

CE-805
(1-1-2003)

Consumer Expenditure Surveys

Diary Survey

Information Booklet

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



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HISPANIC ORIGIN

- 1** — Mexican
- 2** — Mexican-American
- 3** — Chicano
- 4** — Puerto Rican
- 5** — Cuban
- 6** — Cuban-American
- 7** — Central or South American
- 8** — Other

RACE

(PLEASE CHOOSE ONE OR MORE)

- 1** — White
- 2** — African American or Black
- 3** — American Indian or Alaskan Native
- 4** — Asian
- 5** — Native Hawaiian or other Pacific Islander

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

Section 2, Item 3a

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

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

2002

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

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FEBRUARY

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AUGUST

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MARCH

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SEPTEMBER

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APRIL

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MAY

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NOVEMBER

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JUNE

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DECEMBER

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CALENDAR

2003

JANUARY

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JULY

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FEBRUARY

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MARCH

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SEPTEMBER

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APRIL

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OCTOBER

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MAY

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NOVEMBER

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16	17	18	19	20	21	22
23	24	25	26	⑲	28	29
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JUNE

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DECEMBER

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14	15	16	17	18	19	20
21	22	23	24	⑳	26	27
28	29	30	31			

CALENDAR

2004

JANUARY

S	M	T	W	T	F	S
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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
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8	9	10	11	12	13	14
15	①⑥	17	18	19	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
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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
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	①③①					

JUNE

S	M	T	W	T	F	S
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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	①⑤	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	①⑥	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	①⑤	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	①④	25	
26	27	28	29	30	31		

AGE — 2003

AGE VERIFICATION CHART FOR 2003						
INSTRUCTIONS						
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 2003, 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 2003?			Year of birth	Birthday in 2003?	
	No	AGE	Yes		No	AGE
1914	88		89	1959	43	44
1915	87		88	1960	42	43
1916	86		87	1961	41	42
1917	85		86	1962	40	41
1918	84		85	1963	39	40
1919	83		84	1964	38	39
1920	82		83	1965	37	38
1921	81		82	1966	36	37
1922	80		81	1967	35	36
1923	79		80	1968	34	35
1924	78		79	1969	33	34
1925	77		78	1970	32	33
1926	76		77	1971	31	32
1927	75		76	1972	30	31
1928	74		75	1973	29	30
1929	73		74	1974	28	29
1930	72		73	1975	27	28
1931	71		72	1976	26	27
1932	70		71	1977	25	26
1933	69		70	1978	24	25
1934	68		69	1979	23	24
1935	67		68	1980	22	23
1936	66		67	1981	21	22
1937	65		66	1982	20	21
1938	64		65	1983	19	20
1939	63		64	1984	18	19
1940	62		63	1985	17	18
1941	61		62	1986	16	17
1942	60		61	1987	15	16
1943	59		60	1988	14	15
1944	58		59	1989	13	14
1945	57		58	1990	12	13
1946	56		57	1991	11	12
1947	55		56	1992	10	11
1948	54		55	1993	09	10
1949	53		54	1994	08	09
1950	52		53	1995	07	08
1951	51		52	1996	06	07
1952	50		51	1997	05	06
1953	49		50	1998	04	05
1954	48		49	1999	03	04
1955	47		48	2000	02	03
1956	46		47	2001	01	02
1957	45		46	2002	00	01
1958	44		45	2003	NA	00

AGE — 2004

AGE VERIFICATION CHART FOR 2004						
INSTRUCTIONS						
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 2004, 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 2004?			Year of birth	Birthday in 2004?	
	No	AGE	Yes		No	AGE
1915	88		89	1960	43	44
1916	87		88	1961	42	43
1917	86		87	1962	41	42
1918	85		86	1963	40	41
1919	84		85	1964	39	40
1920	83		84	1965	38	39
1921	82		83	1966	37	38
1922	81		82	1967	36	37
1923	80		81	1968	35	36
1924	79		80	1969	34	35
1925	78		79	1970	33	34
1926	77		78	1971	32	33
1927	76		77	1972	31	32
1928	75		76	1973	30	31
1929	74		75	1974	29	30
1930	73		74	1975	28	29
1931	72		73	1976	27	28
1932	71		72	1977	26	27
1933	70		71	1978	25	26
1934	69		70	1979	24	25
1935	68		69	1980	23	24
1936	67		68	1981	22	23
1937	66		67	1982	21	22
1938	65		66	1983	20	21
1939	64		65	1984	19	20
1940	63		64	1985	18	19
1941	62		63	1986	17	18
1942	61		62	1987	16	17
1943	60		61	1988	15	16
1944	59		60	1989	14	15
1945	58		59	1990	13	14
1946	57		58	1991	12	13
1947	56		57	1992	11	12
1948	55		56	1993	10	11
1949	54		55	1994	09	10
1950	53		54	1995	08	09
1951	52		53	1996	07	08
1952	51		52	1997	06	07
1953	50		51	1998	05	06
1954	49		50	1999	04	05
1955	48		49	2000	03	04
1956	47		48	2001	02	03
1957	46		47	2002	01	02
1958	45		46	2003	00	01
1959	44		45	2004	NA	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 AWAY FROM HOME

MEALS — Specify the type of meal (lunch, breakfast, snack, dinner) and place in the appropriate category based on the type of establishment used.

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.

FOOD FOR HOME CONSUMPTION

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

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.

LAUNDRY/DRY CLEANING — Specify if coin operated or not coin operated; specify type of item cleaned.

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 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.
- 5.** In Part 2, Food for Home Consumption, and Part 3, Food and Beverages Purchased as Gifts, be sure there is an entry in column c to indicate whether the food is fresh, frozen, etc.
- 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.** Items which are explained in notes should have an entry of "Note" in the keyed field.
- 6.** All notes should be referenced to their questionnaire items.
- 7.** All entries should be clearly marked or written.
- 8.** Verify that "DK" is entered when respondent responds "Don't know." Verify that "REF" is entered when a respondent refuses to answer a question.
- 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 is not 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 not complete , that is, the respondent has either entered no expenditures or only some 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 partially complete , that is, respondent entered only some, but not all, expenditures,	Do not collect 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 blank , 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 is 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 not 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,			Do not collect 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 on the day following 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, but not on the day following the 7 day period covered by the diary,	Week 2 Diary is partially complete,	Do not collect 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, but not on the day following 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>13. 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>14. 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 on the day following 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>15. 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, but not on the day following the 7 day period covered by the Diary,</p>	<p>Week 2 Diary is partially complete,</p>	<p>Do not collect any information by Recall. Code the Week 2 Diary as an interview.</p>
<p>16. 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, but not on the day following 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>

FRACTION CONVERSION CHART

Fractions to Percentages

Fraction	%	Fraction	%	Fraction	%
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

PRIVACY ACT STATEMENT

The U.S. Census Bureau 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.

INTRODUCTION

"Good morning. I am *(your name)* from the U.S. Census Bureau. 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?"