

**CE-305**  
(1-1-96)



U.S. Department  
of Commerce

BUREAU OF  
THE CENSUS

# **Consumer Expenditure Surveys Quarterly Interview Survey and Diary Survey**

# **Information Booklet**

# TABLE OF CONTENTS

<b>Page</b>	
2	<b>Race</b>
3	<b>Origin</b>
3a	<b>Education</b>
4	<b>3 month reference periods</b>
5	<b>Section 1B — General Housing Characteristics</b>
6	<b>Section 1C — Major Household Appliances</b>
7—13	<b>Section 3 — Types of Owned Real Estate</b> <b>Closing Costs</b> <b>Costs for Selling a Property</b> <b>Mortgage Definitions</b> <b>Mortgage Payment Items</b> <b>Fees for Cooperatives</b> <b>Homeowner's Associations or</b> <b>Condominiums Fees</b>
14—15	<b>Section 5 — Construction, Repairs, Alterations and</b> <b>Maintenance of Owned and Rented Property</b>
16—19	<b>Section 6 — Household Appliances and Other Selected Items</b>
20	<b>Section 7 — Household Equipment Repairs and Service Contracts</b>
21—24	<b>Section 8 — Home Furnishings and Related Household Items</b>
25—27	<b>Section 9 — Clothing and Sewing Materials</b>
28	<b>Sections 10 and 11 — Rented, Leased, and Owned Vehicles</b>
29—31	<b>Section 12 — Vehicle Operating Expenses</b>
32	<b>Section 13 — Insurance Other than Health</b>
32a	<b>Section 14 — Hospitalization and Health Insurance</b>
33—35	<b>Section 15 — Medical and Health Expenditures</b>
36	<b>Section 16 — Educational Expenses</b>
37—40	<b>Section 18 — Trips and Vacations</b>
41—42	<b>Section 19 — Miscellaneous Expenses</b>
43	<b>Section 24 — Total CU Income</b>
44	<b>Occupations</b>
45	<b>1995 Calendar</b>
46	<b>1996 Calendar</b>
47	<b>1997 Calendar</b>
48	<b>1996 Age Verification Chart</b>
49	<b>1997 Age Verification Chart</b>
50	<b>Fraction Conversion Chart</b>
51—54	<b>Diary Survey Checks When Reviewing Diary</b>
55—57	<b>Interview Status Determination Chart for Diary Survey</b>
58	<b>Privacy Act Statement and Introductions</b>

## **RACE**

- 1** — White
- 2** — Black
- 3** — American Indian, Eskimo, or Aleut
- 4** — Asian or Pacific Islander (Includes Japanese, Chinese, Filipino, Korean, Vietnamese, Asian Indian, Hawaiian, Samoan, Guamanian, etc.)

## ORIGIN

- 01** — German
- 02** — Italian
- 03** — Irish
- 04** — French
- 05** — Polish
- 06** — Russian
- 07** — English
- 08** — Scottish
- 10** — Mexican American
- 11** — Chicano
- 12** — Mexican
- 14** — Puerto Rican
- 15** — Cuban
- 16** — Central or South American
- 17** — Other Spanish
- 20** — Afro-American  
(Black or Negro)
- 26** — Dutch
- 27** — Swedish
- 28** — Hungarian
- 30** — Another group not listed

## EDUCATION

**00** — Never attended, preschool, kindergarten

**01 — 11** — 1st grade through 11th grade

**38** — 12th grade, no diploma

**39** — High school graduate — high school diploma, or the equivalent (For example: GED)

**40** — Some college but no degree

**41** — Associate degree in college — Occupational/Vocational program

**42** — Associate degree in college — Academic program

**43** — Bachelor's degree (For example: BA, AB, BS)

**44** — Master's degree (For example: MA, MS, MEng, MEd, MSW, MBA)

**45** — Professional School Degree (For example: MD, DDS, DVM, LLB, JD)

**46** — Doctorate degree (For example: PhD, EdD)

# 3-MONTH REFERENCE PERIODS

Current month	Date 3 months ago (to replace parentheses)
January .....	October
February .....	November
March .....	December
April .....	January
May .....	February
June .....	March
July .....	April
August .....	May
September .....	June
October .....	July
November .....	August
December .....	September

# Section 1 — GENERAL SURVEY INFORMATION

## Part B — GENERAL HOUSING CHARACTERISTICS

### 1. Type of structure

- 1 — Single family detached (detached structure with only one primary residence; however, the structure could include a rental unit(s) in the basement, attic, etc.)
- 2 — Row or townhouse — inner unit (2, 3, or 4 story structure with 2 walls in common with other units and a private ground level entrance; it may have a rental unit as part of the structure)
- 3 — End row or end townhouse (one common wall)
- 4 — Duplex (detached two unit structure with one common wall between the units)
- 5 — 3-plex or 4-plex (3 or 4 unit structure with all units occupying the same level or levels)
- 6 — Garden (a multi-unit structure, usually wider than it is high, having 2, 3, or possibly 4 floors; characteristically the units not only have common walls but are also stacked on top of one another)
- 7 — High-rise (a multi-unit structure which has 4 or more floors)
- 8 — Apartment or flat (a unit not described above; could be located in the basement, attic, second floor or over the garage of one of the units described above)
- 9 — Mobile home or trailer
- 10 — College dormitory

### 6., 7., 8. Fuels

- 1 — Gas (underground pipes)
- 3 — Electricity
- 4 — Fuel oil

### 9. Included with this housing unit

- 1 — Swimming pool
- 2 — Tennis court
- 3 — Barn or stable
- 4 — Greenhouse
- 5 — Guest house or separate servant's quarters
- 6 — Enclosed porch
- 7 — Terrace
- 8 — Patio or balcony
- 9 — Apartment
- 10 — Off street parking
- 11 — Window air conditioning
- 12 — Central air conditioning

## **Section 1 — GENERAL SURVEY INFORMATION — Continued**

### **Part C — MAJOR HOUSEHOLD APPLIANCES**

- 1** — Electric cooking stove, range, or oven  
convection oven
- 2** — Gas cooking stove, range, or oven
- 3** — Microwave oven
- 4** — Other cooking stove, range, or oven  
woodburning stove
- 5** — Refrigerator
- 6** — Home freezer
- 7** — Built-in dishwasher
- 8** — Portable dishwasher
- 9** — Garbage disposal
- 10** — Clothes washer
- 11** — Clothes dryer
- 12** — Color television
- 13** — Computer, not solely for games
- 14** — Sound component, component system, or  
compact disc sound system
- 15** — Video tape recorder, video disc player, or  
video cassette recorder (VCR)



## **Section 3 — OWNED LIVING QUARTERS AND OTHER OWNED REAL ESTATE**

### **TYPES OF OWNED REAL ESTATE**

- 100** — The home you currently live in
- 200** — A home you used to live in
- 600** — Property for business or investment purposes only
- 300** — A second home, vacation home, or recreational property
- 400** — Unimproved land with no buildings on it
- 500** — Other property

## **Section 3 — OWNED LIVING QUARTERS AND OTHER OWNED REAL ESTATE — Continued**

### **CLOSING COSTS**

Property survey charges

Title search

Recording fees

Transfer taxes

Escrow payment

Points paid by buyer

Deed preparation

Lawyer's fees

Advertising costs

## **Section 3 — OWNED LIVING QUARTERS AND OTHER OWNED REAL ESTATE — Continued**

### **COSTS FOR SELLING A PROPERTY**

Commission to Realtor

Closing costs

Points for financing

Mortgage penalties

Property inspection

Lawyer's fees

Advertising costs

Deferred mortgage interest payment

## **Section 3 — OWNED LIVING QUARTERS AND OTHER OWNED REAL ESTATE — Continued**

### **MORTGAGE DEFINITIONS**

- 1** — Fixed rate mortgage (Conventional Mortgage, Fully Amortized Payment Mortgage)
- 2** — Rate of interest is not fixed and can go up or down over the life of the loan depending on the current interest rate (Variable Rate Mortgage, Adjustable Rate Mortgage, ARM)
- 3** — Payments start out low but increase later (Graduated Payment Mortgage)
- 4** — Interest and required payment are renegotiated on a regular basis through the life of the loan (Rollover or Renegotiable Mortgage)
- 5** — Initial interest and required payments are lower than usual mortgage rates. The lender receives the deferred interest plus a fee when the property is sold (Deferred Interest Mortgage)
- 6** — Loan to the homeowner which pays a cash amount to the homeowner each month until the home is sold or the owner dies. (Sometimes used by owners who have paid off an earlier mortgage, Reverse Annuity Mortgage.)
- 7** — Other (Specify)

**Section 3 — OWNED LIVING QUARTERS AND  
OTHER OWNED REAL ESTATE — Continued**

**MORTGAGE PAYMENT ITEMS**

- 1** — Principal and interest
- 2** — Property taxes
- 3** — Property insurance
- 4** — Life insurance
- 5** — Mortgage guarantee insurance
- 6** — Any other payments (Specify)

## **Section 3 — OWNED LIVING QUARTERS AND OTHER OWNED REAL ESTATE — Continued**

### **FEEES FOR COOPERATIVES**

- 1** — Repayment of loans owed by cooperative
- 2** — Property taxes
- 3** — Property insurance
- 4** — Management
- 5** — Repairs and maintenance, including lawn care and snow removal
- 6** — Improvements
- 7** — Recreational, including swimming, golf, and tennis facilities
- 8** — Security, including guards and alarm systems
- 9** — Utilities: such as gas, electricity, water, heat
- 10** — Trash collection
- 11** — Other (Specify)

## **Section 3 — OWNED LIVING QUARTERS AND OTHER OWNED REAL ESTATE — Continued**

### **HOMEOWNER'S ASSOCIATIONS OR CONDOMINIUMS FEES**

- 21** — Management
- 22** — Repairs and maintenance, including lawn care and snow removal
- 23** — Improvements
- 24** — Utilities: such as gas, electricity, water, heat
- 25** — Parking
- 26** — Recreational, including swimming, golf, and tennis facilities
- 27** — Security, including guards and alarm systems
- 28** — Maid service
- 29** — Medical services
- 30** — Trash collection
- 31** — Other (Specify)

## **Section 5 — CONSTRUCTION, REPAIRS, ALTERATIONS AND MAINTENANCE OF OWNED AND RENTED PROPERTY**

### **JOB TYPES**

- 100** — Dwellings under construction, including a vacation or second home
- 110** — Building an addition to the house or a new structure such as a porch, garage, or new wing
- 120** — Finishing a basement or an attic or enclosing a porch
- 130** — Remodeling one or more rooms in the house
- 140** — Landscaping the ground or planting new shrubs or trees
- 150** — Building outdoor patios, walks, fences, or other enclosures, driveways, or permanent swimming pools
- 160** — Repairing outdoor patios, walks, fences, driveways, or permanent swimming pools (including permanent above ground swimming pools)
- 170** — Inside painting or papering, spackling, sanding
- 180** — Outside painting, caulking, sanding, or surface repairs
- 190** — Plastering or paneling
- 200** — Plumbing or water heating installations and repairs
- 210** — Electrical work
- 220** — Heating or air conditioning jobs
- 230** — Flooring repair or replacement, including inlaid linoleum or vinyl tile
- 240** — Insulation
- 250** — Termite or other pest control
- 260** — Roofing, gutters, or downspouts
- 270** — Siding
- 280** — Installation, repair, or replacement of window panes, screens, storm doors, awnings, and the like
- 290** — Masonry, brick, or stucco work
- 300** — Other improvements or repairs



## **Section 5 — CONSTRUCTION, REPAIRS, ALTERATIONS AND MAINTENANCE OF OWNED AND RENTED PROPERTY — Continued**

### **APPLIANCES**

- 100** — Electric cooking stove, range, or oven
- 110** — Gas cooking stove, range, or oven
- 120** — Microwave oven
- 130** — Other cooking stove, range, or oven including wood, coal, or peat burning stoves
- 140** — Refrigerator
- 150** — Home freezer
- 160** — Dishwasher — built-in
- 170** — Dishwasher — portable
- 180** — Garbage disposal
- 190** — Clothes washer
- 200** — Clothes dryer
- 210** — Range hood
- 250** — Smoke alarms and detectors
- 270** — Trash compactor
- 340** — Window air conditioner
- 350** — Portable cooling and heating equipment, including portable dehumidifiers, humidifiers, fans, and space heaters; excluding window air conditioners
- 900** — Other major home appliances and equipment

## Section 6 — APPLIANCES, HOUSEHOLD EQUIPMENT AND OTHER SELECTED ITEMS

### Part A — HOUSEHOLD APPLIANCES

#### COOKING STOVE, RANGE, OR OVEN

- 100** — Electric (including convection oven)
- 110** — Gas
- 120** — Microwave
- 130** — Other (such as a wood burning stove)

**140** — REFRIGERATOR (including refrigerator/freezer combinations)

**150** — HOME FREEZER

**160** — DISHWASHER — Built-in

**170** — DISHWASHER — Portable

**180** — GARBAGE DISPOSAL

**190** — CLOTHES WASHER (including washer/dryer combinations)

**200** — CLOTHES DRYER

**210** — RANGE HOOD

### Part B — HOUSEHOLD APPLIANCES AND OTHER SELECTED ITEMS

#### SMALL HOUSEHOLD APPLIANCES

**230** — Small electrical kitchen appliances, including —

automatic coffee maker	egg cooker	food processor	pasta machine
bag sealer	electric barbecue	food slicer	pressure cooker (electric)
blender	electric can opener	food warmer	roaster
broiler	electric cookie press	hot dog cooker	sandwich grill
burger grill	electric fondue set	hot plate	seal-a-meal
coffee grinder	electric fry pan	ice cream maker	slow cooker
coffee maker	electric iron	ice crusher	toaster
corn popper	electric knife	juicer	toaster oven
crepe machine	electric timer	meat grinder	waffle iron
deep fryer	electric wok	mixer	yogurt maker

**240** — Electrical personal care appliances, including —

complexion brush	electric hair trimmer	facial sauna	hair setter
curling iron	electric manicure set	foot bath	make-up mirror
denture cleaner	electric razor	hot comb	massager
electric brush	electric scale	hair curler	water-pik
electric comb	electric toothbrush	hair dryer	

**250** — Smoke detectors, including —

wired	battery-operated	ionization chamber type	photo-cell type
-------	------------------	-------------------------	-----------------

**260** — Electric floor cleaning equipment, including —

vacuum cleaner	electric broom	rug shampooer	floor polisher
----------------	----------------	---------------	----------------

## Section 6 — APPLIANCES, HOUSEHOLD EQUIPMENT AND OTHER SELECTED ITEMS — Continued

### Part B — HOUSEHOLD APPLIANCES AND OTHER SELECTED ITEMS — Continued

- 270** — OTHER HOUSEHOLD APPLIANCES, including —  
trash compactor      home security devices (burglar alarms) including  
air purifier      console, control modules, burglar alarm console,  
water filters      door and window transmitters
- 280** — SEWING MACHINES (with or without cabinet)
- 590** — CALCULATORS
- 660** — TELEPHONES AND ACCESSORIES, including —  
telephones      cordless telephones      phone jacks and cords      car phones  
beepers      pagers      fax machines
- 610** — TELEPHONE ANSWERING DEVICES
- 620** — TYPEWRITERS AND OTHER OFFICE MACHINES FOR NONBUSINESS USE, including —  
typewriter      copy machine      adding machine
- 640** — COMPUTERS, COMPUTER SYSTEMS AND RELATED HARDWARE FOR NONBUSINESS USE, including —  
disk drives      home computers with or without CRT's  
computer printers      tape equipment for computer use  
remote terminals      CRT units for computer use only  
modems      interface equipment  
monitors      cables  
mouse      fax modems  
joy sticks
- 650** — COMPUTER SOFTWARE AND ACCESSORIES FOR NONBUSINESS USE, including —  
software      floppy disks      mouse pads      printer cartridges
- 300** — PHOTOGRAPHIC EQUIPMENT, including —  
camera      winder      projection screen      battery pack for camera flash  
lens      enlarger      electro flash      motor driven film advancer  
tripod      projector      strobe light  
filters      (for photographs)
- Do not include film, film processing, or other photographic supplies.*
- 310** — LAWNMOWING EQUIPMENT AND OTHER YARD MACHINERY, including —  
manual lawn mower      tractor (farm,      snow blower  
power lawn mower      garden, etc.)      electric lawn  
riding lawn mower      motor tiller      trimmer

### TOOLS FOR HOME USE

- 320** — Power tools, including —  
electric drill      router      lathe      electric polisher  
electric saw      sander      electric plane      electric swimming pool  
cleaning equipment
- 330** — Nonpower tools, including —  
wrench      axe      chisel      nut driver      level      rake  
socket      screwdriver      shovel      saw      plane      trouble light  
hammer      pliers      clamp      hex key      drill



## Section 6 — APPLIANCES, HOUSEHOLD EQUIPMENT AND OTHER SELECTED ITEMS — Continued

### Part B — HOUSEHOLD APPLIANCES AND OTHER SELECTED ITEMS — Continued

#### SPORTS, RECREATION, AND EXERCISE EQUIPMENT

**470** — General sports equipment, including —

sports uniform	baseball bat	table tennis	badminton set
sports shoes	football	equipment	soccer ball
tennis ball	basketball	lawn games	sports protective
tennis racket	racquetball	frisbee	equipment
bowling ball	racquetball racket	boxing equipment	golf ball
baseball	volleyball	karate equipment	golf clubs
baseball glove	roller skates	pool equipment	

*Include specialized athletic shoes such as for football, baseball, soccer, biking, and bowling, except if included in the rental or activity fee for the sport.*

**480** — Health and exercise equipment, including —

weights	exercycle	treadmill	bullworker
rowing machine	weight bench	exergym	vibrator
exercise mat			

**490** — Camping equipment, including —

tent	sleeping bag	canteen	portable heater
kerosene lamp	sleeping pad	camping stove	
pack	air mattress	camping cookware	

**500** — Hunting and fishing equipment, including —

fishing rod	knife	bow	scopes (not specified)
fishing reel	rifle	BB/pellet gun	arrows
fishing tackle	shotgun	ammunition	cross bow

**510** — Winter sports equipment, including —

snow skis	ski poles	ice boat	toboggan
ski boots	ice skates	sledding equipment	sled

**520** — Water sports equipment, including —

water skis	snorkel	diving equipment	raft
life jacket	water ski vest	surf board	wind surf board

**530** — Outboard motors

**540** — Bicycles, including —

bicycle parts	locks	rack	supplies
stand	tires	tubes	

**550** — Tricycles and battery powered riders, including —  
hotwheels

**560** — Playground equipment, including —  
portable swimming pool      swing set

**570** — Other sports and recreation equipment  
telescope      golf cart (non-riding)

**Section 7 — HOUSEHOLD EQUIPMENT REPAIRS, SERVICE  
CONTRACTS, AND FURNITURE REPAIR  
AND REUPHOLSTERING**

**Part B — HOUSEHOLD EQUIPMENT REPAIRS AND SERVICE CONTRACTS**

- 100** — Garbage disposal, range hood, or built-in dishwasher
- 110** — Other household appliances and equipment, such as —
  - washer
  - refrigerator
  - range/oven
  - portable heating equipment
  - portable air conditioning equipment (window air conditioner)
  - portable fans
  - dehumidifiers
  - sewing machines
  - typewriters
  - vacuum cleaners
- 120** — Televisions, radios, video and sound equipment, except those installed in automobiles or other vehicles
- 220** — Computers, computer systems, and related equipment for non-business use
- 130** — Lawn and garden equipment (including lawn mower repair, snowblower repair)
- 140** — Musical instruments and accessories (including professional tuning)
- 150** — Hand or power tools
- 160** — Photographic equipment
- 170** — Sport and recreational equipment
- 180** — Personal care appliances
- 190** — Termite or pest control
  - Include any services provided under service contracts.*
- 200** — Heating or air conditioning equipment, such as —
  - central air conditioners
  - central coolers
  - furnaces
  - Include any services provided under service contracts.*
  - Do not include repairs.*



## Section 8 — HOME FURNISHINGS AND RELATED HOUSEHOLD ITEMS — Continued

### Part A — Purchases — Continued

#### INFANTS FURNITURE AND EQUIPMENT

**130** — Infants furniture, including —

crib	mattress	chest
playpen	dresser	toy chest
highchair		

**131** — Infants equipment, including —

carriage	car seat	baby bottle sterilizer
stroller	guard rail	swing

#### OUTDOOR FURNITURE AND EQUIPMENT

**140** — Patio, porch, or outdoor furniture

**141** — Outdoor equipment, including —

barbecue grill	patio lanterns	patio umbrella
----------------	----------------	----------------

#### OFFICE FURNITURE FOR HOME USE

**150** — All office furniture for home use, including —

file cabinet	office chairs	computer furniture
safe	drawing table	

*Do not include any furniture used exclusively for business.*

#### HOUSEHOLD DECORATIVE ITEMS

**170** — Clocks

**171** — Lamps and other lighting fixtures, including —

chandeliers

**173** — Other household decorative items, including —

painting	mirror	professional portrait
sculpture	planter	fireplace equipment and accessories
vase	book ends	seasonal decorations (Christmas)
ash tray	weather instruments	
picture	professional picture	



## Section 8 — HOME FURNISHINGS AND RELATED HOUSEHOLD ITEMS — Continued

### Part A — Purchases — Continued

#### CLOSET STORAGE AND TRAVEL ITEMS

- 180** — Storage items, including —  
garment bag                      shoe bag                      shoe rack
- 181** — Travel items, including —  
suitcases                      luggage                      portable luggage carriers  
travel garment bags                      trunk                      attache cases

#### DISHES, DINNERWARE, FLATWARE, GLASSWARE, AND COOKWARE

- 190** — Plastic dinnerware, including Tupperware
- 191** — China and other dinnerware
- 192** — Stainless, silver, and other flatware, except plastic
- 193** — Glassware, including —  
crystal
- 195** — Serving pieces other than silver
- 196** — Nonelectric cookware, including —  
skillet                      teakettle                      Dutch oven  
saucepan                      griddle                      broiler  
crepe pan                      roaster                      pressure cooker  
pots                      pans
- 198** — Silver serving pieces, including —  
tray                      pitcher                      bowl

## Section 8 — HOME FURNISHINGS AND RELATED HOUSEHOLD ITEMS — Continued

### Part A — Purchases — Continued

#### HOUSEHOLD LINENS

- 200** — Bedroom linens, including —
- |               |              |                  |
|---------------|--------------|------------------|
| sheets        | comforter    | baby blanket     |
| pillowcases   | mattress pad | electric blanket |
| pillows       | quilt        |                  |
| blanket/cover | bedspread    |                  |
- 201** — Bathroom linens, including —
- |              |                |          |
|--------------|----------------|----------|
| towels       | shower curtain | bath mat |
| face cloths  | bath rug       | tub mat  |
| toilet cover |                |          |
- 202** — Kitchen and dining room linens, including —
- |                       |               |             |
|-----------------------|---------------|-------------|
| tablecloths           | linen napkins | dish cloths |
| dish towels           | cloth napkins | placemats   |
| small appliance cover |               |             |
- 203** — Other linens, including —
- |                    |                               |
|--------------------|-------------------------------|
| washer/dryer cover | covers for living room tables |
| doilies            |                               |
- 205** — Slipcovers, decorative pillows and cushions, custom or ready-made

#### FLOOR AND WINDOW COVERINGS

Wall-to-wall carpeting for one or more rooms

- 210** — Installed (original carpeting)
- 216** — Installed (replacement carpeting)
- 211** — Non-installed (original carpeting)
- 217** — Non-installed (replacement carpeting)
- 212** — Carpet squares
- 213** — Room-size rugs and other non-permanent floor coverings
- 214** — Curtains and drapes (either custom or ready-made)
- 215** — Venetian blinds, window shades, and other window coverings (either custom or ready-made)

## Section 9 — CLOTHING AND SEWING MATERIALS

### Part A — Clothing *(Do not include here — clothing for children under 2 years of age.)*

**100** — COATS, JACKETS, AND FURS, including —  
shawl                      fur jacket              outerwear              raincoat (excluding plastic  
windbreaker              fur coat                      jacket                      folded-up raincoat)  
rain slick                      carcoat                      topcoat                      down vest  
stole                              pants coat

**110** — SPORT COATS AND TAILORED JACKETS, including —  
blazer                              safari jacket                      shirt jacket

**120** — SUITS, including —  
formal suit                      man's suit (of                      woman's suit (of two  
two or more                      or more pieces)  
pieces)

**130** — VESTS (purchased separately, not with a suit), excluding sweater vests and down vests

**140** — SWEATERS AND SWEATER SETS, including —  
cardigan                              pullover                              coat sweater  
sweater vest                              ski sweater                              V-neck sweater

**150** — TROUSERS, SLACKS, JEANS AND DUNGAREES, including —  
jump suit                      dress pants                      work pants                      casual slacks  
coveralls                      dress slacks                      blue jeans                      sports slacks  
maternity pants

**160** — SHORTS AND SHORT SETS, including men's and boys' dress and casual shorts and women's and girls' shorts and short sets.  
*Do not include any athletic shorts.*

**170** — DRESSES, including —  
jumpers                              housedress                      one or two-                      sundress  
muu-muu's                              two-piece                      piece                      wedding gown  
formals or                              dresses                      pantdresses  
semi-formals

**180** — SKIRTS AND CULOTTES, including —  
gauchos                              pant skirts  
*Do not include any tennis skirts, golf skirts, or other athletic skirts.*

**190** — SHIRTS, BLOUSES, AND TOPS, including —  
sport shirt                      jean shirt                      tops                      T-shirt  
dress shirt                      knit blouse                      work shirt                      maternity top  
*Do not include any sweat shirts or athletic shirts.*

## Section 9 — CLOTHING AND SEWING MATERIALS — Continued

### Part A — Clothing (*Do not include here — clothing for children under 2 years of age.*) — Continued

#### 200 — UNDERGARMENTS, including —

undershorts      bras      girdles      thermal underwear  
body stockings      panties      undershirts

#### 210 — HOSIERY, including —

socks      knee-highs      stockings      tights      pantyhose

#### 220 — NIGHTWEAR AND LOUNGEWEAR, including —

pajamas      night shirt      night gown      thermal sleeping  
robe      house coat      garments

#### 230 — ACCESSORIES, including —

hat/bonnet      ties      gloves      apron      bridal headpiece  
cap      ascot      mittens      ear muffs      bridal bouquet  
hard hat      scarf      purse      helmet      beret  
umbrella      bow ties      wallet      handkerchief      fold-up rain accessories  
belt      hand bag

#### 240 — ACTIVE SPORTSWEAR, including—

athletic shorts      tennis outfit      sweatshirt      athletic supporter/  
athletic shirt      jogging suit      swimwear      groin protector  
hunting wear      athletic skirt      swimwear      snow and ski suit  
leotards      accessories

*Do not include any sports uniforms.*

#### 250 — UNIFORMS, other than sport, for which the cost is not reimbursed, including shirts, pants, suits, service apparel, such as: medical, barber, boy or girl scout, mechanic, waiter/waitress, plumber and lab smocks, and military apparel

#### 260 — COSTUMES, including costumes for dance, ballet, Halloween, etc.

#### 280 — FOOTWEAR, including —

dress shoes      sandals      sneakers, jogging, aerobic,  
boots      bedroom slippers      basketball, tennis shoes  
casual shoes

*Do not include specialized athletic shoes such as for football, soccer, bowling, biking, or baseball.*

### Part B — Infants Clothing

Clothing for infants under 2 years of age

#### 290 — COATS, JACKETS, SNOWSUITS

#### 300 — DRESSES AND OTHER OUTERWEAR, including —

bathing suits      sweater      jogging suit      crawler  
sunsuit      romper      blouse      tops  
jumpsuit      coveralls      pants      T-shirts  
vest      overalls      pants set      jeans  
playsuit      shirt      short set

## Section 9 — CLOTHING AND SEWING MATERIALS — Continued

### Part B — Infants Clothing — Continued

- 310** — UNDERWEAR AND DIAPERS, including disposable  
*Do not include diaper service.*
- 320** — SLEEPING GARMENTS
- 330** — LAYETTES
- 340** — ACCESSORIES, including —
- |                |       |         |           |
|----------------|-------|---------|-----------|
| boots          | socks | booties | caps/hats |
| mittens/gloves | shoes | bibs    | bonnets   |
| slippers       |       |         |           |

### Part B — Watches, Jewelry, and Hairpieces

- 370** — WATCHES, including —  
analog and digital watches
- 380** — JEWELRY, including —  
costume jewelry, rings, and infants jewelry
- 390** — HAIRPIECES, WIGS, OR TOUPEES

### Part C — Sewing Materials

- 400** — SEWING AND KNITTING MATERIALS FOR THE HOME, including fabric for making slipcovers, blankets, quilts, afghans, tablecloths, silk flowers, curtains, etc., and for handwork including yarn
- 410** — SEWING MATERIALS FOR MAKING CLOTHES, including any fabric used for making clothing, belts, handbags
- 420** — SEWING NOTIONS, including —
- |                   |                        |                 |                             |
|-------------------|------------------------|-----------------|-----------------------------|
| sewing basket     | patterns               | snaps           | zipper                      |
| sewing kit        | latch hooks            | buttons         | lining                      |
| crochet thread    | crochet hooks          | measuring tapes | needles/pins                |
| embroidery thread | embroidery             | scissors or     | thread/thread               |
| seam binding      | hoops                  | pinking shears  | caddy                       |
| button hole twist | needlepoint stretchers |                 | knitting needles, equipment |
- 430** — OTHER SEWING MATERIALS, including —
- |                         |              |               |                     |
|-------------------------|--------------|---------------|---------------------|
| interfacing             | fiberfill    | shredded foam | solid foam          |
| beads, glitter, sequins | quilt pad    | stuffing      | felt or felt square |
| foam rubber             | rug material |               |                     |

### Part D — Clothing Services

- 450** — REPAIR, ALTERATION, AND TAILORING FOR CLOTHING AND ACCESSORIES
- 460** — SHOE REPAIR AND OTHER SHOE SERVICES
- 470** — WATCH OR JEWELRY REPAIR, including cleaning
- 480** — CLOTHING RENTAL, including formal wear
- 490** — CLOTHING STORAGE

**Sections 10 and 11 — RENTED, LEASED,  
AND OWNED VEHICLES**

**100** — AUTOMOBILE

**110** — TRUCK, INCLUDING VANS, ALSO INCLUDES MINIVANS AND JEEPS

**120** — MOTORIZED CAMPER-COACH

**130** — TRAILER-TYPE CAMPER

**140** — OTHER ATTACHABLE-TYPE CAMPER

**150** — MOTORCYCLE, MOTOR SCOOTER OR MOPED (MOTORIZED BICYCLE)

**160** — BOAT, **WITH** A MOTOR

**170** — BOAT, **WITHOUT** A MOTOR

**180** — TRAILER OTHER THAN CAMPER

such as for a boat, or cycle — includes trailer for snowmobile or for moving, hauling, etc.

**190** — PRIVATE PLANE

**200** — ANY OTHER VEHICLE

such as a snowmobile, dunebuggy, go-cart or riding golf cart (except charges for **rental** of golf carts included in golfing fees)

## Section 12 — VEHICLE OPERATING EXPENSES

### Part A — Vehicle Maintenance and Repair, Parts, and Equipment

**100** — OIL CHANGE, LUBRICATION, and OIL FILTER

*(Include oil only if purchased for an oil change)*

**110** — MOTOR TUNE-UP, including —

adjust ignition	air/fuel filters	computer sensor	ignition wires
timing or mixture	breather/vapor/air	distributor cap, rotor	pcv valve
adjust valve	filter element	emission controls	spark plugs

**120** — BRAKE WORK, including —

anti-lock brake	brake fluid	machine drums/	wheel calipers
bleed brake	hydraulic system	rotors	wheel cylinder
system	master cylinder	parking brake	
brake		shoes or pads	
adjustment			

**130** — BATTERY PURCHASES AND INSTALLATION

**140** — TIRE PURCHASES AND MOUNTING

**150** — TIRE REPAIRS

**160** — FRONT END ALIGNMENT, WHEEL BALANCING, WHEEL ROTATION

**170** — STEERING OR FRONT-END WORK, including —

axle bearing/ seals	bushings	power steering	studs, lug nuts
axle shafts	CV joints/boots	fluid/filter	tie rods
ball joints	idler arms	rack and pinion	wheel hubs
		steering box/ linkage	

**180** — ELECTRICAL SYSTEM WORK, including —

alternator belt	car computer	ignition system	voltage-regulator
alternator/ generator	coil	starter motor	wiring
battery	gauges/ instruments	switches	
charging			

## Section 12 — VEHICLE OPERATING EXPENSES — Continued

### 190 — ENGINE REPAIR OR REPLACEMENT, including —

carburetor	fuel injector	motor mounts	timing chain/
choke	fuel pump/lines/	oil pump/cooler/	gears or belt
crankshaft	filter	hoses/lines	turbo charge
bearings	gaskets	pistons/rods	

### 200 — AIR CONDITIONING WORK, including —

compressor	condenser	motor/switch	recharging
------------	-----------	--------------	------------

### 210 — ENGINE COOLING SYSTEM WORK, including —

coolant or filter	fan or water pump	heater core	radiator
cooling fan/	belt	hoses	thermostat
controls	fan switch or motor	pressure cap	water pump
cooling fan relay			

### 300 — EXHAUST SYSTEM WORK, including —

catalytic converter	hanger/clamps	muffler	resonator
exhaust pipe	manifold gasket		

### 310 — CLUTCH OR TRANSMISSION WORK, including —

clutch cable	hydraulic system	rebuilt	transaxle
clutch fork	master cylinder	transmission	transmission filter
flywheel	pilot bearing	safety switch	transmission fluid
		shaft seal	

### 320 — BODY WORK AND PAINTING, including —

convertible top	doors	rust proofing	T-roof
crash repairs	glass replaced	sanding	vinyl top

### 330 — SHOCK ABSORBER REPLACEMENT, including MacPherson struts



## Section 12 — VEHICLE OPERATING EXPENSES — Continued

### 340 — DRIVE SHAFT OR REAR-END WORK, including —

axle fluid	CV joints	rear axle	suspension
axle mounts/ bushings	differential grommet	rear wheel axle seal	tie rods
coil or leaf springs		rear wheel bearings	universal joint

### 350 — AUDIO EQUIPMENT AND INSTALLATION, including —

antenna	CB radio	speakers	tape player
CB antenna	radio	stereo equipment	

### 360 — VEHICLE ACCESSORIES AND CUSTOMIZING, including —

alarm system	carpeting	running boards	steering wheel covers
bike/ski racks	fender skirts	seat covers	
bumper guards	luggage rack	spoilers	

### 370 — OTHER VEHICLE SERVICES, PARTS, AND EQUIPMENT, including —

battery cables	gas cable/cap/can	jack	vent filters
brake lights	gasket sets	light bulbs	wheel lugs
car wash	headlights	speedometer cable	wheels
charcoal canister- filters	heater repair	tire pressure gauge	windshield- wipers
	hub caps	tire/wheel combination	

## Section 13 — INSURANCE OTHER THAN HEALTH

### **100** — LIFE INSURANCE OR OTHER POLICIES WHICH PROVIDE BENEFITS IN CASE OF DEATH OR DISABILITY, including —

Term Insurance	Income or Disability Insurance
Whole-Life Insurance	Group-Life Insurance
Cash Benefits	Straight-Life Insurance
Mortgage Insurance	Flight Insurance
Veterans Insurance	Life Endowments
Annuities	Burial Insurance
	Long-Term Care Insurance

### **200** — AUTOMOBILE OR OTHER VEHICLE INSURANCE, including —

Liability Insurance	Bodily Injury Insurance
Collision Insurance	Property Damage Insurance
Comprehensive Insurance	No-Fault Insurance

### HOME INSURANCE

Insurance protecting your home, furniture, personal effects, or other property against fire, theft, loss, earthquakes, or damage from other means.

**300** — HOMEOWNER'S INSURANCE, including any insurance covered in mortgage payments or flood insurance

**400** — TENANT'S INSURANCE

**500** — FIRE AND EXTENDED COVERAGE INSURANCE

### **600** — OTHER TYPES OF NONHEALTH INSURANCE, including —

Credit Card Insurance  
Personal Liability Insurance  
Mortgage Guarantee Insurance  
Ambulance  
Umbrella policies

*Do not include malpractice insurance.*

## **Section 14 — HOSPITALIZATION AND HEALTH INSURANCE**

### **1 — HEALTH MAINTENANCE ORGANIZATION**

Expenses in this type of plan are usually covered in full or there is a modest co-payment at the time of your visit. There are two basic types of HMO's. The first is the group/staff type in which you go to a central facility (group health center) to receive care. The second type is an independent practice association (IPA) in which providers work from their individual offices and are referred to as primary care physicians.

### **2 — FEE FOR SERVICE PLAN**

In a fee for service type of plan you or your insurance company is generally billed after each visit. In a traditional fee for service plan you may go to any doctor or hospital you choose. In a Preferred Provider Organization (PPO) you are provided with a list of doctors from which you may choose. If you choose to go to one of the doctors on the PPO list, the amount of expenses covered is higher than if you go to a doctor not on the list.

### **3 — COMMERCIAL MEDICARE SUPPLEMENT**

A Commercial Medicare Supplement is a voluntary contributory private insurance plan available to Medicare recipients, to cover the costs of deductibles, coinsurance, physician services and other medical and health services.

### **4 — SPECIAL PURPOSE PLAN**

A special purpose plan is one which covers only specific health needs. Examples of special purpose health insurance plans are —

Dental Insurance

Mental Health Insurance

Vision Insurance

Dread Disease Policy

Prescription Drug Insurance

## Section 15 — MEDICAL AND HEALTH EXPENDITURES

### EYE CARE

**110** — EYE EXAMINATIONS, TREATMENT, OR SURGERY, such as —  
eye examinations      surgery      eye treatments

**120** — PURCHASE OF EYE GLASSES OR CONTACT LENSES, such as —  
eye glasses      contact lenses      insurance  
kits and equipment      warranty expenses  
fittings

### DENTAL CARE

**200** — DENTAL CARE, such as —  
examinations      bridges      root canals  
cleanings      orthodontic work      any other dental services  
X-rays      fillings  
dentures      caps or crowns

### INPATIENT HOSPITAL CARE

**310** — HOSPITAL ROOM, such as —  
room      meals

**320** — HOSPITAL SERVICES, including all services provided and billed by the hospital, such as —  
operating room      laboratory tests      examinations  
recovery room      intensive care unit      therapy  
X-rays      drugs and medicine      injections  
oxygen      treatment rooms      blood transfusions  
anesthetics      nursing services      any other services

## Section 15 — MEDICAL AND HEALTH EXPENDITURES — Continued

### SERVICES BY MEDICAL PROFESSIONALS OTHER THAN PHYSICIANS

**410** — ALL SERVICES BY MEDICAL PROFESSIONALS OTHER THAN PHYSICIANS, such as —

chiropractor	podiatrist	psychologist
acupuncturist	midwife	substance abuse professionals
homeopath	naturopath	marriage counselor
physical therapist	nurse practitioners	

### PHYSICIAN SERVICES

**420** — ALL SERVICES PROVIDED AND BILLED BY PHYSICIANS, such as —

general practitioner	internist	pediatrician
gynecologist	dermatologist	any other type of physicians
urologist	psychiatrist	
osteopath	surgeon	
plastic surgeon		

### OTHER MEDICAL CARE SERVICES

**510** — LAB TESTS OR X-RAYS

X-rays                      blood tests                      other types of lab tests

*Do not include services received in a hospital as an inpatient or services for eye and dental care.*

**520** — CARE IN CONVALESCENT OR NURSING HOME, such as —

substance abuse centers      nursing home

*Include all services provided and billed by a convalescent or nursing home.*

**530** — OTHER MEDICAL CARE, such as —

ambulance services	outpatient hospital care
rescue services	emergency room services
blood donation	

*If medical care is given in outpatient department or emergency room, include —*

injections	cardiogram	baby shots
allergy shots	skin treatment	physicians check up
cardiology test	hearing test	broken/sprained bones
	cancer treatment	blood pressure check

## Section 15 — MEDICAL AND HEALTH EXPENDITURES — Continued

### MEDICINE AND MEDICAL SUPPLIES

**610** — PURCHASE OF HEARING AIDS

**620** — PRESCRIBED MEDICINES OR PRESCRIBED DRUGS

**630** — RENTAL OF SUPPORTIVE OR CONVALESCENT MEDICAL EQUIPMENT, such as —

braces	splints	whirlpools
crutches	cervical collars	slings
canes	wheelchairs	ace bandages
walkers		

**640** — PURCHASE OF SUPPORTIVE OR CONVALESCENT MEDICAL EQUIPMENT, such as —

braces	splints	whirlpools
crutches	cervical collars	slings
canes	wheelchairs	ace bandages
walkers		

**650** — RENTAL OF MEDICAL OR SURGICAL EQUIPMENT FOR GENERAL USE, such as —

ice bags	sinus masks	sun lamps
hot water bottles	blood pressure kits	therapeutic heat lamps
heating pads	vaporizers	

**660** — PURCHASE OF MEDICAL OR SURGICAL EQUIPMENT FOR GENERAL USE, such as —

thermometers	sinus masks	sun lamps
ice bags	insulin needles	therapeutic heat lamps
hot water bottles	syringes	ostomy supplies
heating pads	blood pressure kits	oxygen
pollen masks	vaporizers	orthopedic appliances (supports)

*Do not include purchases of items such as band aids, gauze, cotton roll, and cotton balls.*

## Section 16 — EDUCATIONAL EXPENSES

**100** — RECREATIONAL LESSONS OR OTHER INSTRUCTIONS, including —

golf	dancing	driving
tennis	music	photography
skiing	painting	sailing
swimming	sewing	instructional day camps
skydiving	needlepoint	any other recreational lessons
cooking	horse riding	

**200** — NURSERY SCHOOL OR CHILD DAY CARE CENTERS, including noninstructional day camps

**300** — TUITION, including —

college or university	business school	elementary school
high school	secretarial school	parochial school
seminary	technical school	adult education
preparatory school	vocational school	

*Include only those expenses paid directly to the school or to other educational facility.*

**310** — HOUSING WHILE ATTENDING SCHOOL, including —

student dormitory	sorority	housing for married students
fraternity		

*Include only those expenses paid directly to the school or to other educational facility.*

**320** — FOOD OR BOARD WHILE ATTENDING SCHOOL

*Include only those expenses paid directly to the school or to other educational facility.*

**340** — RENTAL OF ANY SCHOOL BOOKS OR EQUIPMENT, WHICH HAS NOT ALREADY BEEN REPORTED, including —

text books	slide rule	drafting equipment
microscopes	art supplies	laboratory equipment
technical books	cap and gown	

**350** — PURCHASE OF ANY SCHOOL BOOKS, SUPPLIES, OR EQUIPMENT, WHICH HAS NOT ALREADY BEEN REPORTED, including —

text books	slide rule	drafting equipment
microscopes	art supplies	laboratory equipment
technical books	cap and gown	

**360** — OTHER SCHOOL RELATED EXPENSES NOT ALREADY REPORTED, including —

laboratory fees	matriculation fees	administration fees
registration fees	health fees	athletic fees
laundry fees	student union fees	transportation fees

## **Section 18 — TRIPS AND VACATIONS**

### **TYPES OF TRANSPORTATION**

#### (COMMERCIAL)

- 1** — local (taxi, etc.)
- 2** — airplane
- 3** — train
- 4** — bus
- 5** — ship

#### (RENTED)

- 6** — car, jeep
- 7** — truck, van
- 8** — motorcycle, moped
- 9** — private plane
- 10** — boat, trailer
- 11** — camper
- 12** — other vehicles

#### (PRIVATE)

- 13** — car owned by CU
  - 14** — vehicle leased by CU
  - 15** — other vehicle owned by CU
  - 16** — vehicle owned by someone else
- 
- 17** — other transport



## **Section 18 — TRIPS AND VACATIONS — Continued**

### **RENTAL OF SPORTS EQUIPMENT**

Golf clubs

Skis

Fishing equipment

Boat

Other sports equipment

## **Section 18 — TRIPS AND VACATIONS — Continued**

### **FEES FOR PLAYING SPORTS**

Golf

Fishing

Swimming

Tennis

Skiing

Bowling

Exercise classes

Other sports

## **Section 18 — TRIPS AND VACATIONS — Continued**

### **ENTERTAINMENT OR ADMISSIONS**

Movies

Theater

Concerts

Museums

Tours

Sports events

Other entertainment event



## Section 19 — MISCELLANEOUS EXPENSES — Continued

**200** — CARE FOR INVALIDS, CONVALESCENTS, HANDICAPPED, OR ELDERLY PERSONS IN THE HOME

*Do not include institutional or medical care.*

**350** — ADULT DAY CARE CENTERS

**280** — COMPUTER INFORMATION SERVICES

computer bulletin board services      internet services

**290** — TV COMPUTER GAMES AND COMPUTER GAME SOFTWARE

TV computer game hardware      video game hardware  
video games

**300** — HAND HELD COMPUTER GAMES AND COMPUTER BOARD GAMES

**330** — TOYS AND GAMES

games      stuffed animals      dolls  
infant toys      dart board      darts  
trains

**340** — HOBBIES

model kits      needlepoint kits      arts and craft supplies  
rug kits      knitting kits

**230** — MOVING, STORAGE, AND FREIGHT EXPRESS

*Do not include expenses that are reimbursed by employer or other persons outside of the CU.*

**240** — PURCHASE OF PETS, PET SUPPLIES, AND MEDICINE FOR PETS, including —

aquarium      tropical fish      dog house  
hamster cage      pet toys      bird cage  
dog      guinea pig      cat  
bird      hamster      gerbil

**250** — PET SERVICES, including —

grooming      kennels      license

**260** — VETERINARIAN EXPENSES FOR PETS

**310** — ALIMONY

**320** — CHILD SUPPORT

**270** — MONEY GIVEN TO NON-CU MEMBERS, CHARITIES, AND OTHER ORGANIZATIONS, including contributions to —

charities      churches      schools  
civic organizations

*Also include cash gifts given to students away at a college or university.*

## **Section 24 — TOTAL CU INCOME**

- 1. Loss**
- 2. Under \$3,000**
- 3. \$ 3,000 — \$ 5,999**
- 4. \$ 6,000 — \$ 7,499**
- 5. \$ 7,500 — \$ 9,999**
- 6. \$10,000 — \$12,999**
- 7. \$13,000 — \$14,999**
- 8. \$15,000 — \$19,999**
- 9. \$20,000 — \$24,999**
- 10. \$25,000 — \$29,999**
- 11. \$30,000 — \$34,999**
- 12. \$35,000 — \$49,999**
- 13. \$50,000 — \$74,999**
- 14. \$75,000+**

# OCCUPATIONS

- 01 — ADMINISTRATOR, MANAGER**  
 administrator                      manager                      funeral director
- 02 — TEACHER**  
 teacher                      guidance counselor
- 03 — PROFESSIONAL**  
 registered nurse                      accountant                      computer programmer  
 computer systems analyst                      social worker                      lawyer  
 engineer                      physician                      clergy
- 04 — ADMINISTRATIVE SUPPORT, INCLUDING CLERICAL**  
 secretary                      bookkeeper                      clerk  
 computer assistant                      receptionist                      typist
- 05 — SALES, RETAIL**  
 cashier                      commodity salesperson                      apparel salesperson  
 motor vehicle salesperson                      door to door salesperson
- 06 — SALES, BUSINESS GOODS AND SERVICES**  
 mining sales representative                      real estate sales person  
 financial services                      wholesale sales representative  
 manufacturing sales representative                      insurance salesperson
- 07 — TECHNICIAN**  
 health technician                      practical nurse                      clinical laboratory technician  
 drafting                      electronic technician
- 08 — PROTECTIVE SERVICE**  
 private guard                      police officer                      firefighter
- 09 — PRIVATE HOUSEHOLD SERVICE**  
 nanny                      household worker
- 10 — OTHER SERVICE**  
 janitor                      cook                      waiter/waitress  
 food preparer                      food counter/fountain worker                      orderly  
 child care worker                      hairstylist                      maid/houseman
- 11 — MACHINE OPERATOR, ASSEMBLER, INSPECTOR**  
 machine operator                      assembler                      inspector
- 12 — TRANSPORTATION OPERATOR**  
 truck driver                      bus driver                      tractor operator
- 13 — HANDLER, HELPER, LABORER**  
 stock handler                      freight handler                      material handler  
 construction laborer                      packager
- 14 — MECHANIC, REPAIRER, PRECISION PRODUCTION**  
 automobile mechanic                      machine repairer                      machinist  
 sheet metal worker                      meat cutter                      tailor
- 15 — CONSTRUCTION, MINING**  
 carpenter                      electrician                      painter  
 plumber                      mining worker
- 16 — FARMING**  
 farmer                      farm worker
- 17 — FORESTRY, FISHING, GROUNDSKEEPING**  
 forestry worker                      fisher                      groundskeeper  
 animal caretaker
- 18 — ARMED FORCES**  
 armed forces

# CALENDAR

## 1995

JANUARY						
S	M	T	W	T	F	S
①	2	3	4	5	6	7
8	9	10	11	12	13	14
15	①⑥	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY						
S	M	T	W	T	F	S
						1
2	3	④	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	②⑩	21	22	23	24	25
26	27	28				

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	④	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	⑨	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	②⑨	30	31		

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	⑩	11
12	13	14	15	16	17	18
19	20	21	22	③	24	25
26	27	28	29	30		

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	⑤	26	27	28	29	30
31						



# CALENDAR

## 1996

---

JANUARY						
S	M	T	W	T	F	S
	①	2	3	4	5	6
7	8	9	10	11	12	13
14	⑮	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

---

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	⑰	20	21	22	23	24
25	26	27	28	29		

---

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

---

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

---

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	⑳	28	29	30	31	

---

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

---

JULY						
S	M	T	W	T	F	S
	1	2	3	④	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

---

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

---

SEPTEMBER						
S	M	T	W	T	F	S
1	②	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

---

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	⑭	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

---

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	⑪	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	⑳	29	30

---

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	⑳	26	27	28
29	30	31				

# CALENDAR

## 1997

JANUARY						
S	M	T	W	T	F	S
		①	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	②⑩	21	22	23	24	25
26	27	28	29	30	31	

JULY						
S	M	T	W	T	F	S
		1	2	3	④	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	①⑦	18	19	20	21	22
23	24	25	26	27	28	

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
	①	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	⑬	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	②⑥	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	⑪	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	⑲	28	29
30						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	⑲
25	26	27	28	29	30	31

# AGE — 1996

<b>AGE VERIFICATION CHART FOR 1996</b>							
<b>INSTRUCTIONS</b>							
In using this chart, determine age as follows: Locate the birth year of the person on the chart. If the person has not had a birthday as of the day of the interview in 1996, the correct age will be shown in the "No" column. If the person has had a birthday, the correct age will be in the "Yes" column.							
Year of birth	Birthday in 1996?			Year of birth	Birthday in 1996?		
	No	AGE	Yes		No	AGE	Yes
1907	88		89	1952	43		44
1908	87		88	1953	42		43
1909	86		87	1954	41		42
1910	85		86	1955	40		41
1911	84		85	1956	39		40
1912	83		84	1957	38		39
1913	82		83	1958	37		38
1914	81		82	1959	36		37
1915	80		81	1960	35		36
1916	79		80	1961	34		35
1917	78		79	1962	33		34
1918	77		78	1963	32		33
1919	76		77	1964	31		32
1920	75		76	1965	30		31
1921	74		75	1966	29		30
1922	73		74	1967	28		29
1923	72		73	1968	27		28
1924	71		72	1969	26		27
1925	70		71	1970	25		26
1926	69		70	1971	24		25
1927	68		69	1972	23		24
1928	67		68	1973	22		23
1929	66		67	1974	21		22
1930	65		66	1975	20		21
1931	64		65	1976	19		20
1932	63		64	1977	18		19
1933	62		63	1978	17		18
1934	61		62	1979	16		17
1935	60		61	1980	15		16
1936	59		60	1981	14		15
1937	58		59	1982	13		14
1938	57		58	1983	12		13
1939	56		57	1984	11		12
1940	55		56	1985	10		11
1941	54		55	1986	09		10
1942	53		54	1987	08		09
1943	52		53	1988	07		08
1944	51		52	1989	06		07
1945	50		51	1990	05		06
1946	49		50	1991	04		05
1947	48		49	1992	03		04
1948	47		48	1993	02		03
1949	46		47	1994	01		02
1950	45		46	1995	00		01
1951	44		45	1996	NA		00

# AGE — 1997

<b>AGE VERIFICATION CHART FOR 1997</b>							
<b>INSTRUCTIONS</b>							
In using this chart, determine age as follows: Locate the birth year of the person on the chart. If the person has not had a birthday as of the day of the interview in 1997, the correct age will be shown in the "No" column. If the person has had a birthday, the correct age will be in the "Yes" column.							
Year of birth	Birthday in 1997?			Year of birth	Birthday in 1997?		
	No	AGE	Yes		No	AGE	Yes
1908	88		89	1953	43		44
1909	87		88	1954	42		43
1910	86		87	1955	41		42
1911	85		86	1956	40		41
1912	84		85	1957	39		40
1913	83		84	1958	38		39
1914	82		83	1959	37		38
1915	81		82	1960	36		37
1916	80		81	1961	35		36
1917	79		80	1962	34		35
1918	78		79	1963	33		34
1919	77		78	1964	32		33
1920	76		77	1965	31		32
1921	75		76	1966	30		31
1922	74		75	1967	29		30
1923	73		74	1968	28		29
1924	72		73	1969	27		28
1925	71		72	1970	26		27
1926	70		71	1971	25		26
1927	69		70	1972	24		25
1928	68		69	1973	23		24
1929	67		68	1974	22		23
1930	66		67	1975	21		22
1931	65		66	1976	20		21
1932	64		65	1977	19		20
1933	63		64	1978	18		19
1934	62		63	1979	17		18
1935	61		62	1980	16		17
1936	60		61	1981	15		16
1937	59		60	1982	14		15
1938	58		59	1983	13		14
1939	57		58	1984	12		13
1940	56		57	1985	11		12
1941	55		56	1986	10		11
1942	54		55	1987	09		10
1943	53		54	1988	08		09
1944	52		53	1989	07		08
1945	51		52	1990	06		07
1946	50		51	1991	05		06
1947	49		50	1992	04		05
1948	48		49	1993	03		04
1949	47		48	1994	02		03
1950	46		47	1995	01		02
1951	45		46	1996	00		01
1952	44		45	1997	NA		00

# FRACTION CONVERSION CHART

## Fractions to Percentages

<b>Fraction</b>	<b>%</b>	<b>Fraction</b>	<b>%</b>	<b>Fraction</b>	<b>%</b>
1/2	50.00	1/7	14.29	3/9	33.33
1/3	33.33	2/7	28.57	4/9	44.44
2/3	66.67	3/7	42.86	5/9	55.55
1/4	25.00	4/7	57.14	6/9	66.67
2/4	50.00	5/7	71.42	7/9	77.78
3/4	75.00	6/7	85.71	8/9	88.89
1/5	20.00	1/8	12.50	1/10	10.00
2/5	40.00	2/8	25.00	2/10	20.00
3/5	60.00	3/8	37.50	3/10	30.00
4/5	80.00	4/8	50.00	4/10	40.00
1/6	16.67	5/8	62.50	5/10	50.00
2/6	33.33	6/8	75.00	6/10	60.00
3/6	50.00	7/8	87.50	7/10	70.00
4/6	66.67	1/9	11.11	8/10	80.00
5/6	83.33	2/9	22.22	9/10	90.00

# DIARY SURVEY CHECKS FOR THE DIARY FORM CE-801

When reviewing the Diary, check each page in the form. Be sure that ALL entries have as much detail as possible. The following are EXAMPLES of information that is often omitted.

## I. EXPENDITURE DETAIL CHECK EXAMPLES

### FOOD FOR HOME CONSUMPTION

MILK — Specify whether the milk is whole, skim, etc.

BREAD — Specify if white, whole wheat, rye, pumpernickel, etc.

BAKERY PRODUCTS — Specify type such as cupcakes, apple pie, etc.

BEEF — Specify the cut of beef and describe, such as round steak, ground beef, prime rib, etc.

PORK — Specify the cut and describe, such as pork loin roast, whole ham, pork spareribs

POULTRY — Specify whether it is chicken, turkey, or other

CHICKEN — Specify if whole or parts, such as chicken legs, chicken wings, etc.

JUICE, BEVERAGE — Specify type such as orange juice, grape juice, fruit punch

SOFT DRINKS — Specify if cola or other type; if not cola, specify if carbonated or noncarbonated

COFFEE — Specify if instant or ground

OTHER FOOD — Give a complete description, such as boxed scalloped potatoes

### FOOD AWAY FROM HOME

MEALS — Specify the type of meal (lunch, breakfast, snack, dinner). Indicate whether alcohol is included with the yes/no alcohol question for all meals. If alcohol is included specify the type (beer, wine, whiskey, etc.) and the cost.

ALCOHOLIC BEVERAGES — If the purchase is exclusively alcohol, specify the type of alcohol (beer, wine, etc.) and both the total cost and the alcohol cost, which should be identical. Both cost entries must be recorded. Be sure that the yes/no question is answered.

# **DIARY SURVEY CHECKS**

## **FOR THE DIARY FORM CE-801 — Continued**

### **CLOTHING, SHOES, AND JEWELRY**

**CLOTHING** — Specify the type of clothing and give a description of the item purchased. Enter code indicating for whom the item was purchased.

**SHOES** — If sport shoes, specify sport such as football cleats, ice skates, etc. Enter code indicating for whom the shoes were purchased.

**JEWELRY** — Specify the type of jewelry, such as watches, etc. Enter code indicating for whom the jewelry was purchased.

### **ALL OTHER PURCHASES AND EXPENSES**

**MEDICINE** — Specify if prescribed or over the counter, such as nonprescription cough medicine

**DOCTOR BILLS** — Specify type of doctor, such as dentist, internist

**SOAP** — Specify hand soap or laundry soap

**LAUNDRY/DRY CLEANING** — Specify if coin operated or not coin operated; specify whether household item (such as drapes) or apparel

**TABLEWARE** — Specify type, such as china, flatware, silver serving pieces, etc.

**DISHWASHER** — Specify whether it is portable or built-in

**FURNITURE** — Specify type such as kitchen chair, living room chair, etc.

**TELEVISION** — Specify black/white, color portable, color console

**TOOLS** — Specify if power or hand tool, such as power saw, etc.

**ALBUM** — Specify photo album or record album

**GAS** — Specify if gasoline or household fuel. If household fuel, indicate whether piped or bottled.

**VEHICLE** — Specify new or used and type of vehicle purchased

**VEHICLE REGISTRATION** — Specify state or local

**VEHICLE REPAIR** — Specify type of repair done such as brake work other than brake adjustment, exhaust system repair

**VEHICLE SERVICE** — Specify the type of service such as oil change, lube, brake adjustment, etc.

**BUS, TRAIN** — Specify intercity or intracity fare

**TUITION** — Specify high school, college, etc.

**BOOKS** — Specify whether it was part of a book club, a school book, or a non-school book. If the purchase was for school, then whether it was college, high school, or other.

# **DIARY SURVEY CHECKS**

## **FOR THE DIARY FORM CE-801 — Continued**

### **II. CONTENT CHECKS**

- 1.** All entries should be clearly readable. If there is an entry which is not, rewrite it. Entries that contain brand names, local names or acronyms should be clarified and rewritten.
- 2.** If the respondent reports no expenditures for a day, mark the "NONE" box in the upper left corner of the first page of that diary day.
- 3.** Be sure there is an amount entered in the total cost column for every item entry in the diary and that the amount entered is reasonable. If an amount is unusually high or low, confirm it with the respondent. Whenever possible, a single cost for each item is required. Investigate any combined expense to determine if individual costs can be identified.
- 4.** In Part 1, Food for Home Consumption, and Part 2, Food and Beverages Purchased as Gifts, be sure there is an entry in column c to indicate whether the food is fresh, frozen, etc.
- 5.** In Part 3, Food Away From Home, check to assure that the yes/no box is appropriately marked. If the "Yes" box is marked under column d, which indicates that alcoholic beverages were purchased, there should also be an amount entered in column e. There should always be a total cost in column c.
- 6.** In Part 4, Clothing, Shoes, and Jewelry, be sure there is an entry in column d to indicate whether the purchase was for someone outside the consumer unit. Be sure that column e indicates for whom the item was purchased.
- 7.** In Part 5, All Other Purchases and Expenses, be sure there is an entry in column d to indicate whether the purchase was for someone outside the consumer unit.



# DIARY SURVEY CHECKS FOR THE CE-802

When reviewing the Household Characteristics Questionnaire (CE-802) be sure that the information for all of the following items is recorded as specified below.

- 1.** All diary forms are with their corresponding CE-802 forms.
- 2.** The dates you entered on the cover of the diary form match the dates you entered in CE-802 cover item 19.
- 3.** All four interview status codes have been entered in CE-802 cover item 20.
- 4.** For noninterviews, check that the appropriate items in CE-802 cover item 22 have been filled out.
- 5.** Be sure all blank items which require entries are explained in the notes.
- 6.** All notes should be referenced to their questionnaire items.
- 7.** All entries should be clearly marked or written.
- 8.** Verify that there are no written responses, such as "Don't know," "DK," "None," or "Not applicable," in entries which require a numeric response.
- 9.** Verify that only the appropriate number of responses for each item have been recorded. Most items require only one response.
- 10.** Verify that the Household Record information has been properly recorded on form CE-802 for each CU.
- 11.** Verify that a CE-802 has been filled out for each CU (including noninterviews).

## CHART FOR INTERVIEW STATUS DETERMINATION — Week 1 Diary

IF	AND IF	AND IF	THEN
1. Week 1 Diary <b>is not</b> placed within the 7-day placement period,			Week 1 Diary is a noninterview.
2. Week 1 Diary is placed during the 7-day placement period,	Week 1 Diary is picked up during the 7 days allowed for pick-up,	Week 1 Diary is complete,	Week 1 Diary is an interview.
3. Week 1 Diary is placed during the 7-day placement period,	Week 1 Diary is picked up on the 8th day after placement,	Week 1 Diary is <b>not complete</b> , that is, the respondent has either entered <b>no</b> expenditures or only <b>some</b> expenditures,	Complete Week 1 Diary through recall and code as an interview.
4. Week 1 Diary is placed during the 7-day placement period,	Week 1 Diary is picked up on the 9th through 14th day after placement,	Week 1 Diary is <b>partially complete</b> , that is, respondent entered only some, but not all, expenditures,	<b>Do not collect</b> any expenditures through recall. Code the Week 1 Diary as an interview. Recall on Week 2 Diary for days between the end of Week 1 Diary and placement of Week 2 Diary.
5. Week 1 Diary is placed during the 7-day placement period,	Week 1 Diary is picked up on the 9th through 14th day after placement,	Week 1 Diary is <b>blank</b> , that is, the respondent had expenditures but did not record them,	The Week 1 Diary is Type A, code 05, "Other," and explain in Notes space. Recall on Week 2 Diary for days between the end of Week 1 Diary and placement of Week 2 Diary.
6. Week 1 Diary <b>is</b> placed during the 7-day placement period,	You are unable to contact household to pick up the Week 1 Diary within the 7 days allowed,		The Week 1 Diary is coded Type A, 02, "No One Home."

## CHART FOR INTERVIEW STATUS DETERMINATION — Week 2 Diary

IF	AND IF	AND IF	AND IF	THEN
7. Week 1 Diary is an interview or noninterview at placement or pick-up,	Week 2 Diary is <b>not</b> placed in the 7 days allowed,			Week 2 Diary is a noninterview.
8. Week 1 Diary is an interview or noninterview at placement or pick-up,	Week 2 Diary is placed in the 7 days allowed,	You are unable to contact household to pick up the Week 2 Diary within the 7 days allowed,		Week 2 Diary is a noninterview, code 02.
9. Week 1 Diary is a noninterview at placement,	Week 2 Diary is placed within the 8 through 14th day from the "earliest" placement date for the Week 1 Diary,			<b>Do not collect</b> information at placement through Recall. The respondent starts the Week 2 Diary the day following placement and keeps it for 7 consecutive days.
10. Week 1 Diary is a noninterview at placement,	Week 2 Diary is placed within the 8 through 14th day from the "earliest" placement date for the Week 1 Diary,	Week 2 Diary is picked up <b>on the day following</b> the 7 day period covered by the diary,	Week 2 Diary is blank or partially complete,	Complete Week 2 Diary through Recall and code as an interview.
11. Week 1 Diary is a noninterview at placement,	Week 2 Diary is placed within the 8 through 14th day from the "earliest" placement date for the Week 1 Diary,	Week 2 Diary is picked up within the 7 days allowed, <b>but not on the day following</b> the 7 day period covered by the diary,	Week 2 Diary is partially complete,	<b>Do not collect</b> any information by Recall. Code the Week 2 Diary as an interview.
12. Week 1 Diary is a noninterview at placement,	Week 2 Diary is placed within the 8 through 14th day from the "earliest" placement date for the Week 1 Diary,	Week 2 Diary is picked up within the 7 days allowed, <b>but not on the day following</b> the 7 day period covered by the diary,	Week 2 Diary is blank,	Week 2 Diary is a noninterview, code 05. Explain in notes.

## CHART FOR INTERVIEW STATUS DETERMINATION — Week 2 Diary (Continued)

IF	AND IF	AND IF	AND IF	THEN
<p><b>13.</b> Week 1 Diary is an interview at placement and either an interview or noninterview at pick-up,</p>	<p>Week 2 Diary is placed on the 8th through 14th day after the placement of the Week 1 Diary. Do recall for any days between the end of the Week 1 Diary and placement of Week 2 Diary,</p>	<p>Week 2 Diary is picked up within the 7 days allowed,</p>	<p>Week 2 Diary is complete,</p>	<p>Week 2 Diary is an interview.</p>
<p><b>14.</b> Week 1 Diary is an interview at placement and either an interview or noninterview at pick-up,</p>	<p>Week 2 Diary is placed on the 8th through 14th day after the placement of the Week 1 Diary. Do recall for any days between the end of the Week 1 Diary and placement of Week 2 Diary,</p>	<p>Week 2 Diary is picked up <b>on the day following</b> the 7 day period covered by the Diary,</p>	<p>Week 2 Diary is blank or partially complete,</p>	<p>Complete Week 2 Diary through Recall and code as an interview.</p>
<p><b>15.</b> Week 1 Diary is an interview at placement and either an interview or noninterview at pick-up,</p>	<p>Week 2 Diary is placed on the 8th through 14th day after the placement of the Week 1 Diary. Do recall for any days between the end of the Week 1 Diary and placement of Week 2 Diary,</p>	<p>Week 2 Diary is picked up within the 7 days allowed, <b>but not on the day following</b> the 7 day period covered by the Diary,</p>	<p>Week 2 Diary is partially complete,</p>	<p><b>Do not collect</b> any information by Recall. Code the Week 2 Diary as an interview.</p>
<p><b>16.</b> Week 1 Diary is an interview at placement and either an interview or noninterview at pick-up,</p>	<p>Week 2 Diary is placed on the 8th through 14th day after the placement of the Week 1 Diary. Do recall for any days between the end of the Week 1 Diary and placement of Week 2 Diary,</p>	<p>Week 2 Diary is picked up within the 7 days allowed, <b>but not on the day following</b> the 7 day period covered by the Diary,</p>	<p>Week 2 Diary is blank,</p>	<p>Week 2 Diary is a noninterview, code 05. Explain in notes.</p>

# PRIVACY ACT STATEMENT

**The Bureau of the Census is conducting the Consumer Expenditure Surveys for the Bureau of Labor Statistics of the U.S. Department of Labor under title 29, United States Code. The surveys' purpose is to obtain information on what Americans are purchasing in order to update the Consumer Price Index (CPI). All survey information will be used for statistical purposes only.**

**Any information you provide for this survey is confidential, by law, under title 13, United States Code. Participation in this survey is voluntary and there are no penalties for refusing to answer any question(s). However, your cooperation is extremely important to help insure the completeness and accuracy of these data.**

## INTRODUCTIONS

### **(1st visits Quarterly Interview Survey and Diary Survey)**

**"Good morning. I am *(your name)* from the United States Bureau of the Census. Here is my identification card. We are conducting a Consumer Expenditure Survey for the Bureau of Labor Statistics. I have some questions I would like to ask you. Did you receive a letter saying someone would call on you?"**

### **(2nd through 5th visits Quarterly Interview Survey)**

**"Good morning. I am *(your name)* from the United States Bureau of the Census. Here is my identification card. I was here in *(month)* to obtain information for the Consumer Expenditure Survey. This is my *(number)* quarterly visit. I have some questions to ask. Did you receive our letter?"**