

Your Guide for

THE
American
Community
Survey

Group Quarters

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

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

ACS-30(GQ)(2006) (11-9-2005)

This guide gives helpful information on completing your survey form. This guide is bilingual. The Spanish text begins on page 14. If you need more help, call the number that the Census Field Representative provided for you. After you have completed your survey form, **please place the form in the envelope** we have provided. A Census Field Representative will return to pick it up.

Ésta es una guía bilingüe. Para leerla en español, vaya a la página **14**.

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Your Answers are Confidential and Required by Law.

The law, Title 13, Sections 9, 141, 143, 193, 214, and 221 requires that your answers are kept confidential. No one except Census Bureau employees may see your completed form and they can be fined and/or imprisoned for any disclosure of your answers.

The same law that protects the confidentiality of your answers **requires** that you provide the information asked in this survey to the best of your knowledge.

What the Survey is About – Some Questions and Answers

Why are we taking a survey?

The Census Bureau is conducting the American Community Survey to provide more timely data than data we typically collect only once every 10 years during the 10 year or decennial census.

What does the Census Bureau do with the information I provide?

The American Community Survey will be the source of data that we make available to Federal, state, and local governments, and also to the public. The data will enable your community leaders from government, businesses and non-profit organizations to plan more effectively.

Why did you select this GQ facility and how did I get selected?

This GQ was selected from a list of all GQs in your area. The GQ and individuals are randomly selected from this list each year, so we cannot substitute another GQ for this one. One of the advantages of a random sample is that we can use it to measure the whole population without having to actually interview every person at every GQ. But in order for it to work, we cannot substitute sampled facilities or individuals — the sample has to be truly random. Your participation is very important if we're going to be able to produce accurate statistics from this survey.

Why the Census Bureau Asks Certain Questions

Here are other reasons we ask some of the questions on the survey.

Name

Names help make sure that we don't duplicate persons selected at this place for the survey. Individual identities are kept confidential.

Place of birth

This question provides information used to study long-term trends about where people move and to study migration patterns and differences in growth patterns.

Job

Answers to the questions about the jobs people hold provide information on the extent and types of employment in different areas of the country. From this information, communities can develop training programs, and businesses and local governments can determine the need for new employment opportunities.

Income

Income helps determine how well families or persons live. Income information makes it possible to compare the economic levels of different areas and how economic levels for a community change over time. Funding for many government programs is based on the answers to these questions.

Education

Responses to the education questions help to determine the number of new public schools, education programs, and daycare services required in a community.

Disability

Questions about disability provide the means to allocate Federal funding for healthcare services and new hospitals in many communities.

How to Fill Out the Survey Form

Please mark the category or categories as they apply to you. Some questions ask you to print the information. See **Examples** below.

Make sure you answer all the questions that apply to you. Read the instructions and follow the steps through this questionnaire. Instructions for completing the individual questions begin on **page 6** of this guide. These instructions will help you understand the questions and to answer them correctly. If you need assistance, call the number that the field representative has provided to you.

Examples of Printed and Marked Entries

<p>7. Where were you born?</p> <p><input checked="" type="checkbox"/> In the United States – <i>Print name of state.</i> ↗</p> <p><i>OHIO</i></p>
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<p>28. What time did you usually leave this address to go to work LAST WEEK?</p> <p>Hour Minute</p> <p><i>06</i> : <i>10</i> <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.</p>
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Instructions for Completing the Survey Questions

The questionnaire is a bilingual form. One side is in English the other is Spanish.

Qt. 1. Print your last name, first name, and middle initial in the space provided.

Enter your telephone number, including area code, and today's date. Print the numbers in the boxes provided.

Qt. 2. Mark one of the two categories to indicate your sex.

Qt. 3. Print your age in years at your last birthday. (Print "00" for babies less than 1 year old.) Print the month, day, and year of your birth. Print the numbers in the boxes provided.

Qt. 4. Mark the category "**Now married**" regardless of whether your spouse is living with you, **unless** you are legally separated. If your only marriage was annulled, mark the category "**Never married.**"

NOTE: PLEASE ANSWER BOTH QUESTIONS 5 AND 6.

Qt. 5. You are of Spanish/Hispanic/Latino origin if your origin or ancestry is Mexican, Mexican-American, Chicano, Puerto Rican, Cuban, Argentinean, Colombian, Costa Rican, Dominican, Ecuatoran, Guatemalan, Honduran, Nicaraguan, Peruvian, Salvadoran, if you are from other Spanish-speaking countries of the Caribbean, Central or South America, or from Spain.

The term **Mexican-Am.** refers to persons of Mexican origin or ancestry.

If you mark the "**Yes, other Spanish/Hispanic/Latino**" category, print the name of the specific group.

If you are not of Spanish/Hispanic/Latino origin, answer this question by marking the "**No, not Spanish/Hispanic/Latino**" category.

Answer this question regardless of your citizenship status.

Qt. 6. Mark one or more categories for the race with which you consider yourself to be.

If you mark the "**American Indian or Alaska Native**" category, also print the name of the tribe in which you are enrolled. If you are not enrolled in a tribe, print the name of the principal tribe.

If you mark the "**Other Asian**" or the "**Other Pacific Islander**" category, print the name of the specific group(s) in the space provided.

The category "**Other Asian**" includes persons who identify themselves as Burmese, Hmong, Indonesian, Laotian, Pakistani, Thai, Cambodian, Sri Lankan, and so on.

The category "**Other Pacific Islander**" includes persons who identify themselves as Fijian, Tongan, Polynesian, Tahitian, and so on.

If you mark "**Some other race,**" print the race(s) or group(s) in the space provided.

Answer this question regardless of your citizenship status.

Qt. 7. *For persons born in the United States:*

Mark the "**In the United States**" box and then print the name of the state in which you were born. If you were born in Washington, D.C., print District of Columbia.

For persons born outside the United States:

Mark the "**Outside the United States**" box, and then print the name of the foreign country or area where you were born. Use current boundaries, not boundaries at the time of your birth. For example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (for example, Jamaica, not West Indies).

If you were born in a U.S. territory or commonwealth, print the name: Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, or Northern Marianas.

Qt. 8. If you were born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas, mark the "**YES, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas**" box. If you were born outside the United States (or at sea) and have at least one American parent, mark the "**Yes, born abroad of American parent or parents**" box. Mark the "**Yes, U.S. citizen by naturalization**" box only if you have completed the naturalization process and are now a United States citizen.

Qt. 9. If you entered the United States (that is, the 50 states and the District of Columbia) more than once, enter the latest year you came to live in the United States. Print the numbers in the boxes provided.

Qt. 10a. A *public school* is any school or college that is controlled and supported primarily by a local, county, state, or Federal government. Schools are *private* if supported and controlled primarily by religious organizations or other private groups.

Qt. 10b. Answer this question only if you were attending regular school or college in the last 3 months. Mark the box that corresponds to the grade level or college level you were attending.

Qt. 11. **Mark only one** box to indicate the highest grade or level of schooling you have **completed** or the **highest degree** you received.

Report schooling completed in foreign or ungraded schools as the equivalent level of schooling in the regular American school system.

If you completed high school by passing an equivalency test, such as the General Educational Development (GED) examination, and did not attend college, mark the category for "**High School Graduate.**"

Some of the examples of *Professional school degrees* include medicine, dentistry, chiropractic, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law, and theology.

DO NOT include certificates, diplomas, or degrees for training in specific trades, such as computer and electronics technology, auto repair, medical assistant, cosmetology, and other fields at vocational, technical, or business schools.

DO NOT include honorary degrees awarded by colleges and universities to individuals for their accomplishments. Include only "earned" degrees.

Qt. 12. Print the ancestry group(s). Ancestry refers to your ethnic origin or descent, "roots," or heritage. Ancestry also may refer to your country of birth or your parents or ancestors before their arrival in the United States. Answer this question regardless of your citizenship status.
If you have more than one origin and cannot identify with a single ancestry group, report two ancestry groups (for example, German-Irish).
Do not report a religious group as your ancestry.

Qt. 13a. Mark the **"Yes"** box if you sometimes or always speak a language other than English at home.
Mark the **"No"** box if you speak only English, or if a non-English language is spoken only at school or is limited to a few expressions or slang.

Qt. 13b. Print the name of the language spoken. If you speak more than one non-English language and cannot determine which is spoken more often, report the one you first learned to speak.

Qt. 14a. If the person is a baby under 1 year of age, mark the **"Person is under 1 year old"** box. Do not complete any more questions for the baby and skip to item **H** on page 5.

If you lived at this address, mark the **"Yes, at this address"** box and then skip to question **15**.

If you did not live in the United States 1 year ago, mark the **"No, outside the United States"** box and print the name of the foreign country, or Puerto Rico, Guam, etc., where you lived. Be specific when printing the name of foreign country, for example, specify whether Northern Ireland or the Republic of Ireland (Eire); North or South Korea; England, Scotland or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean (not, for example, West Indies). Then skip to question **15**.

If you lived somewhere else in the United States 1 year ago, mark the **"No, at a different address in the United States"** box. Then in items **14b-c**, provide the city, county, state, and ZIP code where you lived 1 year ago.

Qt. 14b. Print the name of the city, town, post office, or military installation or base. If you lived in New England, print the name of the town rather than the village name, unless the name of the town is not known.

Qt. 14c. Mark the **"Yes"** box if the city or town is now inside the city/town limits even if it was not inside the limits 1 year ago; that is, if the area was annexed by the city/town during the 1 year period.

If you lived in Louisiana, print the parish name in the **"Name of county"** space. If you lived in Alaska, print the borough or census area name if known. If you lived in New York City and the county name is not known, print the borough name. If you lived in an independent city (not in any county) or in Washington, D.C., leave the **"Name of county"** space blank.

Qt. 15. Mark the **"Yes"** or **"No"** box to indicate whether you received food stamps during the past 12 months and provide the dollar amount received.

ANSWER QUESTIONS 16 AND 17 IF YOU ARE 5 YEARS OLD OR OLDER.

Qt. 16. Mark the **"Yes"** or **"No"** box for both parts a and b of question 16 to indicate whether you have any of the conditions listed.

Qt. 17. Mark the **"Yes"** or **"No"** box for parts a and b of question 17 to indicate whether you have any difficulty doing any of the activities listed.

ANSWER QUESTIONS 18 THROUGH 43 IF YOU ARE 15 YEARS OF AGE OR OLDER.

- Qt. 18.** Mark the **"Yes"** or **"No"** box for parts a and b of question 18 to indicate if you have any difficulty doing any of the activities listed.
- Qt. 19.** Answer this question if you are a female who is at least 15 years old and younger than 51 years old. Mark the **"Yes"** box if you have given birth to at least one child born alive in the past 12 months, even if the child died or no longer lives with the mother. Do not include miscarriages, or stillborn children, or any adopted, foster, or step-children.
- Qt. 20a.** Mark the **"Yes"** box if you have at least one of your own grandchildren younger than 18 years old living in this place.
- Qt. 20b.** Answer this question if you have at least one of your own grandchildren younger than 18 years old living in this place. Mark the **"Yes"** box if you are currently responsible for the basic needs of the grandchild or grandchildren.
- Qt. 20c.** Mark one box to indicate the length of time you have been providing for the basic needs of your grandchild(ren).
- Qt. 21.** If you served in the National Guard or military Reserves, mark the **"Yes"** category that applies only if you have ever been called up for active duty other than for training. If your only service was as a civilian employee or civilian volunteer for the Red Cross, USO, Public Health Service, or War or Defense Department, mark **"No, never served in the military."** Count **World War II** Merchant Marine service as active duty; **DO NOT** count other Merchant Marine service as active duty.
- Qt. 22.** Mark one or more boxes box for **EACH** period served, even if service in the period was brief or did not include the entire period of time.
- Qt. 23.** Do not round the answer. For example, if total service is 1 year and 10 months, mark the **"Less than 2 years"** box.
- Qt. 24.** *Count as work – Mark "Yes" if you performed —*
- Work for someone else for wages, salary, piece rate, commission, tips, or payments "in kind" (for example, food or lodging received as payment for work performed).
 - Work in own business, professional practice, or farm.
 - Any work in a family business or farm, paid or not.
 - Any part-time work including babysitting, paper routes, etc.
 - Active duty in Armed Forces.
- Do not count as work – Mark "No" if you performed —*
- Housework or yard work at home.
 - Unpaid volunteer work.
 - School work done as a student.
 - Work done as a resident or inmate of an institution.

Qt. 25. Include the street type (for example, St., Road, Ave.) and the street direction (if a direction such as "North" is part of the address). For example, print 1239 N. Main St. or 1239 Main St., N.W. not just 1239 Main.

If the only known address is a post office box, give a description of the work location. For example, print the name of the building or shopping center where you work, the nearest intersection, or the nearest street where the workplace is located, etc. DO NOT GIVE A POST OFFICE BOX NUMBER.

If you worked at a military installation or military base that has no street address, report the name of the military installation or base, and a description of the work location (such as nearest street or intersection).

If you worked at several locations, but reported to the same location each day to begin work, print the street address of the location where you reported. If you did not report to the same location each day to begin work, print the address of the location where you worked most of the time last week.

If your employer operates in more than one location (such as a grocery store chain or public school system), print the street address of the location or branch where you worked. If the street address of a school is not known, print the name of the school, and a description of the location (such as the nearest street intersection).

If you worked on a college or university campus and the street address of the workplace is not known, print the name of the building where you worked and a description of the location (such as the nearest street or intersection).

If you worked in a foreign country or Puerto Rico, Guam, etc., print the name of the country and then go to question 26.

Qt. 26. *If you usually used more than one type of transportation to get to work (for example, drove to public transportation), mark the category of the one method of transportation that you used for most of the distance during the trip.*

Qt. 27. If you were driven to work by someone who then drove back home or to a non-work destination, enter "1" in the box labeled "**Person(s).**"

DO NOT include persons who rode to school or some other non-work destination in the count of persons who rode in the vehicle.

Qt. 28. Give the time of day you usually *left to go to work*. **DO NOT** give the time that you usually began your work.

If you usually left to go to work sometime between 12:00 o'clock midnight and 12:00 o'clock noon, mark "a.m."

If you usually left to go to work sometime between 12:00 o'clock noon and 12:00 o'clock midnight, mark "p.m."

Qt. 29. Travel time is from door to door. Include time waiting for public transportation or picking up passengers in a carpool.

ANSWER QUESTIONS 30a THROUGH 33 ONLY IF YOU DID NOT WORK LAST WEEK.

- Qt. 30a.** You are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons.
- Qt. 30b.** If you work only during certain seasons or on a day-by-day basis when work is available, mark **"No."**
- Qt. 30c.** If you were informed by your employer, either formally or informally, that you will be recalled within the next 6 months, mark the **"Yes"** box. Also mark the **"Yes"** box if you have been given formally or informally, a specific date to return to work, even if that date is more than 6 months away.
- Qt. 31.** Mark **"Yes"** if you tried to get a job or start a business or professional practice at any time in the last 4 weeks; for example, registered at an employment office, went to a job interview, placed or answered ads, or did anything toward starting a business or professional practice.
- Qt. 32.** If you expected to report to a job within 30 days, mark **"Yes, could have gone to work."**
Mark **"No, because of own temporary illness"** only if you expected to be to work within 30 days.
If you could not have gone to work because you were going to school, taking care of children, etc., mark **"No, because of all other reasons."**
- Qt. 33.** Refer to the instructions for question **24** for what to count as work. Mark **"Over 5 years ago or never worked"** if you: (1) never worked at any kind of job or business, either full or part time, (2) never worked, with or without pay, in a family business or farm, and (3) never served on active duty in the Armed Forces.
- Qt. 34.** Refer to the instructions for question **24** to determine what to count as work. Include paid vacation, paid sick leave, and military service. Count every week in which you worked at all, even for an hour.
- Qt. 35.** If the hours worked each week varied considerably in the past 12 months, give an approximate average of the hours worked each week.

ANSWER QUESTIONS 36 THROUGH 41 ONLY IF YOU WORKED IN THE PAST 5 YEARS; OTHERWISE, SKIP TO QUESTION 42.

- Qt. 36.** Mark **"an employee of a PRIVATE NOT-FOR-PROFIT . . . organization"** if you worked for a cooperative, credit union, mutual insurance company, or similar organization.
Employees of foreign governments, the United Nations, U.S. Armed Forces, and other international organizations should mark **"a Federal GOVERNMENT employee"** box.
If you worked at a public school, college, or university, mark the appropriate *government* category; for example, mark **"a state GOVERNMENT employee"** for a state university, or mark **"a local GOVERNMENT employee"** for a county-run community college or a city-run public school.
- Qt. 37.** If you worked for a company, business, or government agency, print the name of the company, not the name of your supervisor. If you worked for an individual or a business that had no company name, print the name of the individual you worked for. If you worked in your own business, print "self-employed."

Qt. 38. Print one or more words to describe the business, industry, or individual employer named in question **37**. If there is more than one activity, describe only the major activity at the place where you worked. Enter what is made, what is sold, or what service is given.

Enter descriptions like the following: Metal furniture manufacturing, Retail grocery store, Petroleum refining, Cattle ranch.

Do not enter: Furniture company, Grocery store, Oil company, Ranch.

Qt. 40. Print one or more words to describe the kind of work you did. If you were a trainee, apprentice, or helper, include that in the description.

Enter descriptions like the following: Registered nurse, Personnel manager, High school teacher.

Do not enter single words such as: Nurse, Manager, Teacher.

ANSWER QUESTIONS 42a–h AND 43 ONLY IF YOU ARE 15 YEARS OF AGE OR OLDER.

Mark the "**Yes**" or "**No**" category for each part of the income questions and enter the amount received in the past 12 months for each "**Yes**" response.

If income from any source was received jointly, report the amount you earned or received, not the total amount you and the other person received jointly.

Qt. 42a. Include wages and salaries before deductions from **ALL** jobs. Be sure to include any tips, commissions, or bonuses. Owners of incorporated businesses should enter their salary here. Military personnel should include base pay plus cash housing and/or subsistence allowance, flight pay, uniform allotments, and re-enlistment bonuses. If yes, print the total amount in dollars.

Qt. 42b. Include **NONFARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated businesses you own.

Include **FARM** profit (or loss) from self-employment in sole proprietorships and partnerships. Exclude profit (or loss) of incorporated farm businesses you own. Also, exclude amounts from land rented for cash but include amounts from land rented for shares. Mark the loss box if there is a loss. If yes, print the total amount in dollars.

Qt. 42c. Include interest received or credited to checking and saving accounts, money market funds, certificates of deposit (CDs), IRAs, KEOGHs, and government bonds.

Include dividends received, credited, or reinvested from ownership of stocks or mutual funds.

Include profit (or loss) from royalties and the rental of land, buildings, or real estate, or from roomers or boarders. Income received by self-employed persons whose primary source of income is from renting property or from royalties should be included in question **42b** above. Include regular payments from an estate or trust fund. Mark the loss box if there is a loss. If yes, print the total amount in dollars.

- Qt. 42d.** Include amounts, before Medicare deductions, of Social Security and/or Railroad Retirement payments you received as a retired person, as a dependent of a deceased insured worker, and as a disabled worker. If yes, print the total amount in dollars.
- Qt. 42e.** Include Supplemental Security Income (SSI) received as an elderly, blind, or disabled person. If yes, print the total amount in dollars.
- Qt. 42f.** Include any public assistance or welfare payments you receive from the state or county welfare office. Do not include assistance received from private charities. Do not include assistance to pay heating or cooling costs. If yes, print the total amount in dollars.
- Qt. 42g.** Include retirement, survivor, or disability benefits received from companies and unions, Federal, state, and local governments, and the U.S. military. Include regular income from annuities and IRA or KEOGH retirement plans. If yes, print the total amount in dollars.
- Qt. 42h.** Include Veterans' (VA) disability compensation and educational assistance payments (VEAP); unemployment compensation, child support or alimony; and all other regular payments such as Armed Forces transfer payments, assistance from private charities, and regular contributions from persons not living in the household. If yes, print the total amount in dollars.

Do Not include the following as income in any item:

- Refunds or rebates of any kind
 - Withdrawals from savings of any kind
 - Capital gains or losses from the sale of homes, or shares of stock
 - Inheritances or insurance settlements
 - Any type of loan
 - Pay in-kind such as food or free rent
- Qt. 43.** Add the total entries (subtracting losses) for **42a** through **42h** for the past 12 months and enter that number in the space provided. Mark the loss box if there is a loss. Print the total amount in dollars.