

# LifeWays Provider Meeting

March 10, 2020 | 9:00am-10:30am | Pine Room

Facilitator – Makena L’Huillier, Provider Analyst of Contracts

Recorder – Tia Truitt, Administrative Assistant

- Introductions
- Provider Kudos
- LifeWays Procedure Changes & Announcements
- Director Updates
  - Overnight Health and Safety
  - BTP Referrals
  - Residential Moves and Changes
- Census 2020
- 30 Second PSA



LifeWays

Community Mental Health

**KUDOS!**



If you would like to publicly recognize someone with a kudos at the next provider meeting, please complete the Google form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=xVg1eNLP30y9MovGh5pi8gjG6oresJpPsgEZuOC-yPdUMEGwSVVSMFk5R1BCNVA5S0dHUIJWWkFUQy4u>

- Name of person you are recognizing
- Organization of the person you are recognizing
- A small summary about what you are recognizing them for
- Your name and organization



# Kudos!

*“Raymond Webb, Integro, Raymond has made several referrals for children to Hope Network for case management. His charts are very clean and up to date. His consumers have been the easiest to transition. This is a testament to his passion for the job and especially his consumers.*

*Kelly Sigler, Hope Network, Clinical Program Manager*



# LifeWays Procedure Changes & Announcements



LifeWays Process Alerts are a monthly publication containing important information to LifeWays' Network Providers and their staff. Process Alerts are published on the last Thursday of each month. For more information about Process Alerts, please contact Rebecca Calkins at 517-789-2490

Sign up for Provider Process Alerts - <https://lifewayscmh.org/Provider-Portal>

*The following are publication since the last provider meeting updates.*

Special Process Alert | March 6, 2020

Notice of 21-Day Comment Period for Revised Operating Procedure for new Operating Procedure 15-01.08 OBRA Coordination

Special Process Alert | March 6, 2020

Notice of 21-Day Comment Period for Revised Operating Procedure for Revised Operating Procedure 4-02.07 Children's Waiver Service

Special Process Alert: Provider Updates | March 4, 2020

Effective immediately and until further notice, Highfields is closed to referrals for Home Based, age 4-17. If there is an urgent referral need, please contact Tia Truitt, Administrative Assistant for the Contract and Provider Management Department at 517-780-3387 or via [tia.truitt@lifewayscmh.org](mailto:tia.truitt@lifewayscmh.org).

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211 Day Jackson Michigan 2020

Did you know you can dial 211 or text 898-211 for any health and human service need? Central Michigan 211 received 16,466 calls and saw 1,083 web searches by Jackson County residents in 2018.

<https://www.lifewayscmh.org/About-LifeWays/LifeWays-News/ArtMID/474/ArticleID/1031/211-Day-Jackson-Michigan-2020>

# 2020 Annual Celebration Awards Luncheon



**2020 Annual Celebration Awards Luncheon | 5/7/2020 12:00 PM - 2:00 PM**

**Location: Commonwealth Commerce Center, 209 East Washington Ave., Jackson, MI 49201**

We Need Your Nominations! Each year, LifeWays recognizes the consumers we serve and our network of providers at our Annual Celebration. While we have gotten some well written and deserving nominations over the years, we want to step it up this year. If you know someone receiving LifeWays services, a provider agency or staff member who deserves recognition, click below and fill out the form to nominate them.

## **Reserve Your Table**

It's time for LifeWays Community Mental Health to recognize the many achievements of the consumers we serve and our network of providers at our Annual Celebration on Thursday, May 7, 2020. Purchase your sponsorship today! [Click here to download your sponsorship form.](#) Also attached with the minutes!

**If you have any questions, please contact:**

Rebecca Calkins

517.789.2490

Rebecca.Calkins@lifewayscmh.org

# Provider Meeting Agenda Request

- If you need to give an update, address a concern/issue, or submit a Provider Kudos at either of our provider meetings – a request form must be completed, no later 5 days prior to each meeting.
- If you have any documents or handouts to supplement your topic, please ensure you send this to the Administrative Assistant of Contracts and Provider Network Management, Tia Truitt at [tia.truitt@lifewayscmh.org](mailto:tia.truitt@lifewayscmh.org). ***If there isn't enough details in the request then it may not be included.***
- <https://forms.office.com/Pages/ResponsePage.aspx?id=xVg1eNLP30y9MovGh5pi8gjG6oresJpPsgEZuOC-yPdUMEGwSVVSMFk5R1BCNVA5S0dHUIJWWkFUQy4u>

# Meetings

- Provider Meetings and Residential Provider Meetings will both be held twice each quarter on the 2nd Tuesday of the month. The Provider Meetings will be from 9am–10:30am and the Residential Manager Meetings will be from 11am–12:30pm.
- The Autism Services Meeting and Case Holder Supervisor Meeting will continue to meet the first Thursday on alternating months from 8:30am-9:30am.



# Director Updates

Michael Cupp, Director Contracts and Provider Network

- Overnight Health and Safety
- BTP Referrals
- Residential Moves and Changes
- Infection Control updates

# Webinar: Home & Community Based Services Rule and Person-Centered Planning



Date: Friday, March 27, 2020  
Time: 2:00 - 3:00 pm

Date: Tuesday, March 31, 2020  
Time: 10:00 - 11:00 am

## **Who should attend?**

Individuals who receive Community Mental Health services or a family member of someone receiving services.

## **Webinar Objectives**

Review the Home & Community Based Services (HCBS) Rule and person-centered planning  
Learn how to use the person-centered planning process to transition to services and supports that meet the HCBS Rule

Know your rights as an individual receiving HCBS

## **Registration**

Individuals should only register for one webinar. The information will be the same at both webinars. Participants will receive details on how to access the webinar after registering. Links to register provided in meeting minutes.

# Census 101: Overview

U.S. Constitution requires ALL persons living in the U.S. to be counted every 10 years



When:  
March – June  
2020

Why: Number of  
representatives to  
be elected is set by  
census data.

What: Amount of  
federal funds for  
Michigan is based  
on census data.

Who is counted:  
Everyone living in  
U.S. on April 1

Where are people  
counted:  
Wherever people  
are living.

How:  
Respond by paper  
mailed, phone, or  
internet

## United States Census

The United States has collected data about its population since 1790 and continues to collect data every 10 years.

Currently, the National Archives has the 1790 to 1940 census records available to the public.

The Constitution calls for a count to be made of the populace every 10 years.”

The Census is used – among other things – to apportion political power.

## Michigan 2000 to 2010

THE **ONLY** STATE THAT LOST POPULATION DURING THE LAST CENSUS PERIOD.

Population fell 0.6 percent, from 9,938,444 to 9,883,640

- decline largely attributed to job losses in the auto industry.

EVERY OTHER STATE in the country grew led by Texas, which gained 4.3 million people, and California, which gained 3.4 million.

Based on data (property tax records, school enrollment, mailing lists, aerial scans) – only 80% of Michigan Residents participated in the 2010 Census.

**20** out of every **100** residents were **NOT** counted in **2010**.

**20** residents uncounted X **\$1,800** per year lost to Jackson X **10** years =

**Jackson lost \$360,000** for every 20 uncounted residents



## What's At Stake

About 42% of Michigan's state budget relies on federal funding

Accurate census data are essential for

- Fair distribution of 435 congressional seats
- Fair allocation of government resources

Michigan - at risk of losing another Congressional seat this time

In 2016 Michigan received over \$29 billion for federal and state programs based on 2010 census data.

## Moving to online

- Responding will save \$5.2 Billion Tax Payer Dollars
- People will be able to respond from any device – anywhere – instead of responding to a paper form that arrived in their mailbox
- Response rate should go up & costs should go down

# Important to Know

- The Census Bureau protects your information –
  - By law must keep it confidential forever
- What is **NOT** asked:
  - Citizenship Status
  - Employer
  - Social Security Number
  - Credit Card Numbers
  - Bank Account Info
  - Donations
- **CENSUS WORKERS**
  - Wear government photo IDs
  - Look for Census Bureau Logo

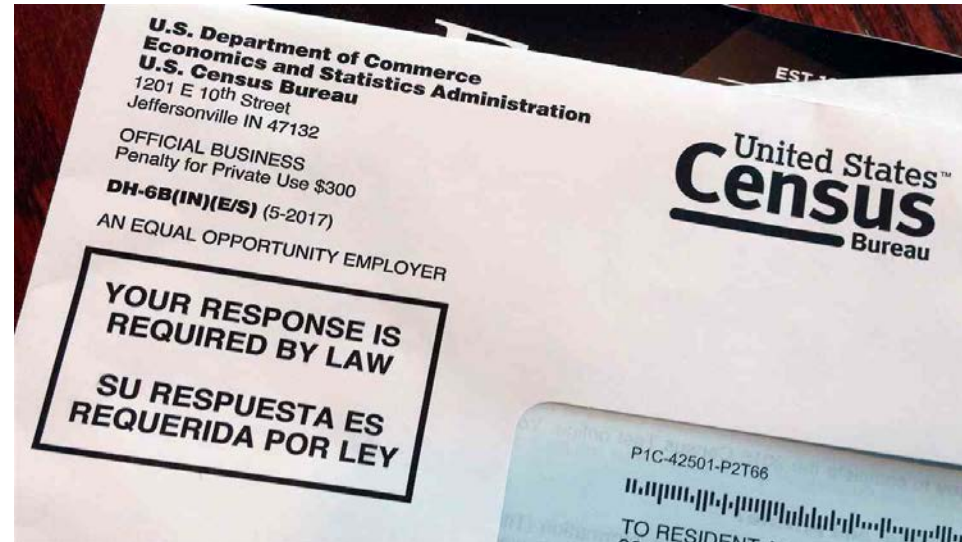


# WHAT IS THE 2020 CENSUS?

## A FEW SIMPLE QUESTIONS

### ABOUT EACH PERSON LIVING IN A HOUSEHOLD ON APRIL 1, 2020

1. NAME
2. ADDRESS
3. AGE
4. SEX
5. BIRTHDAY
6. HISPANIC ORIGIN – YES OR NO
7. RACE
8. RELATIONSHIP TO RESPONDENT
9. RENT/OWN HOME
10. PHONE NUMBER



Census Envelope

**YOU ARE WORTH \$1,800 A YEAR IN LOCAL SERVICES –  
IF YOU ARE COUNTED**

# CENSUS WORKERS

## How Can You Verify Someone Is a Census Worker?

Valid ID badge with:

- their photograph
- an expiration date.
- U.S. Department of Commerce watermark

May carry Census Bureau bags and other equipment with the CENSUS BUREAU logo.



# U S CENSUS WORKERS



## Largest Michigan Programs Using Federal Funds

- HEALTH CARE – MEDICAID, MEDICARE AND HEALTH CENTERS
- HEAD START
- SPECIAL EDUCATION
- SNAP
- FREE AND REDUCED-PRICE BREAKFAST & LUNCH PROGRAMS,
- ROADS, BRIDGES, HIGHWAY PLANNING AND CONSTRUCTION
- WIC (SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS/CHILDREN)
- HOUSING (SECTION 8)
- CHILD CARE AND FOSTER CARE
- CHIP (THE CHILDREN'S HEALTH INSURANCE PROGRAM)

5,000 children missed in a community = **\$90 million LOST**  
(5,000 x \$1,800 x 10 years ) - because **we have to live with the count for 10 years**

## Timeline

- March 2020 – Internet Self Response Begins
  - ❖ 1<sup>st</sup> Postcard Reminder Mailing Sent
  - ❖ 2<sup>nd</sup> Postcard Reminder Mailing Sent
  - ❖ 3<sup>rd</sup> Postcard Reminder Mailing Sent
- **April 1, 2020 – CENSUS DAY**
  - ❖ 4<sup>th</sup> Postcard Reminder Mailing Sent
  - ❖ 5<sup>th</sup> Postcard Reminder Mailing Sent
- May 2020 – Census Workers will Visit Addresses that Have Not Responded

Why would you not be counted?

# 30 second PSA

# LifeWays Contact and Communication

## Day-to-Day Operations

Providers are encouraged to contact LifeWays' departmental staff for regular day-to-day operations as defined in LifeWays procedure (i.e., provider case management supervisor contacts Utilization Management staff about authorizations, etc.).

## Problems and Concerns

If provider staff have problems with LifeWays processes or issues with LifeWays staff members, concerns about another provider or if they are not sure how to address a situation, they should first discuss the matter with their supervisor and then the LifeWays' Contract and Provider Network Management staff for assistance. Providers are invited to contact their assigned Contract Manager and/or Michael via Conner as needed.

All network staff are encouraged to contact the Office of Recipient Rights and/or the LifeWays Compliance Officer *whenever* needed for compliance or when a recipient's rights are a concern.

## Contacting LifeWays Chiefs

LifeWays' Chief Executive, Operations, Finance, and Clinical/Quality Officers are available when needed. When a provider's attempt to work with Contract and Provider Network Management staff to problem solve concerns has been unsuccessful, their agency leadership is encouraged to contact the appropriate Chief.

## Formal Contract Notifications

Provider contracts with LifeWays have specific notification requirements. Please note that conversations with or emails to LifeWays' departmental or leadership staff do not meet formal notification requirements. Changes to service status, changes to ownership and control, changes to accreditation, pending litigation, and intent to terminate all or part of a contract are some of the situations requiring formal notice delivered to the attention of the Director of Contracts and Provider Network Management as defined in the contract.



# LifeWays Provider Network Communication

## LifeWays Provider Network Communication

- Clinical care coordination occurs in the individuals Electronic Health Record via Progress Notes or Chart Notes. Specific relevant content can be copied into an email to aid in communication.
- Text of email chains should not be copied and pasted into an Electronic Health Record.
- Administrative communication should be sent outside LEO. Any Protected Health Information should be encrypted to protect the data.
- Use the following coding system to classify email:

# LifeWays Provider Network Communication

## LifeWays Provider Network Communication

- Use the following coding system to classify email:
  - RED | Urgent please respond immediately
  - YELLOW | Priority please respond within 1 business day
  - GREEN | Normal please respond within 1 business week
  - BLUE | FYI only- no response needed
  - PURPLE | Audit related- please respond within 1 business day
- Emails should include those that need to respond in the TO line and those who are FYI in the CC line.
- Emails should clearly specify the individuals and the desired response in the text.
- Emails should include a signature line that includes name/title/agency/address/phone number at a minimum.

# LifeWays Provider Network Communication

## LifeWays Provider Network Communication

- Email is the primary method of communication within the network.
- Phone call and/or meetings should be used when the need cannot be resolved with a 1 page email or a 4 email chain.
- Phone calls should be used when an urgent response is needed.
- Providers should have a phone line monitored during business hours including a method for urgent contact.

# Contracts & Provider Network Management

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Director

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# Next Provider Meeting

## May 12, 2020

LifeWays Community Mental Health  
Thank You for Attending!

**This is the official questionnaire for this address.  
 It is quick and easy to respond, and your answers are protected by law.**

Para completar el cuestionario en español, dele la vuelta y complete el lado verde.

FOR  
 OFFICIAL  
 USE ONLY



**Start here** OR go online at [url removed] to complete your 2020 Census questionnaire.

Use a blue or black pen.

**Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.**

- Count all people, including babies, who live and sleep here most of the time.
- If no one lives and sleeps at this address most of the time, go online at [url removed] or call the number on page 8.

**The census must also include people without a permanent place to live, so:**

- If someone who does not have a permanent place to live is staying here on April 1, 2020, count that person.

**The Census Bureau also conducts counts in institutions and other places, so:**

- Do not count anyone living away from here, either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2020.
- Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

**1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?**

Number of people =

**2. Were there any additional people staying here on April 1, 2020 that you did not include in Question 1?**

Mark  all that apply.

- Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- Relatives, such as adult children, cousins, or in-laws
- Nonrelatives, such as roommates or live-in babysitters
- People staying here temporarily
- No additional people

**3. Is this house, apartment, or mobile home —** Mark  ONE box.

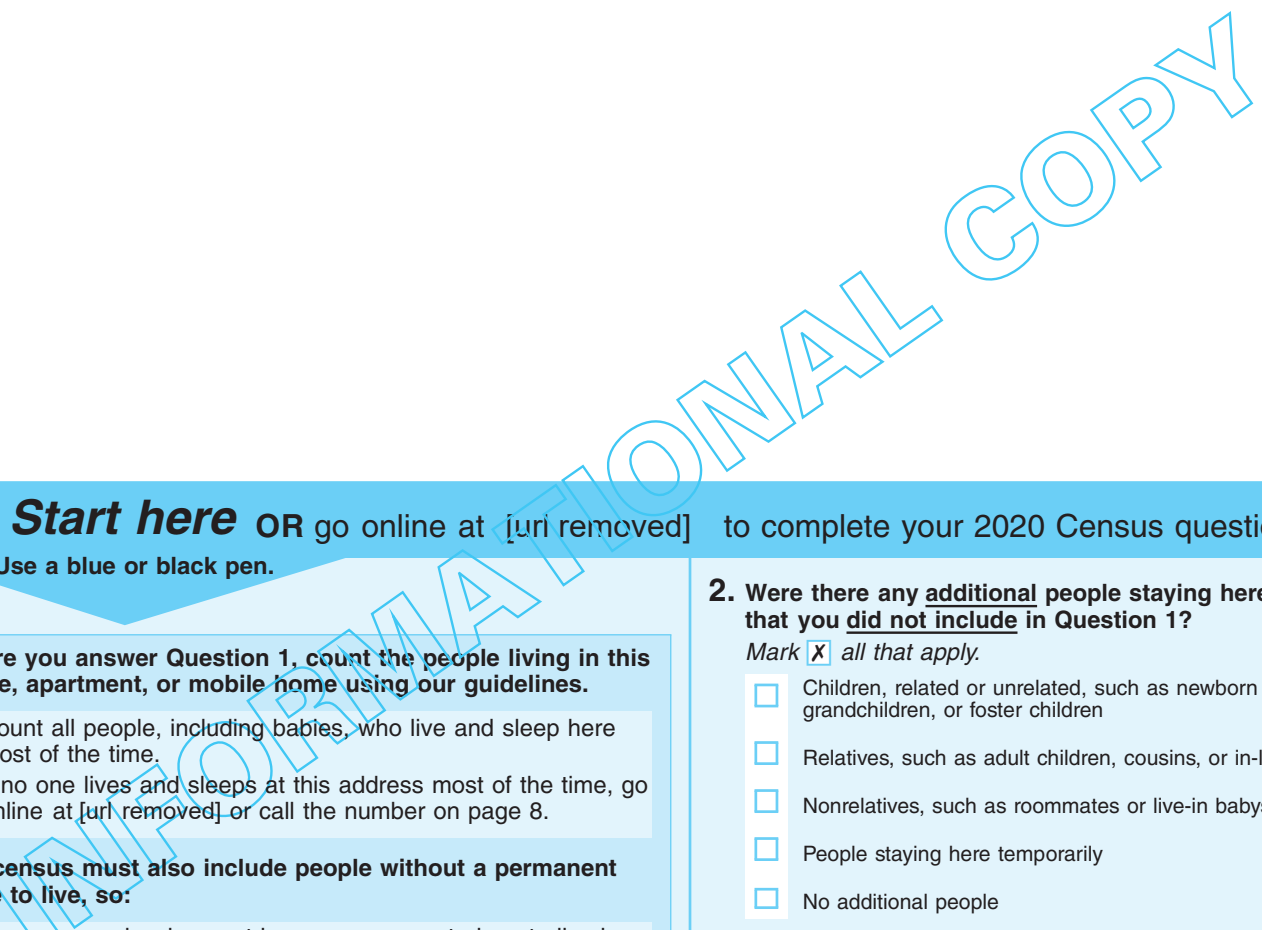
- Owned by you or someone in this household with a mortgage or loan? *Include home equity loans.*
- Owned by you or someone in this household free and clear (without a mortgage or loan)?
- Rented?
- Occupied without payment of rent?

**4. What is your telephone number?**

*We will only contact you if needed for official Census Bureau business.*

Telephone Number

-    -



## Person 1

5. Please provide information for each person living here. If there is someone living here who pays the rent or owns this residence, start by listing him or her as Person 1. If the owner or the person who pays the rent does not live here, start by listing any adult living here as Person 1.

What is Person 1's name? *Print name below.*

First Name

MI

Last Name(s)

6. What is Person 1's sex? Mark  ONE box.

Male  Female

7. What is Person 1's age and what is Person 1's date of birth? *For babies less than 1 year old, do not write the age in months. Write 0 as the age.*

Age on April 1, 2020

*Print numbers in boxes.*

Month

Day

Year of birth

years

→ **NOTE:** Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic origins are not races.

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin  
 Yes, Mexican, Mexican Am., Chicano  
 Yes, Puerto Rican  
 Yes, Cuban  
 Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.*

9. What is Person 1's race?

Mark  one or more boxes **AND** print origins.

- White – *Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.*

- Black or African Am. – *Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.*

- American Indian or Alaska Native – *Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

- Chinese  Vietnamese  Native Hawaiian

- Filipino  Korean  Samoan

- Asian Indian  Japanese  Chamorro

- Other Asian – *Print, for example, Pakistani, Cambodian, Hmong, etc.*

- Other Pacific Islander – *Print, for example, Tongan, Fijian, Marshallese, etc.*

- Some other race – *Print race or origin.*

→ If more people were counted in Question 1 on the front page, continue with Person 2 on the next page.









1. Print name of **Person 5**

First Name MI

Last Name(s)

2. Does this person usually live or stay somewhere else?

Mark  all that apply.

- No
- Yes, for college
- Yes, for a military assignment
- Yes, for a job or business
- Yes, in a nursing home
- Yes, with a parent or other relative
- Yes, at a seasonal or second residence
- Yes, in a jail or prison
- Yes, for another reason

3. How is this person related to Person 1? Mark  ONE box.

- Opposite-sex husband/wife/spouse
- Opposite-sex unmarried partner
- Same-sex husband/wife/spouse
- Same-sex unmarried partner
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roommate or housemate
- Foster child
- Other nonrelative

4. What is this person's sex? Mark  ONE box.

- Male
- Female

5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.

Print numbers in boxes.

Age on April 1, 2020    Month    Day    Year of birth

years             

→ NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.

6. Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin – Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.

7. What is this person's race?

Mark  one or more boxes AND print origins.

- White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.

- Black or African Am. – Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

- American Indian or Alaska Native – Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.

- Chinese
- Filipino
- Asian Indian
- Other Asian – Print, for example, Pakistani, Cambodian, Hmong, etc.
- Vietnamese
- Korean
- Japanese
- Native Hawaiian
- Samoan
- Chamorro
- Other Pacific Islander – Print, for example, Tongan, Fijian, Marshallese, etc.

- Some other race – Print race or origin.

→ If more people were counted in Question 1 on the front page, continue with Person 6 on the next page.

**1. Print name of Person 6**

First Name MI  
  
Last Name(s)

**2. Does this person usually live or stay somewhere else?**

Mark  all that apply.

- No
- Yes, for college
- Yes, for a military assignment
- Yes, for a job or business
- Yes, in a nursing home
- Yes, with a parent or other relative
- Yes, at a seasonal or second residence
- Yes, in a jail or prison
- Yes, for another reason

**3. How is this person related to Person 1? Mark  ONE box.**

- Opposite-sex husband/wife/spouse
- Opposite-sex unmarried partner
- Same-sex husband/wife/spouse
- Same-sex unmarried partner
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roommate or housemate
- Foster child
- Other nonrelative

**4. What is this person's sex? Mark  ONE box.**

- Male
- Female

**5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.**

Age on April 1, 2020 Print numbers in boxes.  
Month Day Year of birth  
 years

→ **NOTE: Please answer BOTH Question 6 about Hispanic origin and Question 7 about race. For this census, Hispanic origins are not races.**

**6. Is this person of Hispanic, Latino, or Spanish origin?**

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.*

**7. What is this person's race?**

Mark  one or more boxes **AND** print origins.

- White – *Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.*
- Black or African Am. – *Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.*
- American Indian or Alaska Native – *Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*
- Chinese
- Filipino
- Asian Indian
- Other Asian – *Print, for example, Pakistani, Cambodian, Hmong, etc.*
- Vietnamese
- Japanese
- Native Hawaiian
- Samoan
- Chamorro
- Other Pacific Islander – *Print, for example, Tongan, Fijian, Marshallese, etc.*
- Some other race – *Print race or origin.*

→ **If more people were counted in Question 1 on the front page, continue with Person 7 on the next page.**

Use this section to complete information for the rest of the people you counted in Question 1 on the front page.  
We may call for additional information about them.

### Person 7

<b>First Name</b>	<b>MI</b>	<b>Last Name(s)</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Sex</b>	<b>Age on April 1, 2020</b>	<b>Date of Birth</b>	<b>Related to Person 1?</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/> years	Month <input type="text"/> Day <input type="text"/> Year of birth <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Person 8

<b>First Name</b>	<b>MI</b>	<b>Last Name(s)</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Sex</b>	<b>Age on April 1, 2020</b>	<b>Date of Birth</b>	<b>Related to Person 1?</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/> years	Month <input type="text"/> Day <input type="text"/> Year of birth <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Person 9

<b>First Name</b>	<b>MI</b>	<b>Last Name(s)</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Sex</b>	<b>Age on April 1, 2020</b>	<b>Date of Birth</b>	<b>Related to Person 1?</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/> years	Month <input type="text"/> Day <input type="text"/> Year of birth <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Person 10

<b>First Name</b>	<b>MI</b>	<b>Last Name(s)</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Sex</b>	<b>Age on April 1, 2020</b>	<b>Date of Birth</b>	<b>Related to Person 1?</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/> years	Month <input type="text"/> Day <input type="text"/> Year of birth <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### FOR OFFICIAL USE ONLY

JIC1	JIC2
<input type="text"/>	<input type="text"/>

Thank you for completing your 2020 Census questionnaire.

If your enclosed postage-paid envelope is missing,  
please mail your completed questionnaire to:

U.S. Census Bureau  
National Processing Center  
[address removed]

If you need help completing this questionnaire, call [toll-free number removed], Sunday through Saturday from 7:00 a.m. to 2:00 a.m. ET.

TDD — Telephone display device for the hearing impaired. Call [toll-free number removed], Sunday through Saturday from 7:00 a.m. to 2:00 a.m. ET.

The U.S. Census Bureau estimates that completing the questionnaire will take 10 minutes on average. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-1006, U.S. Census Bureau [address removed] Washington, DC 20233. You may email comments to <[email address removed]>. Use "Paperwork Reduction Project 0607-1006" as the subject.

This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval. If this number were not displayed, we could not conduct the census.

Use esta sección para completar la información sobre el resto de las personas que usted contó en la Pregunta 1 de la primera página. Puede que lo llamemos para obtener información adicional sobre ellas.

### Persona 7

Nombre

Inicial Apellido(s)

Sexo

Masculino  Femenino

Edad el 1 de abril de 2020

años

Fecha de nacimiento

Mes Día Año de nacimiento

¿Es pariente de la Persona 1?

Sí  No

### Persona 8

Nombre

Inicial Apellido(s)

Sexo

Masculino  Femenino

Edad el 1 de abril de 2020

años

Fecha de nacimiento

Mes Día Año de nacimiento

¿Es pariente de la Persona 1?

Sí  No

### Persona 9

Nombre

Inicial Apellido(s)

Sexo

Masculino  Femenino

Edad el 1 de abril de 2020

años

Fecha de nacimiento

Mes Día Año de nacimiento

¿Es pariente de la Persona 1?

Sí  No

### Persona 10

Nombre

Inicial Apellido(s)

Sexo

Masculino  Femenino

Edad el 1 de abril de 2020

años

Fecha de nacimiento

Mes Día Año de nacimiento

¿Es pariente de la Persona 1?

Sí  No

Gracias por completar su cuestionario del Censo del 2020.

PARA USO OFICIAL SOLAMENTE

JIC1

JIC2

Si no tiene el sobre con sello que se incluye para la devolución del cuestionario, por favor, envíe por correo su cuestionario completado a:

U.S. Census Bureau  
National Processing Center  
[address removed]

Si necesita ayuda para completar este cuestionario, llame [toll-free number removed], de domingo a sábado, de 7:00 a. m. a 2:00 a. m. ET.

La Oficina del Censo de los EE. UU. calcula que completar el cuestionario tomará 10 minutos como promedio. Los comentarios sobre el cálculo del tiempo o cualquier otro aspecto relacionado deben dirigirse a: Paperwork Reduction Project 0607-1006, U.S. Census Bureau [address removed] Washington, DC 20233. Puede enviar comentarios por correo electrónico a [email address removed]. Use "Paperwork Reduction Project 0607-1006" como tema.

Esta recopilación de información ha sido aprobada por la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). El número de aprobación de ocho dígitos de la OMB 0607-1006 confirma la aprobación. De no mostrarse este número, no podríamos realizar el censo.

# 1. Escriba el nombre de la **Persona 6**

Nombre Inicial

--	--

Apellido(s)

--

## 2. ¿Vive o se queda esta persona habitualmente en algún otro lugar?

Marque  todas las que correspondan.

- |   |  |
|---|--|
| <input type="checkbox"/> No   |  |
| <input type="checkbox"/> Sí, para ir a la universidad               | <input type="checkbox"/> Sí, con el padre, la madre u otro pariente            |
| <input type="checkbox"/> Sí, por un destino militar                 | <input type="checkbox"/> Sí, en una vivienda de temporada o segunda residencia |
| <input type="checkbox"/> Sí, por un empleo o negocio                | <input type="checkbox"/> Sí, en una cárcel o prisión                           |
| <input type="checkbox"/> Sí, en un hogar de ancianos o nursing home | <input type="checkbox"/> Sí, por alguna otra razón                             |

## 3. ¿Cómo está esta persona relacionada con la Persona 1?

Marque  UNA casilla.

- |  |  |
|--|--|
| <input type="checkbox"/> Espos(a) del sexo opuesto         | <input type="checkbox"/> Padre o madre                   |
| <input type="checkbox"/> Pareja no casada del sexo opuesto | <input type="checkbox"/> Nieto(a)                        |
| <input type="checkbox"/> Espos(a) del mismo sexo           | <input type="checkbox"/> Suegro(a)                       |
| <input type="checkbox"/> Pareja no casada del mismo sexo   | <input type="checkbox"/> Yerno o nuera                   |
| <input type="checkbox"/> Hijo(a) biológico(a) o de sangre  | <input type="checkbox"/> Otro pariente                   |
| <input type="checkbox"/> Hijo(a) adoptivo(a)               | <input type="checkbox"/> Roommate o compañero(a) de casa |
| <input type="checkbox"/> Hijastro(a)                       | <input type="checkbox"/> Hijo(a) foster                  |
| <input type="checkbox"/> Hermano(a)                        | <input type="checkbox"/> Otra persona que no es pariente |

## 4. ¿Cuál es el sexo de esta persona? Marque UNA casilla.

- Masculino  Femenino

## 5. ¿Cuál es la edad de esta persona y cuál es su fecha de nacimiento?

Para bebés menores de un año, no escriba los meses de edad. Solo escriba 0.

Escriba los números en las casillas.

Edad el 1 de abril de 2020 Mes Día Año de nacimiento

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→ **NOTA: Conteste AMBAS preguntas, la Pregunta 6 sobre origen hispano y la Pregunta 7 sobre raza. Para este censo, origen hispano no es una raza.**

## 6. ¿Es esta persona de origen hispano, latino o español?

- No, no es de origen hispano, latino o español
- Sí, mexicano, mexicanoamericano, chicano
- Sí, puertorriqueño
- Sí, cubano
- Sí, de otro origen hispano, latino o español – *Escriba, por ejemplo, salvadoreño, dominicano, colombiano, guatemalteco, español, ecuatoriano, etc.*

--

## 7. ¿Cuál es la raza de esta persona?

Marque  una o más casillas **Y** escriba los orígenes.

- Blanca – *Escriba, por ejemplo, alemán, irlandés, inglés, italiano, libanés, egipcio, etc.*

--

- Negra o afroamericana – *Escriba, por ejemplo, afroamericano, jamaquino, haitiano, nigeriano, etíope, somalí, etc.*

--

- Indígena de las Américas o nativa de Alaska – *Escriba el nombre de la(s) tribu(s) en la(s) que está inscrita o la(s) tribu(s) principal(es), por ejemplo, Navajo Nation, Blackfeet Tribe, maya, azteca, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

--

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> China  | <input type="checkbox"/> Vietnamita  | <input type="checkbox"/> Nativa de Hawái |
| <input type="checkbox"/> Filipina   | <input type="checkbox"/> Coreana   | <input type="checkbox"/> Samoana         |
| <input type="checkbox"/> India asiática   | <input type="checkbox"/> Japonesa  | <input type="checkbox"/> Chamorra        |
| <input type="checkbox"/> Otra asiática – <i>Escriba, por ejemplo, pakistani, camboyano, hmong, etc.</i> | <input type="checkbox"/> Otra de las islas del Pacífico – <i>Escriba, por ejemplo, tongano, fiyiano, de las Islas Marshall, etc.</i> |  |

--

- Alguna otra raza – *Escriba la raza o el origen.*

--

→ Si se contaron más personas en la Pregunta 1 de la primera página, continúe con la Persona 7 de la próxima página.

**1. Escriba el nombre de la Persona 5**

Nombre Inicial

--	--

Apellido(s)

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**2. ¿Vive o se queda esta persona habitualmente en algún otro lugar?**

Marque  todas las que correspondan.

- |   |  |
|---|--|
| <input type="checkbox"/> No   | <input type="checkbox"/> Sí, con el padre, la madre u otro pariente            |
| <input type="checkbox"/> Sí, para ir a la universidad               | <input type="checkbox"/> Sí, en una vivienda de temporada o segunda residencia |
| <input type="checkbox"/> Sí, por un destino militar                 | <input type="checkbox"/> Sí, en una cárcel o prisión                           |
| <input type="checkbox"/> Sí, por un empleo o negocio                | <input type="checkbox"/> Sí, por alguna otra razón                             |
| <input type="checkbox"/> Sí, en un hogar de ancianos o nursing home |  |

**3. ¿Cómo está esta persona relacionada con la Persona 1?**

Marque  UNA casilla.

- |  |  |
|--|--|
| <input type="checkbox"/> Esposo(a) del sexo opuesto        | <input type="checkbox"/> Padre o madre                   |
| <input type="checkbox"/> Pareja no casada del sexo opuesto | <input type="checkbox"/> Nieto(a)                        |
| <input type="checkbox"/> Esposo(a) del mismo sexo          | <input type="checkbox"/> Suegro(a)                       |
| <input type="checkbox"/> Pareja no casada del mismo sexo   | <input type="checkbox"/> Yerno o nuera                   |
| <input type="checkbox"/> Hijo(a) biológico(a) o de sangre  | <input type="checkbox"/> Otro pariente                   |
| <input type="checkbox"/> Hijo(a) adoptivo(a)               | <input type="checkbox"/> Roommate o compañero(a) de casa |
| <input type="checkbox"/> Hijastro(a)                       | <input type="checkbox"/> Hijo(a) foster                  |
| <input type="checkbox"/> Hermano(a)                        | <input type="checkbox"/> Otra persona que no es pariente |

**4. ¿Cuál es el sexo de esta persona? Marque  UNA casilla.**

- Masculino  Femenino

**5. ¿Cuál es la edad de esta persona y cuál es su fecha de nacimiento?**

Para bebés menores de un año, no escriba los meses de edad. Solo escriba 0.

Escriba los números en las casillas.

Edad el 1 de abril de 2020 Mes Día Año de nacimiento

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años

→ **NOTA: Conteste AMBAS preguntas, la Pregunta 6 sobre origen hispano y la Pregunta 7 sobre raza. Para este censo, origen hispano no es una raza.**

**6. ¿Es esta persona de origen hispano, latino o español?**

- No, no es de origen hispano, latino o español
- Sí, mexicano, mexicanoamericano, chicano
- Sí, puertorriqueño
- Sí, cubano
- Sí, de otro origen hispano, latino o español – *Escriba, por ejemplo, salvadoreño, dominicano, colombiano, guatemalteco, español, ecuatoriano, etc.*

--

**7. ¿Cuál es la raza de esta persona?**

Marque  una o más casillas Y escriba los orígenes.

- Blanca – *Escriba, por ejemplo, alemán, irlandés, inglés, italiano, libanés, egipcio, etc.*

--

- Negra o afroamericana – *Escriba, por ejemplo, afroamericano, jamaquino, haitiano, nigeriano, etíope, somalí, etc.*

--

- Indígena de las Américas o nativa de Alaska – *Escriba el nombre de la(s) tribu(s) en la(s) que está inscrita o la(s) tribu(s) principal(es), por ejemplo, Navajo Nation, Blackfeet Tribe, maya, azteca, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

--

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> China  | <input type="checkbox"/> Vietnamita  | <input checked="" type="checkbox"/> Nativa de Hawái |
| <input type="checkbox"/> Filipina   | <input type="checkbox"/> Coreana   | <input type="checkbox"/> Samoana                    |
| <input type="checkbox"/> India asiática   | <input type="checkbox"/> Japonesa  | <input checked="" type="checkbox"/> Chamorra        |
| <input type="checkbox"/> Otra asiática – <i>Escriba, por ejemplo, pakistání, camboyano, hmong, etc.</i> | <input type="checkbox"/> Otra de las islas del Pacífico – <i>Escriba, por ejemplo, tongano, fijiano, de las Islas Marshall, etc.</i> |   |

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- Alguna otra raza – *Escriba la raza o el origen.***

--

→ **Si se contaron más personas en la Pregunta 1 de la primera página, continúe con la Persona 6 de la próxima página.**





### 1. Escriba el nombre de la **Persona 3**

Nombre Inicial

--	--

Apellido(s)

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### 2. ¿Vive o se queda esta persona habitualmente en algún otro lugar?

Marque  todas las que correspondan.

- |   |  |
|---|--|
| <input type="checkbox"/> No   | <input type="checkbox"/> Sí, con el padre, la madre u otro pariente            |
| <input type="checkbox"/> Sí, para ir a la universidad               | <input type="checkbox"/> Sí, en una vivienda de temporada o segunda residencia |
| <input type="checkbox"/> Sí, por un destino militar                 | <input type="checkbox"/> Sí, en una cárcel o prisión                           |
| <input type="checkbox"/> Sí, por un empleo o negocio                | <input type="checkbox"/> Sí, por alguna otra razón                             |
| <input type="checkbox"/> Sí, en un hogar de ancianos o nursing home |  |

### 3. ¿Cómo está esta persona relacionada con la Persona 1?

Marque  UNA casilla.

- |  |  |
|--|--|
| <input type="checkbox"/> Esposo(a) del sexo opuesto        | <input type="checkbox"/> Padre o madre                   |
| <input type="checkbox"/> Pareja no casada del sexo opuesto | <input type="checkbox"/> Nieto(a)                        |
| <input type="checkbox"/> Esposo(a) del mismo sexo          | <input type="checkbox"/> Suegro(a)                       |
| <input type="checkbox"/> Pareja no casada del mismo sexo   | <input type="checkbox"/> Yerno o nuera                   |
| <input type="checkbox"/> Hijo(a) biológico(a) o de sangre  | <input type="checkbox"/> Otro pariente                   |
| <input type="checkbox"/> Hijo(a) adoptivo(a)               | <input type="checkbox"/> Roommate o compañero(a) de casa |
| <input type="checkbox"/> Hijastro(a)                       | <input type="checkbox"/> Hijo(a) foster                  |
| <input type="checkbox"/> Hermano(a)                        | <input type="checkbox"/> Otra persona que no es pariente |

### 4. ¿Cuál es el sexo de esta persona? Marque UNA casilla.

- Masculino  Femenino

### 5. ¿Cuál es la edad de esta persona y cuál es su fecha de nacimiento?

Para bebés menores de un año, no escriba los meses de edad. Solo escriba 0.

Escriba los números en las casillas.

Edad el 1 de abril de 2020 Mes Día Año de nacimiento

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años

→ **NOTA: Conteste AMBAS preguntas, la Pregunta 6 sobre origen hispano y la Pregunta 7 sobre raza. Para este censo, origen hispano no es una raza.**

### 6. ¿Es esta persona de origen hispano, latino o español?

- No, no es de origen hispano, latino o español
- Sí, mexicano, mexicanoamericano, chicano
- Sí, puertorriqueño
- Sí, cubano
- Sí, de otro origen hispano, latino o español – *Escriba, por ejemplo, salvadoreño, dominicano, colombiano, guatemalteco, español, ecuatoriano, etc.*

--

### 7. ¿Cuál es la raza de esta persona?

Marque  una o más casillas Y escriba los orígenes.

- Blanca – *Escriba, por ejemplo, alemán, irlandés, inglés, italiano, libanés, egipcio, etc.*

--

- Negra o afroamericana – *Escriba, por ejemplo, afroamericano, jamaquino, haitiano, nigeriano, etíope, somalí, etc.*

--

- Indígena de las Américas o nativa de Alaska – *Escriba el nombre de la(s) tribu(s) en la(s) que está inscrita o la(s) tribu(s) principal(es), por ejemplo, Navajo Nation, Blackfeet Tribe, maya, azteca, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

--

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> China  | <input type="checkbox"/> Vietnamita  | <input checked="" type="checkbox"/> Nativa de Hawái |
| <input type="checkbox"/> Filipina   | <input type="checkbox"/> Coreana   | <input type="checkbox"/> Samoana                    |
| <input type="checkbox"/> India asiática   | <input type="checkbox"/> Japonesa  | <input checked="" type="checkbox"/> Chamorra        |
| <input type="checkbox"/> Otra asiática – <i>Escriba, por ejemplo, pakistání, camboyano, hmong, etc.</i> | <input type="checkbox"/> Otra de las islas del Pacífico – <i>Escriba, por ejemplo, tongano, fijiano, de las Islas Marshall, etc.</i> |   |

--

- Otra raza – *Escriba la raza o el origen.*

--

→ Si se contaron más personas en la Pregunta 1 de la primera página, continúe con la Persona 4 de la próxima página.





**Este es el cuestionario oficial para esta dirección.  
 Es rápido y fácil de responder, y sus respuestas están protegidas por la ley.**

**To complete the English questionnaire, flip this over and complete the blue side.**

PARA USO  
 OFICIAL  
 SOLAMENTE



**Comience aquí** o visite por internet [url removed] para completar su cuestionario del Censo del 2020.

Use un bolígrafo de tinta azul o negra.

**Antes de contestar la Pregunta 1, cuente a las personas que viven en esta casa, apartamento o casa móvil usando nuestras instrucciones.**

- Cuente a todas las personas, incluyendo a bebés, que viven y duermen aquí la mayor parte del tiempo.
- Si nadie vive y duerme en esta dirección la mayor parte del tiempo, visite por internet [url removed] o llame al número que aparece en la página 8.

**El censo también tiene que incluir a las personas sin un lugar permanente donde vivir, por lo tanto:**

- Si alguien que no tenga un lugar permanente donde vivir se está quedando aquí el 1 de abril de 2020, cuente a esa persona.

**La Oficina del Censo también lleva a cabo recuentos en instituciones y otros lugares, por lo tanto:**

- No cuente a alguien que vive lejos de aquí por estar en la universidad o en las Fuerzas Armadas.
- No cuente a alguien que está en un hogar de ancianos o *nursing home*, cárcel, prisión, centro de detención, etc., el 1 de abril de 2020.
- No incluya a estas personas en su cuestionario, aunque vuelvan a vivir aquí después de salir de la universidad, hogar de ancianos o *nursing home*, las Fuerzas Armadas, cárcel, etc. De otra manera, tal vez sean contadas dos veces.

**1. ¿Cuántas personas estaban viviendo o quedándose en esta casa, apartamento o casa móvil el 1 de abril de 2020?**

Número de personas =

**2. ¿Había personas adicionales quedándose aquí el 1 de abril de 2020 que usted no incluyó en la Pregunta 1?**

Marque  todas las que correspondan.

- Niños, emparentados o no, tales como bebés recién nacidos, nietos o hijos de crianza (*foster*)
- Parientes, tales como hijos adultos, primos o parientes políticos
- Personas que no son parientes, tales como compañeros de casa o cuarto, o niñeras que viven en el hogar
- Personas que se quedan aquí temporalmente
- No hay personas adicionales

**3. ¿Es esta casa, apartamento o casa móvil — Marque  UNA casilla.**

- Propiedad suya o de alguien en este hogar con una hipoteca o crédito hipotecario? *Esto incluye los préstamos con la propiedad como garantía.*
- Propiedad suya o de alguien en este hogar libre y sin deuda (sin una hipoteca o crédito hipotecario)?
- Alquilado(a) o rentado(a)?
- Ocupado(a) sin pago de alquiler o renta?

**4. ¿Cuál es su número de teléfono?**

*Nos comunicaremos con usted solo si es necesario para asuntos oficiales de la Oficina del Censo.*

Número de teléfono

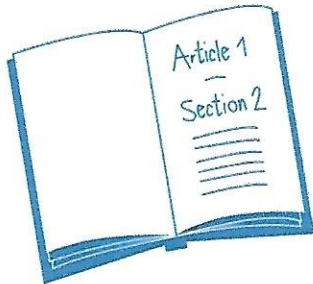
-    -

# CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!  
Here's a quick refresher of what it is and why it's essential that everyone is counted.

## Everyone counts.

The census counts every person living in the U.S. once, only once, and in the right place.

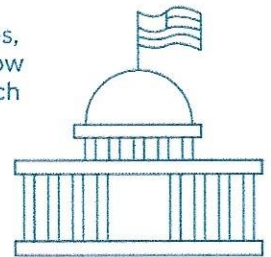


## It's in the constitution.

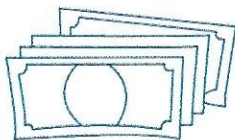
The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

## It's about fair representation.

Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.

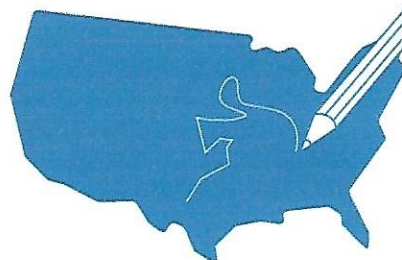
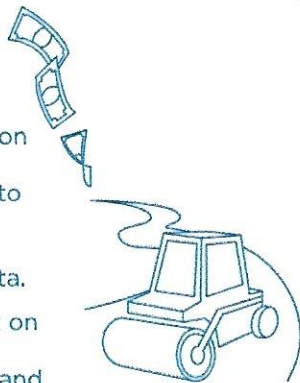


## It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants and support to states, counties and communities are based on census data.

That money is spent on schools, hospitals, roads, public works and other vital programs.

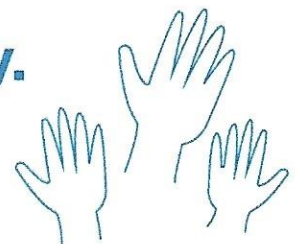


## It's about redistricting.

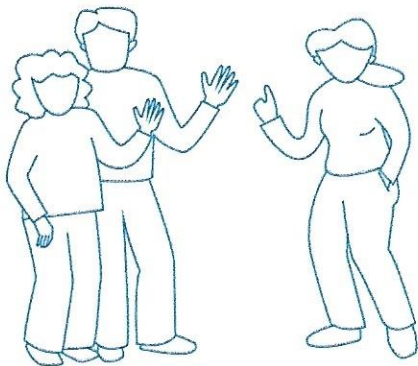
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

## Taking part is your civic duty.

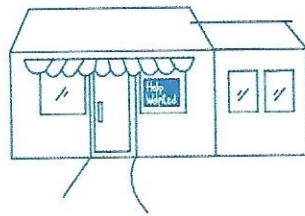
Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



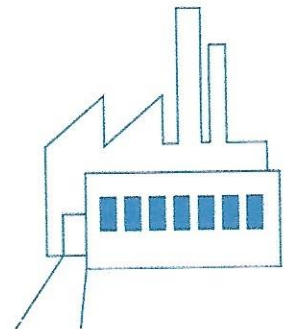
# Census data are being used all around you.



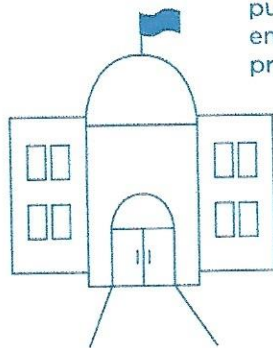
Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.



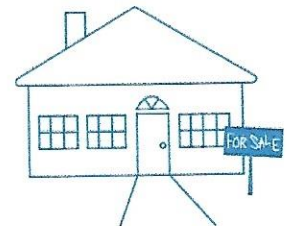
Businesses use census data to decide where to build factories, offices and stores, which create jobs.



Local governments use the census for public safety and emergency preparedness.



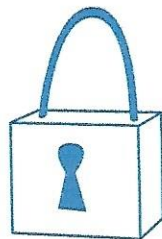
Real estate developers use the census to build new homes and revitalize old neighborhoods.



# Your privacy is protected.

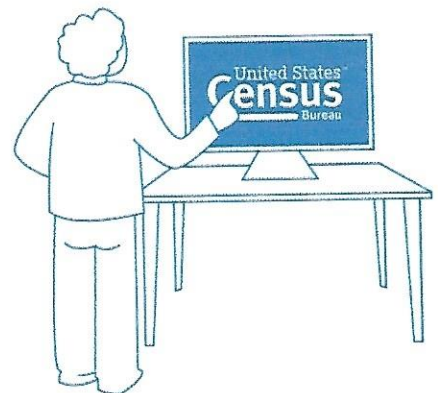
It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, your responses cannot be used against you and can only be used to produce statistics.



# 2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



# You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.



United States  
**Census**  
Bureau

FIND OUT HOW TO HELP  
AT [CENSUS.GOV/PARTNERS](https://www.census.gov/partners)

United States  
**Census**  
2020



**2020 CENSUS PROGRAM MEMORANDUM SERIES: 2019.18**

**Date:** August 16, 2019

**MEMORANDUM FOR:** The Record

**From:** Albert E. Fontenot, Jr. **(Signed August 16, 2019)**  
Associate Director for Decennial Census Programs

**Subject:** Census Questionnaire Assistance (CQA) Phone Numbers

**Contact:** Suzanne Conard  
Decennial Contracts Execution Office  
202-741-4496  
Suzanne.conard@census.gov

This memo documents the Census Questionnaire Assistance (CQA) phone numbers available to the public starting March 1, 2020 for assistance during the 2020 Census. These are being provided at the behest of partners so they can begin developing printed materials.

The following table represents the dedicated toll-free numbers for each language CQA will support.

LANGUAGE LINE	TOLL-FREE NUMBER
English	844-330-2020
Spanish	844-468-2020
Chinese (Mandarin)	844-391-2020
Chinese (Cantonese)	844-398-2020
Vietnamese	844-461-2020
Korean	844-392-2020
Russian	844-417-2020
Arabic	844-416-2020
Tagalog	844-478-2020
Polish	844-479-2020
French	844-494-2020
Haitian Creole	844-477-2020
Portuguese	844-474-2020
Japanese	844-460-2020
English (Puerto Rico residents)	844-418-2020
Spanish (Puerto Rico residents)	844-426-2020
Telephone Display Device (TDD)	844-467-2020



- Prior to March 1, 2020, the CQA toll-free numbers are **not** available for public use. Attempts to call CQA prior to March 1, 2020 are **not** recommended, as they will interfere with testing efforts.
- Beginning March 1, 2020, the English and Spanish language lines will be available to provide general information about the 2020 Census, including answers to frequently asked questions (FAQs), via an automated Interactive Voice Response (IVR) system. Callers to these lines will also be advised to call back starting March 9, 2020 to speak with a live customer service representative (CSR). Callers to all other language lines will hear the message to call back starting March 9, 2020, to speak with a live CSR.
- Beginning March 9, 2020, all lines will begin live CSR support providing information about the 2020 Census and assistance with the questionnaire.
  - Callers to the English and Spanish language lines will be routed through the IVR system prior to being transferred to a CSR.
  - Callers to all other language lines will be greeted in that language by a CSR.

The CQA IVR and live CSR support on all language lines will end on July 31, 2020.

The chart in Attachment 1 shows how the CQA phone numbers will be incorporated into paid advertising during the Motivation and Reminder Phases of the 2020 Integrated Communications Contract (ICC).

Attachment 1: 2020 ICC Paid Campaign – CQA Phone Numbers Mandate

<i>Motivation &amp; Reminder Phases ONLY</i>		Creative Medium:				
	<i>Start Date</i>	Radio	TV/Video	Out of Home*	Print	Digital
<b>English</b> (all 50 states and DC)	<b>Starting April 1, 2020</b>	No	No**	No	No**	No**
<b>Spanish</b> (all 50 states and DC)	<b>Starting April 1, 2020</b>	No	No**	No	No**	No**
<b>Non-English, Non-Spanish</b> (all 50 states and DC)	<b>Starting March 12, 2020</b>	No	<b>Yes</b> (CQA phone number will be superimposed on the screen at the end of the ad)	No	<b>Yes</b> (if publications aren't in market before Motivation Phase)	No**
<b>Puerto Rico</b>	<b>Starting March 12, 2020</b>	No	<b>Yes</b> (CQA phone number will be superimposed on the screen at the end of the ad)	No	<b>Yes</b> (if publications aren't in market before Motivation Phase)	No**

\*Out of Home includes billboards, gas pump toppers, bus shelters, etc.

\*\*Based on the Campaign Optimization Playbook, alternate versions/new creative mediums may be produced to include the CQA phone numbers for use in low response areas, as needed.

**The 2020 Census Memorandum Series**

The 2020 Census Memorandum Series documents significant decisions, actions, and accomplishments of the 2020 Census Program for the purpose of informing stakeholders, coordinating interdivisional efforts, and documenting important historical changes.

A memorandum generally will be added to this series for any decision or documentation that meets the following criteria:

1. A major program-level decision that will affect the overall design or have significant effect on 2020 Census operations or systems.
2. A major policy decision or change that will affect the overall design or significantly impact 2020 Census operations or systems.
3. A report that documents the research and testing for 2020 Census operations or systems.

Visit [2020 Census.gov](https://www.census.gov) to access the Memorandum Series, the 2020 Census Operational Plan, and other information about preparations for the 2020 Census.

# Your Guide to the 2020 Census

## How to Respond to the 2020 Census Paper Questionnaire



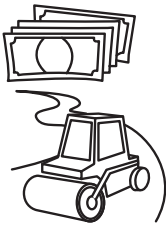
United States®  
**Census**  
**2020**

# Welcome to the 2020 Census



## Everyone counts.

The goal of this census is to count every living person in the U.S. once, only once, and in the right place. We need your help to make sure everyone in your community gets counted.



## Census data are important.

The U.S. Constitution requires a census every 10 years. The results are used to determine the number of seats each state has in Congress, draw boundaries for voting districts, and determine how more than \$675 billion in federal funding is spent in communities each year.



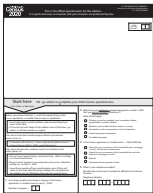
## Taking part is your civic duty.

Completing the census is required; it is a way to participate in our democracy and say “I count!”



## Your information is confidential.

Federal law protects your responses. Your answers can only be used to produce statistics and cannot be used against you by any government agency or court.



## Use this guide to complete the 2020 Census paper questionnaire.

2020 Census paper questionnaires will arrive in mailboxes and on doorsteps throughout the nation.

# Before You Begin

1. Find your questionnaire and open it to the first page.
2. Use the information in this guide to mark your responses on the English paper questionnaire. **DO NOT WRITE YOUR ANSWERS ON THIS GUIDE.**
3. Before you answer the first question, count the people living in this house, apartment, or mobile home using the guidelines below.

## Who to Count

### Count the people living in this house, apartment or mobile home:


- Count all people, including babies, who live and sleep here most of the time.
- If no one lives or sleeps at this address most of the time, respond online.

### The census must also include people without a permanent place to live:

- If someone who does not have a permanent place to live is staying here on April 1, 2020, count that person.

### The Census Bureau also conducts counts in institutions and other places:

- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2020.
- Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

Read the questions and instructions on the next page.   
***Do not write your answers on this guide.***

# Complete the questions on the front page

DO NOT WRITE YOUR ANSWERS ON THIS GUIDE

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Number of people =

Number of People

2. Were there any additional people staying here on April 1, 2020 that you **did not include** in Question 1?

Mark  all that apply.

- Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- Relatives, such as adult children, cousins, or in-laws
- Nonrelatives, such as roommates or live-in babysitters
- People staying here temporarily
- No additional people

3. Is this house, apartment, or mobile home — Mark  ONE box.

- Owned by you or someone in this household with a mortgage or loan? *Include home equity loans.*
- Owned by you or someone in this household free and clear (without a mortgage or loan)?
- Rented?
- Occupied without payment of rent?

4. What is your telephone number?

We will only contact you if needed for official Census Bureau business.

Telephone Number

-  -

Telephone Number

How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Were there any **additional** people staying here on April 1, 2020 that you **did not include** in Question 1?

Mark  all that apply.

- Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- Relatives, such as adult children, cousins, or in-laws
- Nonrelatives, such as roommates or live-in babysitters
- People staying here temporarily
- No additional people

Is this house, apartment, or mobile home—

Mark  ONE box.

- Owned by you or someone in this household with a mortgage or loan? Include home equity loans.
- Owned by you or someone in the household free and clear (without a mortgage or loan)?
- Rented?
- Occupied without payment of rent?

What is your telephone number?

We will only contact you if needed for official Census Bureau business.

# Complete the questions on the left side of page 2

DO NOT WRITE YOUR ANSWERS ON THIS GUIDE

5. Please provide information for each person living here. If there is someone living here who pays the rent or owns this residence, start by listing him or her as Person 1. If the owner or the person who pays the rent does not live here, start by listing any adult living here as Person 1.

What is Person 1's name? *Print name below.*

First Name

MI

Last Name(s)

First Name

Last Name(s)

Middle Initial

Please provide information for each person living here. If there is someone living here who pays the rent or owns this residence, start by listing him or her as Person 1. If the owner or the person who pays rent does not live here, start by listing any adult living here as Person 1.

**What is Person 1's name?**

6. What is Person 1's sex? Mark  ONE box.

Male  Female

**What is Person 1's sex?** Mark  ONE box.

Male

Female

7. What is Person 1's age and what is Person 1's date of birth? *For babies less than 1 year old, do not write the age in months. Write 0 as the age.*

Age on April 1, 2020  years

*Print numbers in boxes.*

Month  Day  Year of birth

Age, in years, on April 1, 2020

Month

Day

Year of birth

**What is Person 1's age and what is Person 1's date of birth?**

For babies less than 1 year old, do not write the age in months. Write 0 as the age.

8. Is Person 1 of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.*

**Is Person 1 of Hispanic, Latino, or Spanish origin?**

No, not of Hispanic, Latino or Spanish origin

Yes, Mexican, Mexican Am., Chicano

Yes, Puerto Rican

Yes, Cuban

Yes, another Hispanic, Latino or Spanish origin—  
Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.



# Complete the question on the right side of page 2

DO NOT WRITE YOUR ANSWERS ON THIS GUIDE

**9. What is Person 1's race?**  
 Mark  one or more boxes **AND** print origins.

White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc. *z*

Black or African Am. – Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc. *z*

American Indian or Alaska Native – Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc. *z*

<input type="checkbox"/> Chinese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Filipino	<input type="checkbox"/> Korean	<input type="checkbox"/> Samoan
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Chamorro
<input type="checkbox"/> Other Asian – Print, for example, Pakistani, Cambodian, Hmong, etc. <i>z</i>	<input type="checkbox"/> Other Pacific Islander – Print, for example, Tongan, Fijian, Marshallese, etc. <i>z</i>	

Some other race – Print race or origin. *z*

## What is Person 1's race?

Mark  one or more boxes AND print origins.

- White—Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.
- Black or African Am.—Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.
- American Indian or Alaska Native—Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.
- Chinese
- Filipino
- Asian Indian
- Other Asian—Print, for example, Pakistani, Cambodian, Hmong, etc.
- Vietnamese
- Korean
- Japanese
- Other Pacific Islander—Print, for example, Tongan, Fijian, Marshallese, etc.
- Native Hawaiian
- Samoan
- Chamorro
- Other Pacific Islander—Print, for example, Tongan, Fijian, Marshallese, etc.
- Some other race—Print race or origin.

# Complete the questions for each additional person

Each additional person will be asked the two questions below

DO NOT WRITE YOUR ANSWERS ON THIS GUIDE

## 2. Does this person usually live or stay somewhere else?

Mark  all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> No                             | <input type="checkbox"/> Yes, with a parent or other relative   |
| <input type="checkbox"/> Yes, for college               | <input type="checkbox"/> Yes, at a seasonal or second residence |
| <input type="checkbox"/> Yes, for a military assignment | <input type="checkbox"/> Yes, in a jail or prison               |
| <input type="checkbox"/> Yes, for a job or business     | <input type="checkbox"/> Yes, for another reason                |
| <input type="checkbox"/> Yes, in a nursing home         |   |

## Does this person usually live or stay somewhere else?

Mark  all that apply.

- No
- Yes, for college
- Yes, for a military assignment
- Yes, for a job or business
- Yes, in a nursing home
- Yes, with a parent or other relative
- Yes, at a seasonal or second residence
- Yes, in a jail or prison
- Yes, for another reason

## 3. How is this person related to Person 1? Mark ONE box.

- |   |  |
|---|--|
| <input type="checkbox"/> Opposite-sex husband/wife/spouse | <input type="checkbox"/> Father or mother              |
| <input type="checkbox"/> Opposite-sex unmarried partner   | <input type="checkbox"/> Grandchild                    |
| <input type="checkbox"/> Same-sex husband/wife/spouse     | <input type="checkbox"/> Parent-in-law                 |
| <input type="checkbox"/> Same-sex unmarried partner       | <input type="checkbox"/> Son-in-law or daughter-in-law |
| <input type="checkbox"/> Biological son or daughter       | <input type="checkbox"/> Other relative                |
| <input type="checkbox"/> Adopted son or daughter          | <input type="checkbox"/> Roommate or housemate         |
| <input type="checkbox"/> Stepson or stepdaughter          | <input type="checkbox"/> Foster child                  |
| <input type="checkbox"/> Brother or sister                | <input type="checkbox"/> Other nonrelative             |

## How is this person related to Person 1?

Mark  ONE box.

- Opposite-sex husband/wife/spouse
- Opposite-sex unmarried partner
- Same-sex husband/wife/spouse
- Same-sex unmarried partner
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roommate or housemate
- Foster child
- Other nonrelative

# Complete page 8 if you counted more than six people

DO NOT WRITE YOUR ANSWERS ON THIS GUIDE

The diagram illustrates the mapping of labels to form fields for 'Person 7'. The form fields are as follows:

- First Name:** A 20-character grid.
- Middle Initial:** A 1-character grid.
- Last Name(s):** A 20-character grid.
- Sex:** Two checkboxes labeled 'Male' and 'Female'.
- Age on April 1, 2020:** A 2-character grid followed by the text 'years'.
- Date of Birth:** Three grids labeled 'Month', 'Day', and 'Year of birth'.
- Related to Person 1?:** Two checkboxes labeled 'Yes' and 'No'.

The labels and their corresponding form fields are:

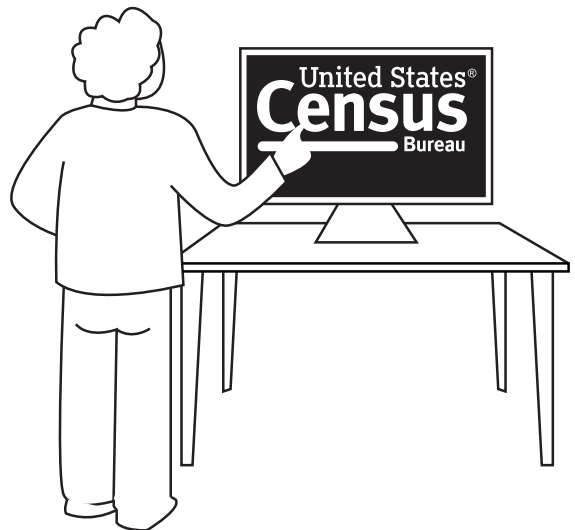
- First Name:** Points to the 20-character grid.
- Middle Initial:** Points to the 1-character grid.
- Last Name(s):** Points to the 20-character grid.
- Male:** Points to the 'Male' checkbox.
- Female:** Points to the 'Female' checkbox.
- Age, in years, on April 1, 2020:** Points to the 2-character grid.
- Month:** Points to the 'Month' grid.
- Day:** Points to the 'Day' grid.
- Year of Birth:** Points to the 'Year of birth' grid.
- Related to Person 1?:** Points to the 'Yes' and 'No' checkboxes.

Please mail the completed English questionnaire in the postage-paid envelope you received.

## The 2020 Census is easier than ever.

### Did you know you can respond online?

If you are able to complete the 2020 Census online, go to the URL printed on the questionnaire.



### Video guides for completing the 2020 Census online are available at

[2020census.gov/languages](https://2020census.gov/languages)

## PREPARING FOR CENSUS 2020 WORKSHEET

**General Questions:**

1. How many people were living or staying in this house, apartment or mobile home on April 1, 2020? \_\_\_\_\_
2. Were there any additional people staying here on April 1, that you did not include in Question 1? (choices are listed)
3. Is this house, apartment or mobile home:
  - Owned by you or someone in this household with a mortgage or loan?
  - Owned by you or someone in this household free and clear (without a mortgage or loan)?
  - Rented?
  - Occupied without payment of rent?
4. What is your phone number? \_\_\_\_\_ We will only contact you if needed for official Census Bureau business.

**Complete this information for Person 1 living in the house, apartment or mobile home.** (Person 1 is the person who pays rent or owns the residence or another adult living there)

Name	Sex (Male or Female)	Age	Birth date	Hispanic, Latino, or Spanish Origin? <b>See List #3</b>	Race <b>See List #4</b>
<b>1.</b>					

**Complete this information for Persons 2 – 6 living in the house, apartment or mobile home.**

Name	Do they usually live someplace else? <b>See List #1</b>	How related to Person 1? <b>See List #2</b>	Sex: Male or Female	Age on 4-1-2020	Birth Date	Hispanic, Latino or Spanish Origin? <b>See List #3</b>	Race <b>See List #4</b>
<b>2.</b>							
<b>3.</b>							
<b>4.</b>							
<b>5.</b>							
<b>6.</b>							

Complete this information for Persons 7 – 10 living in the house, apartment or mobile home.

Name	Sex Male or Female	Age on April 1, 2020	Birth date	Related to Person 1? Yes or No
7.				
8.				
9.				
10.				

**List #1**

- No
- Yes, for college
- Yes, for a military assignment
- Yes, for a job or business
- Yes, in a nursing home
- Yes, with a parent or other relative
- Yes, at a seasonal or second residence
- Yes, in jail or prison
- Yes for another reason

**List #2**

- Opposite sex husband/wife/spouse
- Opposite-sex unmarried partner
- Same-sex husband/wife/spouse
- Same-sex unmarried partner
- Biological son or daughter
- Adopted son or daughter
- Stepson or stepdaughter
- Brother or sister
- Father or mother
- Grandchild
- Parent-in-law
- Son-in-law or daughter-in-law
- Other relative
- Roommate or housemate
- Foster child
- Other

**List #3**

- No, not of Hispanic, Latino or Spanish origin
- Yes, Mexican, Mexican-American, Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino or Spanish origin  
(Print, for example, Salvadoran, Dominican, Colombian, etc.)

**List #4**

- White (Print, for example, German, English, Italian, Egyptian, etc.)
- Black or African American (Print, for example, Jamaican, Haitian, African American, Nigerian, Ethiopian, etc.)
- American Indian or Alaska Native (Print name or enrolled or principal tribes, for example, Navajo Nation, Mayan, Blackfeet Tribe, Aztec, etc.)
- Chinese
- Filipino
- Asian Indian
- Vietnamese
- Korean
- Japanese
- Native Hawaiian
- Samoan
- Chamorro
- Other Pacific Island
- Other (Print race or origin)

COUNT US IN  
2020

There's Power In  
Being Counted



COUNTUSIN2020.ORG

## The Internet Response Option in the 2020 Census

The 2020 Census will count every person living in the U.S. The census occurs every 10 years and informs how over \$1.5 trillion in federal funding is allocated annually. There are a few ways that the 2020 Census will differ from the 2010 Census.

### You Can Respond to the 2020 Census Online!

The 2020 Census will be the first census that will allow every person to fill out the census form online. You will receive an invitation to respond in mid-March. Depending on how likely your area is to respond online, you will receive either an invitation encouraging you to respond online or an invitation along with a paper questionnaire.

Most households will receive a letter in the mail inviting them to respond online, with a unique household ID and the web address of the official Census Bureau website.

- Make sure you go to the official 2020 Census website to respond.
- This ID should be used to fill out one online form, where you should list every person living at your address. If you lose your household ID, you can still fill out the census online by providing your address.

You will be able to fill out the form using a computer, tablet, or a smartphone.

- The best browsers to use when responding online are Internet Explorer, Safari, Chrome, or Firefox.
- The best devices for responding online are PCs, iPhone version 5 and later, most iPad versions, and Samsung Galaxy phones and tablets.

If you do not have access to the internet, you can still participate in the 2020 Census.

- If you do not respond to the census online, the Census Bureau will send you a paper version of the form in the mail during their 4th mailing. This 4th mailing is part of their process for sending you instructions and reminders to respond to the census.
- Some libraries and community organizations will set up computers or tablets where people can go to fill out the census. There will not be a limit to the number of responses that can be made from a single device.

### Language Support for 12 Non-English Languages Online and By Phone



The *online form* is available in 12 non-English languages: Spanish, Chinese (Simplified), Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese, and Japanese.

You can also fill out the form on the *phone* or ask questions. Phone support is offered in 12 non-English languages: Spanish, Chinese (Mandarin and Cantonese), Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese, and Japanese.

The *paper form* is only available in English and Spanish.

Language guides, which are translated reference tools that people can use to help fill out their English form, and glossaries for 59 non-English languages are available on the [Census Bureau website](https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/language-resources.html) (<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/language-resources.html>). See our factsheets at [www.countusin2020.org/resources](http://www.countusin2020.org/resources) for more information on what the census form asks, how to respond, and how to get assistance.

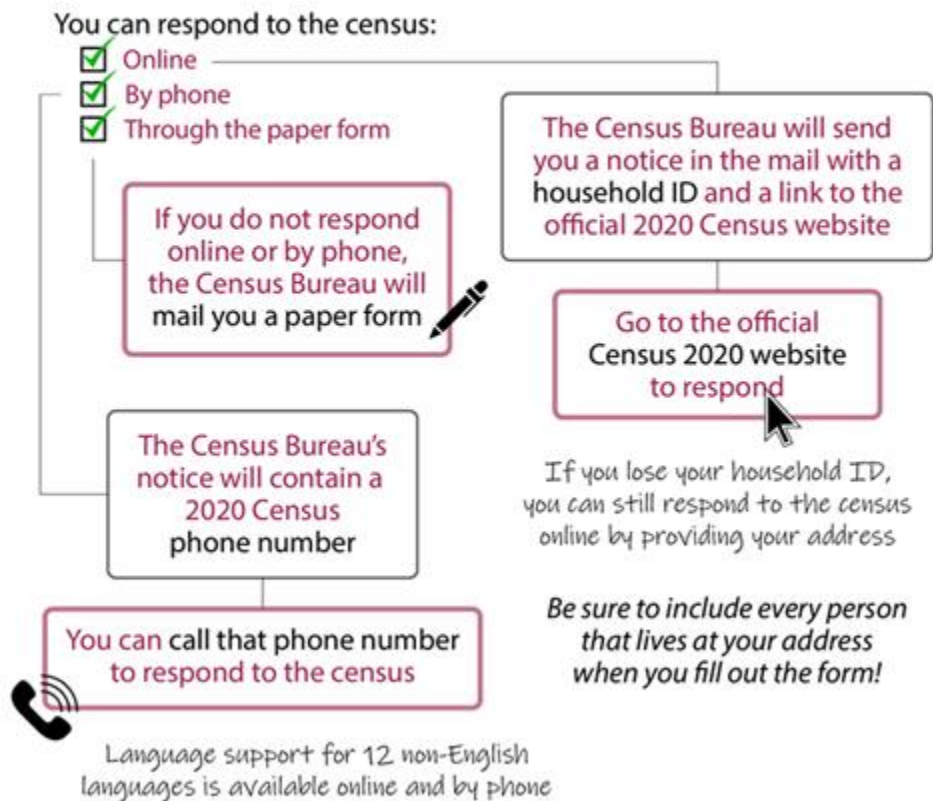
## Keeping Your Online Responses Safe

The Census Bureau will work to keep your online responses safe. The Census Bureau will encrypt your data into a format that is hard to understand. The Census Bureau will encrypt response data twice. The first encryption occurs when you hit the submit button. The second set of encryption happens when the responses reach the Census Bureau's database. The Census Bureau will also monitor to make sure scammers, hackers, or other bad actors cannot access responses submitted through the online form.

In addition, the Census Bureau is not allowed to share your individual information with other government agencies, immigration officials, or the public. Strong laws protect your response from being shared! Census responses can only be used for statistical purposes.

You can find more information about the census at [www.countusin2020.org/resources](http://www.countusin2020.org/resources).

## The Internet Response Option in the 2020 Census



COUNT US IN  
2020

There's Power In  
Being Counted



COUNTUSIN2020.ORG

## How to Identify a Census Taker

### Will the Census Bureau send someone to my home?

The census begins in March 2020. The Census Bureau will mail you instructions and reminders to respond to the census through the end of April. You can respond by phone, online, or through the paper form. ***If you respond to the census in March or April, then a census taker will not come to your home. Starting in mid-May, census takers will visit households that have not yet responded to the census.***

### What is a census taker?

A census taker or census enumerator is someone hired from your local community by the Census Bureau to knock on doors and collect responses to the census for households that have not yet responded.

### When will census takers be out knocking on doors?

For most areas, census takers will visit homes from mid-May through the end of July. In areas with a lot of off-campus college students and where people live among large groups of people (for example, senior centers), this process starts earlier in April.

### This is how you identify a census taker:

***First, ask to see their ID badge. All census workers carry official government badges that include their name, photograph, a Department of Commerce watermark, and an expiration date.***



Department of Commerce Logo from [www.commerce.gov](http://www.commerce.gov) and Census Bureau logo from [www.census.gov](http://www.census.gov)

- A census taker carries an official bag with the Census Bureau logo and laptop, smartphone, or tablet for conducting the survey.
- The census taker will provide you with a letter in English from the Census Bureau on official letterhead stating why they are visiting your residence.
- Census takers conduct their work between the hours of 9AM and 9PM local time.



- Upon request, the census taker will provide you with their supervisor's contact information and/or the phone number for your [Regional Census Center](https://2020census.gov/en/contact-us/rcc) (<https://2020census.gov/en/contact-us/rcc>) which supervises the activities of all field representatives in your area.
- If you wish to independently confirm that the person at your door is a Census Bureau employee, you can enter their name in the [Census Bureau's staff search website](https://www.census.gov/cgi-bin/main/email.cgi) (<https://www.census.gov/cgi-bin/main/email.cgi>) or contact the Regional Census Center for your area.
- ***A census taker will never ask to enter your home.***

## What will a census taker ask me?

The census taker will ONLY ask the questions that appear on the census form (you must be at least 15 years old to answer questions): address, phone number, number of people living in your home, whether you rent or own your home, and basic information about each resident (name, age, birthdate, gender, relationship to you, race, ethnicity). Remember to include everyone who lives at your address -- babies, young children, other family members, and roommates. Sometimes people forget to include young children, but it is very important to count them too. See our factsheet on counting your family and young children at [www.countusin2020.org/resources](http://www.countusin2020.org/resources) for more information.

***The census taker will NOT ask for your citizenship status; driver's license; Social Security Number; credit card, bank, or other financial information; money or a donation; or PIN codes or passwords.***

How will the Census Bureau follow up with me if I do not respond to the census by May?

- Starting in mid-May, the census taker will come knock on your door to collect your responses for the census. You can complete your census with the census taker when they come to your door. If you do not do this, you can still complete your census by self-responding online or through the phone through July.
- If no one answers the door, they will leave a "Notice of Visit" postcard with a household ID that you can use to fill out the census online or through the phone.
- If you still do not respond, they will come back and leave a follow-up postcard a week later.
- Census takers will continue to visit or call up to six times.
- After the third try, census takers can ask a nearby reliable "proxy" for information such as a neighbor, letter carrier, etc. The census takers then fill out the response based on that information.

You can find more information about the census at [www.countusin2020.org/resources](http://www.countusin2020.org/resources).

## How to Identify a Census Taker

You can respond to the census:

- Online
- By phone
- Through the paper form

Starting in mid-May 2020, census takers will visit households that have not yet responded to the census



A census taker can be identified by their official Census Bureau:



ID

Bag or laptop  
Letter

You can also check with your Regional Census Center by phone or on the Census Bureau staff directory

A census taker will never ask to enter your home

A census taker will ONLY ask the questions that appear on the census form

Remember to include everyone who lives at your address including babies, young children, other family members, and roommates

The census taker will NOT ask for your:

- Driver's license
- Social Security Number
- Credit card, bank, or other financial information
- Money or a donation
- PIN codes or passwords



# WEBINAR:

## HOME AND COMMUNITY BASED SERVICES (HCBS) RULE AND PERSON-CENTERED PLANNING

### PURPOSE

Inform individuals who receive Community Mental Health services and their families about the Home and Community Based Services Rule

### WHO SHOULD ATTEND?

Individuals and Family Members

### WEBINAR OBJECTIVES

- Review the HCBS Rule and Person-Centered Planning
- Learn how to use the person-centered planning process to move to services and supports that meet the HCBS Rule
- Know your rights as an individual receiving Home and Community Based Services

### Online Registration

Individuals should only register for one webinar. The information will be the same at both webinars. Participants will receive details on how to access the webinar after registering.

Friday, March 27 at 2 – 3 p.m.

Register: <https://zoom.us/meeting/register/vpMsdeChpz8iQDUKaRwBddNRBpyneWEKZw>

Tuesday, March 31 at 10 – 11 a.m.

Register: [https://zoom.us/meeting/register/vJ0tdu2rpjMv3YRRL\\_FYlibuTRHHvqBORA](https://zoom.us/meeting/register/vJ0tdu2rpjMv3YRRL_FYlibuTRHHvqBORA)





United States  
**Census  
2020**

**U.S. Census Bureau**

Washington, DC 20233-0001

Office of the Director

March 12, 2020

A Message from the Director, U.S. Census Bureau

Dear Resident:

This is your invitation to respond to the **2020 Census**. We need your help to count everyone in the United States by providing basic information about all adults, children, and babies living or staying at this address.

Results from the 2020 Census will be used to:

- Direct billions of dollars in federal funds to local communities for schools, roads, and other public services.
- Help your community prepare to meet transportation and emergency readiness needs.
- Determine the number of seats each state has in the U.S. House of Representatives and your political representation at all levels of government.

Respond by April 1st at: <b>XXXX.XXXX.gov</b>	Your Census ID is:
--	--------------------

The Census Bureau is using the internet to securely collect your information. Responding online helps us conserve natural resources, save taxpayer money, and process data more efficiently. If you are unable to complete your 2020 Census questionnaire online, we will send you a paper questionnaire in a few weeks for you to complete and mail back.

The census is so important that your response is required by law, and your answers are kept completely confidential. If you do not respond, we will need to send a Census Bureau interviewer to your home to collect your answers in person. If you need help completing your 2020 Census questionnaire, please call toll-free 1-844-330-2020.

Thank you in advance for your prompt response.

Enclosures

**Mensaje importante:** Para completar su cuestionario del Censo del 2020, visite **xxxx.xxxx.gov** o llame gratis al 1-844-468-2020.

census.gov

## **FREQUENTLY ASKED QUESTIONS**

### **XXXX-XXXX.gov**

#### **What is the 2020 Census?**

The goal of the census is to count every person living in the United States once, only once and in the right place. Article I, Section 2 of the U.S. Constitution mandates that this population and housing count occur every 10 years. Census data guide how more than \$675 billion in federal funding is distributed to states and communities each year.

#### **Am I required to respond to the 2020 Census?**

Yes, you are required by law to respond to the 2020 Census (Title 13, U.S. Code, Sections 141 and 193). We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193 and 221. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is XXXX-XXXX. If this number were not displayed, we could not conduct the 2020 Census.

#### **How long will my 2020 Census questionnaire take?**

The Census Bureau estimates that completing the 2020 Census questionnaire will take 10 minutes on average.

Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project XXXX-XXXX, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. You may email comments to <2020.census.paperwork@census.gov>. Use "Paperwork Reduction Project XXXX-XXXX" as the subject.

#### **How do I respond?**

Go to XXXX.XXXX.gov to complete your 2020 Census questionnaire online. You will need the 12-digit Census ID found on the other side.

#### **How will the Census Bureau use the information I provide?**

By law, the Census Bureau can only use your responses to produce statistics.

#### **Are my answers confidential and private?**

Yes. The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our website at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.



# United States Census 2020

## U.S. Census Bureau

Washington, DC 20233-0001

Office of the Director

March 12, 2020

A Message from the Director, U.S. Census Bureau

Dear Resident:

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Enclosures

census.gov



United States  
**Census  
2020**

**U.S. Census Bureau**

Washington, DC 20233-0001

Office of the Director

12 de marzo de 2020

Mensaje del Director de la Oficina del Censo de los EE. UU.

Estimado residente de esta vivienda:

Esta es su invitaci3n para responder al **Censo del 2020**. Necesitamos su ayuda para contar a todas las personas en los Estados Unidos al proveer informaci3n b3sica sobre todos los adultos, ni3os y beb3s que viven o se quedan en esta direcci3n.

Los resultados del Censo del 2020 se usar3n para:

- Destinar miles de millones de d3lares de fondos federales a las comunidades locales para escuelas, carreteras y otros servicios p3blicos.
- Ayudar a su comunidad a prepararse para satisfacer necesidades relacionadas con el transporte y la preparaci3n para emergencias.
- Determinar el n3mero de esca3os que tiene cada estado en la C3mara de Representantes de los EE. UU., as3 como su representaci3n pol3tica a todos los niveles del gobierno.

Responda antes del 1 de abril en: <b>XXXX.XXXX.gov</b>	Su Identificaci3n del Censo es:
---	---------------------------------

La Oficina del Censo est3 usando internet para recopilar su informaci3n de manera segura. Responder por internet nos ayuda a conservar recursos naturales, a ahorrar dinero de los contribuyentes y a procesar los datos de manera m3s eficiente. Si usted no puede completar el cuestionario del Censo 2020 por internet, dentro de unas semanas le enviaremos un cuestionario impreso para que lo complete y lo env3e de vuelta por correo.

El censo es tan importante que la ley requiere que usted responda, y sus respuestas se mantienen completamente confidenciales. Si usted no responde, tendremos que enviar a un entrevistador de la Oficina del Censo para que recopile sus respuestas en persona. Si necesita ayuda para completar el cuestionario del Censo del 2020, llame gratis al 1-844-468-2020.

Gracias de antemano por su r3pida respuesta.

Documentos adjuntos

census.gov



United States<sup>™</sup>  
**Census  
2020**

# FREQUENTLY ASKED QUESTIONS

**XXXX-XXXX.gov**

## **What is the 2020 Census?**

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United States  
**Census  
2020**

**PREGUNTAS  
FRECUENTES**  
**XXXX.XXXX.gov**

### **¿Qué es el Censo del 2020?**

El objetivo del Censo del 2020 es contar a todas las personas que viven en los Estados Unidos, contarlas solo una vez y en el lugar correcto. La Sección 2 del Artículo 1 de la Constitución de los EE. UU. estipula que este conteo de población y vivienda se lleve a cabo cada 10 años. Los datos del censo ayudan a decidir cómo se distribuyen más de \$675 mil millones de fondos federales a los estados y a las comunidades cada año.

### **¿Debo responder al Censo del 2020?**

Si usted se le requiere por ley que responda al Censo del 2020 (Secciones 141 y 193 del Título 13 del Código de los EE. UU.). Estamos llevando a cabo el Censo del 2020 en conformidad con las Secciones 141, 193 y 221 del Título 13 del Código de los EE. UU. Esta recopilación de información ha sido aprobada por la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). El número de aprobación de ocho dígitos de la OMB es XXXX-XXXX. De no mostrarse este número, no podremos realizar el Censo del 2020.

### **¿Cuánto tiempo va a tomar el cuestionario del Censo del 2020?**

La Oficina del Censo calcula que completar el cuestionario del Censo del 2020 tomará 10 minutos como promedio.

Los comentarios sobre el número de tiempo y esfuerzo o cualquier otro aspecto relacionado deben dirigirse a: Paperwork Reduction Project XXXX-XXXX, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. Puede enviar comentarios por correo electrónico a <2020.census.paperwork@census.gov>. Use "Paperwork Reduction Project XXXX-XXXX" como tema.

### **¿Cómo respondo?**

Visite **XXXX.XXXX.gov** para completar el cuestionario del Censo del 2020 por internet. Usted va a necesitar el número de Identificación del Censo de 12 dígitos que se encuentra en la carta adjunta.

### **¿Cómo usará la Oficina del Censo la información que yo proporcione?**

Por ley, la Oficina del Censo solo puede usar sus respuestas para producir estadísticas.

### **¿Mis respuestas son confidenciales y privadas?**

Si La Oficina del Censo está obligada por ley a proteger su información (Sección 9 del Título 13 del Código de los EE. UU.). A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudieran ser identificados. En conformidad con la Ley para el Fortalecimiento de la Seguridad Cibernética Federal del 2015, sus datos están protegidos contra los riesgos de seguridad cibernética mediante los controles aplicados a los sistemas que los transmiten. Todas las transmisiones de datos por internet están cifradas para proteger su privacidad.

El Título 13 del Código de los EE. UU. protege la confidencialidad de toda su información. Violar la confidencialidad de una persona entrevistada es un delito federal que acarrea sanciones severas, incluso una sentencia de hasta cinco años en una prisión federal, una multa de hasta \$250,000 o ambas. Solo personas autorizadas tienen acceso a los datos almacenados, y la información que usted proporcione a la Oficina del Censo puede ser usada solamente por un número limitado de personas autorizadas que han jurado de por vida proteger la confidencialidad de sus respuestas individuales. Sus respuestas no pueden ser usadas en su contra por ninguna agencia o tribunal del gobierno.

Para obtener más información sobre cómo protegemos su información, visite nuestro sitio web [census.gov](http://census.gov) y haga clic en "Data Protection and Privacy Policy" en la parte inferior de la página principal. La página sobre protección de datos y normas de privacidad también incluye información sobre la recopilación, almacenamiento y uso de esos registros. Haga clic en "System of Records Notices (SORN)" (Avisos sobre el Sistema de Registros) y busque Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program (Aviso sobre el Sistema de Registros de la Ley sobre la Privacidad COMMERCE/CENSUS-5, Programa del Censo Decenal).



United States  
**Census  
2020**

**English**

For help completing your 2020 Census questionnaire, call toll-free 1-844-330-2020.

**Español (Spanish)**

Si necesita ayuda para completar el cuestionario del Censo del 2020, llame gratis al 1-844-468-2020.

**中文 (Chinese)**

如果您填写2020年人口普查问卷表时需要帮助，请拨打免费电话 1-844-391-2020 (普通话) 或 1-844-398-2020 (广东话)。

**Tiếng Việt (Vietnamese)**

Để được trợ giúp hoàn thành bản câu hỏi Thống Kê Dân Số 2020 của quý vị, hãy gọi số miễn phí 1-844-461-2020.

**한국어 (Korean)**

2020년 센서스 인구조사 설문지 작성에 도움이 필요하시면, 무료 번호 1-844-392-2020으로 전화해 주십시오.

**Русский (Russian)**

Для помощи в заполнении анкеты переписи населения 2020 года, позвоните по номеру 1-844-417-2020 (бесплатно).

**العربية (Arabic)**

للمساعدة في استكمال استبيان التعداد السكاني الخاص بك لسنة 2020، اتصل على الرقم المجاني: 1-844-416-2020.

**Tagalog (Tagalog)**

Para sa tulong sa pagkumpleto ng iyong palatanungan ng 2020 Senso, tumawag nang toll free sa 1-844-478-2020.

**Polski (Polish)**

Aby uzyskać pomoc w wypełnieniu kwestionariusza Spisu Ludności 2020, proszę zadzwonić pod bezpłatny numer 1-844-479-2020.

**Français (French)**

Pour obtenir une aide afin de remplir votre questionnaire du Recensement 2020, appelez gratuitement le 1-844-494-2020.

**Kreyòl (Haitian Creole)**

Pou jwenn èd pou ranpli kesyonè Resansman 2020 nou an, rele nimewo gratis nou an ki se 1-844-477-2020.

**Português (Portuguese)**

Para obter ajuda para responder ao questionário do Censo 2020, ligue gratuitamente para o telefone 1-844-474-2020.

**日本語 (Japanese)**

2020年国勢調査についてご不明な点があるときは、フリーダイヤル 1-844-460-2020 までお電話ください。



United States  
**Census  
2020**

### English

Go to XXXX.XXXX.gov and select “English,” located in the upper-right corner of the window, to access your 2020 Census questionnaire in English.

### Español (Spanish)

Vaya a XXXX.XXXX.gov y seleccione “Español”, en la esquina superior derecha de la ventana, para acceder al cuestionario del Censo del 2020 en español.

### 中文 (Chinese)

请进入网站 XXXX.XXXX.gov，并选择位于窗口右上角的“中文”，以连接到您的中文版2020年人口普查问卷表。

### Tiếng Việt (Vietnamese)

Hãy vào trang mạng XXXX.XXXX.gov và chọn “Tiếng Việt” ở góc trên bên phải của cửa sổ để truy cập bản câu hỏi Thống Kê Dân Số 2020 bằng Tiếng Việt.

### 한국어 (Korean)

2020년 센서스 인구조사 설문지를 한국어로 보시려면 인터넷 사이트 XXXX.XXXX.gov로 가서서 화면의 오른쪽 상단 코너에 있는 “한국어”를 선택해 주십시오.

### Русский (Russian)

Чтобы получить доступ к анкете переписи населения 2020 года на русском языке, зайдите на веб-сайт XXXX.XXXX.gov и выберите «Русский» в правом верхнем углу окна.

### العربية (Arabic)

تفضل بزيارة XXXX.XXXX.gov وحدد “العربية”، الموجودة في الزاوية اليمنى العلوية من النافذة، للوصول إلى استبيان التعداد السكاني لسنة 2020 الخاص بك باللغة العربية.

### Tagalog (Tagalog)

Pumunta sa XXXX.XXXX.gov at piliin ang “Tagalog,” na nasa itaas na kanang sulok ng window, upang ma-access ang iyong palatanungan ng 2020 Senso sa Tagalog.

### Polski (Polish)

Aby uzyskać dostęp do kwestionariusza Spisu Ludności 2020 w języku polskim, proszę przejść na stronę XXXX.XXXX.gov i wybrać “Polski” w górnym prawym rogu ekranu.

### Français (French)

Rendez-vous sur XXXX.XXXX.gov et sélectionnez « Français », situé dans le coin supérieur droit de la fenêtre, pour accéder à votre questionnaire du Recensement 2020 en français.

### Kreyòl (Haitian Creole)

Ale sou sitwèb XXXX.XXXX.gov epi chwazi “Kreyòl,” sou kwen anwo nan bò dwat fenèt la, pou jwenn aksè nan kesyonè Resansman 2020 ou a an kreyòl ayisyen.

### Português (Portuguese)

Visite XXXX.XXXX.gov e clique em “Português” no canto superior direito da janela para acessar o questionário do Censo 2020 em português.

### 日本語 (Japanese)

XXXX.XXXX.govにアクセスして、ウィンドウの右上角にある「日本語」を選択し、2020年国勢調査（日本語版）にアクセスしてください。



United States  
**Census**  
**2020**

**U.S. Census Bureau**  
National Processing Center  
1201 E 10<sup>th</sup> Street  
Jeffersonville IN 47132

OFFICIAL BUSINESS  
Penalty for Private Use \$300

PRESORTED  
FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
U.S. CENSUS BUREAU  
PERMIT NO. G-58

**Your response is required by law.**

DRAFT

March 26, 2020

A Message from the Director, U.S. Census Bureau

Dear Resident:

**Now is the time to respond.**

The Census Bureau sent you several requests to complete your **2020 Census** questionnaire. If you have not already responded, it is important that you complete your 10-minute questionnaire now.

Respond now at **XXXX.XXXX.gov**

You are required by law to respond to the 2020 Census. Help us conserve natural resources, process data more efficiently, and save taxpayer money by responding online. Otherwise, a Census Bureau interviewer may visit you to complete your 2020 Census questionnaire.

The Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your information in a way that could identify you or your household.

If you are unable to respond online, we will mail you a paper questionnaire next week. If you need help completing your 2020 Census questionnaire, please call toll-free 1-844-330-2020.

**Mensaje importante:** Para completar su cuestionario del Censo del 2020, por favor visite **XXXX.XXXX.gov** o llame gratis al 1-844-468-2020.



United States  
**Census  
2020**

**U.S. Census Bureau**  
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**La ley requiere que usted responda.**

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26 de marzo de 2020

Mensaje del Director de la Oficina del Censo de los EE. UU.

Estimado residente de esta vivienda:

**Ahora es el momento de responder.**

La Oficina del Censo le ha enviado varias solicitudes para que complete el cuestionario del **Censo del 2020**. Si todavía no ha respondido, es importante que complete ahora este cuestionario de 10 minutos.

Responda ahora en **XXXX.XXXX.gov**

A usted se le requiere por ley que responda al Censo del 2020. Ayúdenos a conservar recursos naturales, a procesar los datos de manera más eficiente y a ahorrar dinero de los contribuyentes respondiendo por internet. De lo contrario, un entrevistador de la Oficina del Censo podrá visitarlo para completar el cuestionario del Censo del 2020.

La Oficina del Censo está obligada por ley a proteger su información. A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudieran ser identificados.

Si usted no puede responder por internet, la semana que viene le enviaremos un cuestionario impreso. Si necesita ayuda para completar el cuestionario del Censo del 2020, llámenos gratis al 1-844-468-2020.



United States  
**Census  
2020**

**U.S. Census Bureau**

Washington, DC 20233-0001

Office of the Director

**Important Note:**

You are receiving this notice because we did not receive your response by March 27, 2020.

April 8, 2020

A Message from the Director, U.S. Census Bureau

Dear Resident:

A few weeks ago, the Census Bureau sent instructions for completing your **2020 Census** questionnaire online. If you have already completed your 2020 Census questionnaire, you do not need to take any further action. If you have not already responded to this important 10-minute questionnaire, please do so now.

**Complete your questionnaire using ONLY ONE of the following options:**

- Respond online at **XXXX.XXXX.gov**  
You will need to provide your 12-digit Census ID, which is printed just below the barcode on the front of the enclosed questionnaire.
- If you are unable to respond online, fill out and mail back the enclosed questionnaire in the postage-paid envelope provided.

**Your response is important to your community.**

You are required by law to respond to the 2020 Census. It is vital that you complete your 2020 Census questionnaire to help meet critical needs in your area – such as helping to put roads, parks, and hospitals where they are needed most.

If you do not respond promptly, we will need to send a Census Bureau interviewer to your home to collect your answers in person.

**Your answers are completely confidential.**

By law, the Census Bureau is required to protect your information.

If you need help completing your 2020 Census questionnaire, please call toll-free 1-844-330-2020.

Thank you for your prompt response.

Enclosures

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census.gov



## **FREQUENTLY ASKED QUESTIONS**

### **XXXX-XXXX.gov**

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#### **How do I respond?**

Go to XXXX.XXXX.gov to complete your 2020 Census questionnaire online. You will need the 12-digit Census ID found below the barcode on the questionnaire.

#### **How will the Census Bureau use the information I provide?**

By law, the Census Bureau can only use your responses to produce statistics.

#### **Are my answers confidential and private?**

Yes. The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our website at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.



United States  
**Census  
2020**

**U.S. Census Bureau**

Washington, DC 20233-0001

Office of the Director

**Important Note:**

You are receiving this notice because we did not receive your response by March 27, 2020.

April 8, 2020

A Message from the Director, U.S. Census Bureau

Dear Resident:

A few weeks ago, the Census Bureau sent instructions for completing your **2020 Census** questionnaire online. If you have already completed your 2020 Census questionnaire, you do not need to take any further action. If you have not already responded to this important 10-minute questionnaire, please do so now.

**Complete your questionnaire using ONLY ONE of the following options:**

- Respond online at **XXXX.XXXX.gov**  
You will need to provide your 12-digit Census ID, which is printed just below the barcode on the front of the enclosed questionnaire.
- If you are unable to respond online, fill out and mail back the enclosed questionnaire in the postage-paid envelope provided.

**Your response is important to your community.**

You are required by law to respond to the 2020 Census. It is vital that you complete your 2020 Census questionnaire to help meet critical needs in your area – such as helping to put roads, parks, and hospitals where they are needed most.

If you do not respond promptly, we will need to send a Census Bureau interviewer to your home to collect your answers in person.

**Your answers are completely confidential.**

By law, the Census Bureau is required to protect your information.

If you need help completing your 2020 Census questionnaire, please call toll-free 1-844-330-2020.

Thank you for your prompt response.

Enclosures

census.gov



United States  
**Census  
2020**

**U.S. Census Bureau**

Washington, DC 20233-0001

Office of the Director

**Aviso importante:**

Usted estÙ recibiendo este aviso porque no recibimos su respuesta antes del 27 de marzo de 2020.

8 de abril de 2020

Mensaje del Director de la Oficina del Censo de los EE. UU.

Estimado residente de esta vivienda:

Hace unas semanas la Oficina del Censo le enviÙ instrucciones para que completara por internet el cuestionario del **Censo del 2020**. Si ya usted ha completado el cuestionario del Censo del 2020, no tiene que hacer nada mÙs. Si todavÙa no ha respondido a este importante cuestionario de 10 minutos, tenga la bondad de hacerlo ahora.

**Complete el cuestionario usando solo UNA de las siguientes opciones:**

- Responda por internet en **XXXX.XXXX.gov**  
Usted deberÙ proporcionar su nÙmero de IdentificaciÙn del Censo de 12 dÙgitos, que aparece debajo del cÙdigo de barras en la primera pÙgina del cuestionario adjunto.
- Si usted no puede responder por internet, complete el cuestionario adjunto y envÙelo por correo postal en el sobre con franqueo pagado que se incluye.

**Su respuesta es importante para su comunidad.**

A usted se le requiere por ley que responda al Censo del 2020. Es de vital importancia que complete el cuestionario del Censo del 2020 para ayudar a satisfacer importantes necesidades en su ùrea: entre ellas, ayudar a construir carreteras, parques y hospitales donde mÙs se necesiten.

Si usted no responde rÙpido, tendremos que enviar a un entrevistador de la Oficina del Censo para que recopile sus respuestas en persona.

**Sus respuestas son absolutamente confidenciales.**

Por ley, a la Oficina del Censo se le requiere que proteja su informaciÙn.

Si necesita ayuda para completar el cuestionario del Censo del 2020, llÙmenos gratis al 1-844-468-2020.

Gracias por su rÙpida respuesta.

Documentos adjuntos

census.gov



United States  
**Census  
2020**

# **FREQUENTLY ASKED QUESTIONS**

**XXXX.XXXX.gov**

## **What is the 2020 Census?**

The goal of the census is to count every person living in the United States once, only once and in the right place. Article I, Section 2 of the U.S. Constitution mandates that this population and housing count occur every 10 years. Census data guide how more than \$675 billion in federal funding is distributed to states and communities each year.

## **Am I required to respond to the 2020 Census?**

Yes, you are required by law to respond to the 2020 Census (Title 13, U.S. Code, Sections 141 and 193). We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193 and 221. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is XXXX-XXXX. If this number were not displayed, we could not conduct the 2020 Census.

## **How long will my 2020 Census questionnaire take?**

The Census Bureau estimates that completing the 2020 Census questionnaire will take 10 minutes on average.

Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project XXXX-XXXX, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. You may email comments to <2020.census.paperwork@census.gov>. Use "Paperwork Reduction Project XXXX-XXXX" as the subject.

## **How do I respond?**

Go to **XXXX.XXXX.gov** to complete your 2020 Census questionnaire online. You will need the 12-digit Census ID found below the barcode on the questionnaire.

## **How will the Census Bureau use the information I provide?**

By law, the Census Bureau can only use your responses to produce statistics.

## **Are my answers confidential and private?**

Yes. The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

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For more information about how we protect your information, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

### **¿Qué es el Censo del 2020?**

El objetivo del Censo del 2020 es contar a todas las personas que viven en los Estados Unidos, contarlas solo una vez y en el lugar correcto. La Sección 2 del Artículo 1 de la Constitución de los EE. UU. estipula que este conteo de población y vivienda se lleve a cabo cada 10 años. Los datos del censo ayudan a decidir cómo se distribuyen más de \$675 mil millones de fondos federales a los estados y a las comunidades cada año.

### **¿Debo responder al Censo del 2020?**

Si a usted se le requiere por ley que responda al Censo del 2020 (Secciones 141 y 193 del Título 13 del Código de los EE. UU.). Estamos llevando a cabo el Censo del 2020 en conformidad con las Secciones 141, 193 y 221 del Título 13 del Código de los EE. UU. Esta recopilación de información ha sido aprobada por la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). El número de aprobación de ocho dígitos de la OMB es XXXX-XXXX. De no mostrarse este número, no podremos realizar el Censo del 2020.

### **¿Cuánto tiempo va a tomar el cuestionario del Censo del 2020?**

La Oficina del Censo calcula que completar el cuestionario del Censo del 2020 tomará 10 minutos como promedio.

Los comentarios sobre el número de tiempo y esfuerzo o cualquier otro aspecto relacionado deben dirigirse a: Paperwork Reduction Project XXXX-XXXX, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. Puede enviar comentarios por correo electrónico a <2020.census.paperwork@census.gov>. Use "Paperwork Reduction Project XXXX-XXXX" como tema.

### **¿Cómo respondo?**

Visite **XXXX.XXXX.gov** para completar el cuestionario del Censo del 2020 por internet. Usted va a necesitar el número de identificación del Censo de 12 dígitos que se encuentra debajo del código de barras en el cuestionario.

### **¿Cómo usará la Oficina del Censo la información que yo proporcione?**

Por ley, la Oficina del Censo solo puede usar sus respuestas para producir estadísticas.

### **¿Mis respuestas son confidenciales y privadas?**

Si la Oficina del Censo está obligada por ley a proteger su información (Sección 9 del Título 13 del Código de los EE. UU.). A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudieran ser identificados. En conformidad con la Ley para el Fortalecimiento de la Seguridad Cibernética Federal del 2015, sus datos están protegidos contra los riesgos de seguridad cibernética mediante los controles aplicados a los sistemas que los transmiten. Todas las transmisiones de datos por internet están cifradas para proteger su privacidad.

El Título 13 del Código de los EE. UU. protege la confidencialidad de toda su información. Violar la confidencialidad de una persona entrevistada es un delito federal que acarrea sanciones severas, incluso una sentencia de hasta cinco años en una prisión federal, una multa de hasta \$250,000 o ambas. Solo personas autorizadas tienen acceso a los datos almacenados, y la información que usted proporcione a la Oficina del Censo puede ser usada solamente por un número limitado de personas autorizadas que han jurado de por vida proteger la confidencialidad de sus respuestas individuales. Sus respuestas no pueden ser usadas en su contra por ninguna agencia o tribunal del gobierno.

Para obtener más información sobre cómo protegemos su información, visite nuestro sitio web [census.gov](http://census.gov) y haga clic en "Data Protection and Privacy Policy" en la parte inferior de la página principal. La página sobre protección de datos y normas de privacidad también incluye información sobre la recopilación, almacenamiento y uso de esos registros. Haga clic en "System of Records Notices (SORN)" (Avisos sobre el Sistema de Registros) y busque Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program (Aviso sobre el Sistema de Registros de la Ley sobre la Privacidad COMMERCE/CENSUS-5, Programa del Censo Decenal).



United States  
**Census**  
**2020**

**U.S. Census Bureau**  
National Processing Center  
1201 E 10th Street  
Jeffersonville IN 47132

OFFICIAL BUSINESS  
Penalty for Private Use \$300

PRESORTED  
FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
U.S. CENSUS BUREAU  
PERMIT NO. G-58

**Your response is required by law.**

DRAFT

April 20, 2020

A Message from the Director, U.S. Census Bureau

Dear Resident:

**It is not too late to respond** to the 2020 Census! Make sure you are counted!

Please respond now at **XXXX.XXXX.gov** or complete and return the paper questionnaire we sent you earlier. If you are unable to respond online or need assistance, please call toll-free 1-844-330-2020.

**Mensaje importante:** Para completar su cuestionario del Censo del 2020, por favor visite **XXXX.XXXX.gov** o llame gratis al 1-844-468-2020.



United States  
**Census  
2020**

**U.S. Census Bureau**

National Processing Center  
1201 E 10<sup>th</sup> Street  
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PERMIT NO. G-58

**Your response is required by law.**

**La ley requiere que usted responda.**

DRAFT



April 20, 2020

A Message from the Director,  
U.S. Census Bureau

Dear Resident:

**It is not too late to respond** to the 2020 Census!  
Make sure you are counted!

Please respond now at **XXXX.XXXX.gov** or complete and return the paper questionnaire we sent you earlier. If you are unable to respond online or need assistance, please call toll-free 1-844-330-2020.

20 de abril de 2020

Mensaje del Director  
de la Oficina del Censo de los Estados Unidos

Estimado residente de esta vivienda:

**¡Todavía está a tiempo de responder**  
al Censo del 2020! ¡Asegúrese de que lo cuenten!

Responda ahora en **XXXX.XXXX.gov** o complete y envíe el cuestionario impreso que le enviamos anteriormente. Si no puede responder por internet o si necesita ayuda, llámenos gratis al 1-844-468-2020.

# The 2020 Census is Coming! Be Counted!

## Why is the Census important?

- The amount of Federal funding to Michigan for services and programs for the next 10 years will be set using the 2020 Census data.
- Michigan will lose \$18,000 over the next 10 years for each person NOT counted.
- Distribution of seats in the House of Representatives for the next 10 years is based on the 2020 Census data. Some local decisions also depend on this data.

## Who is counted?

- Every person living in the U.S. on April 1, 2020, Census Day. Even babies.

## When?

- By mid-March, letters will be mailed from the Census Bureau or delivered to households by Census workers. The letter will provide your household Census ID code.



- From May thru July, Census workers (also called Census takers and/or Census enumerators) will follow up in person with households who don't respond in April. They will not ask to enter your home.

**Look for your letter. Complete the Census. Be counted!**

## How?

- The Census can be completed online, by phone or with the paper form in the letter from the Census Bureau. Instructions will also be in the letter. You do not have to pay to take the census or buy any special software for responding on line. The Census Bureau will not send you unsolicited emails.
- All Jackson District Library branches will have computers available to complete the Census online.

Find out more at [www.2020Census.gov](http://www.2020Census.gov)

For all questions you can talk to a person. Call the Census Bureau at 1-800-923-8282.

## What will the Census ask?

The person completing the Census survey will provide information about the type of household, the number of people living there and a phone number. They will also provide the name, gender, age, birth date, race/ethnicity and relationship to head of household for each person living there.



Your phone number will be used only for the Census Bureau to call you if something more is needed or if something is unclear. Your phone number will not be shared.

The Census will NOT ask about citizenship or immigration status. It will NOT ask for social security numbers, where or if you work, credit card or financial information.

### **All answers are secure and confidential.**

The Census questionnaire is available in paper form in English and Spanish. Assistance for other languages is available online and by phone.

Reminder post cards will be sent to households multiple times thru the end of April. After that, Census workers/Census takers will begin visiting homes. They will have an official badge.



## What federal programs are supported?

Programs include Medicaid, nutrition assistance, including school lunch programs, highway construction and planning, Title I and Special Education Grants, Foster Care and Child Care Grants, K-12 education, Section 8 Vouchers, and Head Start/Early Start.

## **MORE PEOPLE COUNTED = MORE MONEY IN FEDERAL FUNDING FOR MICHIGAN**

Questions? Call the Census Bureau at 1-800-923-8282