

**National Longitudinal Survey of Youth  
1997 Cohort**

**Round One Interviewer Reference Manual**



# NLSY97 Interviewer Reference Manual

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## Introduction

The newest survey in the NLS program, the National Longitudinal Survey of Youth 1997 cohort (NLSY97) is designed to be representative of the U.S. population born during the years 1980 through 1984. The NLSY97 cohort includes 9,022 respondents ages 12–16 as of December 31, 1996. Through the NLSY97, the Bureau of Labor Statistics (BLS) will be able to identify characteristics defining the transition that today’s youths make from school to the labor market and into adulthood.

This survey was conducted entirely as a computer-assisted interview. The Round 1 survey was conducted using three different questionnaires: the  *Screener, Household Roster, and Non-Resident Roster Questionnaire*; the  *Parent Questionnaire*; and the  *Youth Questionnaire*. The  *Screener, Household Roster, and Non-Resident Roster Questionnaire* was administered to a household resident over the age of 18. The  *Parent Questionnaire* was administered to a parent or parent-like figure of the youth residing in the household. The  *Youth Questionnaire* was administered to the youth respondent living in the household. The content of these survey instruments is contained in separate questionnaire documents, available from NLS User Services.

In a computer-assisted personal interview (CAPI), interviewers have ready access to general and specific instructions that guide them in the administration of the electronic questionnaire. These “help screens” replace the traditional hard copy question-by-question instructions provided to interviewers for a paper-and-pencil interview.

This document contains the help screens available in the CAPI questionnaire for the round 1 NLSY97 survey. These help screens were physically linked to the appropriate questions in the CAPI instrument and were available electronically to the interviewer during the administration of the survey. To assist the reader, the following paragraphs provide an interpretation of the different types of information contained in the screen blocks. This introduction is followed by the help screens associated with the  *Screener, Household Roster, and Non-Resident Roster Questionnaire*; the  *Parent Questionnaire*; and the  *Youth Questionnaire*. Within each instrument, the help screens are arranged according to the section of the questionnaire to which they are attached. Users should note that some questionnaire sections have no associated help screens and are therefore omitted from this document.

The first line in each help screen block indicates the name of that help screen. This name is also the question name of the first question in the instrument to which that help screen is attached. The name is then followed by the actual text of the help screen which would be seen by the interviewer. If the help screen is associated with only one question, the block is complete at this point.

However, many help screens are associated with a number of questions, possibly even in different sections of the questionnaire. In these cases, the help screen is listed in this document in the order of the first question with which it is associated. The text of the help screen is then followed by a list of “Related Questions” indicating other survey questions to which the help screen is attached.



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**NLSY97 Round 1**  
 **Screener, Household Roster, and**  
 **Non-Resident Roster Questionnaire**

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## SIMPLE SCREENER

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SE-3

Include any persons who reside there but are temporarily away, for example on business or away on vacation. Do not include hired persons who work at the respondent's residence, but live elsewhere.

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SE-4

**Biological Relationship:** is one in which someone is related by blood or conception and birth. For example, one's biological father is the same as one's natural father or the man who made one's biological mother pregnant.

**A Step Relationship:** is one in which someone is related through a marriage where the husband and/or wife had children with another partner. For example, one's step-child is the biological offspring of one's spouse (with some other partner). One's step-mother is the wife of one's biological father (if he is not married to one's biological mother). One's step-brother is the biological son of one's step-mother but not the biological son of one's biological father, or vice versa.

**An Adoptive Relationship:** is one in which the permanent legal rights and duties with respect to a child have been transferred from one person or institution to another. The parental rights to an adopted child have been permanently and legally transferred from the birth parents to the adoptive parents. Any other children of the adoptive parents become adopted siblings of the adopted child.

**A Foster Relationship:** is one in which someone assumes a legal and financial obligation for a child but there is no permanent adoptive relationship.

**An In-law Relationship:** is one in which someone is related through marriage. One's mother-in-law is the mother of one's spouse. One's son-in-law is the spouse of one's daughter. One's sister-in-law is the sister of one's spouse or the spouse of one's brother.

**A Full Relationship:** is one in which the youth and their siblings share the same biological mother and biological father.

**A Half Relationship:** is one in which siblings share only one common biological parent. Half siblings have the same biological mother, but different biological fathers or vice versa.

**A Social Relationship:** is one in which a person functions in a particular family role, but is not biologically related. For example, one's social grandparent would be someone who functions as a grandparent, but is not biologically related to oneself.

Related Questions:

SE-4	SE-5	SE-7	SH-26	SH-35	SH-42
SH-49	SH-51	SH-53	SH-55	SH-87	SH-91
SH-92	SN-91	SN-122	SN-132	SN-133	SN-143
SN-144	SN-217	SN-225	SN-226	SN-230	SN-231
SN-232	SN-237	SN-243			

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SE-40

Along with the 50 states of the United States, include the U. S. territories of American Samoa, Canal Zone, Canton and Enderbury Islands, Guam, Johnston Atoll, Midway Islands, Puerto Rico, Ryukyu Islands, Swan Islands, Trust Territories of the Pacific, U.S. Miscellaneous Caribbean, U.S. Miscellaneous Pacific Islands, Virgin Islands, and Wake Island.

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## EXTENDED SCREENER

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SE-58

A regular school is one which gives credit towards an academic diploma or degree.

Related Questions: SE-58 SE-60

SE-59

This is the grade that the R is currently enrolled in at the time of the interview.

Related Questions: SE-59 SE-62

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SE-61

This is the grade the R expects to be enrolled in the Fall of 1997.

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SE-67

In general, “Usually lives here” means that the individual resides in the household 6 or more months out of the year. This is the place where the person usually eats and sleeps. It is possible that the place a person “usually lives” is different from his/her legal residence, i.e., where he/she gets his/her mail, where he/she is registered to vote, the address on his/her car registration and/or driver’s license, etc. An example of a person who’s place he/she “usually lives” is different from his/her legal residence is someone who spends most of their days and nights at the residence of a boy/girl friend yet has his/her own apartment. “Usually lives here” does not include students who are away at school living in a dorm or apartment for more than 6 months of the year, but temporarily reside in the household when school is not in session.

Related Questions: SE-67 SE-74

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SE-97

GED is the General Education Diploma which is obtained by passing a written examination. Academic doctorate degrees such as an educational doctorate (EdD) and the doctorate of business administration (DBA) should be included under the response PhD as opposed to the response which includes professional degrees. Other professional degrees include JD (law), MD (medicine), DDS (doctor of dental surgery), DVM (doctor of Veterinary medicine).

Related Questions: SE-97A SE-98A SH-150 SN-292E SN-318

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SE-99

Special accommodation - Providing necessary access and/or convenience to individuals with physical limitations or disabilities, such as a wheelchair entrance.

Related Questions: SE-99 SE-100

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## HOUSEHOLD ROSTER

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SH-26

Biological Relationship: is one in which someone is related by blood or conception and birth. For example, the biological father is the same as natural father or the man who made the biological mother pregnant.

A Step Relationship: is one in which someone is related through a marriage where either the husband and/or wife had children with another partner. A step child is the biological offspring of one’s wife or husband in which the current partner is not related biologically to the child. A step parent would be the parent who is not biologically related to the child who is the biological child of the marriage partner.

An Adoptive Relationship: is one in which the permanent legal transfer of parental rights and duties with respect to a child from one person or institution is transferred to another. For example, an adopted child would be permanently and legally transferred from one person or institution to another and not be biologically related to either parent.

A Foster Relationship: is one in which someone provides and cares for another (or is provided and cared for) as a family member but would not be a biological offspring, adopted, or a step-child.

An In-law Relationship: is one in which someone is related through marriage. For example, a parent in-law is a non-

biological parent through marriage and is the parent of the spouse.

A Full Relationship: is one in which the youth and their siblings share the same biological mother and biological father.

A Half Relationship: is one in which siblings share only one common biological parent. For example, the siblings may have the same biological mother, but different biological fathers or vice versa.

A Social Relationship: is one in which a person functions in a particular family role, but is not biological related. For example, a social grandparent would be someone who functions as a grandparent to the youth, but is not biologically related to the youth.

SH-31

Biological Mother is the same as natural mother or birth mother. Biological father is the same as natural father or the man who made the biological mother pregnant.

Related Questions:

SH-31	SH-33	SH-39	SH-46	SN-72	SN-74
SN-75	SN-79	SN-80	SN-83	SN-100	SN-103
SN-105	SN-106	SN-110	SN-111	SN-114	SN-130

SH-49

A Social Relationship: is one in which a person functions in a particular family role, but is not biological related. For example, a social grandparent would be someone who functions as a grandparent to the youth, but is not biologically related to the youth.

SH-141

A Full Time work week consists of 35 or more hours spent as work time. A Part Time work week consists of 34 or fewer hours spent as work time.

Related Questions: SN-320

SH-149

We are asking for the highest grade completed, not the number of calendar years they have gone to school. If the R was last enrolled in a non-credit class then probe for the highest grade or year of regular school that the R has completed and gotten credit for. If the R attends a non-traditional school that doesn't measure progress in the usual ways, then probe for an equivalent grade. If the R has completed a GED (General Education Diploma), the code should indicate the highest grade completed in regular school.

Related Questions: SE-97 SE-98 SH-149 SN-292C SN-317

## NON-RESIDENT ROSTER

SN-72

Biological Mother is the same as natural mother or birth mother.

SN-103

Biological Father is the same as natural father or the man who made the biological mother pregnant.

SN-132

A Full Sibling is one who shares the same biological mother and biological father with the other sibling(s).

SN-158

The children named here by the informant should only include the youth's half-siblings living elsewhere, since full siblings living elsewhere were already collected in a previous question and the only siblings left that have the same biological mother but are living elsewhere would be half-siblings. The youth and the siblings would have the same biological mother, but different biological fathers.

Related Questions: SN-158 SN-159

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SN-166

The children named here by the informant should only include the youth's half-siblings of the same biological mother who have died, since full siblings who have died were already collected in a previous question and the only siblings left that have the same biological mother and have died would be half-siblings. The youth and the siblings would have the same biological mother, but different biological fathers.

Related Questions: SN-166 SN-167

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SN-176

The children named here by the informant should only include the youth's half-siblings living elsewhere, since full siblings living elsewhere were already collected in a previous question and the only siblings left that have the same biological father but are living elsewhere would be half-siblings. The youth and the siblings would have the same biological father, but different biological mothers.

Related Questions: SN-176 SN-177

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SN-184

The children named here by the informant should only include the youth's half-siblings of the same biological father who have died, since full siblings who have died were already collected in a previous question and the only siblings left that have the same biological father and have died would be half-siblings. The youth and the siblings would have the same biological father, but different biological mothers.

Related Questions: SN-184 SN-185

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SN-195

The children named here by the informant should only include the youth's step-siblings living elsewhere, since the youth's step-mother's biological children living elsewhere would be step-siblings to the youth.

Related Questions: SN-195 SN-196

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SN-204

The children named here by the informant should only include the youth's step-siblings living elsewhere, since the youth's step-father's biological children living elsewhere would be step-siblings to the youth.

Related Questions: SN-204 SN-205

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SN-320

Full-time job - Any job that is usually 35 hours or more per work week is considered full-time. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be full-time (for example, air traffic controllers and grade school teachers).

Part-Time job - Any job that is usually 34 hours or less per work week is considered part-time.

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## PARENT SELECTION

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SP-12

Available Now: The above parent or parent figure is ready and willing to be interviewed at the present time.

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SP-37

“Available Now”: The respondent is ready and willing to be interviewed at the time of first interviewer contact.

“Available During Interview Period”: The respondent is not ready and/or willing to be interviewed at the time of first interviewer contact but will be available for an interview sometime during the field period, and thus the interviewer will schedule an appointment for a return visit.

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SP-40

The above parent or parent figure is not ready and willing to be interviewed at the present time, but will be available for an interview sometime during the field period, and thus the interviewer will schedule an appointment to do a parent interview with that individual.

Related Questions: SP-40                      SP-44

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**NLSY97 Round 1  
Parent Questionnaire**

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## INFORMATION

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PINF-045

We are asking for the highest grade completed, not the number of calendar years they have gone to school. If the enrollment was in a non-credit class then probe for the highest grade or year of regular school that was completed and credit given. If the R attends a non-traditional school that doesn't measure progress in the usual ways, then probe for an equivalent grade. If the R has completed a GED (General Education Diploma which is equivalent to a high school diploma), the code should indicate the highest grade completed in regular school.

Related Questions:

PINF-045	PINF-085b	P2-031	P2-034	P2-067	P2-070
P2-133	P2-136				

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PINF-134

Employment is an activity that provides an individual with a job or otherwise requires his/her services, in exchange for wages, a salary, or some other monetary compensation.

Related Questions:

PINF-134	P3-033b	P3-036	P3-076	P3-088A	P3-094
P3-105	P3-114	P3-120	P3-122		

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## FAMILY BACKGROUND

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P2-001

Along with the 50 states of the United States, include the U. S. territories of American Samoa, Canal Zone, Canton and Enderbury Islands, Guam, Johnston Atoll, Midway Islands, Puerto Rico, Ryukyu Islands, Swan Islands, Trust Territories of the Pacific, U.S. Miscellaneous Caribbean, U.S. Miscellaneous Pacific Islands, Virgin Islands, and Wake Island.

Related Questions:

P2-001	P2-002	P2-008	P2-037	P2-038	P2-044
P2-101	P2-102	P2-108A	P2-108B	PC8-107E	PC8-107F

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P2-031

We are asking for the highest grade completed, not the number of calendar years they have gone to school. If the enrollment was in a non-credit class then probe for the highest grade or year of regular school that was completed and credit given. If the R attends a non-traditional school that doesn't measure progress in the usual ways, then probe for an equivalent grade. If the R has completed a GED (General Education Diploma which is equivalent to a high school diploma), the code should indicate the highest grade completed in regular school.

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## PARENT CALENDAR

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P3-137

AFDC - The name of the primary government public assistance or welfare program. Aid to Families with Dependent Children is a federal assistance program that helps families with dependent children by providing financial assistance each month. Eligible children are from low income households and lack support of one or both parents.

MEDICAID - A federal health program which pays for health costs of eligible low-income families. Most families receiving cash welfare payments are eligible, as well as certain other institutionalized persons.

MEDICARE - A federal health insurance program which pays for most doctor and hospital expenses. Most persons 65 and older are eligible for Medicare. Persons under 65 with major kidney failure or those receiving Social Security Disability payments are also eligible for medicare.

SUPPLEMENTAL SECURITY INCOME -A form of public assistance paid to aged, disabled, or blind persons who are not covered under the regular Social Security program.

WIC - Women, Infants and Children is a nutrition education and food supplement program for women, infants and children who are at risk of developing nutrition related health problems.

Related Questions:

P3-137  
P5-056

P3-138  
PC9-050

P5-048

P5-049

P5-050

P5-055

## PARENT HEALTH

P4-001

This question is respondent defined. If, in asking R's health status, the respondent describes their health; please repeat the question, "Yes, but in general how ...."

Related Questions: P4-001 PC9-001

P4-002

This question is respondent defined, however, if the R has a temporary disability such as a broken leg, code No.

Related Questions: P4-002 P4-029

P4-028

This question is respondent defined. If, in asking the R about the health status of their Spouse/Partner, the respondent describes their Spouse/Partner's health, please repeat the question, "Yes, but in general how ...."

P4-029

This question is respondent defined, however, if the R's Spouse/Partner has a temporary disability such as a broken leg, code No.

## INCOME

P5-045

MONEY MARKET ACCOUNTS - An account that invests in commercial paper, banker's acceptances, repurchase agreements, government securities, certificates of deposits, and other liquid assets that pay money market rates of interest. The net asset value of a money market fund remains at \$1 per share, with only the interest rate going up and down.

TREASURY NOTES (BILLS OR BONDS)- are long term debt agents with maturities of less than a year or longer, the minimum denomination issued varies depending on type issued. The bills mature in less than a year, notes mature between 1 - 5 years, and bonds usually mature even longer. These are issued by the U.S. government and can be owned directly or as part of a mutual fund.

IRA - An Individual Retirement Account is a personal, tax-deferred retirement account where any individual under the age of 70 1/2 can transfer funds that allows the person to save and invest for retirement. The earnings are tax

deferred until drawn upon. An IRA can be opened with a limited deposit of \$2000 a year. One can begin withdrawing from his/her IRA's after age 59 1/2. If you withdraw prior to this age, you are generally subject to a tax penalty.

CD - A Certificate of Deposit or a savings certificate for a specific deposited amount at a fixed rate of interest for a given time period. These certificates can be issued by a bank, savings & loan association, or credit union. There is usually a required minimum deposit; the maturity period can vary from a few weeks to several years; there is a penalty for early withdrawal; deposits are usually insured.

DIVIDENDS - Dividend payments are paid to shareholders of a corporation or some other cooperative society or membership club; usually paid in the form of money or stock. The dividend amount is decided by the board of directors and is usually paid on a quarterly basis. Dividends must be declared as income in the year they are received.

Related Questions:

P5-045	P5-046	P5-047	P5-127	P5-130	P5-133
P5-136	P5-137				

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P5-088

EXAMPLE OF PERCENTILE - A percentile is a value on a scale of zero to one hundred. It is used to indicate how much of some distribution is above or falls below a particular point. For example, if 80 percent of the respondents agree to interview, then we can say that 80 out of 100 respondents agreed to interview.

Related Questions:

P5-088	PC8-168	PC8-172	PC11-002	PC11-005	PC11-006
PC11-008	PC11-011	PC11-013	PC11-014	PC11-015	

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P5-101

MORTGAGE - Any loan which is collateralized by a home or other real estate. The lender files a lien with the court system which gives them the right to foreclose (take over) the property should the borrower default on the loan.

LAND CONTRACT - Also known as a conditional sale agreement. A contract between a property owner and a potential purchaser, where they agree on the price of the home and the purchaser moves into the property. However, the seller retains legal rights to the property. The buyer makes regular monthly payments, which in some cases completes the sale of the property. In other cases, there is a large balloon payment due which completes the sale. These are often used when the buyer does not have enough money for a down payment.

HOME EQUITY LOAN - Any loan which is collateralized by a person's home. The usage of this term is restricted to loans which are collateralized by the home, but have a fixed number of payments and a fixed amount borrowed.

Related Questions: P5-101 P5-114 P5-115 P5-124 P5-151

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P5-114

MORTGAGE - Any loan which is collateralized by a home or other real estate. The lender files a lien with the court system, which gives them the right to foreclose (take over) the property should the borrower default on the loan.

LAND CONTRACT - Also known as a conditional sale agreement. A contract between a property owner and a potential purchaser, where they agree on the price of the home and the purchaser moves into the property. However, the seller retains legal rights to the property. The buyer makes regular monthly payments, which in some cases completes the sale of the property. In other cases, there is a large balloon payments due which completes the sale. These are often used when the buyer does not have enough money for a down payment.

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P5-117

COLLATERAL - Property, goods or other assets which must be pledged as part of a loan. If the borrower defaults on the loan, the lender has the right to "foreclose on" (take) the collateral. For a real estate mortgage, the home or property is the collateral for the loan.

HOME EQUITY LOAN - Any loan which is collateralized by a person's home. The usage of this term is restricted to loans which are collateralized by the home, but have a fixed number of payments and a fixed amount borrowed.

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P5-133

TRUST - A trust is an arrangement whereby the right to financial assets or property is held by one party, the “trustee” (or manager), for the benefit of another, the “beneficiary”. Trusts are often used as a way in which a parent or grandparent can distribute his/her assets to a child or grandchild at a particular point in that person’s life. Trusts require the drafting of the legal documents by an attorney.

ANNUITY - An annuity is a type of asset that pays a fixed payment each month or year until a person dies. Most pensions are annuities. They can also be purchased directly from insurance companies. There are several types of annuities such as: deferred annuities, fixed annuities, variable annuities, immediate annuities, and annuity certians.

MANAGED INVESTMENT ACCOUNT - A portfolio of stocks and bonds which is managed by a professional manager, usually for a fee based on the value of the assets in the account.

Related Questions: P5-139

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P5-148

FUTURES CONTRACT - A purchase of the right to buy or sell commodities at a specific point in the future. These Contracts are traded on future exchanges like the Chicago Board of Trade. Some examples of commodities that would be involved are items such as wheat, corn, cocoa, etc.

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P5-154

MARGIN LOANS THROUGH A STOCK BROKER - Stock purchases where the purchaser borrows part of the purchase price from a bank or brokerage firm. “Margin loans” refer to the amount borrowed for the purchase. Technically, any time stock is used as collateral for a loan, even if it is already owned, it is called a margin loan.

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## CHILD CALENDARS

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PC8-095

HEADSTART - Headstart is a federally funded program which provides comprehensive developmental services for disadvantaged, low-income children from birth until they reach school age.

Related Questions: PC8-095                      PC8-096

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## CHILD HEALTH

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PC9-050

MEDICAID - A federal health program which pays for health costs of eligible low-income families. Most families receiving cash welfare payments are eligible, as well as certain other institutionalized persons.

MEDICARE - A federal health insurance program which pays for most doctor and hospital expenses. Most persons 65 and older are eligible for Medicare. Persons under 65 with major kidney failure or those receiving Social Security Disability payments are also eligible for medicare.

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**NLSY97 Round 1**  
**Youth Questionnaire**

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## CPS

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### YCPS-2200

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

Related Questions:

YCPS-2200      YSCH-33200      YTIM-2000      YTIM-2150      YTIM-2550      YTRN-8000

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### YCPS-2600

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or 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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### YCPS-2800

WORK FOR PAY - 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 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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### YCPS-4800

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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### YCPS-8700

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

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### YCPS-10300

The job at which the person usually works the most hours is his/her main job. If a person usually works the same number of hours at two jobs, the “main” job is the job at which the person has been employed the longest.

Recording Hours: Record the actual number of hours worked as accurately as possible. Use whole numbers counting 30 minutes or more as a whole hour.

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### YCPS-14100

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

Related Questions: YCPS-14100      YMAR-3900      YFER-11800

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### YCPS-17800

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior

to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). **ACTIVE JOB SEARCH:** An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads
- Checked union/professional registers
- Other Active (example, bid on a contract)

**PASSIVE JOB SEARCH METHODS:**

- Looked at ads, but did not respond
- Attended job training programs (example, took typing course)
- Other passive (example, studied for Real Estate license or picked up a job application)

## SCHOOLING

### YSCH-600

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.

**SUMMER VACATION:** 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)

**COLLEGE OR UNIVERSITY -** A college or university is an educational institution which gives credit towards an academic degree at the post-secondary and post-graduate levels. A college or university will offer candidates an Associate’s, Bachelor’s, Master’s, or Doctoral degree in a specific academic concentration.

**Related Questions:**

YSCH-600      YSCH-610      YSCH-620      YSCH-630      YSCH-660      YSCH-670

### YSCH-1600

**Reasons R left school:** If the R was in school and left, it is important to accurately code why the R left school. It might be necessary to probe for a specific response. For example, if R says s/he left because s/he “didn’t like the school” ask, “Why didn’t you like the school?” **EXAMPLE:** Do not code “SCHOOL TOO DANGEROUS” as the reason R left without probing for a specific account of the term, (e.g. gang activity in the surrounding area, drug activity, handguns on the premises, etc.). Record the verbatim response on the comment screen. Do not code “OTHER REASONS, DIDN’T LIKE SCHOOL” or “HOME RESPONSIBILITIES” without first probing for a more specific answer. Record the verbatim response in the comment screen.

**EXAMPLES:**

Code “OTHER REASONS, DIDN’T LIKE SCHOOL” if the R says:

- Disliked teachers
- Classes were boring
- Just didn’t like the school
- Didn’t like to study

Code “HOME RESPONSIBILITIES” if the R says:



Had to help with housework  
 Family illness  
 Lost child care, had to take care of children

Note the distinction between: “OFFERED GOOD JOB, CHOSE TO WORK” and “FINANCIAL DIFFICULTIES, COULDN’T AFFORD TO ATTEND.” If the R left because s/he was offered a good job, this would be by choice and not through necessity. If the R left because s/he needed to go back to work to earn money or the R could not afford expenses such as books, transportation and tuition, this would indicate the R did not leave school by choice.

Remember: Do not code without first probing for a more specific answer.

SUSPENDED - To suspend a student is to temporarily prohibit that person from access to school grounds. The student is in a state of suspension whereupon he/she may not enter school grounds until a certain date. It is used as a way of punishing the student for engaging in misconduct or breaking the school’s rules. Expelled on the other hand is when a student is PERMANENTLY prohibited from attending a learning institution.

Note that this doesn’t include over-the-counter medications or drugs obtained via medical prescription.

#### YSCH-1800

If the school goes from elementary through high school code the level that the R. was attending; however if it is a four-year college and the R is enrolled in a two-year program, code 5. four-year college.

#### YSCH-3500

We are asking for the grade currently/last attended. If the R took one college course per year, for the last four years, don’t code “4th year of college”. Probe for how many years of credits they have completed.

Related Questions: YSCH-3500 YFER-12100

#### YSCH-11700

GED - General Education Diploma, which is obtained by passing a written exam equivalent to a high school diploma.

#### YSCH-15100

Probe for campus, for example: University of California at Berkeley.

#### YSCH-25100

JOB TRAINING PARTNERSHIP ACT (JTPA): Legislation enacted in the fall of 1983 authorizing federal funds for employment and training. It superseded CETA and placed administrative control with the state rather than local government. The emphasis is on private sector participation in training, without subsidies for the training participants.

JOB CORPS: A program designed to assist economically disadvantaged young men and women who need and can benefit from an intensive educational and vocational training program in order to become more responsible, employable, and productive citizens. The program is operated in a residential group setting.

YOUTH BUILD: Program to help disadvantaged young adults who have dropped out of high school to obtain education and employment skills necessary to achieve economic self-sufficiency.

EVEN START: Federally funded program that provides families with early childhood education for their young children, adult education for parents as well as parenting education and support.

UPWARD BOUND: Program designed to prepare youth for successful postsecondary studies.

TALENT SEARCH: Program that focuses on educational advancement.

Related Questions: YSCH-25100 YTRN-3800

#### YSCH-33300

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers

to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

Related Questions: YSCH-33300 YPRG-9700

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## PEERS

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YPRS-1100

COLLEGE OR UNIVERSITY - A college or university is an educational institution which gives credit towards an academic degree at the post-secondary and post-graduate levels. A college or university will offer candidates an Associate's, Bachelor's, Master's, or Doctoral degree in a specific academic concentration.

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YPRS-1300

Note that this doesn't include over-the-counter medications or drugs obtained via medical prescription.

Related Questions: YPRS-1300 YSAQ-394 YIR-300

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## TIME USE

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YTIM-2400

This is the average number of hours per day spent on weekdays (Monday-Friday).

Related Questions: YTIM-2400 YTIM-2400\_001 YTIM-2400\_002

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YTIM-2500

This is the total number of hours spent over the ENTIRE weekend.

Related Questions: YTIM-2500 YTIM-2500\_001 YTIM-2500\_002

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YTIM-2600

By extra, we mean in addition to regular school. For example, music, dance, or foreign language lessons

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YTIM-3000

Watching VCR movies is also considered watching TV.

Related Questions: YTIM-3000 YSAQ-237

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## EMPLOYMENT

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YEMP-300

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

**FREE-LANCE** - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

**EMPLOYEE-TYPE JOBS** - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

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#### YEMP-600

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

**FREE-LANCE** - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

**EMPLOYEE-TYPE JOBS** - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

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#### YEMP-800

**Recording Hours:** Record the actual number of hours worked as accurately as possible. Use whole numbers counting 30 minutes or more as a whole hour.

**Related Questions:** YEMP-800 YEMP-26900

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#### YEMP-900

**FREE-LANCE** - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

**EMPLOYEE-TYPE JOBS** - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

Write in THE FULL, 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. Give 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., write in 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. We will not contact an employer; all the information collected here is confidential.

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## YEMP-1100

By "working" we mean working for pay at a job, or running one's own business or profession (or farm). R's working as civilian employees of the Armed Forces or the National Guard are considered working.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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## YEMP-2100

By "working" we mean working for pay at a job, or running one's own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

## Related Questions:

YEMP-1900	YEMP-2100	YEMP-2800	YEMP-5600	YEMP-15900	YEMP-19100
YEMP-55500	YEMP-59700	YEMP-61900	YEMP-79300		

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## YEMP-2200

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

Related Questions: YEMP-2200 YEMP-58400

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## YEMP-2400

Write in THE FULL, 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. Give 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., write in 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. We will not contact an employer; all the information collected here is confidential.

Related Questions: YEMP-2400 YEMP-6000

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## YEMP-5800

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

FREE-LANCE - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a "boss" (for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

EMPLOYEE-TYPE JOBS - An employee-type job is one in which an individual is working as an employee: that is

he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

#### YEMP-8800

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

#### Related Questions:

YINF-200	YEMP-8800	YEMP-16000	YEMP-37900	YEMP-56600	YEMP-56700
YEMP-80400	YEMP-80500	YEMP-81500	YEMP-82300	YEMP-826	YEMP-87900
YEMP-102100	YEMP-106200	YEMP-106700	YEMP-109400	YEMP-109600	YEMP-109700
YEMP-110000	YEMP-110200	YEMP-111700	YEMP-111800	YEMP-112500	YEMP-114100
YEMP-114200	YEMP-114700	YEMP-114900			

#### YEMP-9800

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). R’s working as civilian employees of the Armed Forces or the National Guard are considered working.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

FREE-LANCE - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

EMPLOYEE-TYPE JOBS - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

Related Questions: YEMP-9800 YEMP-116600 YEMP-116900

#### YEMP-101000

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). R’s working as civilian employees of the Armed Forces or the National Guard are considered working.

If R asks, include part-time employees. We want the total numbers of employees, not just the number there at a given time.

#### YEMP-14100

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

#### Related Questions:

YEMP-14100	YEMP-16500	YEMP-16600	YEMP-19200	YEMP-23000	YEMP-23200
YEMP-31900	YEMP-33400	YEMP-33600	YEMP-34900	YEMP-35300	YEMP-35800
YEMP-35900	YEMP-36200	YEMP-36600	YEMP-36700	YEMP-37600	YEMP-37700
YEMP-38200	YEMP-42000	YEMP-48300	YEMP-50900	YEMP-52400	YEMP-53900
YEMP-54300	YEMP-54900	YEMP-55100	YEMP-55200	YEMP-55800	YEMP-55900
YEMP-56800	YEMP-56900	YEMP-60200	YEMP-60300	YEMP-61200	YEMP-61300
YEMP-62000	YEMP-65800	YEMP-74700	YEMP-76200	YEMP-77700	YEMP-78100
YEMP-78600	YEMP-78700	YEMP-79000	YEMP-79600	YEMP-79700	YEMP-80600
YEMP-80700	YEMP-83100	YEMP-86900	YEMP-93200	YEMP-95800	YEMP-97300
YEMP-98800	YEMP-99200	YEMP-99700	YEMP-99800	YEMP-100100	YEMP-101100
YEMP-101200	YEMP-113300	YEMP-113400	YEMP-114300	YEMP-114400	YINC-1600
YINC-2500					

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**YEMP-19000**

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

Recording Hours: Record the actual number of hours worked as accurately as possible. Use whole numbers counting 30 minutes or more as a whole hour.

Related Questions: YEMP-19000 YEMP-59800

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**YEMP-20700**

**BONUS** - A bonus is a sum of money or an equivalent (stocks, company shares) which is given in addition to an individual’s usual compensation usually for outstanding performance and service.

**INCENTIVE PAY** - In some jobs, employees receive extra money or other forms of compensation for reaching or exceeding certain levels of performance, such as meeting established sales quotas in a given month or year.

**COMMISSION** - A commission is an amount or percentage of money that is given in addition to one’s regular salary. In some jobs, usually sales, the base pay could be quite low and then much or most of a person’s earnings could be in the form of commissions.

**OTHER COMPENSATION** - Usually non-monetary compensation that is not tied to performance. This includes room and board, stock or stock options not tied to service or performance, personal use of company cars, free meals, etc.

Related Questions:

YEMP-20700	YEMP-21200	YEMP-24600	YEMP-25600	YEMP-25800	YEMP-29400
YEMP-29401	YEMP-29402	YEMP-30100	YEMP-40200	YEMP-44800	YEMP-48400
YEMP-48401	YEMP-48402	YEMP-49100	YEMP-63500	YEMP-64000	YEMP-67400
YEMP-68400	YEMP-68600	YEMP-72200	YEMP-72201	YEMP-72202	YEMP-72900
YEMP-85100	YEMP-89700	YEMP-93300	YEMP-93301	YEMP-93302	YEMP-94000
YINC-1500	YINC-1800	YINC-2700			

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**YEMP-22900**

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

**BONUS** - A bonus is a sum of money or an equivalent (stocks, company shares) which is given in addition to an individual's usual compensation usually for outstanding performance and service.

**INCENTIVE PAY** - In some jobs, employees receive extra money or other forms of compensation for reaching or exceeding certain levels of performance, such as meeting established sales quotas in a given month or year.

**COMMISSION** - A commission is an amount or percentage of money that is given in addition to one's regular salary. In some jobs, usually sales, the base pay could be quite low and then much or most of a person's earnings could be in the form of commissions.

Related Questions:

YEMP-22900	YEMP-29700	YEMP-30400	YEMP-33500	YEMP-35200	YEMP-36100
YEMP-39700	YEMP-41900	YEMP-43600	YEMP-44600	YEMP-48700	YEMP-49400
YEMP-52500	YEMP-54200	YEMP-65700	YEMP-72500	YEMP-73200	YEMP-76300
YEMP-78000	YEMP-78900	YEMP-84600	YEMP-86800	YEMP-88500	YEMP-89500
YEMP-93600	YEMP-94300	YEMP-97400	YEMP-99100	YEMP-100000	YINC-1400
YINC-1700	YINC-2600				

YEMP-24100

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

**Recording Hours:** Record the actual number of hours worked as accurately as possible. Use whole numbers counting 30 minutes or more as a whole hour.

Related Questions:

YEMP-24100	YEMP-26800	YEMP-29900	YEMP-30300	YEMP-43100	YEMP-66900
YEMP-69600	YEMP-72700	YEMP-73100	YEMP-82500	YEMP-82700	YEMP-88000
YEMP-90700	YEMP-90800	YEMP-93800	YEMP-94200	YEMP-109500	YEMP-109900
YEMP-110100	YEMP-111600	YEMP-112200	YEMP-112600		

YEMP-37100

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

Related Questions:

YEMP-37100	YEMP-60700	YINC-8800	YINC-8900	YINC-9300	YINC-9400
YINC-9800	YINC-9900	YINC-10300			

YEMP-37200

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

Get as accurate a description of the business or industry as you can. Probe for clarity. Do not get the description of the business confused with a description of the R's job.

## YEMP-37400

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

By "working" we mean working for pay at a job, or running one's own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

## Related Questions:

YEMP-37400	YEMP-37500	YEMP-45800	YEMP-45900	YEMP-48900	YEMP-49300
YEMP-61000	YEMP-61100	YEMP-100600			

## YEMP-43000

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

Recording Hours: Record the actual number of hours worked as accurately as possible. Use whole numbers counting 30 minutes or more as a whole hour.

## YEMP-56300

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

## YEMP-56400

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

Related Questions: YEMP-56400 YEMP-80100 YEMP-80200 YEMP-113800 YEMP-113900

## YEMP-56500

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

## Related Questions:

YEMP-56500	YEMP-58700	YEMP-60800	YEMP-60900	YEMP-80300	YEMP-114000
YINC-1300	YINC-2000	YINC-2100	YINC-2200	YINC-2900	YINC-3000



YINC-3100

YINC-4900

YINC-12400

YINC-17800

YINC-17900

## YEMP-58500

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

Be sure to read all five 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.

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

**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.

**NON-PROFIT:** not organized or maintained for the making of profit.

**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.

**ARMED FORCES:** This includes the active forces, the reserves and the guard. Civilian employees of the Armed Forces should be coded as Federal employees.

## YEMP-58600

If the R says the s/he is a government employee, you will ask for which level of government the R works. Use the following definitions:

**FEDERAL GOVERNMENT EMPLOYEES:** include R's working for any branch of the federal government. Also includes R's elected to paid federal offices and civilian employees of the armed forces and some members of the National Guard. Employees of international organizations (e.g., United Nations) and employees of foreign governments, such as R's employed by the French Embassy are included.

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

**LOCAL GOVERNMENT EMPLOYEES:** include R's 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.

## YEMP-81300

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

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

**REGULAR EVENING SHIFT:** Shift times would not change from day to day and would begin anywhere from the late afternoon to the 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.

## YEMP-81600

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

Related Questions:

YEMP-81600    YEMP-81700    YEMP-81800    YEMP-81900    YEMP-82000    YEMP-82100

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YEMP-82200

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

Recording Hours: Record the actual number of hours worked as accurately as possible. Use whole numbers counting 30 minutes or more as a whole hour.

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YEMP-100300

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

The intent of these questions is to gather information about any work benefits or other programs available to the R. If R’s employer offers a benefit to the R that is not taken, you would still consider this available to the R.

- ⇒ For example, if the R’s firm offers a medical insurance plan which the R does not participate in, you would code “Yes” if it is offered and available to the R. Remember, the R should be answering about him/herself as an individual.
- ⇒ If the employer offers medical insurance to the employees at R’s company, but R cannot participate because of an “existing condition” etc., then code “No,” it is not available to the respondent. This would also be true of an R who does not get benefits because s/he has not been with the company long enough. The respondent should always answer these benefits questions while thinking of what is available to him/herself.
- ⇒ Co-Pays: “Yes” should be coded even if R has to co-pay.
- ⇒ Maternity/paternity leave: This does not necessarily mean paid leave.
- ⇒ Tuition reimbursement: An educational 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.

⇒ Childcare: 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.

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YEMP-100700

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

If R asks, include part-time employees. We want the total numbers of employees, not just the number there at a given time.

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YEMP-100800

If R asks, include part-time employees. We want the total numbers of employees, not just the number there at a given time.

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YEMP-101300

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). ACTIVE JOB SEARCH: An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

ACTIVE JOB SEARCH METHODS:

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads
- Checked union/professional registers
- Other Active (example, bid on a contract)

PASSIVE JOB SEARCH METHODS:

- Looked at ads, but did not respond
- Attended job training programs (example, took typing course)
- Other passive (example, studied for Real Estate license or picked up a job application)

Related Questions: YEMP-101300 YEMP-105500 YEMP-117900

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YEMP-101400

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). ACTIVE JOB SEARCH: An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

ACTIVE JOB SEARCH METHODS:

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads
- Checked union/professional registers
- Other Active (example, bid on a contract)

PASSIVE JOB SEARCH METHODS:

- Looked at ads, but did not respond
- Attended job training programs (example, took typing course)
- Other passive (example, studied for Real Estate license or picked up a job application)

- 01 Checked with employer directly. R contacts the employer directly. Direct contact with the employer may be by a personal visit, telephone, or mail.
- 02 Checked with public employment agency. R checked with any branch of a public Employment Service. It would either be a state office or a small outpost of State Employment Agency personnel in another type of social service agency. Checked with private employment agency. A “private employment agency” is maintained on a profit basis. It gives potential employees leads to potential employers. For this service, the employees and/or employer are charged a fee. Classify private employment agencies which do not charge a fee as “Other.” Do not confuse a “private employment agency” with the employment offices or personnel offices maintained by large businesses. The latter are maintained purely to fill the employment requirements of a particular company or organization. A private employment agency provides employment service for more than one business.
- 03 Checked with friends or relatives. Sometimes friends or relatives provide leads for jobs. If the R has asked friends or relatives about potential job leads, code this category.
- 04 School placement center. Refers to any job placement service provided by any kind of school (high school, college, university, technical institute, business school, beautician school, etc).
- 05 Sent out Resumes/filled out applications. Refers to sending resumes to or filling out applications with potential employers.
- 06 Placed an ad. R has placed an ad in the newspaper or elsewhere.
- 07 Checked with union or professional registers.
- 08 Looked at Ads. For example in a newspaper or on a public bulletin board.
- 10 Other (SPECIFY). If the R specifies some method of looking other than those listed, code the “Other” category and specify the method (e.g., Manpower Development and Training Act, union, professional register, nonprofit private employment agencies, etc.) in the space provided.

Related Questions: YEMP-101400 YEMP-118000

YEMP-101500

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

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

A “Full week” is seven consecutive calendar days. But, if R only works two days a week and misses those two days

code “Yes,” that R has missed a full week of work. SEASONAL/ON-OFF WORK: Do not code Yes if the R has a 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, because it would be considered part of his/her regular schedule.

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#### YEMP-101600

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A “Full week” is seven consecutive calendar days. But, if R only works two days a week and misses those two days code “Yes,” that R has missed a full week of work. SEASONAL/ON-OFF WORK: Do not code Yes if the R has a 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, because it would be considered part of his/her regular schedule.

Related Questions: YEMP-101600 YEMP-106300

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#### YEMP-103400

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). R’s working as civilian employees of the Armed Forces or the National Guard are considered working.

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

Strike: Code 1 for R’s who, were on strike, were locked out, or who were absent from a plant on strike because they were unwilling to pass through a picket line even though they were not members of the union on strike. Remember that this category only applies when the labor dispute is at the R’s own place of employment. Do not code here if the R was laid off because of a shortage of work or material due to a labor dispute at another plant and is not himself on strike.

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#### YEMP-103700

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). ACTIVE JOB SEARCH: An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads
- Checked union/professional registers
- Other Active (example, bid on a contract)

**PASSIVE JOB SEARCH METHODS:**

- Looked at ads, but did not respond
- Attended job training programs (example, took typing course)
- Other passive (example, studied for Real Estate license or picked up a job application)

**YEMP-105300**

A “Full week” is seven consecutive calendar days. But, if R only works two days a week and misses those two days code “Yes,” that R has missed a full week of work. **SEASONAL/ON-OFF WORK:** Do not code Yes if the R has a 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, because it would be considered part of his/her regular schedule.

**YEMP-105400**

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). **ACTIVE JOB SEARCH:** An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads

Checked union/professional registers  
Other Active (example, bid on a contract)

**PASSIVE JOB SEARCH METHODS:**

Looked at ads, but did not respond  
Attended job training programs (example, took typing course)  
Other passive (example, studied for Real Estate license or picked up a job application)

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**YEMP-105700**

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). **ACTIVE JOB SEARCH:** An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

Contacted public employment agency  
Contacted private employment agency  
Contacted employer directly  
Sent out resume or filled out applications  
Contacted friends or relatives  
Contacted school/college or university employment center  
Placed or answered ads  
Checked union/professional registers  
Other Active (example, bid on a contract)

**PASSIVE JOB SEARCH METHODS:**

Looked at ads, but did not respond  
Attended job training programs (example, took typing course)  
Other passive (example, studied for Real Estate license or picked up a job application)

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**YEMP-105800**

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). **ACTIVE JOB SEARCH:** An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

Contacted public employment agency  
Contacted private employment agency  
Contacted employer directly  
Sent out resume or filled out applications  
Contacted friends or relatives  
Contacted school/college or university employment center  
Placed or answered ads  
Checked union/professional registers  
Other Active (example, bid on a contract)

## PASSIVE JOB SEARCH METHODS:

Looked at ads, but did not respond

Attended job training programs (example, took typing course)

Other passive (example, studied for Real Estate license or picked up a job application)

- 01 Does not want to work. Code this category if the R just says that he/she does not want to work.
- 02 Ill health, physical disability. Code this category for Rs who would look for work if they weren't personally ill or disabled.
- 03 School Employees: School not in session for this period. Note that this only applies to school employees.
- 04 Armed Forces: Code if R was in the Armed Forces
- 05 Pregnancy. Code this category for the R who says she is not looking for work because she is pregnant.
- 06 Can't arrange child care. Code this category for Rs who say they cannot arrange child care. For example, code this category for a woman who says she would like to go to work, but she cannot find a reliable baby sitter.
- 07 Personal/Family Reasons. Code this category for R's who would look for work if they were not hampered by large families, illness in family, or similar reasons. This includes spouse or parents against R working.
- 08 On vacation, code only if there is a firm commitment on the part of the employer for the R to return to work. This does not have to be paid vacation. For example, the R had a summer job from which they took off several weeks to go with their family or friend on vacation.
- 09 Labor disputes. Code "09" for R's who were on strike, were locked out, or who were absent from a plant on strike because they were unwilling to pass through a picket line even though they were not members of the union on strike. Remember that this category only applies when the labor dispute is at the R's own place of employment.
- 10 Believe no work available in line of work or in area. Code this category for R's who say that they are not looking for work at the present time because they believe there is no work available in their communities or in their occupations. EXAMPLE: No work around here, no jobs since the mill closed, no other jobs for women here.
- 11 Couldn't find any work. Code this category for R's who have made some effort to find work and now have become discouraged and stopped looking. In this situation, do not probe to find out if the R has specifically done something during interview week to look for work, as this category is the source of discouraged worker tabulations.
- 12 In school. Code this category for R's attending any kind of public or private school, including trade and vocational schools, who would otherwise be looking for work.
- 14 In jail. This includes all types of jail, penitentiary, reform schools or other places of involuntary incarceration.
- 15 Transportation Problems. Code this category if R mentions this as a reason he/she is not looking for work.
- 16 Other (SPECIFY). This category includes reasons which cannot be classified in the above categories. For each "Other" entry, specify the reason given in the space provided. Keep "Other" entries to a minimum. Probing for clearly defined and complete responses will often aid you in classifying a vague answer into one of the provided categories. Classify reasons in existing categories whenever possible. For example, classify an entry of "Depends on finding someone to care for children" as "06." Classify a response of "Husband wouldn't let her" as "07." While the "Other" entries are to be kept to a minimum, we want to know all of the different reasons for not seeking work. If the R gives one answer that is classifiable in the present categories and another that is not, code the category for the reason that is classifiable and also the "other" category and specify the non-classifiable reason in the space provided. Examples of acceptable entries in the "Other" category are "Moving," "Waiting for work permit."

## YEMP-107800

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

By "working" we mean working for pay at a job, or running one's own business or profession (or farm). R's working as civilian employees of the Armed Forces or the National Guard are considered working.

FREE-LANCE - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a "boss" (for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).



EMPLOYEE-TYPE JOBS - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

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YEMP-108300

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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YEMP-108400

FREE-LANCE - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

EMPLOYEE-TYPE JOBS - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

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YEMP-109200

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

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FREE-LANCE - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

EMPLOYEE-TYPE JOBS - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

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YEMP-110300

FREE-LANCE - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

EMPLOYEE-TYPE JOBS - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

Write in THE FULL, 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. Give 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., write in 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. We will not contact an employer; all the information collected here is confidential.

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#### YEMP-110400

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

FREE-LANCE - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a "boss" (for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

EMPLOYEE-TYPE JOBS - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

Write in THE FULL, 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. Give 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., write in 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. We will not contact an employer; all the information collected here is confidential.

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#### YEMP-114500

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

Only count persons whom R immediately supervised.

Related Questions: YEMP-114500 YEMP-114600

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#### YEMP-117000

Work includes any activity for wages or salary, for profit or fees, or for payment "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). ACTIVE JOB SEARCH: An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads
- Checked union/professional registers
- Other Active (example, bid on a contract)

**PASSIVE JOB SEARCH METHODS:**

- Looked at ads, but did not respond
- Attended job training programs (example, took typing course)
- Other passive (example, studied for Real Estate license or picked up a job application)

**FREE-LANCE** - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

**EMPLOYEE-TYPE JOBS** - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

**YEMP-117702**

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). R’s working as civilian employees of the Armed Forces or the National Guard are considered working.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). **ACTIVE JOB SEARCH:** An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads

Checked union/professional registers  
 Other Active (example, bid on a contract)

**PASSIVE JOB SEARCH METHODS:**

Looked at ads, but did not respond  
 Attended job training programs (example, took typing course)  
 Other passive (example, studied for Real Estate license or picked up a job application)

**FREE-LANCE** - A type of profession where the individual does not have long-term commitments to any one employer. The individual can act independently without regard to or deference to authority. The freelancer may work on one or more tasks for several people and does not have a “boss”(for example, babysitting or mowing lawns) or works for his/herself (for example, running a business).

**EMPLOYEE-TYPE JOBS** - An employee-type job is one in which an individual is working as an employee: that is he/she has an on-going relationship with a particular employer (for example, working in a supermarket or restaurant, or being in the military).

Related Questions: YEMP-117702 YEMP-117800

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**YEMP-118200**

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). R’s working as civilian employees of the Armed Forces or the National Guard are considered working.

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

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search methods to be passive (for example, simply looking at newspaper ads or attending training classes). **ACTIVE JOB SEARCH:** An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

**ACTIVE JOB SEARCH METHODS:**

Contacted public employment agency  
 Contacted private employment agency  
 Contacted employer directly  
 Sent out resume or filled out applications  
 Contacted friends or relatives  
 Contacted school/college or university employment center  
 Placed or answered ads  
 Checked union/professional registers  
 Other Active (example, bid on a contract)

**PASSIVE JOB SEARCH METHODS:**

Looked at ads, but did not respond  
 Attended job training programs (example, took typing course)  
 Other passive (example, studied for Real Estate license or picked up a job application)

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**YEMP-118300**

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

To be considered looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. Our definition of looking for work requires an active search. We consider some job search

methods to be passive (for example, simply looking at newspaper ads or attending training classes). ACTIVE JOB SEARCH: An active job search is one that could have resulted in a job offer without further action on the part of the job seeker.

ACTIVE JOB SEARCH METHODS:

- Contacted public employment agency
- Contacted private employment agency
- Contacted employer directly
- Sent out resume or filled out applications
- Contacted friends or relatives
- Contacted school/college or university employment center
- Placed or answered ads
- Checked union/professional registers
- Other Active (example, bid on a contract)

PASSIVE JOB SEARCH METHODS:

- Looked at ads, but did not respond
- Attended job training programs (example, took typing course)
- Other passive (example, studied for Real Estate license or picked up a job application)

- 01 Does not want to work. Code this category if the R just says that he/she does not want to work
  - 02 Ill health, physical disability. Code this category for R's who would look for work if they weren't personally ill or disabled.
  - 03 School Employees: School not in session for this period. Note that this only applies to school employees.
  - 04 Pregnancy. Code this category for the R who says she is not looking for work because she is pregnant.
  - 05 Can't arrange child care. Code this category for R's who say they cannot arrange child care. For example, code this category for a woman who says she would like to go to work, but she cannot find a reliable baby sitter.
  - 06 Personal/Family Reasons. Code this category for R's who would look for work if they were not hampered by large families, illness in family, or similar reasons. This includes spouse or parents against R working.
  - 07 On vacation, code only if there is a firm commitment on the part of the employer for the R to return to work. This does not have to be paid vacation. For example, the R had a summer job from which they took off several weeks to go with their family or friend on vacation.
  - 08 Labor disputes. Code "09" for Rs who were on strike, were locked out, or who were absent from a plant on strike because they were unwilling to pass through a picket line even though they were not members of the union on strike. Remember that this category only applies when the labor dispute is at the R's own place of employment.
  - 09 Believe no work available in line of work or in area. Code this category for R's who say that they are not looking for work at the present time because they believe there is no work available in their communities or in their occupations. EXAMPLE: No work around here, no jobs since the mill closed, no other jobs for women here.
  - 10 Couldn't find any work. Code this category for R's who have made some effort to find work and now have become discouraged and stopped looking. In this situation, do not probe to find out if the R has specifically done something during interview week to look for work, as this category is the source of discouraged worker tabulations.
  - 11 In school. Code this category for R's attending any kind of public or private school, including trade and vocational schools, who would otherwise be looking for work.
  - 12 In jail. This includes all types of jail, penitentiary, reform schools or other places of involuntary incarceration.
  - 13 Transportation Problems. Code this category if R mentions this as a reason he/she is not looking for work.
  - 14 New Job to start. Code only if R has a firm commitment from the new employer.
  - 15 Other (SPECIFY). This category includes reasons which cannot be classified in the above categories. For each "Other" entry, specify the reason given in the space provided. Keep "Other" entries to a minimum. Probing for clearly defined and complete responses will often aid you in classifying a vague answer into one of the provided categories. Classify reasons in existing categories whenever possible. For example, classify an entry of "Depends on finding someone to care for children" as "06." Classify a response of "Husband wouldn't let her" as "07." While the "Other" entries are to be kept to a minimum, we want to know all of the different reasons for not seeking work. If the R gives one answer that is classifiable in the present categories and another that is not, code the category for the reason that is classifiable and also the "other" category and specify the non-classifiable reason in the space provided. Examples of acceptable entries in the "Other" category are "Moving," "Waiting for work permit."
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## TRAINING

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### YTRN-600

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. SUMMER VACATION: 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)

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### YTRN-700

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

Note that we do not want the respondent to pick non job related courses here such as how to swim or how to play winning bridge.

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### YTRN-800

Some employers have ongoing training programs that consist of brief seminars or trainings spread over a long time period. The rule of thumb is that if these trainings are all on the same subject or activity, they count only as one training. If, however, separate or unrelated topics are discussed at each training, then they count as different trainings, and should be listed as separately.

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### YTRN-3600

GED - General Education Diploma, which is obtained by passing a written exam equivalent to a high school diploma.

COLLEGE OR UNIVERSITY - A college or university is an educational institution which gives credit towards an academic degree at the post-secondary and post-graduate levels. A college or university will offer candidates an Associate's, Bachelor's, Master's, or Doctoral degree in a specific academic concentration.

- 01 BUSINESS SCHOOL: This should not be confused with business classes in college or graduate school. It does not contribute to an undergraduate or professional degree.
- 02 VOCATIONAL OR TECHNICAL INSTITUTE: For example, beauty school, auto mechanics training, etc.
- 03 APPRENTICESHIP PROGRAM: A formal program in which a person agrees to work in return for wages and training in a skilled trade or art for a prescribed period of time.
- 04 NURSING SCHOOL: Do not include work towards a 2 or 4 year degree here.
- 05 VOCATIONAL REHABILITATION CENTER: A facility offering specialized training to prepare disabled persons to enter or re-enter the work force.
- 06 ADULT BASIC EDUCATION: This is remedial, such as basic literacy or math skills, do not include work directed toward passing the GED test.
- 07 GED: General Education Diploma, courses to prepare a person to pass the GED test.
- 08 CORRESPONDENCE COURSE: Training courses offered through the mail.
- 09 FORMAL COMPANY TRAINING RUN BY EMPLOYER: This must be run by the employer through work.
- 10 SEMINAR OR TRAINING AT WORK RUN BY SOMEONE OTHER THAN EMPLOYER: This must be run by someone other than employer through work.
- 11 SEMINARS OR TRAINING PROGRAMS OUTSIDE OF WORK: This would be any training not run through the employer.
- 12 COMMUNITY OR JUNIOR COLLEGE: if some one takes a course at a Community or Junior college, to improve their job skills and the course does not count toward an academic degree, code here.

- 13 GOVERNMENT TRAINING: This is training sponsored by the government, for example JTPA or Job Corps. Training given or sponsored by government for its employees, for example Police Academy or computer courses should be coded to company training 9, 10 or 11 as appropriate.
- 14 OTHER (SPECIFY): Use this category if no other appropriate category is available.

YTRN-4600

Do not code loans other than student loans here, for example, on Visa card.

## HEALTH

YHEA-100

This question is respondent defined. If, in asking R's health status, the respondent describes his/her health; please repeat the question, "Yes, but in general how ...."

YHEA-600

Do not include such normal day to day activities such as walking (but do include "speed" walking). Also include exercise that is part of physical education (PE) class at school.

YHEA-1900

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

## MARRIAGE

YMAR-800

Only include male-female relationships.

YMAR-3500

We are asking for the highest grade completed. If they took one college course per year, for four years, don't code "4th year of college". Probe for how many years of credits they have completed.

YMAR-3700

GED - General Education Diploma, which is obtained by passing a written exam equivalent to a high school diploma.

COLLEGE OR UNIVERSITY - A college or university is an educational institution which gives credit towards an academic degree at the post-secondary and post-graduate levels. A college or university will offer candidates an Associate's, Bachelor's, Master's, or Doctoral degree in a specific academic concentration.

## PROGRAM PARTICIPATION

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### YPRG-1900

Unemployment Compensation: Money paid by states to unemployed persons. Benefits are usually only paid to people who have been laid off or fired. Benefits continue only for a set period of time and are taxable by the federal government.

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### YPRG-2000

WORKERS COMPENSATION: Money paid to workers who have been hurt or injured on-the-job. Benefits are not taxable.

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### YPRG-2400

AFDC - Aid to Families with Dependent Children; ADC - Aid to Dependent Children. Aid to Families with Dependent Children is a federal assistance program that helps families with dependent children by providing financial assistance each month. Eligible children are from low income households and lack support of one or both parents.

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### YPRG-2600

WIC - Women, Infants and Children Supplemental Nutrition Program. WIC is a federal assistance program designed to provide such supplemental dietary products as milk, butter, peanut butter, and orange juice to pregnant women, nursing mothers, infants and children.

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### YPRG-2700

SSI - Supplemental Social Security is a form of public assistance paid to blind and disabled persons who are not covered under the Social Security program and some low-income people who are over age 65 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."

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### YPRG-2800

LIHEAP: The federal Low Income Home Energy Assistance Program assists low-income households in meeting their costs of home energy. The funds may be used for the cost of running energy utilities, low cost weatherization (preparing the home for the weather), or other energy related home repairs.

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### YPRG-3300

Other Welfare payments refers to government provided welfare, not to private assistance.

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## INCOME AND ASSETS

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### YINC-2400

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay "in kind" such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per



week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

**BONUS** - A bonus is a sum of money or an equivalent (stocks, company shares) which is given in addition to an individual's usual compensation usually for outstanding performance and service.

**INCENTIVE PAY** - In some jobs, employees receive extra money or other forms of compensation for reaching or exceeding certain levels of performance, such as meeting established sales quotas in a given month or year.

**COMMISSION** - A commission is an amount or percentage of money that is given in addition to one's regular salary. In some jobs, usually sales, the base pay could be quite low and then much or most of a person's earnings could be in the form of commissions.

#### YINC-4300

**MONEY MARKET ACCOUNTS** - An account that invests in commercial paper, banker's acceptances, repurchase agreements, government securities, certificates of deposits, and other liquid assets that pay money market rates of interest. The net asset value of a money market fund remains at \$1 per share, with only the interest rate going up and down.

**TREASURY NOTES (BILLS OR BONDS)**- are long term debt agents with maturities of less than a year or longer, the minimum denomination issued varies depending on type issued. The bills mature in less than a year, notes mature between 1 - 5 years, and bonds usually mature even longer. These are issued by the U.S. government and can be owned directly or as part of a mutual fund.

**IRA** - An Individual Retirement Account is a personal, tax-deferred retirement account where any individual under the age of 70 1/2 can transfer funds that allows the person to save and invest for retirement. The earnings are tax deferred until drawn upon. An IRA can be opened with a limited deposit of \$2000 a year. One can begin withdrawing from his/her IRA's after age 59 1/2. If you withdraw prior to this age, you are generally subject to a tax penalty.

**CD** - A Certificate of Deposit or a savings certificate for a specific deposited amount at a fixed rate of interest for a given time period. These certificates can be issued by a bank, savings & loan association, or credit union. There is usually a required minimum deposit; the maturity period can vary from a few weeks to several years; there is a penalty for early withdrawal; deposits are usually insured.

**DIVIDENDS** - Dividend payments are paid to shareholders of a corporation or some other cooperative society or membership club; usually paid in the form of money or stock. The dividend amount is decided by the board of directors and is usually paid on a quarterly basis. Dividends must be declared as income in the year they are received.

**MORTGAGE** - Any loan which is collateralized by a home or other real estate. The lender files a lien with the court system which gives them the right to foreclose (take over) the property should the borrower default on the loan.

**LAND CONTRACT** - Also known as a conditional sale agreement. A contract between a property owner and a potential purchaser, where they agree on the price of the home and the purchaser moves into the property. However, the seller retains legal rights to the property. The buyer makes regular monthly payments, which in some cases completes the sale of the property. In other cases, there is a large balloon payment due which completes the sale. These are often used when the buyer does not have enough money for a down payment.

#### Related Questions:

YINC-4300  
YINC-19300

YINC-4600

YINC-4700

YINC-4800

YINC-18400

YINC-19100

#### YINC-5200

**ESTATES** - The assets, debts and property left by someone at the time of their death. Life insurance proceeds are generally added to the estate.

**TRUSTS** - A trust is an arrangement whereby the right to property is held by one party, the "trustee"(or manager), for the benefit of another, the "beneficiary".

**ANNUITY** - A type of asset that pays a fixed payment each month or year until a person dies. Most pensions are annuities.

**INHERITANCE** - That which is legally transmissible to an heir.

**TRUST** - A trust is an arrangement whereby the right to financial assets or property is held by one party, the "trustee"

(or manager), for the benefit of another, the “beneficiary”. Trusts are often used as a way in which a parent or grandparent can distribute his/her assets to a child or grandchild at a particular point in that person’s life. Trusts require the drafting of the legal documents by an attorney.

**ANNUITY** - An annuity is a type of asset that pays a fixed payment each month or year until a person dies. Most pensions are annuities. They can also be purchased directly from insurance companies. There are several types of annuities such as: deferred annuities, fixed annuities, variable annuities, immediate annuities, and annuity certians.

**MANAGED INVESTMENT ACCOUNT** - A portfolio of stocks and bonds which is managed by a professional manager, usually for a fee based on the value of the assets in the account.

Related Questions: YINC-5200      YINC-5400      YINC-5500      YINC-19400

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#### YINC-8700

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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Related Questions: YINC-8700      YINC-9200      YINC-9700      YINC-10200

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#### YINC-11600

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

A job exists when there is a definite arrangement for regular work every week, or every month, for pay or other compensations (e.g., profits, anticipated profits, or pay “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member). A formal, definite arrangement with one or more employers to work on a continuing basis for a specified number of hours per week or days per month, but on an irregular schedule during the week or month, is also a job. Generally speaking, any job that is usually 35 hours or more per week is considered fulltime. In some occupations, usual weekly schedules of less than 35 hours per week are considered to be fulltime (for example, air traffic controllers).

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Other Welfare payments refers to government provided welfare, not to private assistance.

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#### YINC-12500

Other Welfare payments refers to government provided welfare, not to private assistance.

**ESTATES** - The assets, debts and property left by someone at the time of their death. Life insurance proceeds are generally added to the estate.

TRUSTS - A trust is an arrangement whereby the right to property is held by one party, the “trustee” (or manager), for the benefit of another, the “beneficiary”.

ANNUITY - A type of asset that pays a fixed payment each month or year until a person dies. Most pensions are annuities.

INHERITANCE - That which is legally transmissible to an heir.

Related Questions: YINC-12500 YINC-13400 YINC-14800

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YINC-14700

MORTGAGE - Any loan which is collateralized by a home or other real estate. The lender files a lien with the court system which gives them the right to foreclose (take over) the property should the borrower default on the loan.

LAND CONTRACT - Also known as a conditional sale agreement. A contract between a property owner and a potential purchaser, where they agree on the price of the home and the purchaser moves into the property. However, the seller retains legal rights to the property. The buyer makes regular monthly payments, which in some cases completes the sale of the property. In other cases, there is a large balloon payment due which completes the sale. These are often used when the buyer does not have enough money for a down payment.

Related Questions: YINC-14700 YINC-16500 YINC-18100 YINC-20600

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COLLATERAL - Property, goods or other assets which must be pledged as part of a loan. If the borrower defaults on the loan, the lender has the right to “foreclose on” (take) the collateral. For a real estate mortgage, the home or property is the collateral for the loan.

HOME EQUITY LOAN - Any loan which is collateralized by a person’s home. The usage of this term is restricted to loans which are collateralized by the home, but have a fixed number of payments and a fixed amount borrowed.

Related Questions: YINC-16400 YINC-17200

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YINC-18700

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MONEY MARKET ACCOUNTS - An account that invests in commercial paper, banker’s acceptances, repurchase agreements, government securities, certificates of deposits, and other liquid assets that pay money market rates of interest. The net asset value of a money market fund remains at \$1 per share, with only the interest rate going up and down.

TREASURY NOTES (BILLS OR BONDS)- are long term debt agents with maturities of less than a year or longer, the minimum denomination issued varies depending on type issued. The bills mature in less than a year, notes mature between 1 - 5 years, and bonds usually mature even longer. These are issued by the U.S. government and can be owned directly or as part of a mutual fund.

IRA - An Individual Retirement Account is a personal, tax-deferred retirement account where any individual under the age of 70 1/2 can transfer funds that allows the person to save and invest for retirement. The earnings are tax

deferred until drawn upon. An IRA can be opened with a limited deposit of \$2000 a year. One can begin withdrawing from his/her IRA's after age 59 1/2. If you withdraw prior to this age, you are generally subject to a tax penalty.

CD - A Certificate of Deposit or a savings certificate for a specific deposited amount at a fixed rate of interest for a given time period. These certificates can be issued by a bank, savings & loan association, or credit union. There is usually a required minimum deposit; the maturity period can vary from a few weeks to several years; there is a penalty for early withdrawal; deposits are usually insured.

DIVIDENDS - Dividend payments are paid to shareholders of a corporation or some other cooperative society or membership club; usually paid in the form of money or stock. The dividend amount is decided by the board of directors and is usually paid on a quarterly basis. Dividends must be declared as income in the year they are received.

TRUST - A trust is an arrangement whereby the right to financial assets or property is held by one party, the "trustee" (or manager), for the benefit of another, the "beneficiary". Trusts are often used as a way in which a parent or grandparent can distribute his/her assets to a child or grandchild at a particular point in that person's life. Trusts require the drafting of the legal documents by an attorney.

ANNUITY - An annuity is a type of asset that pays a fixed payment each month or year until a person dies. Most pensions are annuities. They can also be purchased directly from insurance companies. There are several types of annuities such as: deferred annuities, fixed annuities, variable annuities, immediate annuities, and annuity certians.

MANAGED INVESTMENT ACCOUNT - A portfolio of stocks and bonds which is managed by a professional manager, usually for a fee based on the value of the assets in the account.

Related Questions: YINC-18700 YINC-19000

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YINC-20300

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MANAGED INVESTMENT ACCOUNT - A portfolio of stocks and bonds which is managed by a professional manager, usually for a fee based on the value of the assets in the account.

FUTURES CONTRACT - A purchase of the right to buy or sell commodities at a specific point in the future. These Contracts are traded on future exchanges like the Chicago Board of Trade. Some examples of commodities that would be involved are items such as wheat, corn, cocoa, etc.

MARGIN LOANS THROUGH A STOCK BROKER - Stock purchases where the purchaser borrows part of the purchase price from a bank or brokerage firm. "Margin loans" refer to the amount borrowed for the purchase. Technically, any time stock is used as collateral for a loan, even if it is already owned, it is called a margin loan.

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YINC-22100

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## EXPECTATIONS

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### YEXP-500

Work includes any activity for wages or salary, for profit or fees, or for payment “in kind” such as meals, living quarters, or supplies received in lieu of cash from someone other than a family member. One hour or more of such activity constitutes work. Work also includes unpaid activity of at least 15 hours a week on a family farm or business.

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. SUMMER VACATION: 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)

COLLEGE OR UNIVERSITY - A college or university is an educational institution which gives credit towards an academic degree at the post-secondary and post-graduate levels. A college or university will offer candidates an Associate’s, Bachelor’s, Master’s, or Doctoral degree in a specific academic concentration.

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### YEXP-600

A business exists when one or more of the following conditions is met: (1) Machinery or equipment of substantial value is used in conducting the business, or (2) an office, store or other place of business is maintained, or (3) the business is advertised by listing in the classified section of the phone book, or displaying a sign, or distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

By “working” we mean working for pay at a job, or running one’s own business or profession (or farm). Rs working as civilian employees of the Armed Forces or the National Guard are considered working.

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