



OFFICE OF FINANCIAL MANAGEMENT

S T A T E O F W A S H I N G T O N

CENSUS ENUMERATOR'S MANUAL

FORECASTING AND RESEARCH DIVISION

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WHOM TO ENUMERATE

In addition to enumerating all men, women, and children whose usual place of residence is in your census area, you should enumerate the following:

- Household members temporarily absent on business, traveling, or in the hospital for a short stay. This includes newborn babies born before 12:01 a.m. on the official census date;
- Boarders, lodgers, or servants who sleep in the house;
- Group quarters population;
- Where found, persons with no fixed place of residence;
- College or boarding school students living in your area while attending school in your area;
- Any member of the Armed Forces and his/her dependents currently living in your area;
- Construction workers living in your area while working in the area with no usual residence in another place; and,
- Citizens of foreign countries, temporarily here as students or while employed in your area.

WHOM NOT TO ENUMERATE

The following classes or persons may at first glance appear to be household members, but are not considered as residents and should not be counted:

- Persons temporarily visiting with the household who have a usual place of residence elsewhere;
- College students, student nurses or school teachers, who are home on vacation or are spending the weekend at their parent's home. (Remember they are considered residents at the place they receive instruction, training, or where they are engaged in teaching);
- Servants or other persons employed by the household, but not sleeping in the same house (e.g. babysitter);
- Persons who were formerly members of the household but have since become inmates of penal institutions, homes for the aged and needy, or other places in which they may remain for a long time;
- Persons working and living elsewhere four or more nights a week for a majority of the calendar year;
- Persons who have two places of residence and spend the larger part of the calendar year elsewhere;
- Persons in the Armed Forces of the United States not living in your area; and,
- Persons from abroad temporarily visiting or traveling in the United States, if they are not foreign students or are not employed here.

OFFICE OF FINANCIAL MANAGEMENT SUPPORTING STATUTES

The Office of Financial Management (OFM) is charged with developing accurate and fair population estimates for the allocation of state revenues and program administration. Most of the statutes supporting OFM's population and annexation functions have been in place since 1940 and clearly support the authority of OFM. Sections of pertinent statutes are presented below.

RCW 35.13.260 and 35A.14.700 Determining population of annexed territory—Certificate—as basis for allocation of state funds—revised certificate. ...the resident population of the annexed territory shall be determined by, or under the direction of, the mayor of the city or town. Such population determination shall consist of an actual enumeration of the population which shall be made in accordance with the practices and policies, and subject to the approval of, the office.

RCW 43.62.040 Assistance to office of financial management—Determination by office of financial management conclusive. The department of revenue or any other state officer or officials of cities, towns, or counties shall upon request of the office of financial management furnish such information, aid, assistance as may be required by the office of Financial Management in the performance of its population studies. The action of the office of financial management in determining population shall be final and conclusive.

RCW 42.56.615—Enumeration data used by the office of financial management for population estimates. Actual enumeration data collected under RCW 35.13.260, 35A.14.700, 36.13.030, and chapter 43.62 RCW shall be used and retained only by the office of financial management and only for the purposes of RCW 35.13.260, 35A.14.700, 36.13.030, and chapter 43.62 RCW. The enumeration data collected is confidential, is exempt from public inspection and copying under this chapter, and in accordance with RCW 43.41.435, must be destroyed after it is used.

Cities and towns share the same revenue “pie” for per capita allocations. Increases or decreases in any jurisdiction's population change the amount or revenues going to other jurisdictions.

Special city censuses and annexation censuses are a very important part of the annual population determination process. Enumerations need to be conducted with specific resident definitions, canvass procedures, and other policies and practices that assure accuracy.

Census information is used to develop basic rates and ratios that enter the calculation of the city's population estimate through the entire decade.

For example, if a city failed to conduct a systematic field canvass and missed basement living quarters, persons living above garages and workshops—the city's average persons per household would be incorrectly inflated. These concealed units typically have fewer persons per household. The incorrect rate would be used and applied to both old and new housing stock until the next federal or special city census rates were available.

OFM staff will make every effort to assist and cooperate with cities conducting enumerations. Accuracy will always be a key consideration.

Section 1 — Introduction

The Enumerator's Manual is a reference for local governments conducting a population and housing census. It is meant to be taken into the field for use by the enumerator. The manual describes standard accounting tools and procedures based on 40 years of Washington state census experience. Following the standards outlined in this handbook is essential to the collection of clear, consistent, and reliable population and housing data.

Why Take a Census?

The primary reason for taking a census is to obtain population and housing counts for local governments. The summary counts are used for the distribution of state revenues for municipal services. This information is later used for other public services, such as health and transportation planning and determining school construction needs.

There are two methods of determining the population of cities and towns in the state of Washington.

1. OFM may estimate the population based on housing occupancy and the number of persons per housing unit as determined by a prior census; or,
2. Cities and towns may choose to conduct a special population census.

The April 1 Census Date

April 1 is the date used by the U.S. Census Bureau for the national census taken every ten years. Washington State uses the April 1 census date so comparisons between federal and state population and housing data are possible. Taking a census at this time of year also minimizes problems of counting vacationers, seasonal laborers, and other seasonal population in an area.

Importance of the Enumerator's Job

A well-planned, properly executed census is the most accurate way of determining the population of any locality. The enumerator's role is of critical importance. Enumerators must be able to quickly and thoroughly count the people and housing units within a designated area. Mistakes can be costly.

For example, if a city of 15,000 population conducted a three-day census with 16 enumerators and if each enumerator missed five people in his/her area per day, a total of 240 people would be missed. The city would receive approximately \$7,700 less in state revenue if the allocation were \$32 per resident. Thus, it is extremely important to read this manual and follow the instructions carefully. Without intelligent, conscientious, and well-trained enumerators, a population census is not likely to be complete or accurate. This manual should be in the enumerator's field notebook for reference while working. Whenever questions arise, consult the manual. If the solution is still not clear, contact a supervisor. Supervisors should contact OFM if the matter in question is not covered.

An Enumerator's Responsibilities

A census enumerator is responsible for recording the housing units and residents in a specific geographic area. As an enumerator you are expected to:

1. Know who should be counted as residents. Learn the census definition of residents and the circumstances when residents are likely to be miscounted. Do not omit a person who should be counted; do not include persons who do not qualify as residents.
2. Know how to canvass an area. Be familiar with the census maps prepared for your use and the instructions on how to cover an area in a systematic fashion. Enumerate only within the boundaries of your assigned area.
3. Correct mapping errors. If there are any discrepancies between the map and the roads in your area, make corrections and inform your supervisor.
4. Know how to fill out the Field Enumeration Sheets. Learn the specific use of each column on the Field Enumeration Sheet. Take care in entering the information you collect. Know how to fill out a Field Enumeration Sheet for a callback.
5. Work conscientiously. Follow census procedures exactly and efficiently. State your business in a few words, ask the required questions, make your sheet entries, and then proceed to the next house.
6. Be neat and courteous. While interviewing, you are a public employee and represent the city or town that hired you. Be considerate of the people you contact. Dress appropriately. Do not smoke or chew gum while interviewing.
7. Report to your supervisor daily. Report to your supervisor at least once each day. Turn in your completed Field Enumeration Sheets, records of work time, and mileage daily.
8. Keep the information confidential. The information you gather is strictly confidential. Only the final city population and housing count will ever be released. Do not discuss any information obtained in your census work with anyone but your supervisor or other authorized personnel.

If your work or conduct is judged unsuitable and does not meet the standards set forth in this manual, you may be subject to dismissal.

Daily Routine

Censuses are generally conducted during the last two weeks of March and the first week of April to be close to the April 1 benchmark. The actual duration of the census will depend on the size of the population being enumerated, the number of enumerators used, weather, and other factors.

Enumerator work schedules are generally based on the requirement that the census be completed in as short a time as possible. A workday may be longer or shorter than the standard eight hours. You will receive your assignment and your expected working hours from your supervisor.

1. Day's Work

Census costs are minimized if enumerators are in the field when people are at home and can be counted. Often this will mean that your workday may begin at 3:00 p.m. or later, since many adults work during the week and are not at home until the evening or their children are out of school. Enumerators will be expected to work all day on weekends, as people are more likely to be at home on weekends than on workdays. Most enumerators must be available for evening work as required by their supervisor to clear callbacks. One of the best times to catch persons who have been difficult to contact is during the dinner hour. Enumerators are expected to arrange their meals so they can be interviewing at this time. You may be provided with forms to keep an accurate daily record of the work you do, the time you spend, and the miles you drive in carrying out your assignment.

You will be required to report to your supervisor at least once each day. At this time you will turn in your completed Field Enumeration Sheets, your record of the time you have worked, and the mileage if you have used your car. The daily work and mileage reports will start with the first day of your appointment and continue through the entire period of employment.

2. Assignments/Materials

You will be assigned to specific geographical areas in your city, town, or county. You will be responsible for listing every place where people live and the name of every person (man, woman, and child, including infants) who usually lives and sleeps there. The count of total housing units, including vacant units, is just as important as the population count.

In the field you will need:

- A supply of sharpened, soft-lead pencils (preferable No. 2);
- A field notebook containing the Enumerator's Manual and a supply of Field Enumeration Sheets;
- A map which clearly indicates the blocks which you are to enumerate; and,

- A doorstep handout explaining the census (optional).

You have no responsibilities outside of your assigned area. When you have completed your assigned blocks in one district, contact your supervisor so you may be given another assignment.

3. Emergencies

If for any reason you cannot work on a particular day, notify your supervisor immediately. Report all accidents to your supervisor. Insurance coverage will be decided by the entity employing you.

4. Dismissal

Your employment as an enumerator is temporary. In any census, the number of enumerators employed is greatest on the first day, and declines thereafter. Most enumerators are released when the initial canvass of the census area is completed. A limited number of enumerators may be retained for clearing callbacks and for field checking purposes. Enumerators may be subject to early dismissal if their work or conduct is not judged suitable in light of the standards set forth in this manual.

Section 2 — Maps and Canvassing

In census terms, canvassing means to go through an area in a systematic manner so that the entire area is examined and no housing units are missed. A good, complete canvass is essential to the accuracy of a census. Enumerators are responsible for the complete canvass of their assigned territory.

Census Maps

Enumerator assignments are made in terms of geographical areas designated on a map. Carefully prepared census maps are necessary for a good canvass. You must be able to use maps to work as a census enumerator. This section focuses on the type of maps that are used for census purposes and how the maps are prepared for census use.

1. Type and Scale of Maps

Maps furnished by the city are used for a city census. City streets and corporate limits are designated on the maps. City blocks are plotted. Your enumerator's map should be of a scale 1 inch to 400 feet.

County road maps are generally used for the enumeration of unincorporated areas. These maps show federal and state highways, county roads, section lines, and some geographical features. County road maps used are usually a smaller scale, but are at least 1 inch to 1 mile.

2. Census Boundaries

Boundaries entered on your map will consist of a) city or county boundaries, and b) federal census geographical area boundaries (optional). The U.S. Census Bureau designates several standard geographical areas for enumeration and tabulation purposes. These areas can be used during a local census.

The boundaries will be marked as follows:

a) Municipal Boundaries

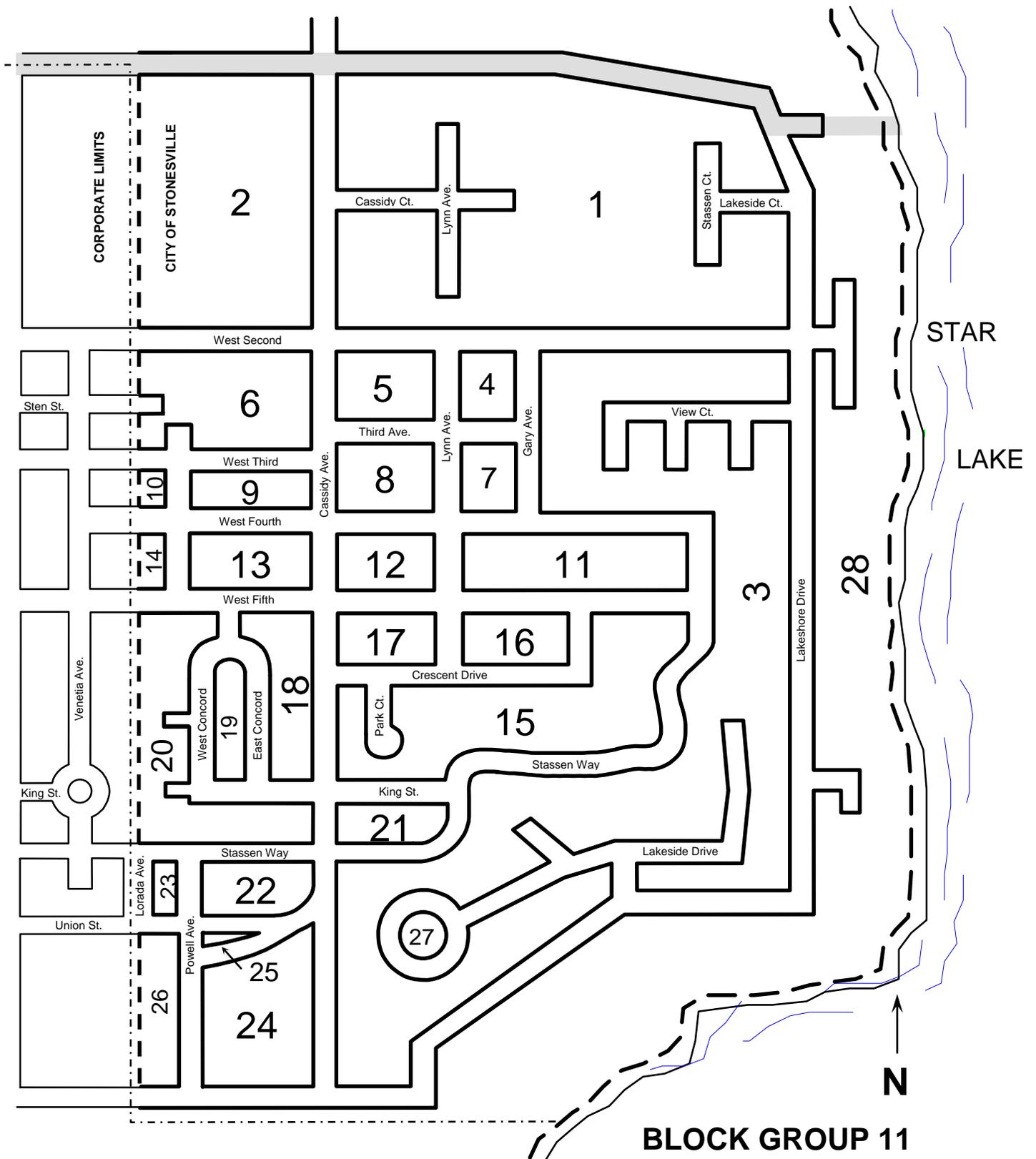
All city boundaries in the census area will be marked in green. If the area being canvassed is a city, the municipal boundary will delimit the total area to be canvassed.

b) Supervisor Areas

Supervisor areas are subdivisions of the area within census boundaries. These areas will be marked in orange.

Individual blocks will be indicated in black

ENUMERATOR'S MAP



-  Census Block Boundaries for Enclosed Blocks
-  Census Block Boundaries for Non-Enclosed Blocks
-  City Boundary
-  Enumeration Block District Boundary

- c) **Blocks:** Blocks are the smallest units in the census area. They are outlined and numbered in black. In each block, all housing units will be contacted and all residents counted. Your supervisor will make individual assignments within his/her area. Be sure you know which blocks are your responsibility and how to get to them before leaving the office or your home station.

There are two kinds of blocks.

- **Enclosed Blocks:** The first kind is a land area bounded on all sides by streets or roads. This kind of block is called an “enclosed” block. It may be a standard square block or irregular in shape.
- **Non-Enclosed Blocks:** The second type of block is a non-enclosed block. It is not bounded on all sides by road and cannot be circled. A non-enclosed block generally is bounded by the city limits, a relatively permanent feature such as a river, lake, or railroad tracks, etc. The boundary of the block that is not a road front will be marked with a broken black line.

3. Correction of Maps

All maps used for census purposes are checked in the field by the supervisory staff to see that the maps accurately represent existing streets. Often maps are outdated and do not show new streets or housing developments. They may also show streets that are planned, but not yet built. Once the city maps are corrected, the corrections are entered on the enumerator maps. The maps you receive of your assigned census area should accurately represent the existing city streets. However, errors may persist. You are responsible for noting such errors, correcting them on your field map, and calling them to the attention of your supervisor.

Enumerator Routes

There are specific procedures that must be followed when you contact and count the housing units and residents in each of your assigned blocks. These rules are designed to ensure an accurate count and facilitate field checking when the enumeration is complete.

1. Area Must Have Numbered Blocks

If your assignment does not consist of one or more numbered blocks with the boundaries carefully outlined, request your supervisor to block and number the area before you begin. It is difficult to accurately enumerate or field check an

area that has not been blocked and numbered. Failure to block the census area may jeopardize the certification of the final census results.

2. General Enumeration Route Procedures

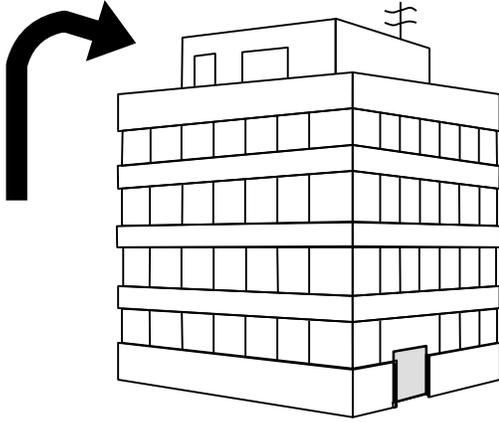
It is your personal responsibility to systematically list every person and housing unit in your area. A complete canvass is only possible when you follow the procedures discussed here. Canvass one block at a time. Before starting to enumerate you must first determine the precise boundaries of each block. Check to make sure you have the correct boundaries before proceeding. You must visit only the households located on the side of the street or road belonging in that block. Sometimes it may be difficult to identify boundaries because streets are not identified or because the map does not accurately describe the area. If you are in doubt, consult your supervisor. Listed below are the specific procedures you should follow when enumerating:

a) Start in the Northeast Corner

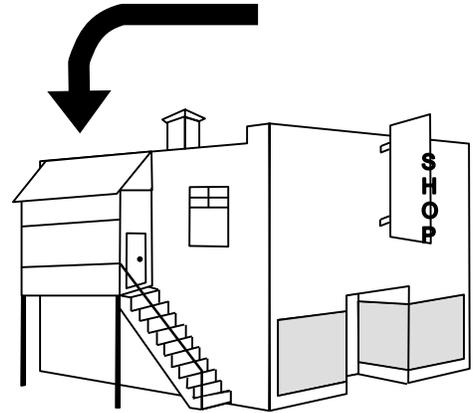
Start each block with the housing unit at or nearest the northeast corner of the block and work in a clockwise direction. North will be indicated on your map by an arrow and the letter "N". The northeast corner is at the top right-hand side of the block when the arrow is pointing north. Begin at this corner and circle the block in a clockwise direction. Keep the block you are enumerating on your right side at all times. Stop at each housing unit as you approach it.

b) Look for Concealed Housing Units

As you proceed, look into every passageway, court, driveway, and alley for possible places where people may be living, such as shacks, tents, and boats. Inquire and determine whether anyone is living in the back of, or above, places of business, garages, or in basements. Extra power meters are good indicators of units. Look for side doors or entrances and mailboxes and telephone lines that could lead to units that might not be obvious. Inquire whether a watchman or caretaker lives in any factory or large business establishment located in your assigned block.



Office structures may have living accommodations in the basement, on the top floor, or in some other part of the building.



Do not overlook the possibility of persons living behind, above, or below business establishments.

c) Consecutively Number Housing Units

Work your way around the block checking and recording the addresses and numbering each unit in sequence on the Field Enumeration Sheets. If the housing units within a building, (such as in an apartment house or in a trailer court), are designated by number or letter, list and enumerate them in consecutive order. If they are not numbered or lettered, proceed in a systematic manner and make a sketch of the route followed.

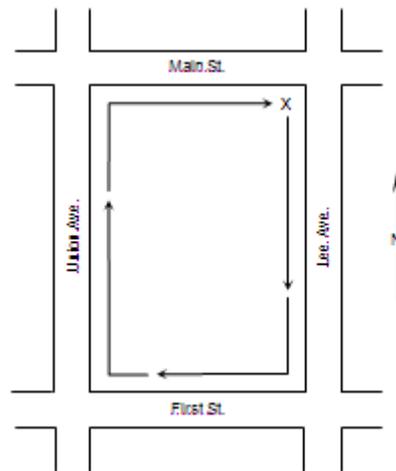
d) Never Stop Enumerating in the Middle of a Block

Before you leave the block, make absolutely certain that you have found and enumerated every place where people may be living. Arrange meals and reporting to your supervisor so you do not stop enumerating until you have completely canvassed the block you are working on. If the area is sparsely settled, record the place on the map where each house is located.

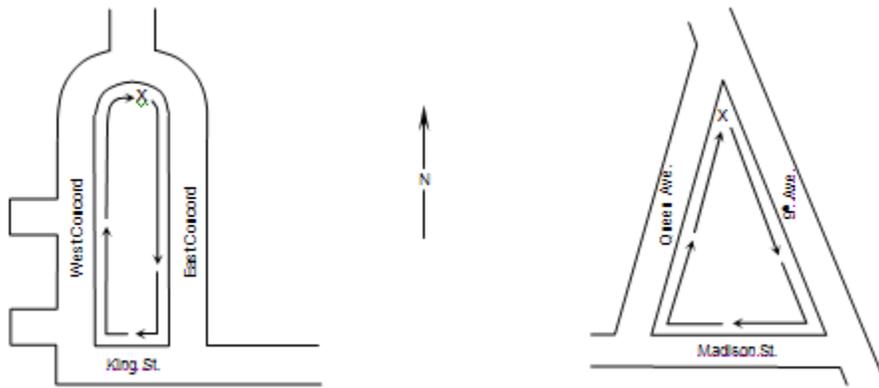
You are not to deviate from the specified procedures in any way. Otherwise, it will not be possible to locate callbacks and to check your enumeration in the field.

Canvassing Procedures

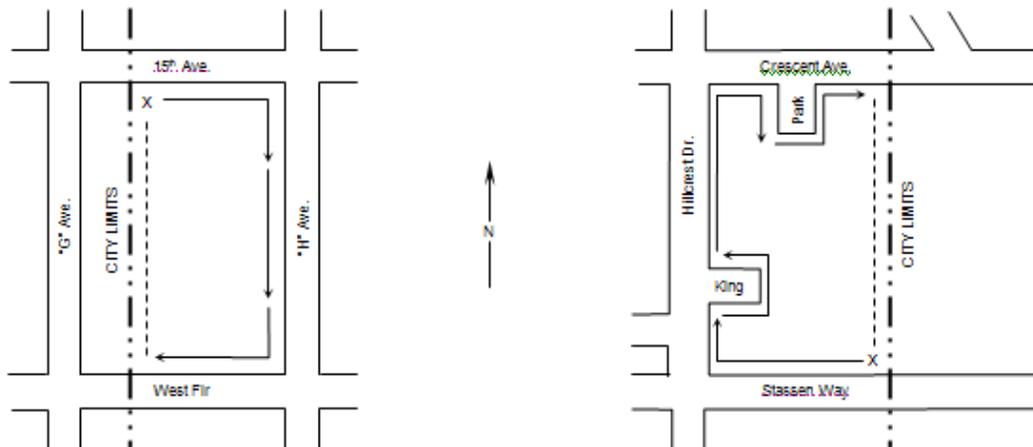
1. Start at the Northeast Corner of a standard enclosed block and work to your right (clockwise).



2. Start at approximate Northeast Corner of an irregular enclosed block and write address of first house on the map.



3. Start where you can complete the block without backtracking on a non-enclosed block.



3. Procedure for Unusual Blocks

To canvass an irregular enclosed block, begin at approximately the northeast corner and indicate the first address on your map.

Non-enclosed blocks usually require special procedures. These procedures are legitimate exceptions to starting at other than the northeast corner. On a non-enclosed block start at a point that enables you to enumerate in a clockwise direction and complete the block without having to backtrack.

Whenever deviating from the standard procedure, it is important that you clearly mark the location and address of the house where you started on your map.

4. Correct Map if Necessary

If there are lanes or dead-end streets on your route, follow along them, enumerating each building as it comes up on your right. If any alleys or roads are not marked on your map, draw in the correction and report it to your supervisor.

Section 3 -- Census Definitions and Data Collection Procedures

These special population census procedures have been designed to obtain a complete, 100 percent, count of the number of housing units and the number of persons who are residents in an assigned area on the official census date. To obtain an accurate count, the census definition presented in this section must be clearly understood.

Census Definition: Housing Unit

As a census enumerator, you must be familiar with several census definitions to accurately count the housing units in your enumeration area. Definitions relating to the count of housing units are presented below.

1. Housing Unit

A housing unit is one or more rooms intended for permanent occupancy as separate living quarters. A housing unit could be a house, an apartment, a mobile home/manufactured home, a group of rooms, or a single room occupied (or if vacant, intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated people who share living arrangements. In prior censuses complete kitchen facilities were also required. This is no longer true. Living separately with “separate” access is now the only requirement.

- a. Occupied Housing Unit. A housing unit is occupied if one or more resident persons usually lives and sleeps there. A housing unit is considered occupied if the residents are only temporarily absent.

In metropolitan areas, major businesses often rent apartments to house visiting professionals. These apartments are “rented” but not “occupied.”

- b. Vacant Housing Unit. A housing unit is vacant if it is either without occupants or temporarily occupied by persons whose usual place of residence is elsewhere. A unit from which the occupants are temporarily absent (on a vacation, etc.) is not considered a vacant unit. Do not assume a house is vacant until you have sufficient evidence that this is so. All vacant housing units must be counted in your census area.

Time-share condominiums are generally vacant housing units because the occupants usually have a permanent residence elsewhere.

- c. Housing Structures not Considered Housing Units if Vacant. Several types of housing units are not counted (or considered) housing units if they are

not occupied. These include:

- Dilapidated or derelict housing structures that are not considered fit for human habitation. Do not list a derelict housing unit if it has any of the following: broken windows, doors missing or swinging open, part of the roof or walls missing, or part of the building has burnt or collapsed.
- Housing units obviously being used for storage
- Recreational boats
- Tents
- Other objects or structures not originally intended for permanent living quarters which may occasionally “house” someone that has no other living place, such as motor homes, travel trailers, automobiles, boxcars, packing boxes, etc.
- Housing units under construction: Housing units under construction that have reached the stage where the entire exterior shell is in place are listed as “VNC” (“vacant new construction”) on the census sheet. The exterior shell includes the roof, walls, windows, and doors in place.

2. Classification of Units by Structure

The buildings in which people live often contain more than one housing unit under a single roof. It is important that multi-unit structures be distinguished from one-unit/single-family structures on your Field Enumeration Sheets.

The housing structures in your enumeration area will be classified on the census Field Enumeration Sheet as 1-unit, 2-units, 3-units, 4-units, 5-or-more units, manufactured/mobile homes, or specials.

Consider the way houses and apartments are used rather than the way they are built. A building may have more or fewer housing units than its structure indicates; apartments may be added to single-family houses or duplexes may be modified for single-family use. Classify the structure as it is now, rather than as it was. A single family home with an apartment downstairs is classified as a 2-unit structure (duplex, make notes). A duplex that has been converted to a single family home is classified as a 1-unit structure (single family, make notes).

Classification of structure type is determined by the number of housing units within the building. A building with three housing units is classified as a 3-unit structure. A building containing seven housing units would be considered a 5-or-more unit structure. Duplexes, quadruplexes, and large apartment houses are all multi-unit structures. Condominiums, including time-share condominiums, are also classified as multi-unit structures. Often a large apartment complex will have several buildings with differing numbers of units in each building.

Row houses are often classified as single-family or one-unit structures if single family structures in a row are separated from each other by walls that extend from ground to roof. To be counted as single family, each unit must have its own wall and not share. The roofs also must not be shared. If you have any questions about a specific structure, consult your supervisor.

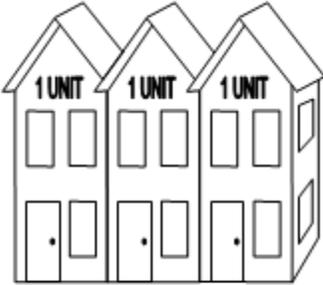
Housing Units by Structure Type



1 Structure with 1 Housing unit



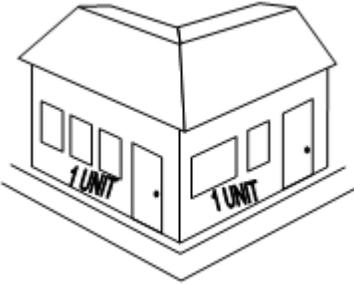
1 Structure with 1 Housing Unit



1 Structure with 3 Housing Units



1 Structure with 2 Housing Units



1 Structure with 2 Housing Units

3. Manufactured/Mobile Home

The manufactured/mobile home (MH) category represents movable housing units intended for permanent occupancy that are on private lots or in MH parks. Both occupied and vacant MH. Single wide MH are often referred to as house trailers.

- a) Doublewide manufactured homes on cement or brick foundations are considered living structures and are classified in the MH category. These units may never be moved again, but they can be if desired.
- b) Vacant pads or empty slots in MH parks are not counted in the housing stock, as no housing structure is present. Make a note of the number of empty slots on the first sheet.
- c) Travel trailers, occupied on a permanent basis as a person's usual place of residence, are not listed in the MH category, but in the category of SPECIALS, which follows.

4. Special Housing Units

Recreational-type living quarters, *which are not intended to be occupied as permanent living quarters* (e.g., travel trailers, motor homes), and unusual living quarters (e.g., boats, boxcars, tents), are only counted as housing units when occupied by persons meeting "resident" criteria (see below).

5. Household

A household is an occupied housing unit. It may be a single-person household, a household where unrelated persons live together, or a family household.

6. Group Quarters

Group quarters are living arrangements that reflect other than ordinary household life. Group quarters populations are found most frequently in nursing homes, student residence halls, and on military establishments, including population residing on military vessels. There need to be ten or more persons. The buildings that house group quarters populations are facilities, not housing units.

Group quarters population falls into two categories, Inmates of Institutions and Other Group Quarters.

- a) Institutional Group Quarters. Persons in long-term care or custodial facilities at the time of the enumeration are considered to be in institutional group quarters. They are counted as inmates of an institution regardless of the number of persons in such places. Typical institutional facilities are indicated below:
 - Specialized medical care facilities (mental institutions, memory care, institutions for the deaf, blind, or mentally handicapped);

- Orphanages;
 - Correctional institutions; and
 - Specialized care group homes: juvenile detention group homes, homes for unmarried mothers, homes, handicapped or mentally retarded group homes.
- b) Other Group Quarters. Other group quarters consist of persons residing in certain other types of living arrangements. These include:
- Military barracks;
 - College dormitories, sororities, fraternities;
 - Hospital patients who have no other place of usual residence;
 - Monasteries and convents;
 - Staff members in institutional quarters; and,
 - Missions, flophouses, Salvation Army or other shelters, railroad stations.

Census Definition: Resident

As a census enumerator you must be familiar with the census definition of resident to accurately count the people in your area. The definition of resident is the most critical of all census definitions and includes several special cases. Residency is generally determined on the basis of where persons usually sleep on a weekly basis or for the majority of the year if persons divide their time between two or more residences.

1. Residents: Remember that the purpose of the census is to list all persons who usually live in the houses or other buildings in the area covered by the census. In general, this means persons who usually sleep in the housing units in the census area are residents. Persons who sleep consecutive nights in one locality to be near their place of work and sleep in another locality on the weekends or during other non-work periods are considered residents of the housing unit in which they spend most of their nights during a week. A person who has more than one home and divides time between them is considered a resident where he spends the larger part of the calendar year.
2. Special Cases of Resident: It is important that you know several special cases of resident so you can accurately enumerate the people in your census area. Special cases of residency are presented in the following table.
3. Residence as of Official Census Date: The official census date is usually April 1, but may differ as many local censuses are conducted at other times of the year. All persons living at 12:01 a.m. on the census date must be counted. Babies born after 12:01 a.m. and persons dying before 12:01 a.m. should not be counted. Similarly, persons moving in after that time are not counted as residents, nor are those moving out before that time. Persons moving to a new house on census day are counted at the home they are leaving.

TABLE OF RESIDENCE RULES

This table is divided into two columns. The type of person (student, member of the Armed Forces, etc.) is described in the left-hand column. The right-hand column tells you whether the person is a resident of this household or some other place.

<u>Type of Person</u>	<u>Resident of</u>
1. Lives in this household but is temporarily absent on a visit, business trip, vacation, or in connection with job (bus driver, traveling salesperson, boat operator, etc.)	This household
2. Lives in this household on weekends only. Works most of the week in another place and maintains a room or apartment there	The other place
3. Lives in this household, but is in a general or VA hospital, including new babies in the hospital who have not yet been brought home	This household (unless in a psychiatric, TB, chronic ward, etc.; if so, count in the hospital)
4. Members of the Armed Forces:	
a. Living on military installation	The military installation
b. Stationed on nearby installation but living off base in this household	This household
c. Assigned to a military vessel which is “deployed” to the 6 th or 7 th fleet	The vessel
The home port of the vessel is 50 miles or more away from this household	The vessel
d. Assigned to a military vessel which is not deployed to the 6 th or 7 th fleet <u>and</u> the household is within 50 miles of the home port of this vessel	This household
5. Officer or crew member of a merchant vessel, vessel engaged in coastwide, intercoastal, or foreign transportation (including Great Lakes)	The Vessel
6. Officer or crew member of a merchant vessel engaged in inland waterway transportation	This household
7. College Student:	
a. Not living in this household during school year – here only on vacation	Place where they live while attending college
b. Living in this household during the school year	This household
8. Student away while attending school below college level (other than students at institutional-type schools) or students attending boarding schools such as Bureau of Indian Affairs (BIA) boarding school	This household

Type of Person

Resident of

- | | | |
|-----|---|--|
| 9. | Nurse living in hospital, nurses' home, etc. | Hospital, nurses' home |
| 10. | Family members working and living away from home 4 or more nights a week for the majority of the calendar year | Place where they live while working away from home |
| 11. | Person who has more than one home and divides time between them | List a place where he/she spends largest part of the calendar year |
| 12. | American citizen abroad: | |
| | a. On vacation or temporarily away in connection with his or her work | This household |
| | b. Employed by U.S. Government with place of duty abroad or member of the family of such person living with him or her | DO NOT LIST |
| | c. Any other American working or living abroad for extended period of time | DO NOT LIST |
| 13. | Persons in special places where people usually stay for long periods of time, such as correctional or penal institutions, penitentiaries, jails, workhouses, reformatories, convict camps, schools for delinquents (regardless of length of sentence or stay), mental institutions, homes for the needy or aged, hospitals and asylums for the chronically ill and handicapped, homes or schools for the deaf, blind or mentally retarded | The special place |
| 14. | Members of religious order living in a monastery, convent, etc. | The monastery or convent |
| 15. | Persons in places which have shifting populations such as railroad camps, and highway and other construction camps composed mainly of persons with no fixed residence | The camp/construction camp if no usual residence elsewhere |
| 16. | Citizens of a foreign country: | |
| | a. Studying or working in the United States or the members of the family of such person living with him or her | This household |
| | b. Temporarily traveling or visiting the U.S. | DO NOT LIST |
| | c. Living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate | DO NOT LIST |
| 17. | Domestic servants who "live-in" | Determine if the servant occupies a housing unit separate from the main household. If YES, list the separate unit and occupant on the Field Enumeration Sheet. If NO, list person with the household members on the Field Enumeration Sheet. |

Census Procedures

1. The Interview

A publicity program is usually prepared prior to enumeration to assist you in your contacts with individual residents. Nevertheless, your manner of approach will determine much of your success in obtaining the desired information. It may make the difference between full cooperation of the respondent and absolute refusal to reveal any information.

- a) **Check the Address First.** Before you knock at the door you should check to see if you are enumerating the correct house. If you are, write down the street name and number in the space provided on the Field Enumeration Sheet and proceed to knock on the door. If there is any question about the address, check with the residents. A “No Solicitors Allowed” sign may be disregarded. Enumerators are not solicitors, but temporary local government employees.
- b) **Collection of Initial Information.** When a competent individual answers the door, immediately introduce yourself and state your business. Use a courteous and confident manner. Be prepared to explain the reasons for the census and for the questions you ask. Conduct the interview at the door. Do not enter the housing unit, even though you may be invited inside. You may often turn down an invitation to enter the house by saying, “This will just take a minute.” List each resident of the housing unit by name on the Field Enumeration Sheet. The list of names is an accounting tool that helps to ensure an accurate and verifiable count.
- c) **Screening.** Screen the information you have recorded. Ask about persons who may be away for a short time but normally live in the unit. You may find people who were forgotten or persons the respondent thought should not be counted.

Next, inquire about each person you have entered on the Field Enumeration Sheet. If a person has been listed who is not a resident by the census definition (e.g. a college student who attends school in another community), draw a line through the name and write the word “VOID” over the name. If it is necessary to “VOID” a name, do it as inconspicuously as possible. Respondents tend to object when persons considered family members are eliminated from the census.

Be sure no persons have been missed. If you see signs of children and no children’s names are listed, ask if any children live in the house. Inquire whether others live on the premises. You might ask, “Is there anyone else who lives in this building, or on this property?” Thank the respondent and continue to the next housing unit.

d) Typical Interview

Introduce yourself	“Hello, I am the census taker for your area.”
Obtain the names of the usual residents	“I need the names of the persons usually residing in this house, starting with an adult.”
Check for persons temporarily away	“Is there anyone who usually lives here but is away on a trip or in the hospital?”
Investigate whether persons listed are residents	“Do all these people usually sleep here at least four nights a week, or for most of the year?”
Inquire about children (if appropriate)	“Do any children live here?”
Ask about others living on the property	“Does anyone else live in this house or on the property?”
Thank the respondent	“Thank you for your cooperation.”

e) Frequent Questions. Most people are willing to give the information required by the census, especially if the census has received good press coverage. Some residents may be hesitant and will ask questions. Some frequent questions and suggested answers follow.

Question: What is the purpose of this census?
Answer: State government funds for public services are allocated on the basis of population size. City officials want to make sure they receive the proper amount of funding.

Question: Who receives the information?
Answer: All information is strictly confidential. The state population staff and the city staff restrict access to the actual census information. Only the total number of persons and housing units is released. This confidentiality is guaranteed by law: RCW 42.56.615.

Question: Why are the full names required?
Answer: They help to ensure people are not missed or counted twice in the census.

In most cases, simple and brief answers will be sufficient to gain cooperation. See example of a doorstep handout, which may be copied and used.

f) The Problem Situation. If the occupant remains unwilling to provide information

after your explanations, do not press the matter. Politely excuse yourself and try to obtain the information from a neighbor. If you cannot obtain the information from a neighbor, report the situation to your supervisor. Be sure to document this on the field enumeration sheet.

2. The Callback and Callback Procedures

Callbacks are return visits to a house when no one is home during the initial canvass. When the residents are not home, you are required to fill out the Field Enumeration Sheet with the housing and address information for a callback.

a) Obtain Preliminary Information from Neighbors. When you are unable to find someone at home, create a form for the housing unit and return to the last person enumerated. This person may be able to provide the information about persons residing in this housing unit. Every effort should be made to obtain the following information:

- The names of the residents (if they don't want to give you names, try to write down the sex of each resident);
- A place of employment;
- The times when someone is likely to be home; and,
- Another person on the block or in the area who is likely to know more about the family.

Enter the information provided by neighbors on the Field Enumeration Sheet. The back of the form is blank for writing comments. This information is valuable in helping to make direct contact with the residents of the house at another time. If the needed census information can be provided by one neighbor, and verified by a second neighbor, the information can be accepted and further efforts to contact the members of the house who are away are not needed. All questionably vacant units must be verified by neighbors.

EXAMPLE OF DOORSTEP HANDOUT

**OFFICE OF FINANCIAL MANAGEMENT
STATE OF WASHINGTON
SPECIAL POPULATION CENSUS REQUIREMENTS**

Each year the state allocates nearly \$100 million to cities and towns for municipal services, such as fire and police protection and public health programs.

The revenues are allocated on the basis of a city's population size. Your city is conducting an actual door-to-door count to assure an accurate distribution of revenues.

State certification of your city's census requires that persons living in each household or group quarter facility be identified by name.

Population counts for a selected number of households will be verified in the field by state staff. A listing of names provides a means of verifying the counts and identifying the source of discrepancies.

A listing of names is the only means of identifying duplicate counts, which are a persistent problem in census tabulations.

The information you provide will be kept strictly confidential. Only the final city population count will ever be released. Per RCW 42.56.615.

Please do not confuse the current city census with surveys conducted by private firms intending to publish a city directory or sell a mailing list. The state will not use the names to develop a directory or mailing list. The names will only be used to verify the city's population count.

Your cooperation is essential. If you have any questions, please contact your city officials or population staff at the Office of Financial Management in Olympia at (360) 902-0599.

b) Leave a Callback Telephone Notice at the Time of the Initial Canvass (Optional). If you are unable to obtain the needed census information from neighbors, leave a callback telephone notice (if your supervisor has provided them). These notices briefly explain the purpose of the census and request a member of the household to contact the census office within 24 hours. When leaving a telephone notice, use the following procedure.

- Enter the date and all the information needed to identify the housing unit at the bottom of the callback Telephone Notice.
- Enter “Telephone Notice” or “TN” and the date the notice was left on the Field Enumeration Sheet you have created for the housing unit.
- Hang the Telephone Notice on the doorknob or leave it in a conspicuous place near the door.
- Wait at least one full day before you attempt to contact the residents of the unit again.
- Obtain as much information from the neighbors as possible because the residents may prove to be impossible to contact during the census. If this occurs, the neighbor’s information will be used.

c) Final Disposition of the Callback: Best Information Required

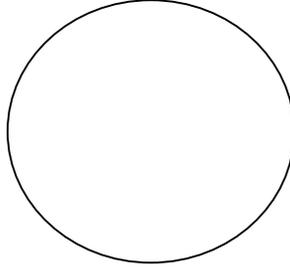
Accurate census information can only be secured by making direct contact with the residents of each household. Several methods can be used to contact the household residents after the initial canvass if they do not respond to the callback telephone notice. Acceptable procedures for clearing a callback are listed below:

- Phone: Attempt to contact a member of the household at work or at home by phone if sufficient information is available to do so. Clearing a callback by phone is the fastest and least costly method and may be done by office staff.
- Re-canvass the Household: Revisit the household at a different time of day or day of the week. If unsuccessful, neighbors who were not at home at the time of the first visit might now be able to provide information to verify the names of the residents given by another neighbor.
- Re-canvass the Neighbors: If all the above attempts to contact the residents of a house fail, information supplied by a neighbor on the name or number of persons living in the house can be used, even if not verified by a second neighbor. Be cautious if the residents of a house have proved difficult to contact. Often such houses are held for occasional use and the household members have a usual place of residence elsewhere.

When callbacks are cleared, record the information in the Field Enumeration Sheet in accordance with the instructions in Section Four.

Any uncleared callbacks are considered vacant and should be so tallied when the final census results are tabulated.

TELEPHONE NOTICE EXAMPLE



OFFICIAL 2015 POPULATION CENSUS

City of Stonesville

I missed you today when I came by to talk to you about the 2015 Stonesville Population Census. We'd like to make sure all persons living in your household are counted so our area will receive the full amount of government funds allotted on the basis of population for public services.

This information is strictly confidential per RCW 42.56.615.

For your convenience, we can take the information by phone.

Please call _____ between the hours of 8 A.M. and 8 P.M. Monday – Sunday.

When you call, please help us locate you by giving us this information:

Date: _____

Block Group: _____

Block: _____

Housing Unit Number: _____

THANK YOU FOR YOUR HELP!

Census Enumerator

3. Special Enumeration Procedures

In several cases, special enumeration procedures are required. These procedures are designed to speed up the enumeration, improve the accuracy of the census, and avoid conflicts with the residents of the census area.

a) Group Quarters

Notify your supervisor before enumerating any large group quarters facility in your territory. Your supervisor may make, or have made, the initial contact to obtain a listing of residents, which can be transferred or attached to the Field Enumeration Sheets. The following enumeration procedure should be used:

- The group quarters facility is not counted as a housing unit.
- The Field Enumeration Sheets must be clearly identified as GROUP QUARTERS, with all of the census identifiers, and the name and address of the facility indicated at the top.
- The names of all residents who are living in group quarters arrangement in the facility must be listed, or attached to the Field Enumeration Sheets.
- Resident “live-in” staff who have separate living quarters in the facility are listed on the regular Field Enumeration Sheets and their separate living quarters are counted as housing units.
- Persons temporarily living in the facility for rehab or other reasons are not to be included in the list of residents.

b) Large Apartment Complexes

Persons living in large apartment complexes are often difficult to contact. Obtaining the required census information from apartment managers, rather than contacting the persons in each unit, has proven to be inaccurate. The following enumeration procedure should be used.

- Contact the apartment manager before you begin enumerating. Explain your activities, the purpose of the census, and obtain a listing of vacant units. Be careful to explain to the manager that a “rented” unit may be vacant. Often “rented” units are not yet occupied, and persons in the process of moving at the time of the census are counted as residents of the housing unit they are leaving. Also, units rented by companies for business reasons are counted as vacant. Inform the manager you may need additional assistance if persons in some units prove to be very difficult to contact.
- Use standard enumeration and callback procedures to enumerate the complex. Dinner and evening hours should be the most productive enumeration period unless most residents of a complex are elderly.

- Re-contact the manager to secure a listing of the residents, by name, for those units you have been unable to contact after two visits.
- Use the names provided by the manager to attempt to make evening contacts by telephone.
- When all attempts at direct contact fail, record the names provided by the manager on the Field Enumeration Sheet. Be sure the manager's information agrees with any other information furnished by persons in neighboring apartments.
- Units with no information are counted as vacant.
- Under no circumstances are you to give information to the apartment manager.

c) Hotels, Motels, Lodges, and the Like

Hotels, motels, and lodges are intended to temporarily house transient "guests." They do, however, sometimes rent quarters on a permanent basis, or may house persons who have no usual place of residence. Such persons should be counted in a census. Contact the manager or other responsible person as he/she is the only person who knows who are permanent occupants or transient guests. The following enumeration procedure should be used:

- Resident managers or staff living in separate living quarters should be listed and their quarters counted as separate housing units. Identify them as managers of the business.
- Permanent occupants should be counted and their living quarters counted as housing units.
- Quarters rented to persons with no usual place of residence elsewhere should be counted in the Special category.
- Do not count vacant units, as they are not intended for permanent occupancy and do not meet the definition of housing unit.
- However, if over 75 percent of the units are filled with permanent residents, all unrented units should be counted as vacant units.

d) Specials

The specials category of housing unit structure type is a catch-all for all types of irregular living quarters that are not ordinarily considered to be housing units.

Specials are living quarters that are not intended for permanent occupancy and often are not intended as living quarters. Specials and their occupants are counted only if the occupants are residents according to the Table of Residents rules. Common units classified as Specials are: recreational vehicles, travel trailers, tents, boats, barns, and boxcars. Often motels and hotels rent a few rooms to persons who have no other residence. These rooms are Special units.

Occasionally you will find persons living on boats in marinas. Contact the manager or other responsible person to determine which boats have permanent occupants or persons with no usual place of residence. Persons and boats meeting residency requirements should be counted in the Special category.

e) New Construction

New construction poses two major enumeration problems.

- The first problem is how to identify which units under construction should be counted. Housing units under construction are included in the census count as “vacant units” when construction has reached the stage where the entire exterior shell is in place. That is, the roof, walls, windows, and doors are in place, and the interior of the unit is protected from the wind and rain. The interior could be completely unfinished. Units meeting this basic criteria should be listed as “vacant new construction (VNC)” on the Field Enumeration Sheet.
- The second problem is knowing what has been included and excluded from the census count. Recording the location of units that have been included in the census facilitates the counting of units completed at a later date. Lot maps should be provided by your supervisor for new construction areas. Draw symbols on each lot when the house has been included in the census. Please date the map. You should receive specific instructions from your supervisor on reporting procedures.

Section 4 -- Completing the Field Enumeration Sheets

How to Complete a Field Enumeration Sheet

Complete Field Enumeration Sheets using a soft-lead pencil (No. 2). Do not recopy Field Enumeration Sheets; void entries made in error; only erase entries to correct name spelling and addresses. Check each line on the Field Enumeration Sheet for completeness, legibility, and accuracy.

Use a new series of Field Enumeration Sheets each time you begin a block. Make notations on the Field Enumeration Sheet to clarify information which may be confusing to the office staff; for example, two units may have the same address when an apartment is added to a building.

Know which information is essential for each column of the Field Enumeration Sheet. Review the examples of completed forms at the end of the manual.

1. City and Area Identifiers

Before you begin, enter the Year, the City Name, the Block Group, Block Number, Page Number, and your Initials. The basic city and year information may already have been entered before the forms were copied.

2. Column Entries

Specific column entries are described below by column number.

COLUMN / SECTION

INFORMATION

(1) Street or Road

Enter the complete name of the street. Example: 18th Avenue SE, not 18th. In a rural area, identify the actual road. Do not use route numbers.

(2) House Address

Enter the house address number of the housing unit. If a house numbering system does not exist, describe the structure so it can be identified and located – i.e., “white shingle corner house.”

(3) Apartment Number

Write the apartment number or letter for multi-unit structures. If a structure contains two or more unnumbered units, assign a sequential number to each unit. For manufactured/mobile homes located in parks, enter the space number.

(4) Housing Unit
Sequence Number

Consecutively number every unit in the block, whether occupied, vacant or callback unit. Start the housing count at 1 on each block. Continue the sequence through all pages used for the block. If you find more than one unit at an address, assign consecutive numbers to each unit.

<u>COLUMN / SECTION</u>	<u>INFORMATION</u>
(5) Number of Units in Structure	<p>Use one of the following to describe the total number of housing units in a <u>frame</u> structure.</p> <p>1 – Single family residence 2 – Two separate living quarters 3 – Three separate living quarters or triplex 4 – Four units or quadruplex 5-or-more Five or more units</p>
(6) Manufactured/Mobile Home	<p>Circle MH/T if the unit is a mobile home or house trailer. Do not make an entry in column 5.</p>
(7) Special	<p>Circle SPEC if the unit falls into the Specials category. (Identify the type of special in small print, or use the back of the sheet if necessary.) Do not make an entry in column 5.</p>
<p>Make <u>one</u> entry in either column 5, column 6, or column 7. For example, a manufactured/mobile home cannot be classified as a single-family unit. Circle “MH” for a mobile home and <u>do not</u> make any entries in columns 5 and 7.</p>	
(8) Name of Each Person whose Usual Place of Residence on the Date of Enumeration was in this Household	<p>List the last name, first name of each person in the household or group quarters facility. <u>Use only one line per person</u>. Do not skip lines. If more than 10 persons per housing unit, write “continued” next to the name and list on the empty back of the sheet.</p>
(9) Residency Screening Questions	<p>Ask all the respondent all residency screening questions and omit any persons from the total that do not meet residency status. Do not erase the name. Write a line through the name and write “void” next to it. Important: Do not do this in front of the resident. Do it as you walk away and your back is to him/her.</p>
(10) Vacant Housing Unit	<p>If the unit is vacant or if all attempts to clear a callback fail, mark the unit as vacant.</p>
(11) Total Persons	<p>Sum all residents in the housing unit or group quarters facility.</p>

How to Complete a Field Enumeration Sheet for a Callback

A callback is necessary when you cannot obtain the information about the residents of a housing unit because they are not at home during your initial canvass. It is important that you follow the procedures listed below:

1. Enter “C” in the upper right hand corner of the original Field Enumeration Sheet.
2. On the back or bottom of the sheet enter the enumerator’s initials and the date and time of the visit.
3. If used, write “Telephone Notice (TN)” and the date on a slant toward the bottom of the Field Enumeration Sheet or on the bottom half side of the back. Record all attempts to contact residents.
4. Proceed with your enumeration of the block. Question neighbors for information about the “callback” unit. Note this information on the back of the Field Enumeration Sheet.
5. When the callback is cleared by phone or return visit, use the following procedure:
 - a) Enter the names of the residents on the Field Enumeration Sheet. Do not complete a new form.
 - b) Draw a neat line through the “C” that was entered in the upper right hand corner of the Field Enumeration Sheet. This will indicate the callback has been cleared.
 - c) If the housing unit is determined to be vacant, draw a neat line through the “C” that was entered in the upper right hand corner of the Field Enumeration Sheet and mark the box for Vacant Housing Unit in the lower right hand corner.
7. Enter the number of people at the bottom of the sheet.

How to Complete a Field Enumeration Sheet for Group Quarters

Group Quarters populations are listed on the regular Field Enumeration Sheets. For each facility or other group quarters enumerated, proceed as follows:

1. Complete the identifying area numbers in the upper right of the Field Enumeration Sheet (Block Group, Block Number, etc.).
2. Write “Group Quarters” or “GQ” across the top of each Field Enumeration Sheet used.
3. Group Quarters are facilities, not housing units, and do not receive a housing unit sequence number.
4. Enter the name, the type of facility, and the address on the Field Enumeration Sheet under the Group Quarters entry box.
5. List the Group Quarters population by names (one line per person) or attach a list of the residents provided by the facility.

Section 5 -- Common Errors

Experience has shown that several types of errors occur repeatedly. Review the errors presented in this section and take care to eliminate them in your census.

1. Duplication
 - a) Enumerators stray beyond their assigned areas.
 - b) The wrong unit is enumerated on a return visit.
 - c) Callback information received by telephone is transferred to the wrong Field Enumeration Sheet.
 - d) Persons counted in group quarters are also reported as a household member.
 - e) Children are reported by both parents in a divorced home.
 - f) A misidentified block combined with the count of an adjacent area is re-canvassed by field checking staff.

2. Misplaced Units
 - a) Street names are recorded incorrectly, especially at corners.
 - b) Housing units outside of the city limits are enumerated because city boundaries are not clearly marked on the census maps.
 - c) An enumerator criss-crosses the street rather than circling the block.
 - d) An enumerator breaks before completing a block and returns to a housing unit that is out of sequence.
 - e) Field Enumeration Sheets are not included for blocks that do not contain housing units and blocks appear to be missing.
 - f) Large apartment complexes are not enumerated in sequential order and units are missed.

3. Erroneous Structure Type
 - a) Recreational vehicles are counted as manufactured/mobile homes.
 - b) Housing units identified as single-family residences may contain separate living quarters, such as in-law apartments or accessory units.

4. Incorrect Tabulation
 - a) The word "vacancy" is listed for a vacant unit rather than the letter "V" and the unit is tabulated as occupied.
 - b) Field Enumeration Sheets are recopied and information is omitted.
 - c) More than one name is entered on a line and the number of persons is tallied incorrectly.
 - d) A housing unit temporarily occupied by a person whose usual place of residence is elsewhere is counted as occupied and the person is enumerated.

Section 6 -- Form Examples

OFM Census Sheet A – Field Enumeration

ONE HOUSING UNIT PER SHEET

Page No.

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Street Name	Address No.	Apt. No.*	Housing Unit Seq. No.**	No. of Units in Structure*	Mobile Home/Trailer	Special***
106 th Avenue SE	1001		1	1	MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

*Each housing unit within structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.
 **Each housing unit is to be assigned a different housing unit sequence number.
 ***Special Housing are atypical living quarters not generally considered housing units (boats, boxcars, tents, RVs, etc.). Special Housing are only counted when occupied by person who meets the resident criteria.

Data Below This Line Are Confidential

NAMES AND RESIDENCY SCREENING QUESTIONS ARE REQUIRED, NOT OPTIONAL

List the name of each person whose usual place of residence was in this household on the date of enumeration. Enter last name first; list an adult first. Then proceed to asking the five residency screening questions below. Record dates, times, and how callbacks are cleared. If needed, use the reverse side of this form for additional names or comments.

1. Smith, John 6. _____
2. , Jane 7. _____
3. , Robert 8. _____
4. Talbot, Carrie 9. _____
5. _____ 10. _____

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	4
----------------------	---

OFM Census Sheet A – Field Enumeration

ONE HOUSING UNIT PER SHEET

Page No. 2

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/ Trailer	(7) Special***
106 th Avenue SE	1003		2	2	MHT	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

*Each housing unit within structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.
 **Each housing unit is to be assigned a different housing unit sequence number.
 ***Special Housing are atypical living quarters not generally considered housing units (boats, boxcars, tents, RVs, etc.). Special Housing are only counted when occupied by person who meets the resident criteria.

Data Below This Line Are Confidential

NAMES AND RESIDENCY SCREENING QUESTIONS ARE REQUIRED, NOT OPTIONAL

List the name of each person whose usual place of residence was in this household on the date of enumeration. Enter last name first; list an adult first. Then proceed to asking the five residency screening questions below. Record dates, times, and how callbacks are cleared. If needed, use the reverse side of this form for additional names or comments.

- | | |
|--------------------------|-----------|
| 1. <u>Wright, Harold</u> | 6. _____ |
| 2. _____ | 7. _____ |
| 3. <u>Adams, Mary</u> | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
 2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
 3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
 4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
 5. Are there any other persons living in this house or on this property that I might miss? Yes No
- Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	3
----------------------	---

OFM Census Sheet A – Field Enumeration

Page No. 3

ONE HOUSING UNIT PER SHEET

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
106th Avenue SE	1005		3	2	MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

*Each housing unit within structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.
 **Each housing unit is to be assigned a different housing unit sequence number.
 ***Special Housing are atypical living quarters not generally considered housing units (boats, boxcars, tents, RVs, etc.). Special Housing are only counted when occupied by person who meets the resident criteria.

Data Below This Line Are Confidential

NAMES AND RESIDENCY SCREENING QUESTIONS ARE REQUIRED, NOT OPTIONAL

List the name of each person whose usual place of residence was in this household on the date of enumeration. Enter last name first; list an adult first. Then proceed to asking the five residency screening questions below. Record dates, times, and how callbacks are cleared. If needed, use the reverse side of this form for additional names or comments.

- | | |
|-------------------------|-----------|
| 1. <u>Dolby, Don</u> | 6. _____ |
| 2. _____, <u>Lisa</u> | 7. _____ |
| 3. _____, <u>Infant</u> | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	3
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OFM Census Sheet A – Field Enumeration

ONE HOUSING UNIT PER SHEET

Page No. 4

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
106 th Avenue SE	White Shingle		4	1	MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

*Each housing unit within structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.
 **Each housing unit is to be assigned a different housing unit sequence number.
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- | | |
|------------------|-----------|
| 1. <u>Vacant</u> | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	0
----------------------	---

OFM Census Sheet A – Field Enumeration

Page No. 5

ONE HOUSING UNIT PER SHEET

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
106th Avenue SE	1007		5		MHT	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

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1. Alder, Richard 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	1
----------------------	---

OFM Census Sheet A – Field Enumeration

Page No. 6

ONE HOUSING UNIT PER SHEET

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stanesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
SE 124 th street	3442	1	6	4	MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

*Each housing unit within structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.
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1. Jackson, Mary	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	1
----------------------	---

OFM Census Sheet A – Field Enumeration

Page No. 7

ONE HOUSING UNIT PER SHEET

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
SE 124 th Street	3442	2	7	4	MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

*Each housing unit within structures having only one house address, but more than one unit, should be separately identified by the letter or number appearing on the mail box and/or door.
 **Each housing unit is to be assigned a different housing unit sequence number.
 ***Special Housing are atypical living quarters not generally considered housing units (boats, boxcars, tents, RVs, etc.). Special Housing are only counted when occupied by person who meets the resident criteria.

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1. Boysen, Hal 6. _____
2. _____, Violet 7. _____
3. ~~_____~~, Kyle VOID 8. _____
4. _____ 9. _____
5. _____ 10. _____

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: Kyle City: Pullman State: WA
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: Kyle City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: Kyle City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	<u>2</u>
----------------------	----------

OFM Census Sheet A – Field Enumeration

Page No. 8

ONE HOUSING UNIT PER SHEET

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
SE 124 th Street	3442	3	8	4	MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

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- | | |
|------------------|-----------|
| 1. <u>Vacant</u> | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	0
----------------------	---

OFM Census Sheet A – Field Enumeration

ONE HOUSING UNIT PER SHEET

Page No. 9

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	1
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
SE 124 th Street	3442	4	9	4	MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	

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1. Anderson, Terry _____ 6. _____
2. _____, Josephine _____ 7. _____
3. _____, Robert _____ 8. _____
4. _____, Olivia _____ 9. _____
5. _____ 10. _____

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	4
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OFM Census Sheet A – Field Enumeration

Page No. 10

ONE HOUSING UNIT PER SHEET

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	7
Enumerators:	MB		

Address Information				One Entry Only		
(1) Street Name	(2) Address No.	(3) Apt. No.*	(4) Housing Unit Seq. No.**	(5) No. of Units in Structure*	(6) Mobile Home/Trailer	(7) Special***
NE 129 th Street	2400		10		MH/T	Spec.***

If Group Quarters, name of facility:	
If Special Housing, type:	Boat

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1. Brahn, Peter _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
5. Are there any other persons living in this house or on this property that I might miss? Yes No

Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	1
----------------------	---

OFM Census Sheet A – Field Enumeration

Page No. 11

ONE HOUSING UNIT PER SHEET

Callback:

BY USING THIS FORM, YOU AGREE TO KEEP ALL DATA COLLECTED CONFIDENTIAL

City/Town:	Stonesville	Block Group:	11
Year/Ordinance:	2008	Block Number:	11
Enumerators:	MB		

Address Information				One Entry Only		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Street Name	Address No.	Apt. No.*	Housing Unit Seq. No.**	No. of Units in Structure*	Mobile Home/Trailer	Special***
NE 85 th Street	4816				MH/T	Spec.***

If Group Quarters, name of facility:	Mountain View Nursing Home
If Special Housing, type:	

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- | | |
|--------------------------|----------------------------|
| 1. <u>Januson, John</u> | 6. <u>Kellogg, Glen</u> |
| 2. <u>Black, Ethel</u> | 7. <u>Oberson, Donald</u> |
| 3. <u>Holm, Edie</u> | 8. <u>Lykes, Christine</u> |
| 4. <u>Roberts, Jim</u> | 9. <u>Branch, Bertha</u> |
| 5. <u>Madsen, Hubert</u> | 10. <u>Jacobs, Molly</u> |

1. Do any of the persons listed above sleep elsewhere more than three nights per week? Yes No
 If yes, who: _____ City: _____ State: _____
 2. Do any of the persons listed above attend school and not live at the above address during the school year? Yes No
 If yes, who: _____ City: _____ State: _____
 3. Are any of the persons listed above member of the military and live on a military base or ship? Yes No
 If yes, who: _____ City: _____ State: _____
 4. Do any of the persons listed above live more than six months of the year elsewhere? Yes No
 If yes, who: _____ City: _____ State: _____
 5. Are there any other persons living in this house or on this property that I might miss? Yes No
- Is this a Vacant Housing Unit? Yes No

TOTAL PERSONS	10
----------------------	----