from doing any kind of work, not just the type of work at his/her last job, for the next six months

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Help Record: main-menu.81      Linked to: Q6-3: Did R work for pay or profit

"Pay or profit" refers to any activity for wages or salary, for profit or fees, or for payment in kind. One hour or more of such activity constitutes work.

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Help Record: main-menu.82      Linked to: Q6-5: Unpaid work in family business

This question is asked to determine if the R did any work for which s/he would receive profits, which would then classify him/her as having worked.

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Help Record: main-menu.83      Linked to: Q6-8: Did R receive profits from bus.

This question is asked to determine if the R did any work for the family business or farm for which s/he received pay or profits. If s/he did receive any payments or profits from the family business or farm, s/he will be classified as having worked last week.

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Help Record: main-menu.84      Linked to: Q6-9D,Q6-9E,Q6-9F,Q6-9G,Q6-11,Q6-12:  
Unable to work/Disabled

DISABLED: (must meet ALL the conditions listed below)

- R has a specific physical or mental condition that prevents him/her from working.
- the disability is NOT a combination of minor disabilities that normally come with advanced age
- the disability incapacitates him/her and prevents him/her from doing any kind of work, not just the type of work at his/her last job, for AT LEAST the next six months.

UNABLE TO WORK:

- the disability incapacitates him/her and prevents him/her from doing any kind of work, not just the type of work at his/her last job, for the next six months. ("UNABLE TO WORK" is more often a temporary situation.)
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Help Record: main-menu.84e      Linked to: Q6-INTRO: Past week ending...

"LAST WEEK" is the FULL WEEK BEFORE the week in which the survey is being conducted. The "LAST WEEK" always begins on a Sunday and ends on a Saturday.

For example, if you are interviewing on a Monday, you would read "By last week I mean the week beginning on the Sunday before this past Sunday..." Because the interview was being conducted on a Monday, the "LAST WEEK" would have ended two days prior on that past Saturday.

If you are interviewing on a Saturday, you would read "By last week I mean the week beginning on the Sunday before this past Sunday..." The "LAST WEEK" would be the week beginning almost 2 weeks prior, NOT the current week ending on the day of the survey.

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Help Record: main-menu.85      Linked to: Q6-14A, Q6-14B: With a job/temporarily absent

A person is temporarily absent if s/he had a job or business, but did not work during the reference week. If there is any question about the individual's employment status, determine:

- whether s/he intends to return to work, and
- whether his/her employer has agreed to hold a job for the individual when s/he returns.

If the R intends to return to work and his/her employer is holding a job for him/her, then the R is temporarily absent.

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Help Record: main-menu.86      Linked to: Q6-18: Was R on layoff last week?

"Last Week" is the full week (from Sunday through Saturday) prior to the week of the interview. Code the response that fits the respondent's answer.

A person is on LAYOFF if:

- s/he is waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.
- 

Help Record: main-menu.87      Linked to: Q6-20A, Q6-20B: Main reason R was absent

- 1: ON LAYOFF: For persons on temporary or indefinite layoff. This response routes the R to a series of questions on the details of the layoff situation.
- 2: SLACK WORK/BUSINESS CONDITIONS: If the person's hours were eliminated because business was slow or to save jobs.
- 3: WAITING FOR A NEW JOB TO BEGIN: If s/he has definite arrangements to begin a wage and salary job, either civilian or military.

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4: VACATION/PERSONAL DAYS: If the reason for being absent from a job during the reference week is for vacation or other leisure activities. If the R gives another reason why s/he took vacation, such as "because my babysitter was sick," enter the appropriate code further down the list. (For example, child care problems, etc.)

5: OWN ILLNESS/INJURY/MEDICAL PROBLEMS: If the main reason R was absent was because of an illness or medical problem. Do NOT choose this if the main reason R was absent was because of someone else's illness or medical problem. Choose "Other family/personal obligation" in this case.

6: CHILD CARE PROBLEMS: If R was absent for reasons such as unable to find adequate or affordable child care or if the babysitter was on vacation/ill.

7: OTHER FAMILY/PERSONAL OBLIGATION: If R was absent because of personal/family responsibilities other than child care problems. Include taking care of a family member.

8: MATERNITY/PATERNITY LEAVE: Only if this is the main reason for the absence. S/he has to intend to return to work and his/her employer must have agreed to hold the job or find another position for the R.

9: LABOR DISPUTE: If the R was on strike, was locked out, or did not wish to cross a picket line even though they were not members of the union on strike.

10: WEATHER AFFECTED JOB: If the R did not work because of weather conditions. Examples include a teacher who could not attend work because of a snow storm, or a building contractor who could not work because of heavy rains.

11: SCHOOL/TRAINING: If the R took off time to study for an exam, finish a paper, etc. Also use this code for Rs who are on leave of absence because of school or travel.

12: CIVIC/MILITARY DUTY: If the R was absent because of jury duty or national guard duty.

13: DOES NOT WORK IN THE BUSINESS: This is only to be used for those Rs who are listed as an owner of a family business or farm, and only when the R says s/he was absent because s/he does not normally work in the business/farm.

14: OTHER: Enter the verbatim response if you feel that the response given does not fit into any of the listed codes.

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Help Record: main-menu.91

Linked to: Q6-22: Was time off paid by employer?

Do not count as being paid Rs who are receiving money only from:

- union funds that are distributed to members involved in a labor dispute
  - unemployment insurance collected by persons involved in a labor dispute
-

Help Record: main-menu.92      Linked to: Q6-24A,Q6-24B,Q6-24C,Q6-24D: Did R have more than one job?

Most multiple job holders hold two or more wage and salary jobs or are self-employed on more than one job and a wage and salary employee on another job. (Also included are people who started and ended jobs in the same week.)

The following situations are NOT multiple job holding:

- an individual who has more than one employer but only one job -e.g. a maid
  - an individual who has more than one client but only one job -e.g. a lawyer
  - an individual who owns two or more unincorporated businesses (and has no wage and salary job)
  - an individual who has more than one contract or one piece of work but only one job -e.g. a general contractor or construction worker
- 

Help Record: main-menu.93      Linked to: Q6-26A,Q6-26B,Q6-26C,Q6-26D: Usual # hrs R works per wk(1/2)

Multiple job holders are asked about the "main" job; other Rs who report only having one job are just asked about that one job.

You may select "Hours vary" but try to keep this entry to a minimum.

Use this category ONLY if the respondent is unable to provide an estimate of usual hours as defined:

- USUALLY is 50% of the time or more, or most of the frequent schedule during the past 4 or 5 months.

Guidelines to follow for estimating USUAL HOURS:

- Use whole numbers (count 30 minutes or more as a whole hour).
  - Probe for an exact number when a person provides a range of hours.
  - Obtain the usual hours a person expects to work for persons whose job started during the reference week.
  - If a person's job ended during the reference week, ask for the usual hours at that job. If a new job began during the same week, obtain the usual hours for both jobs (record job ending in follow-up question).
  - If the person does not usually work but did work during the reference week, his/her usual hours are zero.
  - Include extra hours usually worked even if they are without compensation.
-

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Help Record: main-menu.94      Linked to: Q6-28B,Q6-28C,Q6-28D,Q6-28E: Usual # hrs R works per wk(2/2)

Guidelines to follow for estimating USUAL HOURS:

- Use whole numbers (count 30 minutes or more as a whole hour).
- Probe for an exact number when a person provides a range of hours.
- Obtain the usual hours a person expects to work for persons whose job started during the reference week.
- If a person's job ended during the reference week, ask for the usual hours at that job. If a new job began during the same week, obtain the usual hours for both jobs (record job ending in follow-up question).
- If the person does not usually work but did work during the reference week, his/her usual hours are zero.
- Include extra hours usually worked even if they are without compensation.

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Help Record: main-menu.95      Linked to: Q6-30F,Q6-30G,Q6-30H,Q6-30I: Does R usually work 35 hrs/more

Remember that USUALLY is 50% of the time or more, or the most frequent schedule during the past 4 or 5 months.

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Help Record: main-menu.99      Linked to: Q6-35: Reasns didnt want full tme

This question is designed to obtain the main reason the R does not want to work full time.

**SELECT: CHILD CARE-PROBLEMS:** If the R specifically mentions childcare as a reason for taking time off from work.

**OTHER FAMILY/PERSONAL OBLIGATIONS:** If the R has home related reasons such as staying home with sick child, working around the house or going with a child on a school field trip.

**HEALTH/MEDICAL LIMITATIONS:** If the R's own illness, injury, or disability prevented him or her from working full time.

**SELECT: SCHOOL/TRAINING:** If the R states that s/he did not work full time due to attendance in any type of school or training program.

**RETIRED/SOCIAL SECURITY LIMIT ON EARNINGS:** If the R says that the reason they are working part time is that they are retired or that this is the most hours they can work without losing benefits.

**FULL TIME WORKWEEK IS LESS THAN 35 HOURS:** This is the case for some occupations that have hours limited by federal regulations or union contracts.

**OTHER:** If the conditions listed above do not adequately explain the main reason for R not wanting to work full time.

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Help Record: main-menu.101      Linked to: Q6-36: Actual Hrs: Hrs taken off?

This series of questions is designed to determine to ACTUAL number of hours R worked last week. By asking R if s/he took any hours off or lost any hours last week, you are aiding the R's recall of the actual number of hours worked.

Help Record: main-menu.102      Linked to: Q6-37: # of hrs R took off last week

Use whole numbers (count 30 minutes or more as whole hour).

Help Record: main-menu.103      Linked to: Q6-38: Actual Hrs: extra hours worked

This series of questions is designed to determine the ACTUAL number of hours R worked last week. By asking R if s/he worked any extra hours last week, you are aiding the R's recall of the actual number of hours worked.

Help Record: main-menu.104      Linked to: Q6-39, Q6-41A,Q6-41B,Q6-41C,Q6-41D,  
Q6-43A, Q6-43B: Actual hrs worked last week

- Use whole numbers (count 30 minutes or more as whole hour).
- For persons with businesses, include hours spent setting up a business or profession, even if it is not opened yet.
- Include hours worked at a R's business even if s/he transacted no business
- Include hours worked without compensation at a wage or salary job (for example, a teacher grading papers at home).
- Include hours spent doing unpaid work on a family farm or business that is owned by a related household member.
- DO NOT include hours spent on jury duty or on National Guard duty.

Help Record: main-menu.105      Linked to: Q6-46: Mn reasn/wrkd 35 hrs lst wk

If R worked part-time for more than one reason, code the response which indicates the main reason.

**SELECT: SLACK WORK/BUSINESS CONDITIONS:** If the R's work schedule was reduced for business reasons such as a drop in orders, not enough customers, business was slow, or to save jobs.

**SEASONAL WORK:** If the R's hours were reduced because it was the off-season for their place of business.

**JOB STARTED OR ENDED DURING WEEK:** If the R's job started or ended during the reference week.

**VACATION/PERSONAL DAY:** If the R worked part time because of taking time off for vacation or personal days.

**SELECT: OWN ILLNESS/INJURY/MEDICAL APPOINTMENT:** If s/he worked part time because of his/her OWN illness or injury, or because of an appointment at a doctor's or dentist's office.

**HOLIDAY(LLEGAL OR RELIGIOUS):** If the R takes time off for the holiday even if the holiday is not during the reference week.

**CHILD CARE-PROBLEMS:** If the R specifically mentions childcare as a reason for taking time off from work.

**OTHER FAMILY/PERSONAL OBLIGATIONS:** If the R has home related reasons such as staying home with sick child, working around the house or going with a child on a school field trip.

**LABOR DISPUTE:** If the R takes time off when the labor dispute is at the R's own place of employment.

**SELECT: WEATHER AFFECTED JOB:** If s/he worked part time due to adverse weather conditions.

**SCHOOL/TRAINING:** If the R states that s/he did not work full time due to attendance in any type of school or training program.

**CIVIC/MILITARY DUTY:** If the R worked part time because of jury duty, Armed Forces reserve duty, National Guard duty, or a similar obligation.

**OTHER REASON:** If the conditions listed above do not adequately explain the main reason for R not working full time.

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Help Record: main-menu.108

Linked to: Q6-47: Could R have worked full time

This question asks about the R's personal AVAILABILITY last week. Was the R available to work full time last week?

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Help Record: main-menu.109

Linked to: Q6-49,Q6-50: Has employer given R a return dt

This question is asked of the R to determine whether or not R's situation meets the definition of being "On Layoff."

Definition of "On Layoff": Persons are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.

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Help Record: main-menu.109b      Linked to: Q6-51: Could R have returned to work

This question asks about the R's personal AVAILABILITY last week. Was the R available to work last week if s/he had been recalled?

Definition of "On Layoff": Persons are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.

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Help Record: main-menu.110      Linked to: Q6-52: Why R could not work last week

This questions refers to personal availability.

This question is asked of the R to determine whether or not R's situation meets the definition of being "On Layoff."

Definition of "On Layoff": Persons are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.

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Help Record: main-menu.111      Linked to: Q6-53: Was R looking for work last week

This question is asked to gain further information on the job market behavior of persons on layoff.

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Help Record: main-menu.112      Linked to: Q6-55A: How long has R been on layoff

Please select weeks, months or years and enter the number on the following screen.

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Help Record: main-menu.113      Linked to: Q6-57: How many wks has R been laid off

This question is asked of Rs who reported a duration of layoff of 1 to 4 months. These shorter-term unemployed are asked to provide a more precise estimate in weeks to enhance the accuracy of the estimate.

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Help Record: main-menu.114      Linked to: Q6-58: Is job laid off from full time

In rare cases, R's full time job will require less than 35 hours of work a week. This is the case for some occupations that have hours limited by federal regulations or union contracts.

If the R's full time job is less than 35 hours a week and this is the job from which R is laid off, answer "Yes" to Q6-58.

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Help Record: main-menu.115      Linked to: Q6-60: Have R been doing anything/work

This series of questions helps you determine:

- What a person has done to find work
  - If they could have taken a job if one were offered
  - What they were doing before they started looking for work
  - When they last worked
  - If they were looking for full or part time work
- 

Help Record: main-menu.116      Linked to: Q6-62A,Q6-62B,Q6-63A,Q6-63B,Q6-64A,  
Q6-64B: What has R done to find wrk

This question is designed to determine the types of methods used by the R to find work. Methods are divided into two categories: ACTIVE and PASSIVE.

**ACTIVE:** Active job search methods are activities that could result in a job offer without any further action by the jobseeker. For example, active job search methods include having an interview with an employer or bidding on a contract.

**PASSIVE:** Passive job search methods are activities that could NOT result in a job offer without further action on the part of the jobseeker. For example, passive job search methods include studying for a real estate broker's license, picking up a job application, or completing a resume.

Use the following criteria when choosing job search categories:

\*\*\* DO NOT READ THE LIST TO THE RESPONDENT \*\*\*

**SELECT: CONTACTED EMPLOYER DIRECTLY/INTERVIEW:** If the R made DIRECT contact with the employer by personal visit, telephone call or mail.

Include contact with an Armed Forces Recruiting Office about joining the military.

**CONTACTED PUBLIC EMPLOYMENT AGENCY:** If the R contacted a public employment agency. These operate at any level of government, Federal, State, or municipal, but are typically referred to as the State Employment Service (Job Service.) The R must have inquired about job opportunities rather than simply about unemployment insurance or job training programs.

**SELECT: CONTACTED PRIVATE EMPLOYMENT AGENCY:** If the R has contacted an agency that gives persons looking for work leads to potential employers and charges a fee for this service. They are sometimes referred to as recruiting or "head-hunting" firms. Do not confuse them with employment offices or personnel departments

maintained by the businesses themselves. A private employment agency serves more than one business.

**CONTACTED FRIENDS OR RELATIVES:** If the R has asked friends or relatives about potential job leads.

**CONTACTED SCHOOL/UNIVERSITY EMPLOYMENT CENTER:** If the R has contacted a college job placement or employment center.

**SELECT: SENT OUR RESUMES/FILLED OUT APPLICATIONS:** If the R has sent out information about him/herself in the form of a resume or letter or completed and returned an application for a job. Do NOT enter this if the person only picked up an application. If there was no conversation with the employer about job opportunities then code this as "other passive."

**CHECKED UNION/PROFESSIONAL REGISTERS:** If the R has checked with registers maintained by a union or professional organization.

**PLACED OR ANSWERED ADS:** If the R has actually placed or answered ads in a newspaper or elsewhere, but NOT if s/he has only looked at ads, read ads, or marked ads in a newspaper. This distinction is very important and could mean the difference between active and passive job search methods.

**SELECT: OTHER ACTIVE:** If the R has used methods not on this list that could result in a job offer without any further action by the R.

**LOOKED AT ADS:** If the R has read, checked, or marked ads without any other contact with the potential employer.

**ATTENDED JOB TRAINING PROGRAMS OR COURSES:** If the R has attended private or government sponsored education programs or courses with the intention of obtaining job-related knowledge or skills.

Includes responses such as "I'm taking a typing course" or "I'm going back to school to get a better job."

**NOTHING:** If the R actually says "Nothing."

**OTHER PASSIVE:** Passive job search methods are activities that could NOT result in a job offer without further action on the part of the jobseeker.

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Help Record: main-menu.121

Linked to: Q6-65: Could R have started a job 1st wk

If the R attaches conditions to the type of work or work schedule wanted, this does not affect the person's availability. You should still enter "Yes" to Q6-65 for an R who can only work during certain hours, or for an R who wants a certain kind of work and is available for that type of work.

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Help Record: main-menu.121a      Linked to: Q6-66: Why R could not start a job

TEMPORARY ILLNESS: Although it is not necessary to probe, if you learn that the illness is expected to last more than 30 days from the time of the interview, enter "Other" and the verbatim response.

GOING TO SCHOOL: Include all types of public and private educational institutions both in and out of the regular school system, such as high school, college, business, or vocational school.

OTHER: Use this if none of the above are appropriate. Examples of "other" reasons are: did not have transportation, couldn't find a babysitter, had to care for a sick family member, long-term illness.

---

Help Record: main-menu.122      Linked to: Q6-67: What R was doing before looking

If the R was working just prior to the current job search, we are interested in how s/he was separated from the previous job, that is if the R lost or quit the job, or had a temporary job that ended.

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Help Record: main-menu.123      Linked to: Q6-68B: Do R lose/quit/temp job?

LOST JOB: Persons whose employment ended involuntarily, for example, discharged for cause (fired), plant closed, company moved, reduction in staff, job ended, or forced to retire.

QUIT JOB: Persons who voluntarily ended their employment; include people who quit their jobs or retired from their jobs.

TEMPORARY JOB: Persons who had a temporary job that ended. These persons neither quit or lost their jobs because these jobs were never intended to be long-term.

---

Help Record: main-menu.124      Linked to: Q6-69C,Q6-69D,Q6-70: When did R last work at job

Please ask R for the date (month and year) that s/he last worked.

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Help Record: main-menu.127      Linked to: Q6-71B,Q6-73: # of weeks R has been looking

This question is asked of Rs who reported a duration of 1 to 4 months.

These shorter-term unemployed are asked to provide a more precise estimate in weeks to enhance the accuracy of the estimate.

---

Help Record: main-menu.128

Linked to: Q6-74: Has R been looking for full time

Generally speaking, any job that is usually 35 hours or more per week is considered full time.

In rare cases, a full time job will require less than 35 hours of work a week. This is the case for some occupations that have hours limited by federal regulations or union contracts.

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Help Record: main-menu.129

Linked to: Q6-81: Main reasn R wasnt looking

Enter the main reason a person is not looking for work NOW, during the interview week. Remember, these are persons who say they want to work. Thus, an answer such as "retired" would be unsatisfactory. An appropriate answer might be their own poor health, transportation problems, or that work would reduce their pension.

Guidelines for selecting "Reasons For Not Looking For Work":

SELECT:

**BELIEVES NO WORK AVAILABLE IN LINE OF WORK OR AREA:** If an R believes there is no work available in their community or in their occupation. Includes responses such as "No work around here," "No jobs since mill closed," etc.  
(more listed on next screen)

SELECT:

**COULDN'T FIND ANY WORK:** If R has searched and was unable to find work. Include R who attach a condition, such as "I couldn't find a job that used my college degree."

**LACKS NECESSARY SCHOOLING, TRAINING, SKILLS OR EXPERIENCE:** If R is not looking because of illiteracy or inability to speak English or because they lack knowledge about how to find a job, or feel they do not have the proper training to meet job qualifications.

**EMPLOYERS THINK TOO YOUNG OR TOO OLD:** If R says work is not available to them because of age. Includes: Persons too young to obtain a work permit and persons informed by prospective employers that no job is available to them because of their age.

SELECT:

**OTHER TYPES OF DISCRIMINATION:** Excluding reasons covered by other codes, include here responses related to racial or sex discrimination, or a criminal or delinquency record.

**CHILD CARE PROBLEMS:** If the R indicates a reason related to affordable, available, or adequate child care.

**FAMILY RESPONSIBILITIES:** For reasons related to illness in family, care for an elderly parent, etc.

**IN SCHOOL OR OTHER TRAINING:** For reasons related to attendance at any kind of public or private school, including college, vocational or trade school.

**ILL HEALTH OR PHYSICAL DISABILITY:** For reasons related to the R's OWN illness or disability.

---

**SELECT:**

**TRANSPORTATION PROBLEMS:** For reasons related to not being able to look for work because s/he was unable to find transportation.

**OTHER (SPECIFY):** Classify responses in one of the above if at all possible. An acceptable "Other" example is "too young - my father won't let me."

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Help Record: main-menu.132a

Linked to: Q6-84: Did R work in last 12 months

**R WORKED if:**

-R did any activity for wages or salary, for profit or fees, or for payment in kind. One hour or more of such activity constitutes work.

-R received part of the profits from the business/farm, (or would have if the business or farm had not operated at a loss), regardless of the number of hours worked during the reference week. (Exception listed below)

**R DID NOT WORK if:**

-R received profits from a business which s/he owns for investment purposes only and does not participate in the management or actual operations of the business

-R was on jury duty or National Guard/Reserve duty

-R did unpaid work that did not contribute to the family business/farm or did unpaid work for an unrelated household member or relative not in HH

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Help Record: main-menu.132b

Linked to: Q6-87: Could R have started a job 1st wk

If the R attaches conditions to the type of work or work schedule wanted, this does not affect the person's availability. You should still enter "Yes" to Q6-87 for an R who can only work during certain hours, or for an R who wants a certain kind of work and is available for that type of work.

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Help Record: main-menu.133

Linked to: Q7-5A: ON JOBS: General

In this section you will be collecting information on the R's previous and present jobs.

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Help Record: main-menu.134      Linked to: Q7-5B,Q7-5BA,Q7-5Bc,Q7-6,Q7-6A: Name of employer

Make sure we have recorded the full and exact name of the company, business, government agency or other employer. Probe for the full name of an employer if an acronym or abbreviation is given.

Make sure we have the name of the company, not the name of the supervisor, foreman, or owner. For employees whose employers do not have company names, such as dentists, lawyers, construction contractors, etc., enter the name of the owner.

If the R questions why we must know his/her employer's name, explain that because we will be talking about several jobs which s/he might have had, it becomes less confusing if we can refer to each of the different jobs by the employer name.

---

Help Record: main-menu.135      Linked to: Q7-7-A: Why did R leave job

Code only one category given by the R. For vague responses, probe to determine the specific reason. If the R gives more than one reason, probe to determine the main reason.

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Help Record: main-menu.136      Linked to: Q7-8A,Q7-8E,Q7-16E,Q7-27H: Is R on layoff?

A person is on LAYOFF if:  
-s/he is waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.

---

Help Record: main-menu.136a      Linked to: Q7-14C: New name of employer

Make sure we have recorded the full and exact name of the company, business, government agency or other employer. Probe for the full name of an employer if an acronym or abbreviation is given.

Make sure we have the name of the company, not the name of the supervisor, foreman, or owner. For employees whose employers do not have company names, such as dentists, lawyers, construction contractors, etc., enter the name of the owner.

If the R questions why we must know his/her employer's name, explain that because we will be talking about several jobs which s/he might have had, it becomes less confusing if we can refer to each of the different jobs by the employer name.

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Help Record: main-menu.136c      Linked to: Q7-23G,Q7-23H,Q7-23J,Q7-23K: Did R work since DLI

R WORKED if:

-R did any activity for wages or salary, for profit or fees, or for payment in kind. One hour or more of such activity constitutes work.

-R received part of the profits from the business/farm, (or would have if the business or farm had not operated at a loss), regardless of the number of hours worked during the reference week. (Exception listed below)

R DID NOT WORK if:

-R received profits from a business which s/he owns for investment purposes only and does not participate in the management or actual operations of the business

-R was on jury duty or National Guard/Reserve duty

-R did unpaid work that did not contribute to the family business/farm or did unpaid work for an unrelated household member or relative not in HH

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Help Record: main-menu.137      Linked to: Q7-26: Name of employer since DLI

Record the full and exact name of the company, business, government agency or other employer. Probe for the full name of an employer if an acronym or abbreviation is given.

Enter the name of the company, not the name of the supervisor, foreman, or owner. For employees whose employers do not have company names, such as dentists, lawyers, construction contractors, etc., enter the name of the owner.

If the R questions why we must know his/her employer's name, explain that because we will be talking about several jobs which s/he might have had, it becomes less confusing if we can refer to each of the different jobs by the employer name.

---

Help Record: main-menu.137a      Linked to: Q7-26A: Did R have more than one job?

Most multiple job holders hold two or more wage and salary jobs or are self-employed on more than one job and a wage and salary employee on another job. (Also included are people who started and ended jobs in the same week.)

The following situations are NOT multiple job holding:

-an individual who has more than one employer but only one job -e.g. a maid

-an individual who has more than one client but only one job -e.g. a lawyer

-an individual who owns two or more unincorporated businesses (and has no wage and salary job)

-an individual who has more than one contract or one piece of work but only one job -e.g. a general contractor or construction worker

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Help Record: main-menu.139      Linked to: QES-C: Employer Supplements Section

In the following section(s), you will ask for detailed information about each job the R had since the date of their last interview.

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Help Record: main-menu.140      Linked to: QES-5: Gaps: Month or more away frm wrk

This question also includes PAID maternity leave.

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Help Record: main-menu.141      Linked to: QES-23A: Main Reason R left job

Read all categories before allowing R to respond. Probe for clarity. If R gives more than one reason probe for the main reason.

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Help Record: main-menu.142      Linked to: QES-24: # days notice re: plant closing

Read all categories before allowing R to respond. Probe for clarity.

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Help Record: main-menu.143      Linked to: QES-28,QES-46: Job gaps -definition of full wk

"Full week" is seven consecutive calendar days. If R only works 2 days a week and misses those 2 days code "Yes," R has missed a full week of work.

If the R has regular work schedule where s/he works several weeks in a row and then is off for a week (e.g. an off-shore oil rig worker, a commercial fisherman, etc.) do not code this as missing a full week of work. (Code "NO")

---

Help Record: main-menu.144      Linked to: QES-33: Reasn for job gap

IF R gives more than one reason probe for the main reason.

Remember, a person is on LAYOFF if:

-s/he is waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.

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Help Record: main-menu.145      Linked to: QES-34, QES-43: Reasn for unpaid  
vacation/leave

If R gives more than one reason probe for the main reason.

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Help Record: main-menu.146      Linked to: QES-36,QES-40: # wks looking for wrk/on  
layoff

Remember, a person is on LAYOFF if:

-s/he is waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.

Help Record: main-menu.153      Linked to: QES-51,QES-52A,QES-52B,QES-52D: # of  
hrs R works per day

-USUALLY is 50% of the time or more, or most of the frequent schedule during the past 4 or 5 months.

-Use whole numbers (count 30 minutes or more as a whole hour).

-Probe for an exact number when a person provides a range of hours.

-Obtain the usual hours a person expects to work for a person whose job started during the reference week.

-Include extra hours usually worked even if they are without compensation.

Help Record: main-menu.162      Linked to: QES-55C,QES-55Dc: Have R's usual duties  
changed?

Information about the R's usual activities or duties is very important for assigning an accurate occupation code. If the R is unsure enter a "don't know" response.

Help Record: main-menu.169      Linked to: QES-55E: Bsns/industry of job

Get as accurate a description of the business or industry as you can. Probe for clarity. Avoid the use of the word "company" as it gives no useful information.

ADDITIONAL QUESTIONS TO HELP THE R: If the R reports that s/he works for a metal furniture company, ask, "Do they manufacture it or do they just sell it?" If they sell, ask, "Do they sell to other stores, (which would be wholesale), or to individuals, (retail)?"

FIRMS WITH MORE THAN ONE BUSINESS: Some firms are engaged in more than one business or industrial activity. If the activities are carried on in separate places, describe the business in which the R actually worked. If the activities are carried on in the same place, describe the major activity of that company in that location.

BUSINESSES IN OWN HOME: Some people conduct their businesses right in their own homes. Report these businesses as you would report regular business establishments. For example: radio repair shop, dressmaker shop, catering business, etc.

DOMESTIC AND OTHER PRIVATE HOUSEHOLD WORKERS: When an R works for a single individual, the name of the employer is given in a previous Q.; then find out whether the R works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home."

**HOW TO REPORT GOVERNMENT AGENCIES:** If the business or main activity of a government employer is not clear, ask in what part of the organization the R works and then report that activity. For example: street repair, garbage collection, water supply, etc.

---

Help Record: main-menu.170a      Linked to: QES-55G: Manufact/Retail/Wholesale, etc

Ask this question if the answer is not apparent.

**MANUFACTURING:** A manufacturing plant makes products and sells them in large lots to other manufacturers, wholesalers, or retailers.

**RETAIL TRADE:** A retailer sells primarily to individual consumers or users but seldom makes products.

**WHOLESALE TRADE:** A wholesale establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.

**OTHER establishments** should be classified as "something else." Examples are hotels, laundries, banks, telephone companies, doctors' offices, mines, farms, advertising agencies, and automobile repair shops. Some firms are engaged in more than one activity. Describe either the business that is carried on where the R works or the MAIN activity of the firm.

---

Help Record: main-menu.170b      Linked to: QES-55H: Kind of work R does/did

In this question we were talking about the one employer being referred in this employer supplement. If R performed two different duties for the same employer (e.g. worked as waitress and supervised staff), probe to determine R spent more than 50 percent of his/her time last week on one duty or the other. If R did spend more than 50 percent of the time on one duty get a description of that duty only. If R split his/her hours equally between the two duties, ask this series about both duties.

**Self-employed:** When a R is self-employed, do not enter "manager" as the occupation UNLESS the R actually spends most of his/her time in the management of the business. If the R spends most of his/her time in the trade or craft of the business, enter that trade or craft (beautician, dentist, etc.)

Avoid occupation entries that describe departments of places of work. The occupation entry should describe what the person does (for example, shipping department supervisor, inventory clerk) not where they work ("works in the shipping department," "works in the warehouse").

**Apprentice vs. trainee:** Include both the occupation and the word "trainee" or "apprentice" in the description (for example "apprentice plumber"). **Machinist vs. Machine operator vs. mechanic:** A machinist is a skilled craftsman who constructs metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precise measuring instruments. A machine operator runs a factory machine, and a mechanic inspects, services, repairs, or overhauls machinery.

For difficult to code occupations, use these suggested probes:

OCCUPATION: SUGGESTED PROBE:

Assembler: What do you assemble? (examples: cars, electric motors)

Clerk: What type of clerk are you? (examples: accounting, shipping)

Engineer: What kind of engineer are you? (examples: civil, electrical)

Inspector: What types of things do you inspect? (examples: cars, houses)

Manager: What type of manager are you? (examples: hotel, office, store)

Machinist: Do you set up and operate machines?

Mechanic: What type of mechanic are you? (examples: auto body, appliance)

Nurse: What type of nurse are you? (examples: registered, practical)

Researcher: What field of research are you in?

Supervisor: Who or what do you supervise? (examples: clerks, laborers)

Teacher: At what level do you teach? (examples: elementary, high school)

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Help Record: main-menu.170e

Linked to: QES-55J: Main activities/duties of R

This question asks for the R's most important activities or duties.

(For example, if the R is employed as a waiter, his most important duties might be taking orders and serving customers; if the R is employed as a nurse his/her most important duties might be checking a patient's blood pressure and ordering medications.)

The response to this Q. will give you the information needed to make the R's occupation description complete, and thus, adequate. If the combination of this response and the previous response does not give an adequate description of the R's occupation, ask additional probing questions.

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Help Record: main-menu.171

Linked to: QES-56B,QES-56C: Type of co.-defntns

Be sure to read all four categories before allowing R to respond. If R responds before you finish, politely tell him/her that you must read the question exactly the same way to everyone, so you must finish reading all the categories before recording his/her answer.

PRIVATE EMPLOYER: work for wages, salary, commission, tips, piece-rates or pay in kind; this applies regardless of the occupation at which the employee worked. Also includes Rs working for pay for settlement houses, churches, unions, and other private nonprofit organizations.

GOVERNMENT EMPLOYEES: a government employee can be one of three types: federal, state or local.

SELF-EMPLOYED IN OWN BUSINESS: for Rs working for profit or fee in own business. This does not apply to superintendents, foremen, managers, or other executives hired to manage a business or farm, salesmen working for commission, or officers of corporations.

**WORKING WITHOUT PAY:** for Rs working without pay on a farm or business operated by a related member of the household. Room and board and a cash allowance are not counted as pay for these family workers; however, if the worker receives money which is definitely considered to be wages for work performed, s/he should be marked as working for a private company.

---

Help Record: main-menu.173      Linked to: QES-56D: Types govt employees-defntns

**FEDERAL GOVERNMENT EMPLOYEES:** include Rs working for any branch of the federal government. Also includes Rs elected to paid federal offices and civilian employees of the armed forces and some members of the National Guard. Employees of international organizations are included.

**STATE GOVERNMENT EMPLOYEES:** include paid state officials, state police, and employees of state universities and colleges.

**LOCAL GOVERNMENT EMPLOYEES:** include Rs employed by cities, towns, counties, and other local areas. Also included here would be employees of city-owned businesses, electric power companies, water and sewer services, etc. Employees of public elementary and secondary schools also work for local government.

---

Help Record: main-menu.174      Linked to: QES-56E: Incorp/uncorp bsns - defntns

**INCORPORATED:**

The business is a taxable entity created by a charter, and has met with all state and/or federal regulations. Acts through its officers as an individual, with by-laws and stock privately or publicly held.

**UNINCORPORATED:**

The business is a sole-proprietor or partnership, needing only a business license to operate.

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Help Record: main-menu.174a      Linked to: QES-56K: Was R working for Pay?

**WORKING FOR PAY:**

By "working" we mean working for pay at a job, or running one's own an business or profession or working without pay in the family farm or business. Pay includes work for wages or salary, piece rates, commission, tips, or "in kind wages."

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Help Record: main-menu.174b      Linked to: QES-56L: Regular or Odd jobs- defntns

"Regular" full or part-time job:

A job in which there is a definite arrangement to work for pay or profit a specified number of hours per week or number of days a month.

"Odd" job:

A job that is done from time to time, with an unspecified schedule.

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Help Record: main-menu.174c      Linked to: QES-57B: Temp worker/consult/cntrct, etc

Temporary workers are not intended to be full time workers.

A consultant or contractor is someone who is hired or contracted to do work for another company.

An employee of a contractor is a person who works for a company or individual who is hired or contracted to do work for another company.

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Help Record: main-menu.174d      Linked to: QES-57C: Who paid R?

This question will help to determine who R's employer is/was.

This question is not asking who ultimately pays/paid for the work R does, but the direct source of his/her paycheck.

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Help Record: main-menu.216      Linked to: WGSP-70,QES-70: Earnings at job

The questions on earning refer to USUAL earnings. In cases where the respondent states that his/her earnings are not the same from week to week (or month to month) you should ask what the earnings are 50% of the time or more. If the R is unable to answer, ask for the most frequent earnings amount during the past 4 or 5 months. For annual earnings that have varied from year to year, use the annual rate for the current year. Rs who are new to their job should report their expected earnings for the current time frame.

Types of Income included as earnings: PIECE RATE, COLLEGE ASSISTANTS AND FELLOWSHIPS, ON-THE-JOB TRAINING.

Types of Income not included as earnings: PAY IN KIND, EXPENSE ACCOUNT.  
(see next screen)

PIECE RATE: May be paid in manufacturing and agricultural jobs, such as food-packaging, garment-making, and crop harvesting. This amount may vary from week to week, so try to obtain what is usually earned.

COLLEGE ASSTNTS & FELLOWSHIPS: Include earnings from these sources provided that the job associated with such earnings is the person's main job.

ON-THE-JOB TRAINING: Include earnings from a private or training government organization for on-the-job training at the person's main job.

**PAY IN KIND:** Do not include the value of such things as food or lodging that are received as payment for work completed. In some cases, Rs are paid entirely "in kind." This is one case where the earnings Rs would be entered as zero.

**EXPENSE ACCOUNT:** Do not include money paid to an employee's account for the purpose of meeting expenses incurred while carrying out his/her job.

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Help Record: main-menu.217      Linked to: WGSP-71B,QES-71B: Usually receive overtime pay?

Answer "Yes" if the R USUALLY receives overtime pay, tips, or commissions, that is, 50% of the time or more. If s/he receives them only occasionally, enter "No."

---

Help Record: main-menu.218      Linked to: WGSP-71I,QES-71I: What is R's hourly rate?

We are looking for an hourly rate of pay as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the R reports a value that is a multiple of \$.50, (for example, \$5.00 or \$7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the R does not know the exact amount, enter the amount the respondent stated.

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Help Record: main-menu.218a      Linked to: WGSP-71J,QES-71J: What is R's hourly rate?

We are looking for an hourly rate of pay as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the R reports a value that is a multiple of \$.50, (for example, \$5.00 or \$7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the R does not know the exact amount, enter the amount the R stated.

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Help Record: main-menu.218d      Linked to: WGSP-71P,QES-71P: What is R's hourly rate?

We are looking for an hourly rate of pay as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the R reports a value that is a multiple of \$.50, (for example, \$5.00 or \$7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the R does not know the exact amount, enter the amount the R stated.

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Help Record: main-menu.218e      Linked to: WGSP-71T, QES3YA-15B, QES-71T: # of hours worked per week

Record the number of hours usually worked per week as a whole number.  
Count 30 minutes or more as a whole hour.

Try to get an average number of hours worked per week for a person whose schedule varies from week to week.

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

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Help Record: main-menu.218f      Linked to: WGSP-71U, QES-71U: # of hours worked per week

Record the number of hours usually worked per week as a whole number.

Count 30 minutes or more as a whole hour.

Try to get an average number of hours worked per week for a person whose schedule varies from week to week.

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

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Help Record: main-menu.218g      Linked to: WGSP-71X, WGSP-71XBB, WGSP-71Xc, WGSP-71Xd, WGSP-71Xe, WGSP-71Xf, WGSP-71Xg, WGSP-72C, QES-71X, QES-71XBB, QES-71Xc, QES-71Xd, QES-71Xe, QES-71Xf, QES-71Xg, QES-72C, QES-73N:  
What does R receive in overtm?

If calculating an HOURLY rate of pay, obtain the amount as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the R reports a value that is a multiple of \$.50, (for example, \$5.00 or \$7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the R does not know the exact amount, enter the amount the R stated.

Round NONHOURLY earnings to the nearest whole dollar. If the R reports 50 cents or more beyond a whole dollar, round up to the next largest whole dollar. Otherwise, round down to the whole dollar.

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Help Record: main-menu.218i

Linked to: WGSP-74E,WGSP-74K,WGSP-74Q,  
WGSP-74R,WGSP-74U,WGSP-74V,  
WGSP-75B,WGSP-75G, WGSP-75H,  
WGSP-75J,WGSP-75K, WGSP-75Q,  
WGSP-75T,WGSP-75V,WGSP-75W,  
WGSP-75Y, WGSP-75Z,WGSP-76F,  
WGSP-76K,WGSP-76L, QES-72C:  
What does R earn weekly?

Round NONHOURLY earnings to the nearest whole dollar. If the R reports 50 cents or more beyond a whole dollar, round up to the next largest whole dollar. Otherwise, round down to the whole dollar.

---

Help Record: main-menu.218j

Linked to: WGSP-72G,QES-72G: # of hours worked per week

Record the number of hours usually worked per week as a whole number.  
Count 30 minutes or more as a whole hour.

Try to get an average number of hours worked per week for a person whose schedule varies from week to week.

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

---

Help Record: main-menu.218k

Linked to: WGSP-72H,QES-72H: # of hours worked per week

Record the number of hours usually worked per week as a whole number.  
Count 30 minutes or more as a whole hour.

Try to get an average number of hours worked per week for a person whose schedule varies from week to week.

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

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Help Record: main-menu.218l      Linked to: WGSP-73D,QES-73D,QES-74Q,QES-74R:  
Usual weekly earnings

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

If the R is not sure if this is correct or does not agree with the amount, entering a "don't know" or a "no" response will lead to follow-up questions.

---

Help Record: main-menu.218m      Linked to: WGSP-73J,QES-73J: What is R's hourly rate?

We are looking for an hourly rate of pay as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the R reports a value that is a multiple of \$.50, (for example, \$5.00 or \$7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the R does not know the exact amount, enter the amount the R stated.

---

Help Record: main-menu.218n      Linked to: WGSP-73L,QES-73L: # of hours worked per week

Record the number of hours usually worked per week as a whole number.  
Count 30 minutes or more as a whole hour.

Try to get an average number of hours worked per week for a person whose schedule varies from week to week.

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

---

Help Record: main-menu.218o      Linked to: WGSP-73N,QES-73N: Weekly earnings in overtime pay

Round NONHOURLY earnings to the nearest whole dollar. If the R reports 50 cents or more beyond a whole dollar, round up to the next largest whole dollar. Otherwise, round down to the whole dollar.

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Help Record: main-menu.218p      Linked to: WGSP-73P,QES-73P: # of hours worked per week

Record the number of hours usually worked per week as a whole number.  
Count 30 minutes or more as a whole hour.

Try to get an average number of hours worked per week for a person whose schedule varies from week to week.

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

---

Help Record: main-menu.218q      Linked to: WGSP-73Q,QES-73Q: Earnings at job (per week)

The questions on earning refer to USUAL earnings. In cases where the respondent states that his/her earnings are not the same from week to week (or month to month) you should ask what the earnings are 50% of the time or more. If the R is unable to answer, ask for the most frequent earnings amount during the past 4 or 5 months. For annual earnings that have varied from year to year, use the annual rate for the current year. Rs who are new to their job should report their expected earnings for the current time frame.

Types of Income included as earnings: PIECE RATE, COLLEGE ASSISTANTS AND FELLOWSHIPS, ON-THE-JOB TRAINING.

Types of Income not included as earnings: PAY IN KIND, EXPENSE ACCOUNT.  
(see next screen)

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Help Record: main-menu.218r      Linked to: WGSP-74B,QES-74B: Usual weekly earnings

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

If the R is not sure if this is correct or does not agree with the amount, entering a "don't know" or a "no" response will lead to follow-up questions.

---

Help Record: main-menu.218s      Linked to: WGSP-74D,QES-74D: Usual earnings (week/mn, etc.)

USUALLY means 50% of the time or more, or the most frequent schedule during the last 4 or 5 months.

Round NONHOURLY earnings to the nearest whole dollar. If the R reports 50 cents or more beyond a whole dollar, round up to the next largest whole dollar. Otherwise, round down to the whole dollar.

---

Help Record: main-menu.218t      Linked to: WGSP-76S,QES-76S: What is R's hourly rate?

We are looking for an hourly rate of pay as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the R reports a value that is a multiple of \$.50, (for example, \$5.00 or \$7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the R does not know the exact amount, enter the amount the respondent stated.

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Help Record: main-menu.218u      Linked to: WGSP-76T,QES-76T: What is R's hourly rate?

We are looking for an hourly rate of pay as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the R reports a value that is a multiple of \$.50, (for example, \$5.00 or \$7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the R does not know the exact amount, enter the amount the respondent stated.

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Help Record: main-menu.219      Linked to: QES-84D,QES-84E,QES-84F,QES-84G,  
QES-84H,QES-84I,QES-84J,QES-84K:  
Benefits available - medical

The intent of this question is to gather information about any benefits or other programs employers offer their employees, whether or not the employee takes advantage of these benefits. For example, if the R's firm offers a medical insurance plan which the R does not participate in, you would code "Yes" -- it is made available to the R.

---

Help Record: main-menu.219g      Linked to: QES-84L: Benefits available - education

The intent of this question is to gather information about any benefits or other programs employers offer their employees, whether or not the employee takes advantage of these benefits. For example, if the R's firm offers a medical insurance plan which the R does not participate in, you would code "Yes" -- it is made available to the R.

An education assistance program provides to the employee (not dependents) full or partial payment for tuition and/or books for training or educational courses. Job related educational assistance includes courses or training which can be used for increasing output in the same field, promotion preparation, career-development, and management for non-supervisory workers.

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Help Record: main-menu.219h      Linked to: QES-84M: Benefits available - childcare

The intent of this question is to gather information about any benefits or other programs employers offer their employees, whether or not the employee takes advantage of these benefits. For example, if the R's firm offers a medical insurance plan which the R does not participate in, you would code "Yes" -- it is made available to the R.

An employer pays, either fully or partially, the cost of caring for an employee's child(ren) at a nursery, day care center, or private sitter, on or off the employer's premises, while the employee is at work.

---

Help Record: main-menu.219i      Linked to: QES-84N: Sick days with full pay

This has to be fully paid leave.

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Help Record: main-menu.219j      Linked to: QES[1-5]-84O: Paid vacation R has available

This has to be fully paid leave.

---

Help Record: main-menu.219k      Linked to: QES-86A: Hours R works at job

REGULAR DAY SHIFT: Shift times would not change from day to day and would begin in the early morning to early afternoon.

REGULAR EVENING SHIFT: Shift times would not change from day to day and would begin in the late afternoon to early evening.

REGULAR NIGHT SHIFT: Shift times would not change from day to day and would begin in the late evening or night-time.

SHIFT ROTATES: Shift times change periodically from day to evenings or nights.

SPLIT SHIFT: Shift consists of two distinct periods each day.

IRREGULAR SCHEDULE OR HOURS: Varies or does not fit into any other shift category. Please select "OTHER" to describe any other work shift.

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Help Record: main-menu.219I      Linked to: QES-88A,QES-88B: Union or employee association

Select "Yes" if the R is a member of a labor union or employee association which serves as a COLLECTIVE BARGAINING representative. Associations which engage in all of the activities performed by unions, but are NOT identified as such, can be categorized as follows:

(NOT UNIONS, etc.) Professional associations

Government employee associations (various levels)

Also exclude fraternal and civic associations, such as the Lions Club, etc.

If the R replies that s/he is a member of an organization but s/he is not sure if it can be considered a union or similar organization, probe by asking "Does this association engage in collective bargaining on behalf of its members?"

---

Help Record: main-menu.832      Linked to: Q8-1,Q8-7A: Gaps not wrkng or in military

Gaps in duration are detected here. They fall in places where the R has reported no employer or work at all.

Seasonal Laborer: If R's job is seasonal then their time off should not be counted as a job gap because they are not unemployed and looking for work. If they are looking for work and consider themselves unemployed, then a gap should be indicated. This also is true for Rs who are self-employed. If business is slow they may not consider themselves unemployed; but if business is so slow that they give up the business altogether, they may consider themselves unemployed and therefore a job gap should be indicated.

---

Help Record: main-menu.833      Linked to: Q3YA-16A,Q3YA-16B,Q8-12,Q8-16: # wks looking for work/on layoff

"Looking for work" means trying to find a job or trying to establish a business or professional package. Count 4 or more days as 1 week.

---

Help Record: main-menu.835      Linked to: Q8-18: How long not look for wrk in gap

"Looking for work" means trying to find a job or trying to establish a business or professional package. Count 4 or more days as 1 week. If R indicates there is some problem with this, write a short explanation in the comments field.

---

Help Record: main-menu.836      Linked to: Q8-19: Reason not look for work in gap

If R gives more than one reason, probe for the chief reason. Do not read the categories to the R. Code from the R's verbatim response.

"Looking for work" means trying to find a job or trying to establish a business or professional package. Count 4 or more days as 1 week.

---

Help Record: main-menu.837      Linked to: Q11-1-a: Training -- General

Remember to exclude any regular schooling that was already talked about.

---

Help Record: main-menu.845      Linked to: Q11-14: Training necessary for promotion

Keep in mind the next Q., which is "Did this training help you to get a promotion?"

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Help Record: main-menu.846      Linked to: Q11-16: Get dif. job with training?

This includes getting a different job with the same employer.

---

Help Record: main-menu.847      Linked to: Q11-17: Hours per week spent in training

Ask for the total number of hours per week spent in this training. If the R is unsure, ask for an estimate.

---

Help Record: main-menu.918      Linked to: Q12-8A,Q12-16: Verification of Child Records

Make sure all biological children of the R are listed. DO NOT delete children from the biological child roster unless R is absolutely sure the child is not his/hers. (This will be EXTREMELY rare.)

Non-biological children should NOT be listed on the biological child roster. Non-biological children will be listed later in the fertility section.

Remember to enter first name, middle initial and last name.

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Help Record: main-menu.922      Linked to: Q12-30D: Where child usually lives

USUALLY means for the majority of the year, or most months out of the year.

WITH (HIS/HER) (FATHER/MOTHER) means with the OTHER parent. If you were interviewing the mother, this would mean the child lives with the father. If you were interviewing the father, this would mean the child lives with the mother.

OTHER RELATIVES could mean an uncle, aunt, grandparent, etc. Please specify.

---

Help Record: main-menu.932      Linked to: Q14-4: Health limit kind of work?

This question is asking for the R's perception of his/her limitations, not the interviewer's.

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Help Record: main-menu.934      Linked to: Q14-6,Q14-7: Health limits due to pregnancy?

If R responds by giving another reason besides one related to her pregnancy, code "No."

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Help Record: main-menu.936      Linked to: Q14-11g,Q14-11h,Q14-12: Incident caused injury/illness

This does not include something like catching a cold or flu from coworkers or students, or having an automobile accident on the way to work. It would include a disease caught by a lab worker who was accidentally exposed to something in the lab. It would also include someone who had an automobile accident while they were working if their job required driving, such as a bus driver or a delivery person.

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Help Record: main-menu.966      Linked to: Q12-157e: Med cvrg - govt plans: stat lst

Select the appropriate government healthcare plan to refer to:

(According to the state in which R resides)

MEDICAID: AL, AK, AZ, AR, CT, DE, DC, FL, GA, HI, ID, IL, IA, IN, KS, KY, LA, ME, MD,  
MN, MS, MO, NE, NV, NM, NY, NJ, NC, OH, OR, SC, TN, TX, VA, WA, WV

MEDI-CAL: CA

MEDICAL ASSISTANCE: MI, MT, NH, PA, RI, SD, UT, VT, WI, WY

WELFARE: CO, MA, ND

MEDICAL SERVICES: OK

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Help Record: main-menu.972      Linked to: Q15-1A: Income and assets - general

These questions may seem intrusive to the R, so remind the R that all answers are confidential.

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Help Record: main-menu.1028      Linked to: Q15-18: Income in 1997 - non-military

Record the total gross income for R's spouse received from military (during time and odd jobs). Do not include expense accounts or payments "in kind" (food, lodging, goods). Do not include "salaries" that some owners of incorporated businesses pay themselves. If R does not remember exact amount, ask for an estimate.

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Help Record: main-menu.1029      Linked to: Q15-20: Income from own farm

If any income was mentioned before in Q15-6 or Q15-18, be sure to read text parentheses, so that R does not report income twice.

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Help Record: main-menu.1030      Linked to: Q15-22: Non-farm bsns/partnrshp/practc

If any income was mentioned before in Q15-6 or Q15-18, be sure to read text parentheses, so that R does not report income twice.

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Help Record: main-menu.1031      Linked to: Q15-24: Inc frm othr sources aft expens

AFTER EXPENSES = net income = total income (gross) minus operating expenses. If operating expenses were equal to or greater than total income, code "000..."  
If R and spouse were partners in business, divide income in half, or in the way R reports it was divided. Report spouse's share here.  
If spouse had a partnership with someone else, record only spouse's share of the after expenses income.

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Help Record: main-menu.1032      Linked to: Q15s-3,Q15s-5: Unemp ins (spouse) - general

These questions will refer only to government unemployment insurance.  
Do not include strike benefits from union funds or supplemental employment benefits.  
If spouse received unemployment compensation for only part of a month, that month is considered a month in which R's spouse received unemployment.

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Help Record: main-menu.1081      Linked to: Q15-33A: Child support received?

Enter "Yes" if the R or spouse is entitled to receive child support.

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Help Record: main-menu.1082      Linked to: Q15-33E: Amt child support 1st awarded

If the amount of child support has changed, ask for the amount awarded at the date of reference.

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Help Record: main-menu.1083      Linked to: Q15-33FA: Amt child supprt entitled to  
Make sure the R is thinking of what s/he is entitled to receive now.

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Help Record: main-menu.1084      Linked to: Q15-33G: # R's chldrn entitld to supprt  
The phrase "YOUR children" means R's biological children.

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Help Record: main-menu.1085      Linked to: Q15-33H: Ch supt entitled to in 1997 (R)  
Make sure the R is being as accurate as possible, and calculating all 12 months of the year. Remind R that we are asking for the amount s/he was SUPPOSED to receive.

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Help Record: main-menu.1086      Linked to: Q15-33I: Ch supt actlly recd 1997 (R)  
Make sure the R is being as accurate as possible, and calculating all 12 months of the year. Remind R that we are asking for the amount s/he ACTUALLY DID RECEIVE.

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Help Record: main-menu.1087      Linked to: Q15-33K,Q15-33KA,Q15-33KB: Verify ch supt  
R actually recd  
If there is something wrong with this amount, re-ask Q15-33H and Q15-33I.

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Help Record: main-menu.1090      Linked to: Q15-33L: # sp's chldrn entitled to supt  
This means the R's husband or wife's biological children.

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Help Record: main-menu.1091      Linked to: Q15-33La: Ch supt sp suppsd to recv '97  
Make sure the R is being as accurate as possible, and calculating all 12 months of the year. Remind R that we are asking for the amount the spouse was SUPPOSED to receive.

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Help Record: main-menu.1092      Linked to: Q15-33M: Ch supt sp actlly recd in 1997  
Make sure the R is being as accurate as possible, and calculating all 12 months of the year. Remind R that we are asking for the amount the spouse ACTUALLY DID RECEIVE.

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Help Record: main-menu.1093      Linked to: Q15-33Q,Q15-33R,Q15-33S: Verify ch supt sp  
actlly recd

If there is something wrong with this amount, re-ask Q15-33La and Q15-33M.

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Help Record: main-menu.1098      Linked to: Q15A-27,Q15A-39B,Q15W-39B: Average  
received per wk in yr

Ask for an average received per month in specific year mentioned, not average received  
in most recent months.

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Help Record: main-menu.1145      Linked to: Q15F-2A,Q15F-3: Reciprocity of fdstmps  
R/spouse

Remember, if R received foodstamps for only part of a month, that month is considered a  
month in which R received foodstamps.

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Help Record: main-menu.1147      Linked to: Q15F-27,Q15F-39B: Average received per  
wk in yr

Ask for an average received per month in specific year mentioned, not average received  
in most recent months.

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Help Record: main-menu.1194      Linked to: Q15W-2A,Q15W-3: Reciprocity SSI/welfare

"Supplemental Security Income" is an assistance program for disabled, aged, or blind  
persons whose income falls below a certain level. The program is administered through  
the Social Security Administration.

Do not confuse with state supplemental assistance or with regular Social Security benefits.  
Federal SSI checks are labeled "Supplemental Security Income Payment."

Remember, if SSI, public assistance or welfare was received for any part of a month, that  
month should be considered a month in which R received SSI, public assistance or  
welfare.

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Help Record: main-menu.1244      Linked to: Q15-60: R recv schlrshp/fellwshp/grants

Do not include educational loans.

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Help Record: main.menu.1268      Linked to: Q6-10,Q6-78,Q6-83,Q6-85,Q6-86,Q6-88A,  
 Q6-88B,Q6-88C,Q6-88D,Q6-88E,Q6-88G,  
 Q6-88H,CPS-30000,Q6-88J,Q6-88K,Q6-89A,  
 Q6-92,Q6-93,Q7-8B,Q7-8C,Q7-8D,  
 ONJS-318B, Q7-9,ONJS-319L-ROST,  
 ONJS-321T, Q7-14A,Q7-14B,Q7-15,Q7-16,  
 Q7-16A,Q7-16B,Q7-16C,Q7-16D,Q7-17,Q7-  
 23F,Q7-23I,Q7-24-a,Q7-26C,ONJS-1000E,  
 ONJS-1000F,ONJS-1000G,ONJS-1010,  
 ONJS-1030,ONJS-1050,ONJS-1060,  
 Q7-27A, Q7-27C,Q7-27F,Q7-27G,ONJS-2400,  
 Q7-27K,ONJS-8800,ONJS-9800,QES-84NA:  
 No Help Available

No help is available for this question.

Help Record: main.menu.1269      Linked to: Q15A-3,Q15A-5A, Q15A-6B,Q15A-44A: LIST  
 OF TANF PROGRAMS BY STATE

#### State TANF Programs

Arkansas	Transitional Employment Assistance Program (T.E.A.)
California	California Work Opportunity and Responsibility to Kids (CalWORKs) Greater Avenues for Independence GAIN Cal Learn
Colorado	Colorado Works
Connecticut	Jobs First
Georgia	workfirst!
Illinois	Targeted Work Initiative (TWI) Work Pays Get A Job Initiative
Indiana	Partnership for Personal Responsibility
Kansas	Temporary Assistance for Families (TAF)
Kentucky	Transitional Assistance Program (K-TAP)
Maryland	Family Investment Program & Temporary Cash Assistance (TCA)
Michigan	Family Independence Program
Minnesota	Family Investment Program (MFIP)
Missouri	Beyond Welfare
Montana	Families Achieving Independence in Montana (FAIM)
Nebraska	Employment First
New Jersey	WORK FIRST NEW JERSEY (WFNJ) PROGRAM
New Mexico	Personal Responsibility and Opportunities to Gainfully Reach Economic Self Sufficiency (PROGRESS)
North Carolina	Work First
North Dakota	Training, Education, Employment, and Management (TEEM) Project
Oregon	Oregon Option & Jobs Plus
Tennessee	Families First

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Vermont	Aid to Needy Families with Children/Reach Up (ANFC/RU)
Virginia	Virginia Independence Program (VIP)
Washington	Workfirst
Wisconsin	Wisconsin Works (W-2)
Wyoming	PERSONAL OPPORTUNITIES WITH EMPLOYMENT RESPONSIBILITIES (POWER)
Alaska	Temporary Assistance for Needy Families State Plan
New York	Family Assistance

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