



N A S C S P

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Table of Contents

- Module 2- Section A
- Module 2- Section B
- Module 2- Section C

- Module 4- Section A
- Module 4- Section B
- Module 4- Section C

Version 2 CSBG Annual Report Instruction Manual Updates

2	A	6	Added Language	N/A	CSBG Eligible Entities who have a federally approved indirect cost rate should those funds in A.2i Agency Capacity. Those CSBG Eligible Entities that do not have an indirect cost rate can use their cost allocation plans to determine how the administrative dollars are allocated within the domains.
2	A	7	Added Language	The <i>Community Needs Assessment</i> is the report a CSBG Eligible Entity compiles after conducting research to understand their community and plan for programs. This report includes both quantitative and qualitative data, a summary of key findings, and the identification of needs.	The <i>Community Needs Assessment</i> is the report a CSBG Eligible Entity compiles after conducting research to understand their community and plan for programs. This report includes both quantitative and qualitative data, a summary of key findings, and the identification of needs. It is required by the Organizational Standards (3.1) that CSBG Eligible Entities complete a community needs assessment and issue a report within the past three years.
2	A	7	Added Language	<i>Strategic Planning</i> is the activity a CSBG Eligible Entity engages in to discuss and set the direction of the CSBG Eligible Entity through the implementation of specific programs and initiatives.	<i>Strategic Planning</i> is the activity a CSBG Eligible Entity engages in to discuss and set the direction of the CSBG Eligible Entity through the implementation of specific programs and initiatives. A strategic plan is required by the Organizational Standards (6.1) to be approved by the Board every 5 years.
2	A	7	Revised Language	Data Management & Reporting: Select the check box if funds reported in A.2i supported activities related to the data management and reporting. This can include any costs incurred to support training, implementation, purchase of technology or software or other direct costs, staff time, and/or other administrative costs.	Data Management & Reporting: Select the check box if funds reported in A.2i supported activities related to data management and reporting. This can include any costs incurred to support collecting or reporting data, funds spent to support the implementation and purchase of technology or software or other direct costs, staff time, and/or other administrative costs as they might relate to data and reporting.

2	A	7	Revised Language	<p>Training & Technical Assistance: Select the check box if funds reported in A.2i. supported training and technical assistance. This can include any costs incurred to secure training facilities, travel, consultants or other direct costs, staff time, and/or other administrative costs. <i>Training activities</i> are those that provide staff development and program support on programs and initiatives operated by the CSBG Eligible Entity, and education on poverty and other topics relevant to the work of the CSBG Eligible Entity. Training can be supported by CSBG or other funds.</p>	<p>Training & Technical Assistance: Select the check box if funds reported in A.2i. supported training and technical assistance. This can include any costs incurred to secure training facilities, travel to trainings, pay consultants or staff time in trainings, or other direct costs, staff time, and/or other administrative costs. <i>Training activities</i> are those that provide staff development and program support on programs and initiatives operated by the CSBG Eligible Entity, and education on poverty and other topics relevant to the work of the CSBG Eligible Entity. Training can be supported by CSBG or other funds.</p>
2	B	9	Added Language	<p>B.3a. Total number of volunteer hours donated to the agency: In B.3a report all volunteer hours donated to the CSBG Eligible Entity during the reporting period. This section collects data on hours and not the number of people. Board members, the Head Start Policy council, and parent advisory board members should be included here.</p>	<p>B.3a. Total number of volunteer hours donated to the agency: In B.3a report –all volunteer hours donated to the CSBG Eligible Entity during the reporting period. This section collects data on hours and not the number of people. Board members, the Head Start Policy council, and parent advisory board members should be included here, in addition to the hours provided by other agency volunteers.</p>
2	B	9	Added Language	<p>While B.3a. asked for the total number of hours donated by all volunteers, in B.3a.1. report only the hours from the above that were donated by persons with low-incomes. This number for B.3a.1. should never be more than B.3a. To know which volunteers are persons with low-incomes, a CSBG Eligible Entity does not need to complete income verification, but can ask a clarifying question on their volunteer application or complete an</p>	<p>While B.3a. asked for the total number of hours donated by all volunteers, in B.3a.1. report only the hours from the above that were donated by persons with low-incomes. This number for B.3a.1. should never be more than B.3a. To know which volunteers are persons with low-incomes, a CSBG Eligible Entity does not need to complete income verification, but can ask a clarifying question on their volunteer application or complete an anonymous survey of their volunteers. Note: This is where Board members with low-incomes should be reported.</p>

				anonymous survey of their volunteers.	
2	B	10	Removed Language	B.4d. Number of staff with a child development certification: Report the number of child development certifications obtained through a national credentialing program. Do not include staff who are in the process of becoming certified. For example, report Child Development Associate certificate obtained by some early childhood education staff.	B.4d. Number of staff with a child development certification: Report the number of child development certifications obtained through a national credentialing program. Do not include staff who are in the process of becoming certified. For example, report Child Development Associate certificate obtained by some early childhood education staff.
2	B	11	Added Language	B.4i. Number of Building Performance Institute (BPI) Certified Professionals: Report the number of BPI certified professionals certified through the Building Performance Institute. Do not include staff who are in the process of becoming BPI certified.	B.4i. Number of Building Performance Institute (BPI) Certified Professionals: Report the number of BPI certified professionals certified through the Building Performance Institute. Include all certifications obtained through BPI that are not already listed above under the Home Energy Professionals (B.4g.1-B.4g.4). Do not include staff who are in the process of becoming BPI certified.
2	B	12	Removed Language	Formal arrangements, such as memoranda of understanding/agreement or service contracts, between a CSBG Eligible Entity and one or more public or private service providers to coordinate referral and exchange of program participants;	Formal arrangements, such as memoranda of understanding/agreement or service contracts, between a CSBG Eligible Entity and one or more public or private service providers to coordinate referral and exchange of program participants;

2	B	12	Removed Language	Informal working relationships between a CSBG Eligible Entity with public or private agencies, organizations, or individual service providers that expand service opportunities for individuals/families with low-income, including routine service referrals and follow-up contacts; and	Informal working relationships between a CSBG Eligible Entity with public or private agencies, organizations, or individual service providers that expand service opportunities for individuals/families with low-income, including routine service referrals and follow-up contacts; and
2	B	12	Removed Language	Alliances between a CSBG Eligible Entity and one or more public or private organizations that advocate for expanded services or community opportunities for people with low-income.	Alliances between a CSBG Eligible Entity and one or more public or private organizations that advocate for expanded services or community opportunities for people with low-income.
2	C	16	Removed Language	C.3d.8. All other HUD programs, including homeless programs: All other homeless and housing programs funded by the U.S. Department of Housing and Urban Development. This includes the McKinney Homeless program.	C.3d.8. All other HUD programs, including homeless programs: All other homeless and housing programs funded by the U.S. Department of Housing and Urban Development. This includes the McKinney Homeless program.
2	C	19	Revised Language	C.6d. Value of in-kind services received from businesses: The State CSBG Lead Agency should provide guidelines for valuing in-kind donations. A consistent, reasonable statewide method is required.	C.6d. Value of in-kind services received from businesses: The State CSBG Lead Agency should provide guidelines for valuing in-kind donations. A consistent, reasonable statewide method should be considered.is required.
	C	1	Revised Language	All reported dollars should be allocated dollars. Allocated dollars are the amount that is available to each CSBG Eligible Entity during a twelve-month period. If a contract covers a three-year period, only report the amount allocated for the most current year of the contract.	All reported dollars should be allocated dollars. Allocated dollars are the amount that is available to each CSBG Eligible Entity during a twelve-month period. If a contract covers a three-year period, only report the amount allocated for the most current year of the contract. divide the contract by three and report one year of funding.

2	C	19	Removed Language	<p>C.6f. Payments by private entities for goods or services for low income clients or communities: Some CSBG Eligible Entities are paid by private entities, profit or non-profit, to provide services to those corporations. Most such arrangements are contractual. Examples are: outreach for HMO programs, transportation services, public utility contracts for customer services or weatherization, and even rental of space and equipment in the service area. This space is for recording the gross income from such arrangements. Contractual arrangements which are simply direct subcontracts or sub-grants of state, local or federal funds should continue to be reported in the federal, state or local resources, and not reported here. This item records funding of a type not previously enumerated or which was historically assigned to a less appropriate category because the survey offered no item to capture these contractual arrangements involving the private or charitable resources of a non-governmental CSBG Eligible Entity.</p>	<p>C.6f. Payments by private entities for goods or services for low income clients or communities: Some CSBG Eligible Entities are paid by private entities, profit or non-profit, to provide services to those corporations. Most such arrangements are contractual. Examples are: outreach for HMO programs, transportation services, public utility contracts for customer services or weatherization, and even rental of space and equipment in the service area. This space is for recording the gross income from such arrangements. Contractual arrangements which are simply direct subcontracts or sub-grants of state, local or federal funds should continue to be reported in the federal, state or local resources, and not reported here. This item records funding of a type not previously enumerated or which was historically assigned to a less appropriate category because the survey offered no item to capture these contractual arrangements involving the private or charitable resources of a non-governmental CSBG Eligible Entity.</p>
4	A	10	Revised Language	<p>Adults are defined as individuals aged 25 and up and can be specific to each program’s scope and funding source.</p>	<p>Adults, for the purpose of this report, are defined as individuals aged 25 and up and can be specific to each program’s scope and funding source.</p>
4	A	10	Revised Language	<p>Note: A CSBG Eligible Entity will track number of adults who obtained employment, even if the wage is unknown</p>	<p>Note: When CSBG Eligible Entities do not collect income for the employment obtained and cannot verify if the participant obtained a job at or below a living wage, the participant should be reported here in “up to a living wage.”</p>

4	A	11	Revised Language	Note: Outcome data reported in FNPI 1c should also be reported in FNPI 1b. If a participant obtained and maintained a job for 90 days as a result of CSBG Eligible Entity assistance, this participant also qualifies for FNPI 1b (obtaining a job). This is true only if the participant obtained employment through the assistance of the CSBG Eligible Entity. If the Entity assists an employed participant who achieves one or more of indicators FNPI 1 c-d, that participant would NOT be reported in FNPI 1b.	Note: Outcome data reported in FNPI 1c should also be reported in FNPI 1b. If a participant obtained and maintained a job for 90 days as a result of CSBG Eligible Entity assistance, this participant also qualifies for FNPI 1b (obtaining a job). This is true only if the participant obtained employment through the assistance of the CSBG Eligible Entity. If the Entity serves a participant who had already obtained a job on their own, and is assisting them only with maintaining employment, that participant would not be reported in FNPI 1b-d. assists an employed participant who achieves one or more of indicators FNPI 1 c-d, that participant would NOT be reported in FNPI 1b.
4	A	16	Added Language	N/A	Emergent Literacy Skills refers to the knowledge and expertise or ability that lays the foundation for reading and writing for infants and toddlers.
4	A	17	Added Language	N/A	Positive Approaches to Learning focuses on how children learn. It refers to the skills and behaviors that children use to engage in learning. It incorporates emotional, behavioral, and cognitive self-regulation under a single umbrella to guide teaching practices that support the development of these skills.
4	A	19	Added Language	Basic education includes the basic skills adults need, such as reading, writing, math, English language proficiency, and problem solving, to be productive workers and citizens.	Basic education includes the basic skills adults need, such as reading, writing, math, English language proficiency, and problem solving, to be productive workers and citizens. This can also include the basic education needed as a prerequisite to obtain additional education. For example, in order to be accepted to college and take college level courses, a participant must first complete and pass a basic math course.

4	A	21	Revised Language	CSBG Eligible Entities are only expected to report on basic needs indicators as applicable to the CSBG Eligible Entity's programs. When reporting on indicators related to basics needs, CSBG Eligible Entities can provide their own definition or select from national, state, or locally defined models. CSBG Eligible Entities must identify in the General Comments Section the basic needs definition used. In general, basic needs are food, shelter, water, and clothing.	CSBG Eligible Entities are only expected to report on basic needs indicators as applicable to the CSBG Eligible Entity's programs. When reporting on indicators related to basics needs, CSBG Eligible Entities can provide their own definition or select from national, state, or locally defined models. CSBG Eligible Entities must identify in the General Comments Section the basic needs definition used. In general, basic needs is the ability to have consistent access to food, safe and stable shelter [including utilities] and ensure the safety of participants and their family.) basic needs are food, shelter, water, and clothing.
4	A	24	Added Language	N/A	Financial well-being is a state of being wherein an individual has control over day-to-day and month-to-month finances; have the capacity to absorb a financial shock; are on track to meet your financial goals; and have the financial freedom to make the choices that allows an individual to enjoy life .
4	A	24	Revised Language	This indicator requires CSBG Eligible Entities to keep an unduplicated count of people who report improved financial well-being based on their responses to the CFPB Financial Well-Being Scale survey. The survey needs to be delivered at intake and at intervals as determined by the program in order to accurately report progress.	This indicator requires CSBG Eligible Entities to keep is an unduplicated count of people who report improved financial well-being. A tool the CSBG Eligible Entities can use to measure financial well-being is the CFPB Financial Well-Being Scale survey. The survey needs to be delivered at intake and at intervals as determined by the program in order to accurately report progress. CSBG Eligible Entities can select to use a different scale to measure financial well-being, but should have an assessment tool and process in place.
4	A	25	Removed Language	NOTE: All indicators in the housing domain pertain to households. However, this is an unduplicated count of individuals. Report the individuals in the households who obtain these outcomes. If a family of four obtained the outcome, then report four (4).	NOTE: All indicators in the housing domain pertain to households. However, this is an unduplicated count of individuals. Report the number of households who obtain these outcomes. If a family obtained the outcome and has four people in their household, then report four (4).

4	A	27	Added Language	N/A	Report the number of participants who avoided an eviction. An eviction is the act of being expelled from a property, typically in a renter/landlord situation. CSBG Eligible Entities may identify what constitutes a potential eviction and determine at the local level the appropriate time to provide an intervention and the appropriate intervention.
4	A	28	Revised Language	Note: This is primarily a weatherization indicator. Weatherization primarily tracks units. When reporting, ensure that an unduplicated number of individuals in the household is represented, not a count of units.	Note: This is primarily a weatherization indicator and more specifically, a place where outcomes obtained by using Health and Safety dollars could be reported. Weatherization primarily tracks units. When reporting, ensure that an unduplicated number of individuals in the household is represented, not a count of units.
4	A	28	Removed Language	Note: This is primarily a weatherization indicator. When reporting, ensure that an unduplicated number of individuals in a household is represented, not a count of the total measures. Households reported in 4g may also be reported in 4h.	Note: This is primarily a weatherization indicator. When reporting, ensure that an unduplicated number of individuals in a household is represented, not a count of the total measures. Households reported in 4g may also be reported in 4h.
4	A	29	Added Language	Note: While this type of program may benefit all household members, this is an individual count. Only report the participants in the program who improved their skills.	Note: While this type of program may benefit all household members, this is an individual count. Only report the participants in the program who improved their skills. Ensure that there is some assessment in place to measure whether or not a participant achieved the outcome.

4	A	30	Added Language	N/A	<p>Note: CSBG Eligible Entities who plan to report on this indicator should have a definition for what it means to improve health and wellbeing. A measurement tool to determine improvement should be implemented. Tracking an individual’s health and wellbeing could include a number of indicators such as reduction of injuries from falls, reduced blood pressure, weight reduction, improved affects from asthma, vision, hearing, mobility improvements, or a variety of other measurable changes. Resource for potential assessment tools: • Quality of Life Index</p>
4	A	30	Added Language	N/A	<p>Note: CSBG Eligible Entities reporting in this indicator should have an identified assessment tool in place to measure change over time. Many federal and state programs may have a tool for assessment.</p> <p>Resource for potential assessment tool: • SAMHSA-HRSA Center for Integrated Health Solutions</p>
4	A	31	Added Language	N/A	<p>Note: CSBG Eligible Entities who plan to report in this indicator should have an assessment tool in place to measure change over time and to be able to report in this indicator.</p>
4	A	31	Added Language	N/A	<p>Note: CSBG Eligible Entities who plan to report in this indicator should have an assessment tool in place to measure change over time.</p>
4	A	32	Added Language	N/A	<p>Independent Living is a living situation where the individual has freedom to make their own decisions, control over their financial, legal, or medical situation, and assistance in overcoming physical or mental barriers to independence .</p>

4	A	36	Revised Language	<p>o A CAA that operates programs that had primary, secondary and even tertiary outcomes. Some CAAs have the capacity to track all the outcomes that an individual achieves on their path to economic security.</p> <ul style="list-style-type: none"> • For example, individuals in an intensive economic security program may have goals to get their High School Equivalency, obtain safe and affordable housing, obtain employment and get a child ready for kindergarten. CAAs often help families achieve all these milestones as they climb out of poverty. <p>o A CAA that operates many programs that achieved a variety of outcomes for one individual/family/household.</p> <ul style="list-style-type: none"> • For example, individuals are often either intentionally (two-generation approach) or unintentionally enrolled in multiple programs such as Head Start, financial coaching, utility assistance, ESL, child care etc. Outcomes are often reached in each program for one individual/household. <p>o A CAA Housing program participant whose single outcome was having obtained safe and affordable housing as a result of the work of the CAA may be reported here.</p>	<p>o A CAA that operates programs where an individual/family/household achieved a variety of outcomes . where an that had primary, secondary and even tertiary outcomes. Some CAAs have the capacity to track all the outcomes that an individual achieves on their path to economic security.</p> <ul style="list-style-type: none"> • For example, individuals in an intensive economic security program may have goals to get their High School Equivalency, obtain safe and affordable housing, obtain employment and get a child ready for kindergarten. CAAs often help families achieve all these milestones as they climb out of poverty. <p>o A CAA that operates many programs that achieved a variety of outcomes for one individual/family/household.</p> <ul style="list-style-type: none"> • For example, individuals could be in a two-generation approach program or are often either intentionally (two-generation approach) or unintentionally enrolled in multiple programs such as Head Start, financial coaching, utility assistance, ESL, child care etc. Outcomes are often reached in each program for one individual/household. <p>o A family in a CAA Housing program participant whose single outcome was having obtained safe and affordable housing as a result of the work of the CAA may be reported here. The individual household would also be reported here.</p>
4	A	36	Revised Language	<p>This is different than adding up all the FNPI numbers, as we have established that individuals achieve multiple outcomes.</p>	<p>This is different than adding up all the FNPI numbers which would show the total number of outcomes achieved rather than the number of individuals and families who obtained the outcomes. as we have established that individuals achieve multiple outcomes.</p>

4	B	41	Added Language	N/A	While reporting the count of services here does not align with the general instruction on reporting services in this report, it is acceptable to do so for these specific services.
4	C	42	Removed Language	The All Characteristic Report can accept the reporting of individuals about whom some, but potentially not all, demographic information is collected. A single unique identifier is the only data point that needs to be collected to ensure an unduplicated count in the All Characteristics Report. To be reported in section A or B, a participant must have at least one characteristic (gender, age, race, education level, etc.) collected and reported.	The All Characteristic Report can accept the reporting of individuals about whom some, but potentially not all, demographic information is collected. A single unique identifier is the only data point that needs to be collected to ensure an unduplicated count in the All Characteristics Report. To be reported in section A or B, a participant must have at least one characteristic (gender, age, race, education level, etc.) collected and reported.
4	C	44	Revised Language	A disabling condition is a physical or mental impairment that substantially limits one or more major life activities.	A disabling condition is an inability to engage in any substantial gainful employment by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. a physical or mental impairment that substantially limits one or more major life activities.
4	C	45	Added Language	N/A	Note: Individuals receiving medical services from Indian Health Services (IHS) should be reported under Unknown/not reported.

4	C	45	Revised Language	<p>a. Ethnicity 1. Hispanic, Latino or Spanish Origins: For Census 2010: People who identify with the terms “Hispanic” or “Latino” are those who classify themselves in one of the specific Hispanic or Latino categories listed on the Census 2010 questionnaire -- “Mexican,” “Puerto Rican,” “South or Central American” or “Cuban” -- as well as those who indicate that they are “other Spanish culture or origin regardless of race.” Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.2. Not Hispanic, Latino or Spanish Origins3. Unknown/not reported4. Total (auto calculated)</p>	<p>a. Ethnicity 1. Hispanic, Latino or Spanish Origins: The terms “Hispanic,” “Latino,” and “Spanish” are used interchangeably. Some individuals identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms “Hispanic,” “Latino,” or “Spanish” are those who classify themselves in one or more of the specific Hispanic, Latino, or Spanish categories (“Mexican,” “Puerto Rican,” or “Cuban”) as well as those who indicate that they are “another Hispanic, Latino, or Spanish origin.” People who do not identify with any of the specific origins listed on the questionnaire but indicate that they are “another Hispanic, Latino, or Spanish origin” are those who may identify as Argentinian, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, or other Spanish cultures or origins. Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be of any race. For Census 2010: People who identify with the terms “Hispanic” or “Latino” are those who classify themselves in one of the specific Hispanic or Latino categories listed on the Census 2010 questionnaire -- “Mexican,” “Puerto Rican,” “South or Central American” or “Cuban” -- as well as those who indicate that they are “other Spanish culture or origin regardless of race.” Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.2. Not Hispanic, Latino or Spanish Origins3.</p>
---	---	----	------------------	---	---

					Unknown/not reported4. Total (auto calculated)
--	--	--	--	--	---

4	C	46	Revised Language	a. Veteran: an individual who served in the active military, naval, or air services and who was discharged or released under conditions other than dishonorable.	a. Veteran: Veteran status is used to identify people with active duty military service and service in the military Reserves and the National Guard. Veterans are men and women who have served (even for a short time), but are not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or who served in the U.S. Merchant Marine during World War II. People who served in the National Guard or Reserves are classified as veterans only if they were ever called or ordered to active duty, not counting the 4-6 months for initial training or yearly summer camps. All other civilians are classified as nonveterans. These data are used primarily by the Department of Veterans Affairs (VA) to measure the needs of veterans. an individual who served in the active military, naval, or air services and who was discharged or released under conditions other than dishonorable.
4	C	47	Added Language	N/A	Note: Individuals who have no military status should be reported in Unknown/not reported.
4	C	47	Removed Language	a. Employed Full-Time: working at least 30 hours each week. This could include multiple employers. b. Employed Part-Time: working less than 30 hours each week. This could include multiple employers.	a. Employed Full-Time: working at least 30 hours each week. This could include multiple employers. b. Employed Part-Time: working less than 30 hours each week. This could include multiple employers.
4	C	47	Revised Language	c. Migrant Seasonal Farm Worker: working seasonally on a farm.	cc. Migrant Seasonal Farm Worker: an individual who is employed, or was employed in the past 12 months, in farmwork of a seasonal or other temporary nature and is either not required to be absent overnight from his/her permanent place of residence or who travels to the jobsite and is not reasonably able to return home the same day.

4	C	47	Revised Language	<p>d. Unemployed (Short-Term, six months or less): no substantial work for six months or less and is actively seeking work. Substantial work is regular and at least part-time.</p> <p>e. Unemployed (Long-Term, more than six months): no substantial work for more than six months and are actively looking for work. Substantial work is regular and at least part-time.</p>	<p>d. Unemployed (Short-Term, six months or less): the individual has not worked no substantial work for six months or less and is actively seeking work. Substantial work is regular and at least part-time.</p> <p>e. Unemployed (Long-Term, more than six months): the individual has not worked no substantial work for more than six months and are actively looking for work. Substantial work is regular and at least part-time.</p>
4	C	47	Revised Language	<p>f. Unemployed (Not in Labor Force): not working for any period of time. This category consists mainly of students, homemakers, seasonal workers interviewed in an off season who were not looking for work, institutionalized persons, and persons doing only incidental unpaid family work (less than 15 hours during the reference week).</p>	<p>f. Unemployed (Not in Labor Force): the individual is not working outside the home and is not actively looking for work. not working for any period of time. This category consists mainly of students, homemakers, seasonal workers interviewed in an off season who were not looking for work, institutionalized persons, and persons doing only incidental unpaid family work (less than 15 hours during the reference week).</p>
4	C	48	Revised Language	<p>b. Two Adults, No Children: the Head of Household is an adult; another Non Head of Household member is also an adult. May include a childless couple or two non-related adults living together.</p> <p>c. Single Parent, Female: the Head of Household is a Female and has no Spouse or Partner but has at least one child.</p> <p>d. Single Parent, Male: the Head of Household is a Male and has no Spouse or Partner but has at least one child.</p> <p>f. Non-related Adults with Children: two adults who are not married. One or both adults may have children in the household who may or may not be related.</p> <p>g. Multigenerational Household: a household where more than two generations of the family</p>	<p>b. Two Adults, No Children: the Head of Household is an adult; another Non Head of Household member is also an adult. May include a childless couple or two non-related adults living together.</p> <p>c. Single Parent, Female: the Head of Household is a Female and has no Spouse or Partner but has at least one child.</p> <p>d. Single Parent, Male: the Head of Household is a Male and has no Spouse or Partner but has at least one child.</p> <p>f. Non-related Adults with Children: two adults who are not related by blood or marriage with at least one child in the household married. One or both adults may have children in the household who may or may not be related.</p> <p>g. Multigenerational Household: a household three or more more than two generations of the family live under one roof. This includes grandparents raising grandchildren.</p>

				live under one roof. This includes grandparents raising grandchildren.	
--	--	--	--	--	--