
Appendices

Appendix A: Quick Reference Guide

This appendix summarizes some key pieces of information regarding documentation products for the NLSY97, the NLS surveys, and the NLS CD-ROMs. It also provides an index to the created variables discussed in this guide and concludes with information about how to find additional help when necessary.

A.1 Guide to NLS Documentation

The *User's Guide* provides in-depth information about the NLSY97 data. Users requiring general information about the history, administration, or other cohorts of the NLS project, or technical information about topics such as sampling, should consult Table 1 for the most appropriate document.

A.1 Table 1. List of NLS Documentation

NLS Handbook www.bls.gov/nls/handbook/nlshndbk.htm	This comprehensive introduction to the NLS gives readers general information about all NLS cohorts and their main topics of investigation.
NLS Web Homepage www.bls.gov/nls	This internet site offers an overview of the NLS programs.
NLS Internet Bibliography www.nlsbibliography.org	This on-line searchable database provides citations for research using NLS data.
NLS News www.bls.gov/nls/nlsnews.htm	<i>NLS News</i> , a quarterly newsletter, is mailed at no charge to all data users and other interested persons. The newsletter contains informative articles about the NLS data, announces the release of new data CDs, and reports any errors discovered in the data or documentation. Past issues of the <i>NLS News</i> are available on the NLS internet site.
NLS User's Guides www.bls.gov/nls, follow link for cohort of interest	These cohort-specific guides help researchers understand NLS variables, survey instruments, documentation techniques, and other technical issues.
Questionnaires	The complete set of survey instruments used with the cohort in each survey year allows researchers to view questions, supplemental information, and household interview forms.
Codebook Supplements	Supplementary attachments and appendices contain variable creation, description, and coding information not present in the questionnaire.
Technical Sampling Reports	These manuals and addenda describe the sampling procedure used to select the initial survey participants, including information about weights and standard errors.
NLS Compact Disc User's Guide	The guide provides installation and usage instructions for the CD-ROM.
Error updates via the internet www.bls.gov/nls, follow link for cohort of interest	Information about data errors and ways to obtain corrected data is available for each cohort.

With the exception of the bibliography and the NLS web site, which are provided on-line, users may obtain any of the documents listed in Table 1 by contacting NLS User Services or by going to

www.bls.gov/nls and choosing the “Ordering Data” link. Contact information for NLS User Services is provided under “Additional Support” at the end of this appendix.

A.2 About the NLSY97 CD-ROM

The NLSY97 is a panel data collection—specifically, the same respondents are interviewed at regular intervals, and many of the same questions are asked in each interview. This longitudinal approach permits researchers to examine changes in a respondent’s behavior over time. Each CD-ROM contains data extraction software to search this large database and extract the specific variables needed.

Search Strategies

Variables can be selected for extraction using either a search list (reference number or question name) or a search index (any word in context, area of interest, or survey year). Search indexes may also be combined to produce more precise results. Below is a brief description of each search option; the *NLS Compact Disc User’s Guide* contains more detailed instructions.

Reference Number: Each variable is assigned a unique reference number that determines its relative chronological position in the database. That reference number never changes—even when waves of data are added and the database is revised. The reference number is the equivalent of a unique variable name.

Question Name: Each year, a separate survey instrument is used to collect data. A questionnaire item (or question name) identifies the variable in the questionnaire. The question names for the same questions are identical from year to year, so users can easily identify a question of interest in various survey rounds.

Any Word in Context: The database retrieval software allows the user to search for and select all variables with a title containing any single word or combination of words.

Area of Interest: Variables related to a common topic are stored in organizational groupings called “areas of interest.” Figure 1 lists the areas of interest in the NLSY97 as they appear on the CD-ROM.

Survey Year: The user can choose a survey year and select variables collected in that year.

Hardware Requirements

The minimum computer standards required to access the NLSY97 data are an IBM-compatible personal computer (PC) running Microsoft Windows 95 or later; a CD-ROM drive connected to the PC; and a writable disk drive connected to the PC.

Users can extract data for specific subsamples and in various formats. Step-by-step instructions for extracting data and detailed information about examining the codebook can be found in the *NLS Compact Disc User's Guide*.

A.2 Figure 1. NLSY97 Areas of Interest

Achievement Tests	Industry & Occupation	School-Based Learning
Assets & Debts	Interaction btwn Parents	School Characteristics
Attitudes	Interviewer Remarks	School Experience
Autonomy & Control	Job Search	Screeener
Children	Jobs & Employers	Screeener Extended
College Experience	Labor Force Status	Screeener Household
Common Variables	Locator	Screeener Non-Resident
Contact w/Non-Res Parent	Machine Check	Self-Employment
Created Variables	Marriage & Cohabitation	Sexual Activity
Demographic Indicators	Military	Substance Use
Ed Status & Attainment	Non-Res Characteristics	Symbols
Employment Gaps	Parent Background	Tenure w/ Employer
Expectations	Parent Current Status	Time Spent at Work
Family Process Measures	Parent Family Background	Time Use
Fertility and Pregnancy	Parent Information	Training
Fringe Benefits	Parent Locator	Transcript Survey
Geographic Indicators	Parent Retrospective	Validation
Health	PIAT	Wages & Compensation
Household Characteristics	Program Participation	Youth History
Illegal Activity & Arrest	Roster Item	Youth Locator
Income	Sample Design & Screening	

A.3 How to Get Help

Users may have questions about the NLSY97 data, database retrieval software, or documentation. The following are strategies for finding answers to these questions.

On-line and Paper Documentation Help: NLS User Services provides both on-line and paper documentation help sources for users. Choosing “Help” in the menu bar of the Investigator program leads the user to an on-line manual or a download feature for on-line help. Paper documentation includes this *NLSY97 User's Guide*, the *NLS Handbook*, the *NLS Compact Disc User's Guide*, and assorted supplemental hard copy documentation (see A.1 Table 1).

Additional Support: For questions not answered in the documentation, contact NLS User Services:

NLS User Services
 Center for Human Resource Research
 921 Chatham Lane, Suite 100
 Columbus, Ohio 43221-2418
 614-442-7366
 E-mail: usersvc@postoffice.chrr.ohio-state.edu

A.4 Index to Created Variables, Roster Items, and Symbols

This index provides users with an easy reference to discussions in this guide of the various roster, symbol, and created variables in the NLSY97 data set. Researchers working with any created, roster, or symbol variables are encouraged to consult the pages listed below and review all available information before proceeding with analysis. Note that a number of question names are truncated; for example, “CV_ESR” represents both CV_ESR and CV_ESR_COLLAPSED. Additionally, the variables created by Child Trends, Inc., are not included here; interested researchers should look up “Child Trends, Inc.” in the main index to this guide or consult Appendix 9 in the *NLSY97 Codebook Supplement*.

AFDC_ (AFDC event history)	143	CV_MARSTAT	228
BIOCHILD roster	51, 225	CV_MSA	179, 208
CS_PANEL_WEIGHT	38	CV_PIAT	73
CS_SAMPLING_WEIGHT	38, 39	CV_REFIELD_YOUTH	24
CV_AA_DEGREE	83	CV_SAMPLE_TYPE	7, 22
CV_AGE	175, 176	CV_SCH_ATTEND_YR	89
CV_AMT_GOVNT_PGM_PCY	221	CV_SCHOOL_TYPE	85, 89
CV_AMT_UI_YR	221	CV_TRN_CERT	232
CV_AMT_WC_YR	221	CV_TTL_RESIDENCES	207
CV_ASSOC_CREDITS	83	CV_UI	221
CV_BA_CREDITS	83	CV_URBAN-RURAL	179, 208
CV_BA_DEGREE	83	CV_WC_WKS	221
CV_BIO_CHILD	225	CV_WKSWK	130
CV_BIO_MOM_AGE	203	CV_YTH_REL_HH	186, 207
CV_CENSUS_REGION	179, 208	FDSTMP_ (food stamps event history)	143
CV_CHILD	225	FREELANCE roster	51, 112, 128
CV_CITIZENSHIP	205	HHI or HHI2 (household) roster	28, 51, 187, 189, 190, 192, 193, 197, 204, 205, 226, 228
CV_COHAB_TTL	228	INFORMANT!ID	192
CV_ENROLLSTAT	85	KEY!AGE	176
CV_ESR	123	KEY!ETHNICITY	205
CV_FIRST_COHAB	142, 228	KEY!RACE	205
CV_FIRST_MARRY	142, 228	KEY!RACE_ETHNICITY	205
CV_GED	87	MAR_ (marriage event history)	142, 143
CV_GOVNT_PRG	221	NEWSCHOOL roster	51, 75, 77, 80, 81, 83, 90
CV_GRADES	86	NONHHI (nonresident) roster	51, 187, 193, 197, 198
CV_HGC_EVER	87	OTHER_ (other public assistance event history)	143
CV_HH_INCOME_SOURCE	202, 219	PARHHI roster	51
CV_HH_NET_WORTH	201, 216	PARYOUTH roster	28, 51, 188, 191, 197
CV_HH_POV_RATIO	202, 219	RNI (reason for noninterview)	35
CV_HH_REL	186, 207	SAMPLING_PANEL_WEIGHT	38
CV_HH_SIZE	186	SAMPLING_WEIGHT	38, 39
CV_HH_UNDER	186	SAMPLING_WEIGHT_CC	38
CV_HIGHEST_DEGREE_EVER	87	SCH_ (schooling event history)	144, 145
CV_HRLY_COMPENSATION	135	SYMBOL!KEY!AGE	176
CV_HRLY_PAY	135	TRAINING roster	51, 232
CV_HS_DIPLOMA	87	WIC_ (WIC event history)	143
CV_INCOME_GROSS_YR	201, 219	YEMP (employer) roster	51, 103, 110, 123, 130, 133, 142
CV_INTERVIEW_DATE	25	YOUTH roster	28, 51, 188, 192, 197
CV_JOB<13_WKS	130, 135		
CV_MARRIAGES_TTL	228		

Appendix B: NLSY97 Glossary of Terms

This glossary is provided to aid researchers in understanding the terms used in the NLSY97 questionnaires and *User's Guide*. The glossary is divided into two sections. The first defines terms used by survey staff in processing the data and providing information to researchers—the “jargon” of the NLS program. Section B2 includes terms used during the interview that relate to specific questions. The definitions in this section are available to interviewers and respondents during survey administration.

B.1 NLS Survey Terms

This section defines terms related to survey management and data dissemination that researchers should understand when working with the NLS cohorts.

Any word search

This CD-ROM search function allows users to select any word or words and to view all variables that contain those words in their titles.

Area of interest

Variables are grouped by common topical areas. The CD-ROM includes a search function so that users can view variables in an area of interest.

Armed Services Vocational Aptitude Battery (ASVAB)

This test measures the applicant's knowledge and skills in a number of topical areas and is used by the military to produce a general standard of the trainability and enlistment eligibility for the Armed Forces. The computer adaptive form of the test, the *CAT-ASVAB*, was administered to NLSY97 respondents during round 1. This test was sponsored by the Department of Defense.

Audio computer-assisted self-interview (ACASI)

Self-administered portions of NLSY97 instruments use an ACASI system that allows the respondent to listen to the questions and response categories being read over headphones. ACASI sections can be heard in either English or Spanish.

Bureau of Labor Statistics (BLS)

This agency of the U.S. Department of Labor sponsors and oversees the National Longitudinal Surveys project.

CAT-ASVAB

See *Armed Services Vocational Aptitude Battery (ASVAB)*.

Center for Human Resource Research (CHRR)

A research unit at The Ohio State University, CHRR is responsible for NLSY97 variable creation, documentation and dissemination of the data, and user services.

Check item

Check questions are used during the course of the interview to identify the sample universe and denote the skip pattern for a particular set of questions. These questions are answered based on previous responses or direct observations, without asking the respondent.

Children of the NLSY79

This survey group comprises all children born to female NLSY79 respondents. The group was first surveyed in 1986 and has been reinterviewed biennially. Since 1994, a separate survey has been administered to the children age 15 and older, referred to as the “Young Adults.”

Codeblock

Information about each variable is presented in a consistent form called a codeblock. Most codeblocks provide users with the variable title, reference number, question number, survey year, coding information, and a frequency distribution.

Codebook

Contained on the CD-ROM, the codebook contains complete information about all the variables in a data set. It comprises a number of codeblocks presenting information about each variable.

Cohort

A cohort is a group of people who share similar characteristics at a particular point in time.

Computer-assisted personal interview (CAPI)

These interviews are administered using a survey instrument on a laptop computer. CAPI allows for more complex questionnaire programming, bounded interviewing, and faster data dissemination than with PAPI interviews.

Created variables

Created by survey staff after the interview, this type of variable may be based on information provided by the respondents or obtained from other outside sources. These variables can be found under the “Created Variables” area of interest on the CD-ROM.

Current Population Survey (CPS)

Conducted by the Census Bureau, these monthly interviews collect up-to-date information about the number of persons in the country who are employed, unemployed, or not in the labor force in a specific survey week. Labor force status questions included in round 1 of the NLSY97 were the same as the CPS questions used to determine employment status and were administered as closely as possible to the method used by the Census Bureau so that findings are comparable.

Employment Status Recode (ESR)

Available in round 1 only, ESR is a variable created from information collected on employment status in the week before the survey. It provides a standardized employment status code for each member of the sample.

Geocode

Geographic codes, published by the National Bureau of Standards as the *Federal Information Processing Standards (FIPS)*, are assigned to NLSY97 respondents' residences. They can be used to match NLS data with other data (e.g., *City and County Data Books*). To preserve respondent confidentiality, geocode data are available only to researchers who satisfactorily complete a BLS accessing agreement.

Household Income Update

This one-page paper instrument, administered to a parent of respondents still living at home, collects information about the income of the parent and his or her spouse or partner.

Household unit

A single room, or group of rooms, that is intended as separate living quarters for a family, a group of unrelated persons living together, or for a person living alone.

Independent youth

A respondent with at least one of the following characteristics: is age 18 or older, has had a child, is enrolled in a 4-year college, has ever been married or is in a marriage-like relationship at the time of the survey, is no longer enrolled in school, or is living outside his or her parent-figure's home.

Industry Census code

A 3-digit numeric code from the 1990 Industrial Classification System used by the Census Bureau to assign codes to industries (Census Bureau. *1990 Census of Population Alphabetical Index of Industries and Occupations*. Washington, DC: U.S. Government Printing Office, 1991).

Int.

This is an abbreviation for interview.

Longitudinal study

A longitudinal study follows the same group of individuals over an extended period of time.

Mature Women cohort

This group of 5,083 respondents, ages 30–44 on March 31, 1967, was first interviewed in 1967 and has been surveyed 20 times through 2001. The Mature Women cohort is one of the four NLS Original Cohorts.

National Longitudinal Survey of Youth 1979 (NLSY79)

This group of 12,686 male and female respondents was first interviewed in 1979 and has been reinterviewed 18 times through 2000. Respondents in this cohort were ages 14–21 as of December 31, 1978.

National Longitudinal Survey of Youth 1997 (NLSY97)

Respondents ages 12–16 as of December 31, 1996 (born in 1980–1984), were selected for inclusion in the newest NLS cohort. The NLSY97 numbers 8,984 respondents, and four interviews have been conducted with the cohort to date.

National Opinion Research Center (NORC)

Associated with the University of Chicago, NORC is responsible for the management of the NLSY97 cohort and collection of the data.

Occupation Census code

A 3-digit numeric code from the 1990 Occupational Classification System used by the Census Bureau to assign codes to occupations (Census Bureau. *1990 Census of Population Alphabetical Index of Industries and Occupations*. Washington, DC: U.S. Government Printing Office, 1991).

Older Men cohort

This group of 5,020 respondents, ages 45–59 on March 31, 1966, was first interviewed in 1966 and subsequently surveyed 12 additional times before its discontinuation in 1990. The Older Men cohort is one of the four NLS Original Cohorts.

Original Cohorts

The four cohorts (Older Men, Mature Women, Young Men, and Young Women) selected in 1966 and first surveyed between 1966 and 1968.

Paper-and-pencil interview (PAPI)

Although the NLSY97 surveys have been almost entirely administered using computerized instruments, traditional paper-and-pencil instruments were used for some screening interviews and for the administration of the *Household Income Update*.

Peabody Individual Achievement Test Math Assessment (PIAT Math)

The *Peabody Individual Achievement Test Math Assessment*, which is given to a subset of the NLSY97 cohort, measures the respondent's ability in mathematics. The math assessment is one subtest in the full *PIAT* battery.

Primary Sampling Unit (PSU)

A primary sampling unit (PSU), as defined by NORC, is composed of either a single county (or the equivalent), a group of counties, or an SMSA and is based on population and area constraints. PSUs are the basic unit of sample selection for the NLSY97.

Profiles of American Youth (PAY97)

The name given to describe the *ASVAB* and *Interest-Finder* tests taken by the NLSY97 respondents from summer 1997 to spring 1998. The *ASVAB*, a military enlistment test, was administered to NLSY97 respondents and to other youths selected during the same screening process by the Department of Defense in an effort to establish new norms for the recruits entering the Armed Forces. The *Interest-Finder*, an occupational interest inventory, aids career counselors in helping youths with occupational decisions.

R

This is an abbreviation for Respondent.

Reference number

A reference number is a unique identifying number beginning with "R," which is assigned to each variable in the data set. Reference numbers never change after they are assigned to the variables from an interview even as additional information is added to the data set from later surveys.

Sampling weights

A numeric value calculated on the basis of each respondent's characteristics (gender, ethnicity, year of birth, sample type, and location). The value, which is adjusted for differential probabilities of selection into the sample and for attrition, allows for population estimates.

School surveys

Supplemental surveys of the high schools in the NLSY97 primary sampling units, conducted in 1996 and 2000–01. The school surveys collected information about school characteristics (enrollment, library size, vocational programs, ethnic diversity of students and teachers, etc.) and school-based learning programs.

Screener, Household Roster, and Nonresident Roster Questionnaire

The simple and extended screener sections were administered in round 1 to the initial sample of households to locate respondents eligible for the NLSY97. NORC interviewers screened 75,291 households to identify eligible respondents based on age, race, and ethnicity. If an eligible youth resided in the household, the remainder of the questionnaire (household roster and nonresident roster) was administered to collect basic demographic information about other household residents and key nonresident relatives.

Standard Metropolitan Statistical Area (SMSA)

An SMSA, defined by the Census Bureau, consists of one or more entire counties containing at least one city (or twin cities) having a population of 50,000 or more plus adjacent metropolitan counties that are economically and socially integrated with the central city. In New England, towns and cities rather than counties are the basis for defining an SMSA. SMSA boundaries may cross state lines.

Transcript survey

Survey staff collect high school transcripts from respondents' high schools after respondents are no longer enrolled as high school students and code information from these transcripts for use by researchers. In 1999–2000, transcripts were obtained and processed for 1,417 youths who had graduated from high school or had reached age 18 and were no longer attending high school. Additional transcript collections are planned for future rounds as more respondents graduate from high school or become age-eligible.

Young Men cohort

This group of 5,225 respondents, ages 14–24 on March 31, 1966, was first interviewed in 1966 and subsequently surveyed 11 additional times before its discontinuation in 1981. The Young Men cohort is one of the four NLS Original Cohorts.

Young Women cohort

This group of 5,159 respondents, ages 14–24 on December 31, 1967, was first interviewed in 1968 and has been surveyed 20 times through 1999. The Young Women cohort is one of the four NLS Original Cohorts.

B.2 Terms Used in NLSY97 Interviews

Most of the terms in this section are defined for interviewers and respondents in “help screens”—screens that may be referred to during an interview if a respondent or an interviewer needs further clarification of a term or concept. A few terms are defined within the text of the applicable question. These terms may be found in the *Youth Questionnaire*, the round 1 *Parent Questionnaire*, or the round 1 *Screener, Household Roster, and Nonresident Roster Questionnaire*.

Active forces

An umbrella term used to refer to the regular branches of the Armed Forces (Army, Navy, Marines, and Air Force) as a group. The Reserve and Guard components of these branches are not included.

Active job search

An active job search is one that could have resulted in a job offer without further action on the part of the job seeker. Methods include:

- Contacting public employment agency
- Contacting private employment agency
- Contacting employer directly
- Sending out resumes or filling out applications
- Contacting friends or relatives
- Contacting school/college or university employment center
- Placing or answering ads
- Checking union/professional registers
- Other active method (for example, bid on a contract)

See also *Passive Job Search*.

Adult basic education

This is remedial education, such as basic literacy or math skills, which does not include work directed toward passing the GED test.

Aid to Families with Dependent Children (AFDC); Aid to Dependent Children (ADC)

Commonly referred to as welfare, these two federal programs help families with dependent children by providing financial assistance each month. Eligible children are from low-income households and lack support of one or both parents. Since the implementation of welfare reform, these programs have been replaced by the TANF program on the state or county level.

Annuity

A type of asset that provides a fixed payment each month or year until a person dies. Most pensions are annuities; annuities can also be purchased directly from insurance companies. Types of annuities include the following: deferred annuities, fixed annuities, variable annuities, immediate annuities, and annuity certain.

Apprenticeship program

A formal program in which a person agrees to work in a skilled trade or art in return for wages and training for a prescribed period of time.

Armed Forces

This includes the active forces, the reserves, and the guard. Please note that civilian employees of the Armed Forces are considered federal employees.

Bonus

A bonus is a sum of money or an equivalent (stocks, company shares) given in addition to usual compensation, normally for outstanding performance and service. See also *Commission* and *Tips*.

Business

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

Business school

A training program that provides the trainee with business skills, not to be confused with business classes in college or graduate school. This type of program does not contribute to an undergraduate or professional degree.

Certificate of deposit (CD)

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

Collateral

Collateral includes property, goods, or other assets which must be pledged as part of a loan. If the borrower defaults on the loan, the lender has the right to “foreclose on” (take) the collateral.

College or university

A college or university is an educational institution that gives credit toward an academic degree at the post-secondary and/or post-graduate levels. A college or university offers candidates an associate’s, bachelor’s, master’s, or doctoral degree in a specific academic concentration.

Commission

A commission is an amount or percentage of money that is given in addition to one's regular salary. In some jobs, usually sales, the base pay may be quite low, with most of a person's earnings in the form of commissions. See also *Bonus* and *Tips*.

Community or junior college

These colleges provide courses that may result in a 2-year or associate's degree; these courses are considered regular school. If the courses are taken to improve job skills and do not count toward an academic degree, these courses are considered training rather than regular schooling.

Dividends

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

Employed

See *Labor Force and Employment Status*.

Employee-type job

An employee-type job is one in which an individual is working as an employee; that is, he or she has an on-going relationship with a particular employer. See also *Freelance Job*.

Estate

The assets, debts, and property left by someone at the time of his or her death. Life insurance proceeds are generally added to the estate.

Even Start

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

Expelled

Expulsion occurs when a student is permanently prohibited from attending a learning institution, usually due to misconduct or breaking the school's rules. See also *Suspended*.

Freelance job

A type of employment where the individual does not have long-term commitments to any one employer. The individual can act independently without regard or deference to authority. The freelancer may work on one or more tasks for several people and does not have a "boss" (for example, baby-sitting or mowing

lawns), or the freelancer may work for himself or herself (for example, running a business). See also *Employee-type job*.

Futures contract*

A purchase of the right to buy or sell commodities, such as wheat, corn, and cocoa, at a specific point in the future. These contracts are traded on futures exchanges like the Chicago Board of Trade.

General Educational Development Diploma (GED)

A certificate, considered by some to be an equivalent to a high school diploma, which is obtained as a result of taking the General Educational Development Test or GED. The test provides a valid means of measuring the educational proficiency of individuals taking the test in comparison with high school graduates. (Also known as a general equivalency diploma.)

Government employee

A government employee can be one of three types: federal, state, or local. Respondents are classified according to the following definitions:

Federal government employees are respondents working for any branch of the federal government, including those elected to paid federal offices, civilian employees of the Armed Forces, and some members of the National Guard. Employees of international organizations (e.g., United Nations) and employees of foreign governments (e.g., the French Embassy) are also included.

State government employees include paid state officials, state police, and employees of state universities and colleges.

Local government employees are respondents employed by cities, towns, counties, and other local areas, including employees of city-owned businesses, water and sewer services, etc. Employees of public elementary and secondary schools also work for the local government.

Government training

Training sponsored by the government for the general public (e.g., JTPA, Job Corps). Note that training sponsored by the government for its employees (e.g., Police Academy, computer courses) is considered company training.

Head Start

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

Home equity loan

Any loan which uses the collateral of a person's home and which has a fixed number of payments and a fixed amount borrowed.

* Not included in survey help screens; listed here for user reference.

Incentive pay

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

Individual Retirement Account (IRA)

An Individual Retirement Account is a personal, tax-deferred savings account to which any individual under 70½ years of age can transfer funds to save and invest for retirement. The earnings are tax deferred until drawn upon. One can begin withdrawing from his or her IRAs after age 59½. Withdrawals prior to this age are generally subject to a tax penalty.

Inheritance

Money or property that is legally transmissible to an heir is considered inheritance.

Job

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

Job Corps

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

Job search

To be considered as looking for work a person must have conducted an active search for a job within the four weeks prior to the interview week. See *Active Job Search* and *Passive Job Search*.

Job Training Partnership Act (JTPA)

Legislation enacted in the fall of 1983 authorizing federal funds for employment and training. The emphasis is on private sector participation in training, without subsidies for the training participants.

Labor force and employment status

All civilian respondents who were either employed or unemployed during the survey week are defined as being in the labor force. Variables using these definitions are only available for the round 1 survey.

Employed, unemployed, and out of the labor force are defined as follows:

Employed: All respondents who during the survey week were either (1) at work—those who did any work for pay or profit or worked without pay for 15 hours or more on a family farm or business—or (2) with a job but not at work—those who did not work and were not looking for work, but had a job or business from which they were temporarily absent because they were taking time off for various reasons—are classified as employed.

Unemployed: All respondents who did not work at all during the survey week and either (1) were looking or had looked for a job in the four-week period prior to the survey; (2) were waiting to be recalled to a job from which they had been laid off; or (3) were waiting to report to a new job within 30 days are considered to be unemployed.

Out of the Labor Force (OLF): All respondents who were neither employed nor unemployed during the survey week are considered to be out of the labor force.

Land contract

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

Layoff

Respondents are classified as on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons, such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must either have been given a date to report back to work or expect to be recalled to their job within six months.

Low Income Home Energy Assistance Program (LIHEAP)

This federal program assists low-income households in meeting their costs for home energy. The funds may be used for the cost of running energy utilities, low cost weatherization (preparing the home for harsh weather), or other energy-related home repairs.

Managed investment account

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

Margin loans through a stock broker

These are stock purchases where the purchaser borrows part of the purchase price from a bank or brokerage firm. “Margin loan” refers to the amount borrowed for the purchase. Technically, any time stock is used as collateral for a loan, even if it is already owned, it is called a margin loan.

Medicaid

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

Medicare

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

Money market account

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

Mortgage

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

Non-profit

This type of organization is not maintained for the making of profit.

Out of the labor force (OLF)

See *Labor Force and Employment Status*.

Passive job search

A passive job search is one that utilizes only methods which could not result in a job offer without any further action on the part of the job seeker. Methods include:

- Looking at ads, but not responding
- Attending job training programs (for example, how to write a resume, how to dress for an interview)
- Other passive methods (for example, studying for a Real Estate license or picking up a job application)

See also *Active job search*.

Present value

The amount of money that sale of an asset would bring if it were sold at the time of the interview.

Primary ratings^{*}

An alphanumeric jobs/skills classification system for the Navy, Naval Reserves, Coast Guard, and Coast Guard Reserves that describes the specific job for which a person in those branches of the military is trained or to which the person is assigned.

Private employee

A private employee works for wages, salary, commission, tips, piece-rates, or pay in kind; this applies regardless of the occupation. Respondents who work for settlement houses, churches, unions, and other private nonprofit organizations are also classified as private employees.

Public housing assistance

Includes rental certificates or vouchers provided by the government for low-income families.

Regular school

A school that provides credit toward an academic diploma or degree, such as an elementary school, junior high school, high school, college, or university, as contrasted with special schools that offer certificates rather than diplomas or degrees. Schools or programs (such as technical schools, nursing programs, etc.) that provide credits that can be applied towards a regular academic diploma or degree are also considered regular school. Courses taken to prepare for the GED are not included as regular school.

Summer vacation

Respondents on summer vacation are considered enrolled. In ambiguous cases, the respondent is considered to be enrolled if he or she intends to return to school (has not dropped out or formally left school).

Supplemental Security Income (SSI)

Supplemental Social Security is a form of public assistance paid to blind and disabled persons who are not covered under the Social Security program and to some people who are over age 65 whose income falls below a certain level. The program is administered through the Social Security Administration. This program should not be confused with state supplemental assistance or with regular Social Security benefits; checks are labeled “Supplemental Security Income Payment.”

^{*} Not included in survey help screens; listed here for user reference.

Suspended

Suspension is a temporary prohibition of a student from access to school grounds. It is used as a way of punishing the student for engaging in misconduct or breaking the school's rules. See also *Expelled*.

Talent search

A talent search is a program that focuses on educational advancement.

Tips

Payments given in addition to base wage or salary for a service performed or anticipated. See also *Bonus* and *Commission*.

Treasury notes, bills, or bonds

These long-term debt agents are issued by the U.S. government and can be owned directly or as part of a mutual fund. Bills mature in less than a year; notes mature in 1–5 years; and bonds generally have a maturity period of more than 5 years.

Trust

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

Unemployed

See *Labor Force and Employment Status*.

Unemployment Compensation (or Unemployment Insurance) benefits

Payments made by state or local governments to help replace wages lost by a worker who was laid off or fired from her/his job. Benefits continue only for a set period of time and are taxable by the federal government.

Upward Bound

This program is designed to prepare youth for successful postsecondary studies.

Vocational or technical institute

This training program provides the trainee with vocational or technical skills and is not to be confused with technical classes in college. This type of program does not contribute to a college degree. Examples of vocational or technical institutes include beauty school, auto mechanics training, etc.

Vocational rehabilitation center

A facility offering specialized training to prepare disabled persons to enter or re-enter the work force.

Women, Infants, and Children Supplemental Nutrition Program (WIC)

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

Work

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

Worker’s Compensation or Worker’s Comp

Money paid to workers who have been hurt or injured on the job. These benefits are not taxable. (Note: Worker’s Compensation includes payments from insurance companies only when the employer, not the employee, paid the premiums.)

Youth Build

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