United States™
Census
Bureau

Your Guide for

THE
American Community Survey

Group Quarters

This guide gives helpful information on completing your survey form. This guide is bilingual. The Spanish text begins on the back cover of this booklet. 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.

Esta guía está disponible en español e inglés. Para la versión en español, vire la guía y comience en la parte posterior.

ACS-30(GQ)(2012) (7-2011)

Your Answers are Confidential and Required by Law

The law, Title 13, Sections 141, 193, and 221 of the U.S. Code, authorizing the American Community Survey, also provides that your answers are confidential. No one except Census Bureau employees may see your completed form and they can be fined and/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 decennial census.

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

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

Why did you select this Group Quarters (GQ) facility and how did I get selected?

Group quarters facilities are randomly selected each year from a sample list of all group quarters in your area. The larger the group quarters, the greater the probability that it will be selected to participate in the survey one or more times each year. From a list provided by the GQ contact person of all residents currently staying at the GQ, field representatives randomly select residents to take part in this survey. 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 to us to be able to produce accurate information 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 business and local governments can determine the need for new employment opportunities.

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

Education
Responses to the education questions in the survey help to determine the number of 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 American Community 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 these instructions and also follow the instructions provided throughout the questionnaire. 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

13 **a. Do you speak a language other than English at home?**

☒ Yes

☐ No ➜ *SKIP to question 14a*

b. What is this language?

Korean

For example: Korean, Italian, Spanish, Vietnamese

23 **In what year did you last get married?**

Year

1 9 9 8

Instructions for Completing the Survey Questions

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

1. Print your Last Name, First Name, and Middle Initial (MI) in the space provided.

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

2. Mark one box to indicate your biological sex.

3. Print your age and month, day, and year of birth. Print your age at your last birthday. Do not round your age up if you are close to having a birthday. If you do not know your exact age, provide an estimate. Print "0" for babies less than 1 year old.

Please answer BOTH Question 4 about Hispanic origin and Question 5 about race. For this survey, Hispanic origins are not races.

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

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

If you mark the **"Yes, another Hispanic, Latino, or Spanish origin"** box, print the name of the specific origin.

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

This question should be answered by **ALL** individuals.

5. Mark all boxes for the appropriate races.

The concept of race, as used by the Census Bureau, reflects self-identification by individuals according to the race or races with which they identify.

The instruction before question 4, "For this survey, Hispanic origins are not races" reflects the federal government's treatment of Hispanic origin and race as separate and distinct concepts. People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

People may choose to provide two or more races either by marking two or more race response boxes, by providing multiple write-in responses, or by some combination of marking boxes and writing in responses.

If you mark the **"American Indian or Alaska Native"** box, also print the name of the tribe(s) 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"** box, print the name of the specific race(s) or group(s) in the space provided. The category **"Other Asian"** includes persons who identify themselves as Burmese, Hmong, Indonesian, Laotian, Thai, Pakistani, Cambodian, Sri Lankan, and so on.

If you mark the **"Other Pacific Islander"** box, print the name of the specific race(s) or group(s) in the space provided. The category **"Other Pacific Islander"** includes persons who identify themselves as Fijian, Tongan, Polynesian, Tahitian, and so on.

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

This question should be answered by **ALL** individuals.

6. *For people 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 people born outside the United States:

   Mark the **"Outside the United States"** box, and then print the name of the foreign country or Puerto Rico, Guam, etc. where you were born. Use current boundaries, not boundaries at the time of your birth. For example, specify Czech Republic or Slovakia, not Czechoslovakia; North or South Korea, not Korea. Specify the particular country, not region. For example, specify Jamaica, not West Indies; Kenya, not East Africa.

7. If you were born in the United States (50 states and the District of Columbia), mark the **"Yes, born in the United States"** box. 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. Although not listed, if you were born in American Samoa, mark **"Yes, born in Puerto Rico, Guam, the U.S. Virgin Islands, or Northern Marianas box."** If you were born outside the United States (50 states and the District of Columbia) or at sea and had at least one parent who was a U.S. citizen at the time of your birth, mark the **"Yes, born abroad of U.S. citizen parent or parents"** box. Mark the **"Yes, U.S. citizen by naturalization"** box only if you were born outside the United States (50 states and the District of Columbia) and have completed the naturalization process and are now a United States citizen. In the boxes below "Print year of naturalization," print the four-digit year you completed the formal naturalization process. If you are not a U.S. citizen, mark the **"No, not a U.S. citizen"** box. Legal Permanent Residents (LPRs) or "green card" holders, or other non-naturalized immigrants or visitors to the U.S. are not citizens of the United States and therefore should mark the **"No, not a U.S. citizen"** box.

8. If you came to live in 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.

9a. A *public school* is any school or college that is supported and controlled primarily by a local, county, state, or federal government. Schools are *private* if supported and controlled primarily by religious organizations or other private groups. *Home school* applies to parental guided education outside of a public or private school for grades 1–12.

9b. Only record grades that you attended in the LAST 3 months. If this is currently a summer month, do NOT record grades you will attend in the future.

10. **Mark only one box** to indicate the highest grade or level of schooling you have **COMPLETED** or the **highest degree** you have received.

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

Mark the **"GED or alternative credential"** box if you did not receive a regular high school diploma but completed high school by receiving a GED or other formal recognition of high school completion from a school or governmental authority.

If you have not completed any college courses for credit, mark the highest level completed below college level. If you have not completed enough credit to be counted as a sophomore, mark the **"Some college credit, but less than 1 year of college credit"** box.

For the **"Professional degree beyond a bachelor's degree"** category, **DO NOT** include certificates or diplomas for training in specific trades or occupations, such as computer and electronics technology, medical assistant, or cosmetology. **DO NOT** include post-bachelor's certificates that are related to occupational training in such fields as teaching, accounting, or engineering.

11. Answer this question only if you have a bachelor's degree or higher and print the specific major of your **bachelor's degree**. If you have more than one bachelor's degree or more than one major, print the names of the specific majors for all of your bachelor's degree(s).

12. Print your ancestry group(s). *Ancestry* refers to your ethnic origin or descent, "roots," or heritage. *Ancestry* may also refer to your country of birth or your parents or ancestors before their arrival in the United States. This question should be answered by **ALL** individuals, regardless of citizenship status.

Do not report a religious group as your ancestry.

If you have more than one origin and cannot identify with a single ancestry group, report two ancestry groups (for example: German, Irish).

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.

13b. 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.

14a. If you did not live in the United States or Puerto Rico one year ago, mark the **"No, outside the United States and Puerto Rico"** box and print the name of the foreign country, or U.S. Virgin Islands, Guam, etc., where you lived. Be specific when printing the name of the foreign country; for example, specify Czech Republic or Slovakia, not Czechoslovakia; North or South Korea, not Korea. Specify the particular country, not region. For example, specify Jamaica, not West Indies; Kenya, not East Africa. Then SKIP to question **15.**

If you lived somewhere else in the United States or Puerto Rico one year ago, mark the **"No, at a different address in the United States or Puerto Rico"** box.

14b. Include the house or structure number; street name; street type (for example, St., Road, Ave.); and the street direction (if a direction such as "North" is part of the address). For example, print 1239 N. Main St. or 1239 Main St., N.W., not just 1239 Main. If you lived in Puerto Rico, the address should also include the name of the development or building.

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

Print the name of the U.S. county or the name of the municipio in Puerto Rico. If you lived in Louisiana, print the parish name in the **"Name of U.S. county or municipio in Puerto Rico"** 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 U.S. county or municipio in Puerto Rico"** space blank.

15. On October 1, 2008, the federal Food Stamp Program was renamed SNAP (Supplemental Nutrition Assistance Program). Some states may have their own specific name for this program. If you received benefits from the government to buy food for your family using a benefit card, mark the "**Yes**" box.

16. Mark the **"Yes"** or **"No"** box for each part of question 16.

If you report any other type of coverage plan in 16h, specify the type of coverage or name of the plan in the write-in box. **DO NOT** include plans that cover only one type of health care (such as dental plans) or plans that only cover a person in case of an accident or disability.

ANSWER QUESTIONS 18a THROUGH 18c IF YOU ARE 5 YEARS OLD OR OVER.

18a–18c.

Mark the **"Yes"** or **"No"** box to indicate if you have serious difficulty with any of the activities listed in parts a, b, and c because of a physical, mental, or emotional condition.

ANSWER QUESTIONS 19 THROUGH 48 IF YOU ARE 15 YEARS OLD OR OVER.

20. Mark the **"Now married"** box if you are married regardless of whether you are living with your spouse, unless you are separated. If your only marriage was annulled, mark the **"Never married"** box.

22. Do not count marriages that ended in annulment.

23. Write the four-digit year when you last got married, even if you are now widowed, divorced, or separated.

ANSWER QUESTION 24 IF YOU ARE FEMALE AND 15–50 YEARS OLD.

24. 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 you. Do not consider miscarriages, or stillborn children, or any adopted, foster, or stepchildren.

26. If you served in the military Reserves, or National Guard, mark a **"Yes"** category only if you have ever been called up for active duty other than for training. If your only service was a civilian employee or civilian volunteer for the Red Cross, USO, Public Health Service, or War or Defense Department, mark the **"No, never served in the military"** box. Count **World War II** Merchant Marine service as active duty; **DO NOT** count other Merchant Marine service as active duty.

27. Mark as many responses as apply.

28a. Mark the **"Yes"** box if you have a Department of Veterans Affairs (VA) service-connected disability rating.

28b. Mark the **"0 percent"** box if you have received a service-connected disability rating of zero. **DO NOT** mark the box showing **"0 percent"** to indicate no rating.

29a–29b.

Count as work – *Mark the **"Yes"** box 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 the **"No"** box if your activities were limited to the following:*

- 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.

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

If the only known address is a post office box, give a description of the work location. For example, print the name of the building or shopping center where 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 building number, building name, 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 or 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 on the state or foreign country line.

31. Mark only one box to indicate the method of transportation used to travel the *longest distance* to work last week.

- Mark the "**Car, truck, or van**" box if you drove a station wagon, company car, light truck of 1-ton capacity or less, truck cab, mini bus, or private limousine (NOT for hire).
- Mark the "**Streetcar or trolley car**" box if you took light rail or other vehicle that operates on tracks or rails with overhead electrical wires.
- Mark the "**Subway**" box if you took a subway, or other vehicle that operates on tracks or rails with complete separation from other vehicle and pedestrian traffic.
- Mark the "**Railroad**" box if you took Amtrak, or any other commuter train with occasional railroad crossings for vehicle and pedestrian traffic.
- Mark the "**Taxicab**" box if you took a limousine such as an airport limousine for which a fare is charged.
- Mark the "**Motorcycle**" box if you rode a motorbike, moped, motor scooter, or similar vehicle that is motor driven.
- Mark the "**Bicycle**" box if you rode a bicycle or other vehicle that is pedaled.
- Mark the "**Walked**" box ONLY if you walked all the way to work and used no other means of transportation.
- Mark the "**Worked at home**" box if you worked on a farm where you live, or an office or shop in your own home.
- Mark the "**Other method**" box if you took an airplane, helicopter, horse, horse and buggy, boat (other than public ferries), large motor home, dog sled, large truck or truck rig, All-Terrain Vehicle (ATV), snow machine/snowmobile, Segway® or other self-balancing electric vehicle, skateboard, inline skates, or motorized chair.

ANSWER QUESTION 32 IF YOU MARKED "CAR, TRUCK, OR VAN" IN QUESTION 31.

32. 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.

33. 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."**

34. Travel time is from door to door. Enter a one-way commute time for your usual daily commute to work last week. Include time waiting for public transportation or picking up passengers in a carpool.

ANSWER QUESTIONS 35a THROUGH 38 IF YOU DID NOT WORK LAST WEEK.

35a. You are *on layoff* if you are waiting to be recalled to a job from which you were temporarily separated for business-related reasons.

35b. If you work only during certain seasons or on a day-by-day basis when work is available, mark the **"No"** box.

35c. 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.

36. Mark the **"Yes"** box 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 a public or private employment office, went to a job interview, placed or answered employment ads, or did anything toward starting a business or professional practice.

37. If you were expecting to report to a job within 30 days, mark the **"Yes, could have gone to work"** box.

Mark the **"No, because of own temporary illness"** box only if you expect to be able 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 the **"No, because of all other reasons (in school, etc.)"** box.

38. Refer to the instructions for questions **29a–29b** to determine what to count as work. Mark the **"Over 5 years ago or never worked"** box 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.

39a–39b.

Refer to the instructions for questions **29a–29b** 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.

40. 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 41 THROUGH 46 IF YOU WORKED IN THE PAST 5 YEARS.

41. Mark the **"an employee of a PRIVATE NOT-FOR-PROFIT, tax exempt, or charitable organization?"** box if you worked for a cooperative, credit union, mutual insurance company, or similar organization.

Employees of foreign governments, the United Nations, and other international organizations should mark the **"a Federal GOVERNMENT employee?"** box.

If you worked at a public school, college, or university, mark the appropriate *government* category; for example, mark the **"a state GOVERNMENT employee?"** box for a state university, or mark the **"a local GOVERNMENT employee (city, county, etc.)?"** box for a county-run community college or a city-run public school.

42. 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 un-named business, print "self-employed."

43. Print one or more words to describe the business, industry, or individual employer named in question **42**. 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: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank.

Do not enter: newspaper, order house, engine.

44. Mark one box to indicate the main type of business or industry where you work.

45. 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, supervisor of order department, secretary, accountant, high school teacher, etc.

Do not enter single words such as: nurse, manager, teacher, etc.

46. Describe the most important activities or duties you perform for your job.

Enter descriptions like the following: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records, etc.

ANSWER QUESTIONS 47 THROUGH 48 IF YOU ARE 15 YEARS OLD OR OVER.

Mark the **"Yes"** or **"No"** box for each type of income, 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.

DO NOT include the following as income in any item:

- Refunds or rebates of any kind
- Withdrawals from savings of any kind
- Capital gains or losses from the sale of homes, shares of stock, etc.
- Inheritances or insurance settlements
- Any type of loan
- Pay in-kind such as food, free rent

47a. 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, re-enlistment bonuses.

47b. 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.

47c. 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 **47b.** Include regular payments from an estate or trust fund.

47d. Include amounts, before Medicare deductions, of Social Security and/or Railroad Retirement payments you received as a retired person, as a dependent of deceased insured workers, and as a disabled worker.

47e. Include Supplemental Security Income (SSI) received as an elderly, blind, or disabled person.

47f. Include any public assistance or welfare payments you received from the state or county welfare office. These payments are sometimes referred to as Temporary Assistance for Needy Families (TANF), Aid to Families with Dependent Children (AFDC), Aid to Dependent Children (ADC), Welfare or welfare to work, General Assistance, General Relief, Emergency Assistance, and Division Payments. Do not include assistance received from private charities. Do not include assistance to pay heating or cooling costs.

47g. 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.

47h. Include Veterans' (VA) disability compensation and educational assistance payments (VEAP); unemployment compensation, child support or alimony; and all other regular payments such as Armed Forces transfer payments, assistance from private charities, regular contributions from persons not living with you.

48. Add the total entries (subtracting losses) for **47a** through **47h** 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.

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