

QUESTION LISTING: FRS BENEFIT UNIT QUESTIONNAIRE

VERSION 31: APRIL 1994

BLOCK: I_044_1;

AreaNum AREA NUMBER
Range : 1..99997

AdrNum ADDRESS NUMBER
Range : 1..97

HHNum HOUSEHOLD NUMBER
Range : 1..3

BUNum BENEFIT UNIT NUMBER
Range : 1..7

MaxRef Highest occurrence of REFUSAL for a specified set of questions
for all the times the questionnaire has been open.
Range : 1..97

CurrRef Current occurrence of REFUSAL for a specified set of questions.
Range : 1..97

MaxDK Highest occurrence of DONTKNOW for a specified set of questions
for all the times the questionnaire has been open.
Range : 1..97

CurrDK Current occurrence of DONTKNOW for a specified set of questions.
Range : 1..97

CARGO1 Spare columns
Text : Maximum [10] characters

KeyQ The household key string
Text : Maximum [8] characters

AllocP1 Holds the number of the first person assigned to this
questionnaire.
Range : 1..97

AllocP2 Holds the number of the second person assigned to this
questionnaire; equals 97 if just 1 person.
Range : 1..97

Valloc1 Holds the first value of AllocP1
Range : 1..97

Valloc2 Holds the first value of AllocP2
Range : 1..97

IntDate Date of interview for Household questionnaire. Last day of fieldwork month, if interview done the month after.
Date

Who1

INTERVIEWER: DO YOU WISH TO CONTINUE WITH \$NAMES[1]?

- 1 : continue
- 2 : suspend

VWho1 Protects Who1

- 1 : continue
- 2 : suspend

Who2

INTERVIEWER: DO YOU WISH TO CONTINUE WITH \$NAMES[2]?

- 1 : continue
- 2 : suspend

VWho2 Protects Who2

- 1 : continue
- 2 : suspend

NOTE: Much of the Benefit Unit questionnaire is arranged in 'tables', where a table is a sequence of questions administered first to Person 1, and then (as appropriate) to Person 2.

The points where the questionnaire switches between Person 1 and Person 2 is indicated by a line of dashes, thus:

BLOCK: a_CURST

Train SHOW CARD K

Last week, that is in the 7 days ending last SUNDAY, were you on any of the government training or employment programmes shown on this card?

CODE ONE ONLY

- 1 : Youth Training (YT)
- 2 : Training for Work/Employment Training/Employment Action
- 3 : Enterprise Allowance
- 4 : Learning for work/Education allowance
- 5 : Community Action
- 6 : Any other training scheme
- 7 : None of these

TecLec May I just check, is that a scheme run by a...

\$TEXT101

- 2 : Training and Enterprise Council, or is it
- 3 : some other scheme?

Range : 1..3

Working \$TEXT180\$TEXT200

[In addition to this programme] Did you do any regular paid work in the last 7 days, ending last SUNDAY?

- 1 : Yes
- 2 : No

{NOTE: if Train=3, Enterprise Allowance:
INTERVIEWER: ENTERPRISE ALLOWANCE COUNTS AS WORKING (CODE 1)
PRESS <1> AND <ENTER> TO CONTINUE}

JobAway Even though you were not doing paid work, did you have a job or business that you were away from, in the 7 days ending last SUNDAY?

INTERVIEWER: DO NOT COUNT Mail Order Agents OR Babysitters AS PAID WORK, BUT DO COUNT Childminders.

- 1 : Yes
- 2 : No
- 3 : SPONTANEOUS MENTION: Waiting to take up a new job/business already obtained

NumJob How many JOBS, for pay or profit, do you have?

INTERVIEWER: DO NOT COUNT Mail Order Agents OR Babysitters AS PAID WORK, BUT DO COUNT Childminders.

- 1 : One job only
- 2 : Two jobs
- 3 : Three jobs
- 4 : Four or more jobs

EmpStat \$TEXT40 you working as...READ OUT (RUNNING PROMPT)...

- 1 : ...an employee
- 2 : ...or self-employed (includingEnterprise Allowance)?\$TEXT55

Look4 Thinking of the 4 weeks ending last SUNDAY, were you looking for any kind of paid work at any time in those 4 weeks?

- 1 : Yes
- 2 : No

LkYt4 ...or were you looking in those 4 weeks for a place in a government scheme?

- 1 : Yes
- 2 : No

Wait Were you waiting to take up a job that you had already obtained?

- 1 : Yes
- 2 : No

LikeWk Even though you were not looking for work in the 4 weeks ending last SUNDAY, would you like to have a regular paid job at the moment, either full- or part-time job?

- 1 : Yes
- 2 : No

NoLook May I just check, what was the main reason you did not look for work (in the last 4 weeks)?

- 1 : Waiting for the results of an application for a job/ being assessed by an E.T. training agent
- 2 : Student
- 3 : Looking after the family/home
- 4 : Temporarily sick or injured
- 5 : Long-term sick or disabled
- 6 : Believes no jobs available
- 7 : Not yet started looking
- 8 : Any other reason

NoWant May I just check, what was the main reason that you did not want work (in the last 4 weeks)?

- 1 : Waiting for the results of an application for a job/ being assessed by an E.T. training agent
- 2 : Student
- 3 : Looking after the family/home
- 4 : Temporarily sick or injured
- 5 : Long-term sick or disabled
- 6 : Doesn't need employment
- 7 : Retired from paid work
- 8 : Any other reason

Start If a job or a place on a government scheme had been available in the week ending last SUNDAY, would you have been able to start within 2 weeks?

- 1 : Yes
- 2 : No

YStart Why would you not have been able to start within two weeks?
CODE MAIN REASON ONLY.

- 1 : Must complete education
- 2 : Cannot leave present job within 2 weeks
- 3 : Looking after the family/home
- 4 : Temporarily sick or injured
- 5 : Long-term sick or disabled
- 6 : Other reason

LookWk \$TEXT20 ... READ OUT (RUNNING PROMPT)...

- 1 : - full-time,
- 2 : or - part-time \$TEXT4
- 3 : - (or have you no preference)?

AccFtPt About how many hours a week do you mean by that?

- 1 : Less than 16 hours a week
- 2 : 16 but less than 24
- 3 : 24 but less than 30
- 4 : 30 hours a week or more

TDayWrk Have you been, or will you be going, to work today?

IF NO, ASK: Can I just check, is today normally a working day
for you?

- 1 : Yes
- 2 : No - although this is a normalworking day
- 3 : No - because NOT a normal workingday

AbsWk Have you been away from work for more than the last 3 WORKING
days?

- 1 : Yes
- 2 : No

AbsWhy What is the reason for your absence?

- 1 : Pattern of shifts
- 2 : Illness/accident
- 3 : Holiday
- 4 : Strike
- 5 : Laid off
- 6 : Maternity Leave
- 7 : Compassionate Leave
- 8 : Other - CODE AND EXPLAIN IN A NOTE <Ctrl>+<F4>

AbsPay Are you receiving ...READ OUT (RUNNING PROMPT)...

- 1 : ...full pay from your employer
- 2 : ...part pay or made-up pay
- 3 : ...or no pay?

Abs1No How many weeks in all have you been away during this spell of absence?

IF LESS THAN ONE WEEK, CODE 0. YOU WILL THEN CODE DAYS AT THE NEXT QUESTION.
Range : 0..97

Abs2No How many days in all have you been away during this spell of absence?
Range : 1..6

Retire Did you retire within the last 12 months?
1 : Yes
2 : No

RetPay How much did you earn from your job, (before tax), in the last 12 months just before you retired?
ENTER POUNDS ONLY.
Range : 0..999997

LstWrk2 When did you last do any paid work?
CODE YEAR.

IF THE RESPONDENT HAS NEVER WORKED, CODE 0000.

Text : Maximum [4] characters

LstWrk1 When did you last do any paid work?
CODE MONTH.

- 1 : January
- 2 : February
- 3 : March
- 4 : April
- 5 : May
- 6 : June
- 7 : July
- 8 : August
- 9 : September
- 10 : October
- 11 : November
- 12 : December

LstYr For how many weeks have you done regular paid work in the last 12 months?
Range : 0..52

FtWk Looking back to the time when you finished continuous full-time education, how many years since then have you spent...

a)...in paid FULL-TIME work?
ENTER TO NEAREST WHOLE YEAR.

Range : 0..97

PtWk Looking back to the time when you finished continuous full-time education, how many years since then have you spent...

b)...in paid PART-TIME work?
ENTER TO NEAREST WHOLE YEAR.

INTERVIEWER: THESE YEARS MAY OVERLAP WITH FULL-TIME WORK, IF KINDS OF JOB WERE HELD CONCURRENTLY.
Range : 0..97

Claimant \$JOBINTRO (Some people who have jobs are also entitled to claim unemployment benefit or National Insurance credits.)

May I just check, were you signed on at an Unemployment Benefit Office or Jobcentre for last week
...READ OUT: CODE FIRST THAT APPLIES...

- 1 : ...to claim Unemployment Benefit,
- 2 : ...to claim Income Support as an unemployed person,
- 3 : ...or to get credits for National Insurance contributions?
- 4 : NO, NOT SIGNED ON at Unemployment Benefit Office or Jobcentre. ONLY INCLUDE IF RESPONDENT IS 'SIGNED ON' (EITHER SIGNS ON, OR HAS CLAIM REGISTERED) WITH UB OFFICE OR JOBCENTRE.

Anyed (Can I just check), apart from leisure classes, and holidays, are you at present receiving any full or part-time education?

- 1 : Yes
- 2 : No

Edhr About how many hours studying does this involve per week?

Range : 1..99

Edtime Is that...READ OUT (RUNNING PROMPT)...

- 1 : ...just in the daytime
- 2 : ...just in the evenings
- 3 : ...or both?

BLOCK: b_HEALTH

Rstrct SHOW CARD L

Some people are restricted in the amount or type of work they can do, because they have an injury, illness or disability. Which of these statements comes closest to your own position at the moment? (IF NOT IN PAID WORK: It doesn't matter whether you have any paid work at present.)

CODE FIRST THAT APPLIES. INTERVIEWER: THIS IS A QUESTION OF OPINION.

BECAUSE OF INJURY, ILLNESS, DISABILITY....

- 1 : I am unable to work at the moment.
- 2 : I am restricted in the amount or type of work I can (could) do.
- 3 : I am not restricted in the amount or type of work I can (could) do.

InjLong How long have you been unable to work because of this injury/illness/ disability?

IF IN DOUBT, CONSULT CALENDAR.

- 1 : 28 weeks or less
- 2 : More than 28 weeks

Injwk How many hours a week (could you/are you able to) work?

- 1 : Less than 16 hours a week
- 2 : 16 but less than 24 hours a week
- 3 : 24 but less than 30 hours a week
- 4 : 30 hours a week or more

Nolk Are you prevented from seeking work by any of the following ...

READ OUT: PROMPT EACH ITEM INDIVIDUALLY...

- 1 : ...disability or illness?
- 2 : ...caring for a disabled or elderly person?
- 3 : ...having to look after child(ren)?
- 4 : (None of these)

Nlper You said you were caring for a disabled/elderly person, who is that?

ENTER PERSON NUMBER - PLEASE ENTER 97 IF NOT HOUSEHOLD MEMBER

- 1 : \$TRANSFEV.ORIGNAM[1].ENAME
- 2 : \$TRANSFEV.ORIGNAM[2].ENAME
- 3 : \$TRANSFEV.ORIGNAM[3].ENAME
- 4 : \$TRANSFEV.ORIGNAM[4].ENAME
- 5 : \$TRANSFEV.ORIGNAM[5].ENAME
- 6 : \$TRANSFEV.ORIGNAM[6].ENAME
- 7 : \$TRANSFEV.ORIGNAM[7].ENAME
- 8 : \$TRANSFEV.ORIGNAM[8].ENAME
- 9 : \$TRANSFEV.ORIGNAM[9].ENAME
- 10 : \$TRANSFEV.ORIGNAM[10].ENAME
- 11 : \$TRANSFEV.ORIGNAM[11].ENAME
- 12 : \$TRANSFEV.ORIGNAM[12].ENAME
- 13 : \$TRANSFEV.ORIGNAM[13].ENAME
- 14 : \$TRANSFEV.ORIGNAM[14].ENAME

15 : \$TRANSEV.ORIGNAM[15].ENAME
16 : \$TRANSEV.ORIGNAM[16].ENAME
17 : \$TRANSEV.ORIGNAM[17].ENAME
18 : \$TRANSEV.ORIGNAM[18].ENAME
19 : \$TRANSEV.ORIGNAM[19].ENAME
20 : \$TRANSEV.ORIGNAM[20].ENAME
97 : Not a household member

Health Do you have any long-standing illness, disability or infirmity?
By 'longstanding' I mean anything that you have already had, or
are likely to have, for at least 6 months?

INTERVIEWER: THIS IS A QUESTION OF OPINION.

1 : Yes
2 : No

Hprob Does this illness or disability limit your activities in any way?

INTERVIEWER: THIS IS A QUESTION OF OPINION.

1 : Yes
2 : No

LaReg Local authorities keep registers of disabled people so that they
can provide services for disabled people in their area. Are you
on the Local Authority register?

(NB. THIS IS NOT THE REGISTER OF DISABLED PEOPLE UNDER THE
DISABLED PERSON EMPLOYMENT ACT).

1 : Yes
2 : No

SpcReg SHOW CARD M

Are you registered as any of these... IF NECESSARY, READ OUT &
PROMPT EACH ITEM INDIVIDUALLY...

CODE ALL THAT APPLY.

1 : ...blind?
2 : ...partially sighted?
3 : ...deaf?
4 : None of these

JcReg Are you registered disabled with a Job Centre, under the Disabled
Persons Employment Act?

(CHECK: Do you have a Green Card?)

1 : Yes
2 : No

CARGO2 Spare columns
Text : Maximum [4] characters

BLOCK:

c_JOBDES - PERSON 1
d_JOBDES - PERSON 2

FIRST JOB - The following questions are asked about the only, or main job

Title What \$ISWAS your job?
ENTER JOB TITLE.
Text : Maximum [40] characters

Respdo What \$DODID you mainly do in your job?

ENTER DESCRIPTION.
Text : Maximum [100] characters

Qualif And what training or qualifications are needed for that job?

Text : Maximum [40] characters

FirmDo What \$DOESDID the firm/organisation actually make or do?

Text : Maximum [100] characters

Nature INTERVIEWER: CODE NATURE OF JOB:

- 1 : Childminder
- 2 : All other jobs

Where \$CDODID you do childminding in your own home, or somewhere else?

- 1 : Own home
- 2 : Somewhere else

Empee ASK OR RECORD:

\$CAREWERE you...READ OUT (RUNNING PROMPT)...

- 1 : ...an employee,
- 2 : ...or, self-employed?IF IN DOUBT, CHECK HOW THIS EMPLOYMENT IS TREATED FOR TAX & NI PURPOSES. IF ANSWERED AS `Self-Employed', DO NOT AMEND THE ANSWER, EVEN IF RESPONDENT CLAIMS (at next question) TO BE DIRECTOR OF A LIMITED COMPANY

Dirctr (Can I just check,) in this job \$AREWERE you a Director of a limited company?

- 1 : Yes
- 2 : No

Manage \$CAREWERE you a...READ OUT (RUNNING PROMPT)...

- 1 : ...manager,
- 2 : ...foreman or supervisor,
- 3 : ...or other employee?

NumEmp How many employees \$WORK_ED in the establishment?

- 1 : 1 or 2
- 2 : 3-24
- 3 : 25-99
- 4 : 100-499
- 5 : 500-999
- 6 : 1000 or more

EmpAny \$CDODID you employ any other people?

IF YES PROBE: How many?

- 1 : No employees
- 2 : 1-24 employees
- 3 : 25+ employees

Numjob2 When you were last working, HOW MANY JOBS did you have, for pay or profit?

INTERVIEWER: EXCLUDE MAIL ORDER AGENTS, BABYSITTERS, but INCLUDE CHILDMINDERS.

- 1 : One job only
- 2 : Two jobs
- 3 : Three jobs
- 4 : Four or more jobs

SECOND + THIRD JOB

The following questions are asked about any second job, and repeated for any third job.

Title What \$ISWAS your job?
ENTER JOB TITLE.
Text : Maximum [40] characters

Respdo What \$DODID you mainly do in your job?

ENTER DESCRIPTION.
Text : Maximum [100] characters

Qualif And what training or qualifications are needed for that job?

Text : Maximum [40] characters

FirmDo What \$DOESDID the firm/organisation actually make or do?

Text : Maximum [100] characters

Nature INTERVIEWER: CODE NATURE OF JOB:
1 : Childminder
2 : All other jobs

Where \$CDODID you do childminding in your own home, or somewhere else?

1 : Own home
2 : Somewhere else

Empee ASK OR RECORD:
\$CAREWERE you...READ OUT (RUNNING PROMPT)...
1 : ...an employee,
2 : ...or, self-employed?IF IN DOUBT, CHECK HOW THIS EMPLOYMENT IS TREATED FOR
TAX & NI PURPOSES. IF ANSWERED AS `Self-Employed', DO NOT AMEND THE ANSWER,
EVEN IF RESPONDENT CLAIMS (at next question) TO BE DIRECTOR OF A L

Dirctr (Can I just check,) in this job \$AREWERE you a Director of a
limited company?
1 : Yes
2 : No

CARGO3 Spare columns
Text : Maximum [4] characters

The following questions are repeated as necessary for:

BLOCK: e_MAIN - PERSON 1, first job as employee
f_SUB1 - PERSON 1, second job as employee
g_SUB2 - PERSON 1, third job as employee

h_MAIN - PERSON 2, first job as employee
i_SUB1 - PERSON 2, second job as employee
j_SUB2 - PERSON 2, third job as employee

PayDat On what date were you last paid a wage or salary?

IF CURRENTLY WORKING AND NOT YET PAID (I.E. NEW JOB), GIVE
DETAILS OF EXPECTED PAY AND ENTER EXPECTED PAY DATE.

Date

PayAmt What was your wage/salary including overtime, bonus, commission
or tips, AFTER all deductions, the last time you were paid?

INTERVIEWER: SUGGEST RESPONDENT CONSULTS PAYSLIP.

Range : 0..99997

PayPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

TaxInc Did this include a refund of income tax?

- 1 : Yes
- 2 : No

TaxAmt How much was it?

Range : 0..997

PAYE How much was deducted from your wage/salary for income tax under
PAYE?

Range : 0..9997

TaxUsI Do you usually pay tax?

- 1 : Yes
- 2 : No

NatIns How much was deducted from your last wage/salary as National Insurance Contribution?
Range : 0..997

NIPay Do you usually pay National Insurance contributions?

- 1 : Yes
- 2 : No

Charity Were there any deductions from your wage/salary for charities?

- 1 : Yes
- 2 : No

ChrTaxF Were any of these charity deductions made under the tax-free payroll deduction scheme?

- 1 : Yes
- 2 : No

AmtTaxF How much was deducted under the tax-free payroll deduction scheme?
Range : 0..97

ChrOth Were there any deductions made for OTHER charity schemes?

- 1 : Yes
- 2 : No

AmtOth How much in total was deducted for these other charity schemes?

INTERVIEWER: IF MORE THAN ONE SUCH SCHEME, GIVE TOTAL FOR ALL SUCH SCHEMES.
Range : 0..97

OthDed Were there any other deductions from your wage/salary such as ...
READ OUT: PROMPT EACH ITEM INDIVIDUALLY...

- 1 : ...Pension or superannuation?
- 2 : ...AVC's (Additional Voluntary Contributions)?
- 3 : ...Union fees?
- 4 : ...Friendly societies?
- 5 : ...sports clubs or specialised pastimes?
- 6 : ...any other deductions we have not mentioned so far?
- 7 : None of these

Deduc How much was deducted for \$TEXT40
Range : 0..997

DedOth OPEN A NOTE <Ctrl + F4> AND DESCRIBE THESE 'OTHER' DEDUCTIONS, WITH AMOUNTS.

THEN ADD THEM UP AND ENTER THE TOTAL AT THIS QUESTION.
Range : 0..997

PaySlip INTERVIEWER: CODE WHETHER RESPONDENT IS USING
PAYSLIP

- 1 : Payslip consulted
- 2 : Payslip not consulted

GrWage What was the GROSS wage/salary - i.e. the TOTAL, BEFORE ANY
DEDUCTIONS - as shown on payslip?

Range : 0..99997

GrSoFar And what was the figure for TAXABLE GROSS earnings so far this
year, as shown on this payslip?

INTERVIEWER: THIS IS NORMALLY SHOWN IN A COLUMN HEADED 'Totals
to date'.

IF NOT ON PAYSLIP, CODE 'DON'T KNOW' < [>.

Range : 0..999997

MileInc Was any mileage allowance or fixed allowance for motoring
included in the net pay of \$VPAYAMT that you received on \$VPAYDAT?

- 1 : Yes
- 2 : No

MileAmt How much was included?

Range : 0..997

MotInc \$TEXT55 there any refunds for motoring expenses included in the
net pay of \$VPAYAMT that you received on \$VPAYDAT?

- 1 : Yes
- 2 : No

MotAmt How much was included?

Range : 0..997

HHInc SHOW CARD N

Were any refunds for any of the items of household expenditure
shown on this card, included in the net pay of \$VPAYAMT that you
received on \$VPAYDAT?

- 1 : Yes
- 2 : No

HHO What was covered by the \$ORDER refund?

Text : Maximum [40] characters

HHA What was the amount of the refund for \$HHO?

Range : 0..997

HHC Any other refund?

- 1 : Yes
- 2 : No

SSPSMP Did your last wage or salary include \$TEXT100

\$TEXT101

Range : 1..4

SSPAmt How much was included for Statutory Sick Pay?

INTERVIEWER: THIS SHOULD BE SHOWN ON THE PAYSリップ. IF NOT, ENTER
'DON'T KNOW'.

Range : 0..997

SSPRate How much was included for Statutory Sick Pay - CHECK/ASK:

Was it ...READ OUT (RUNNING PROMPT)...

1 : ...the higher rate

2 : ...or the lower rate?

MadEmp When you were getting Statutory Sick Pay, were you also getting

'made up pay' from your employer?

1 : Yes

2 : No

SMPAmt How much was included for Statutory Maternity Pay?

INTERVIEWER: THIS SHOULD BE SHOWN ON THE PAYSリップ. IF NOT, ENTER
'DON'T KNOW'.

Range : 0..997

SMPRate How much was included for Statutory Maternity Pay - CHECK/ASK:

Was it ...READ OUT (RUNNING PROMPT)...

1 : ...the higher rate

2 : ...or the lower rate?

MatEmp When you were getting Statutory Maternity Pay, were you also

getting 'made up pay' from your employer?

1 : Yes

2 : No

MatStp How many weeks before your baby was expected did you stop work?

Range : 0..97

PayUsI Your wage/salary after all deductions was \$VPAYAMT. Is this the
amount you usually receive?

1 : Yes

2 : No

3 : No such thing as usual amount

UNett What \$DODID you usually receive each time you \$AREWERE paid,
AFTER all deductions?

Range : 0..9997

UGross What \$DODID you usually receive each time you \$AREWERE paid,
BEFORE all deductions?

Range : 0..9997

UPd How often \$AREWERE you usually paid?

1 : 1 week

2 : 2 weeks

3 : 3 weeks

4 : 4 weeks

- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

U1Mot Did the usual net pay of \$TEXT15 include any allowance for motoring?

- 1 : Yes
- 2 : No

U2Mot How much was included?

Range : 0..997

QHrs How many hours a week are you contracted to work - that is, excluding unpaid time for meal breaks\$OVERTIME

IF VARIES, (EG. BECAUSE OF SHIFT PATTERNS) TAKE AVERAGE OVER LAST 4 WEEKS.

INTERVIEWER: THIS QUESTION REFERS TO THE CONTRACTED WORKING HOURS IN THE PERSON'S TERMS OF EMPLOYMENT, NOT TO HOURS ACTUALLY SPENT AT WORK.

Range : 0..97

EmpOvt On average how many hours (if any) paid overtime do you usually work in a week?

Range : 0..97

QHrsSelf How many hours a week do you USUALLY work, EXCLUDING meal breaks\$OVERTIME

IF 'No usual hours', ENTER 'DON'T KNOW' < [>.

Range : 0..997

LikeHr \$TUSUAL Would you prefer to work more hours, or are you happy with the number of hours you work at the moment?

- 1 : More hours
- 2 : Happy with hours
- 3 : Prefer fewer hours

NoMor Are you prevented from working more hours by any of the following....

READ OUT: PROMPT EACH ITEM INDIVIDUALLY.

- 1 : ...disability or illness?
- 2 : ...caring for a disabled or elderly person?
- 3 : ...having to look after children?
- 4 : None of these

NMPer Who is the person you care for?
ENTER PERSON NUMBER (97 IF NOT A HOUSEHOLD MEMBER)

- 1 : \$TRANSFEV.ORIGNAM[1].ENAME
- 2 : \$TRANSFEV.ORIGNAM[2].ENAME
- 3 : \$TRANSFEV.ORIGNAM[3].ENAME
- 4 : \$TRANSFEV.ORIGNAM[4].ENAME
- 5 : \$TRANSFEV.ORIGNAM[5].ENAME
- 6 : \$TRANSFEV.ORIGNAM[6].ENAME
- 7 : \$TRANSFEV.ORIGNAM[7].ENAME
- 8 : \$TRANSFEV.ORIGNAM[8].ENAME
- 9 : \$TRANSFEV.ORIGNAM[9].ENAME
- 10 : \$TRANSFEV.ORIGNAM[10].ENAME
- 11 : \$TRANSFEV.ORIGNAM[11].ENAME
- 12 : \$TRANSFEV.ORIGNAM[12].ENAME
- 13 : \$TRANSFEV.ORIGNAM[13].ENAME
- 14 : \$TRANSFEV.ORIGNAM[14].ENAME
- 15 : \$TRANSFEV.ORIGNAM[15].ENAME
- 16 : \$TRANSFEV.ORIGNAM[16].ENAME
- 17 : \$TRANSFEV.ORIGNAM[17].ENAME
- 18 : \$TRANSFEV.ORIGNAM[18].ENAME
- 19 : \$TRANSFEV.ORIGNAM[19].ENAME
- 20 : \$TRANSFEV.ORIGNAM[20].ENAME
- 97 : Not a household member

NMChc If some suitable form of childcare were available, would this
enable you to work more hours?
1 : Yes
2 : No

Bonus In the last 12 months have you received any bonuses such as a
Christmas or quarterly bonus, profit-related pay or profit-
sharing bonus, or an OCCASIONAL commission?

INTERVIEWER: - EXCLUDE REGULAR BONUSSES/ COMMISSION (e.g. weekly/
monthly)
NORMALLY INCLUDED IN PAY.
- EXCLUDE SHARES, VOUCHER, INCOME IN KIND.

ENTER NUMBER OF BONUSSES (MAX 6) AND GIVE DETAILS AT SUBSEQUENT
QUESTIONS.
IF NO BONUSSES, ENTER 0.
Range : 0..6

BonAmt ENTER AMOUNT OF BONUS NUMBER \$LOOPVAR.
Range : 0..999997

BonTax Was this amount ...
1 : before tax
2 : after tax

UBonInc Did the usual net pay of \$TEXT15 include any of this bonus or
commission?
1 : Yes

2 : No

UBonAmt How much was included?

Range : 0..9997

TaxRel Has the Inland Revenue allowed you, or will you be claiming, tax relief for expenses incurred as a result of your employment, such as overalls, clothing, tools, subscriptions to professional societies?

1 : Yes

2 : No

AmtRel What is the amount on which tax relief was/will be allowed?

Range : 0..9997

LunchV Do you receive any Luncheon Vouchers from your current employer?

1 : Yes

2 : No

LV7Dy Have you used any Luncheon Vouchers in the last 7 days?

1 : Yes

2 : No

LVAmt What is the total value of the vouchers used?

Range : 0..97

FreeMI Have you received any free meals from your employer in the last 7 days?

INTERVIEWER:

INCLUDE - free canteen at work

- meals where cost was PAID or REIMBURSED by employer

1 : Yes

2 : No

FrM7Dy How many free meals have you received in the last 7 days?

Range : 0..97

InKind SHOW CARD O

Which, if any, of the benefits shown on this card have you made use of, or received, from your present employer in the last 6 months?

CODE ALL THAT APPLY.

1 : FREE or SUBSIDISED CANTEEN

2 : FREE or SUBSIDISED GOODS *

3 : FREE or SUBSIDISED MEDICAL INSURANCE for self or family

4 : SHARES, or SHARE OPTIONS

5 : PAYMENT of SCHOOL FEES for family members

6 : None of these

* INTERVIEWER: if this is ONLY free coal/coke, DON'T code as 2; this is covered later in qu'aire.

The following questions are repeated as necessary for:

BLOCK:

k_MAINSF - PERSON 1, PERSON 2: main job as self-employed
l_SUBSF1 - PERSON 1, PERSON 2: second job as self-employed
m_SUBSF2 - PERSON 1, PERSON 2: third job as self-employed

Profit1 How much net profit (or loss) did you receive from your business or profession in the last 12 months for which you have information, that is AFTER deducting all expenses and wages, but BEFORE deducting income tax, N.I. contributions or money drawn for your own use?
INCOME COVERING LESS THAN A YEAR IS ACCEPTABLE IF BUSINESS IS NEWLY ESTABLISHED.IF PRECISE FIGURES NOT KNOWN, GIVE ESTIMATE.

IF RESPONDENT UNABLE TO ANSWER IN 'Profit & loss' TERMS, REPEAT THE QUESTION, BUT STARTING WITH:

'How much did you receive from your occupation or profession in the last 12 months for which you have information, that is
ETC, AS BEFORE
Range : 0..9999997

Profit2 DID THE ANSWER IN THE PREVIOUS QUESTION REFER TO PROFIT OR LOSS?

- 1 : Profit/earnings
- 2 : Loss

OwnSum \$CDODID you draw sums of money or cheques from the business for your own use, or for the payment of domestic bills?

- 1 : Yes
- 2 : No

OwnAmt How much on average \$DODID you take out each time?
Range : 0..9997

OwnPd How long \$DOESDID that cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

Sole \$CAREWERE you the sole owner of your business or \$AREWERE you in partnership with someone else?

- 1 : Sole ownership
- 2 : In partnership

ParInc Have your partners' shares been included in the net profit or loss you gave me?

- 1 : Yes
- 2 : No

ParAmt How much was included?
Range : 0..99997

Se1 What are the dates of the 12 months to which this information applies?
BEGINNING OF PERIOD.
IF DAY OF MONTH NOT KNOWN, PUT ??
INCLUDE PERIODS OF LESS THAN 12 MONTHS IF BUSINESS IS NEWLY ESTABLISHED.
Date

Se2 What are the dates of the 12 months to which this information applies?
END OF PERIOD.
IF DAY OF MONTH NOT KNOWN, PUT ??
INCLUDE PERIODS OF LESS THAN 12 MONTHS IF BUSINESS IS NEWLY ESTABLISHED.
Date

SeWks Can I just check, how many weeks of business does that cover?
Range : 1..52

SeLWks In the last 12 months, that is since \$DATYRAGO, for how many weeks have you been self-employed?
Range : 1..52

SeEnd On what date did you cease to be self-employed?
INTERVIEWER: IF DAY OF MONTH NOT KNOWN PUT ??
Date

QHrs How many hours a week are you contracted to work - that is, excluding unpaid time for meal breaks\$OVERTIME

IF VARIES, (EG. BECAUSE OF SHIFT PATTERNS) TAKE AVERAGE OVER LAST 4 WEEKS.

INTERVIEWER: THIS QUESTION REFERS TO THE CONTRACTED WORKING HOURS IN THE PERSON'S TERMS OF EMPLOYMENT, NOT TO HOURS ACTUALLY SPENT AT WORK.
Range : 0..97

EmpOvt On average how many hours (if any) paid overtime do you usually work in a week?
Range : 0..97

QHrsSelf How many hours a week do you USUALLY work, EXCLUDING meal breaks\$OVERTIME
IF 'No usual hours', ENTER 'DON'T KNOW' < [> .
Range : 0..997

LikeHr \$TUSUAL Would you prefer to work more hours, or are you happy with the number of hours you work at the moment?

- 1 : More hours
- 2 : Happy with hours
- 3 : Prefer fewer hours

NoMor Are you prevented from working more hours by any of the following....

READ OUT: PROMPT EACH ITEM INDIVIDUALLY.

- 1 : ...disability or illness?
- 2 : ...caring for a disabled or elderly person?
- 3 : ...having to look after children?
- 4 : None of these

NMPer Who is the person you care for?
ENTER PERSON NUMBER (97 IF NOT A HOUSEHOLD MEMBER)

- 1 : \$TRANSFEV.ORIGNAM[1].ENAME
- 2 : \$TRANSFEV.ORIGNAM[2].ENAME
- 3 : \$TRANSFEV.ORIGNAM[3].ENAME
- 4 : \$TRANSFEV.ORIGNAM[4].ENAME
- 5 : \$TRANSFEV.ORIGNAM[5].ENAME
- 6 : \$TRANSFEV.ORIGNAM[6].ENAME
- 7 : \$TRANSFEV.ORIGNAM[7].ENAME
- 8 : \$TRANSFEV.ORIGNAM[8].ENAME
- 9 : \$TRANSFEV.ORIGNAM[9].ENAME
- 10 : \$TRANSFEV.ORIGNAM[10].ENAME
- 11 : \$TRANSFEV.ORIGNAM[11].ENAME
- 12 : \$TRANSFEV.ORIGNAM[12].ENAME
- 13 : \$TRANSFEV.ORIGNAM[13].ENAME
- 14 : \$TRANSFEV.ORIGNAM[14].ENAME
- 15 : \$TRANSFEV.ORIGNAM[15].ENAME
- 16 : \$TRANSFEV.ORIGNAM[16].ENAME
- 17 : \$TRANSFEV.ORIGNAM[17].ENAME
- 18 : \$TRANSFEV.ORIGNAM[18].ENAME
- 19 : \$TRANSFEV.ORIGNAM[19].ENAME
- 20 : \$TRANSFEV.ORIGNAM[20].ENAME
- 97 : Not a household member

NMChc If some suitable form of childcare were available, would this enable you to work more hours?

- 1 : Yes
- 2 : No

BLOCK: n_TRAVEL

TtwFar About how far do you have to travel to your usual place of work?

INTERVIEWER: GIVE ONE-WAY DISTANCE, or AVERAGE of OUTWARD and RETURN JOURNEYS.

- 1 : Work at, or from home/Live at work/No work journey
- 2 : Varies - no usual place of work
- 3 : Under 1 mile
- 4 : 1 but under 3 miles
- 5 : 3 but under 5 miles
- 6 : 5 but under 10 miles
- 7 : 10 but under 25 miles
- 8 : 25 miles or more

TtwFrq On how many days of the week do you usually travel to your normal place of work?

INTERVIEWER: IF WEEKLY PATTERN VARIES, GIVE AVERAGE, to 1 decimal place.

Range : 1..7

TtwMod How do you usually travel to work?

- 1 : Walk/bicycle
- 2 : Car/van (including lifts)
- 3 : Motorcycle (including lifts)
- 4 : Bus/train/tube
- 5 : Works bus/company transport
- 6 : Other

TtwPss Do you have a season ticket, bus pass or travelcard?

- 1 : Yes
- 2 : No

PssAmt How much does the season ticket/bus pass/travel card cost?

IF FREE, ENTER 0.
Range : 0..5000

PssDate1 On what date did it start?

ENTER START DATE. CONSULT TICKET IF POSSIBLE.

Date

PssDate2 And when is it valid till?

ENTER EXPIRY DATE. CONSULT TICKET IF POSSIBLE.

Date

Fare How much does the journey by (AS APPROPRIATE) ... bus/train/tube,
or works bus/company transport ... cost?
Range : 0..100

OneWay Is that the one-way or return, fare?
1 : One-way
2 : Return

TtwPay Do you pay for ALL, SOME, or NONE the costs of taking the \$TEXT40
to work?
1 : Pay ALL
2 : Pay SOME
3 : Pay NONE

TtwCode INTERVIEWER: PROBE & CODE.
IF BOTH SITUATIONS APPLY WITHIN A TYPICAL WEEK, CODE BOTH.

- 1 : Respondent is passenger and contributes money to others
- 2 : Respondent is driver and receives money from passengers/employer etc

TtwCost \$TEXT50 how much do you pay per week?
Range : 1..100

TtwRec \$TEXT50 how much do you receive per week?
Range : 1..100

BLOCK: o_PENS

EmpPens Thinking of your present job, do you currently belong to a pension or superannuation scheme run by your employer which will give you a pension when you retire?

- 1 : Yes
- 2 : No

EpPres May I just check, have you ever belonged to a pension scheme or superannuation scheme run by your present employer?

- 1 : Yes
- 2 : No

EpKeep Have you kept the right to a pension from your present employer, which you are either drawing now or will be able to draw in the future?

- 1 : Yes
- 2 : No

EpNow Are you drawing that pension now or not?

- 1 : Yes
- 2 : No

EpLong How long have you belonged to your present employer's pension or superannuation scheme?

ENTER YEARS TO NEAREST WHOLE YEAR.
Range : 0..50

SERPS Are you/is your pension scheme ... READ OUT (RUNNING PROMPT)...

- 1 : ...contracted into
- 2 : ...or, contracted out of `SERPS' (i.e. the State Earnings Related pension Scheme)?

EpEnd When you draw your pension from this scheme, will it be based on .
..READ OUT (RUNNING PROMPT)...

- 1 : ...your final salary
- 2 : ...or, the amount of money invested in the scheme on your behalf - that is, a so-called `money purchase' pension?

Ep1Avc Some people who are members of their employer's pensions schemes pay extra contributions, known as Additional Voluntary Contributions or AVCs, in order to increase their final pension.

Do you pay Additional Voluntary Contributions?

- 1 : Yes
- 2 : No

EpDes SHOW CARD P

Which one of these best describes the pension that you will receive from your employer at retirement?

- 1 : A pension that does not increase after retirement
- 2 : A pension that may increase after retirement, but not necessarily every year
- 3 : A pension that increases every year, but not necessarily in line with price increases
- 4 : A pension that will increase in line with price increases, that is, an 'inflation-proof' pension

EpPrev Some people receive a pension from a previous employer

when they retire, as well as a state pension.

Have you ever belonged to a pension scheme or superannuation scheme run by a PREVIOUS EMPLOYER?

- 1 : Yes
- 2 : No (inc. if no previous employer)

EpTran Did you transfer any pension rights from your previous employer's scheme...

...READ OUT: CODE ALL THAT APPLY...

- 1 : ...into your present employer's scheme?
- 2 : ...into some other, independent, pension provision which you will be able to draw in the future?
- 3 : ...or neither of these?

EpTran2 Did you transfer any pension rights from a previous employer's scheme into a personal pension scheme?

- 1 : Yes
- 2 : No

PrvRgt Have you kept the right to a pension with any previous employer, which you are either drawing now or will be able to draw in the future?

- 1 : Yes
- 2 : No

PrvNum Is that from just one pension scheme, or more than one?

- 1 : One only
- 2 : Two
- 3 : Three (or more)

PrvNow \$ORDER Pension:Are you drawing that pension now or not?

[INTERVIEWER NOTE, FOR INFORMATION: IF 'Yes', INCOME FROM SUCH PENSIONS IS DEALT WITH IN A LATER SECTION.]

- 1 : Yes
- 2 : No

PerPen (Now, I'd like to ask you about personal pension schemes rather than employers' pension schemes.)
Some people arrange pensions for themselves, for which the contributions are tax-deductible and which in most cases are paid for from part of their N.I. (National Insurance) contributions. These schemes are sometimes called 'personal pensions' or 'self employed pensions' or 'Section 226 Retirement Annuities'.

Have you ever contributed towards any of these kinds of pension?

- 1 : Yes
- 2 : No

PPNum How many such pensions have you contributed to?

- 1 : One
- 2 : Two
- 3 : Three or more

PPDat When did you take out this pension?
GIVE MOST RECENT DATE, IF MORE THAN ONE.
IF DAY OF MONTH NOT KNOWN, PUT ??
Date

PPCont Have you contributed towards such a pension during the last 12 months, that is since \$DATYRAGO?

- 1 : Yes
- 2 : No

PPExt Have you made any EXTRA contributions to such a pension in the last 12 months: by `extra' I mean in addition to your regular National Insurance contributions?

- 1 : Yes
- 2 : No

PPPay How much \$TEXT6 did you pay last time?
CODE POUNDS.PENCE
Range : 0..99999

PPPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

PPEv Have you EVER made any EXTRA contributions to such a pension?

1 : Yes

2 : No

PPLast When did you last \$TEXT26 to such a pension?

ENTER NUMBER OF YEARS AGO TO NEAREST WHOLE YEAR

Range : 1..50

PPAge At what age do you expect to start drawing this pension?

ENTER AGE.

INTERVIEWER: YOU CANNOT NORMALLY DRAW SUCH PENSIONS BELOW THE
AGE OF 50.

IF PENSIONSCHEME CANCELLED, ENTER 0.

Range : 0..97

BLOCK: p_BEN1

Ben1Q SHOW CARD Q

Looking at this card, are you at present receiving any of these state benefits in your own right: that is, where you are the named recipient?

- 1 : Child Benefit
- 2 : One Parent Benefit
- 3 : Guardian's Allowance
- 4 : Invalid Care Allowance
- 5 : Retirement pension (National Insurance), or Old person's pension
- 6 : Widow's pension (National Insurance)
- 7 : War disablement pension (and any related allowances)
- 8 : Severe disablement allowance
- 9 : Disability Working Allowance
- 10 : None of these

Ben2Q SHOW CARD R

And looking at this card, are you at present receiving any of the state benefits shown on this card\$OWNELSE1?

- 1 : CARE COMPONENT of Disability Living Allowance
- 2 : MOBILITY COMPONENT of Disability Living Allowance
- 3 : Attendance Allowance
- 4 : None of these

B2QFut SHOW CARD R

Can I just check, have you been awarded any of \$THESEOTH allowances to start at some future date\$OWNELSE2?

- 1 : CARE COMPONENT of Disability Living Allowance
- 2 : MOBILITY COMPONENT of Disability Living Allowance
- 3 : Attendance Allowance
- 4 : None of these

Ben3Q SHOW CARD S

Now looking at this card, are you at present receiving any of these benefits in your own right: that is, where you are the named recipient?

- 1 : Unemployment Benefit
- 2 : Income Support
- 3 : Family Credit
- 4 : Invalidity Benefit
- 5 : Statutory Sick Pay
- 6 : NI Sickness Benefit
- 7 : Industrial Injury Disablement Benefit
- 8 : None of these

B3QFut SHOW CARD S

And may I just check, are you awaiting the outcome of a claim for any of \$THESEOTH?

- 1 : Unemployment Benefit
- 2 : Income Suport
- 3 : Family Credit
- 4 : Invalidity Benefit
- 5 : Statutory Sick Pay
- 6 : NI Sickness Benefit
- 7 : Industrial Injury Disablement Benefit
- 8 : None of these

Ben4Q SHOW CARD T

Are you currently getting either of the things shown on this card, in your own right?

- 1 : Maternity Allowance
- 2 : Statutory maternity pay from your employer or former employer
- 3 : Neither of these

Ben5Q SHOW CARD U

In the last 6 months, have you received any of the things shown on this card, in your own right?

INTERVIEWER: `Family Credit lump sum' IS ONE PAYMENT COVERING 28 WEEKS.

- 1 : Family Credit - paid in lump sum
- 2 : A grant from the Social Fund for funeral expenses
- 3 : Grant from Social Fund for maternity expenses
- 4 : A Community Care grant from the Social Fund
- 5 : Any National Insurance or State benefit not mentioned earlier
- 6 : None of these

BLOCK: p_BEN2

The following questions are asked for:

**Child Benefit
One Parent Benefit
Guardian's Allowance**

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year
12 : One off/lump sum
13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

The following questions are asked for:

Invalid Care Allowance

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

ICAPer Who is the person you care for that qualifies you for the allowance?

IF CURRENT HOUSEHOLD MEMBER, ENTER PERSON NUMBER. OTHERWISE ENTER 97.

- 1 : \$TRANSFEV.ORIGNAM[1].ENAME
- 2 : \$TRANSFEV.ORIGNAM[2].ENAME
- 3 : \$TRANSFEV.ORIGNAM[3].ENAME
- 4 : \$TRANSFEV.ORIGNAM[4].ENAME
- 5 : \$TRANSFEV.ORIGNAM[5].ENAME
- 6 : \$TRANSFEV.ORIGNAM[6].ENAME
- 7 : \$TRANSFEV.ORIGNAM[7].ENAME
- 8 : \$TRANSFEV.ORIGNAM[8].ENAME
- 9 : \$TRANSFEV.ORIGNAM[9].ENAME
- 10 : \$TRANSFEV.ORIGNAM[10].ENAME
- 11 : \$TRANSFEV.ORIGNAM[11].ENAME
- 12 : \$TRANSFEV.ORIGNAM[12].ENAME
- 13 : \$TRANSFEV.ORIGNAM[13].ENAME
- 14 : \$TRANSFEV.ORIGNAM[14].ENAME
- 15 : \$TRANSFEV.ORIGNAM[15].ENAME
- 16 : \$TRANSFEV.ORIGNAM[16].ENAME

17 : \$TRANSFEV.ORIGNAM[17].ENAME
18 : \$TRANSFEV.ORIGNAM[18].ENAME
19 : \$TRANSFEV.ORIGNAM[19].ENAME
20 : \$TRANSFEV.ORIGNAM[20].ENAME
97 : Not a household member

ICAPerO SPECIFY RELATIONSHIP TO RESPONDENT.
Text : Maximum [30] characters

The following questions are asked for:

**NI Retirement Pension (/Old Person's Pension)
NI Widow's Pension**

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year
12 : One off/lump sum
13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

Usual Is that the amount you usually get?
1 : Yes
2 : No
3 : No such thing as usual amount

NotUsAmt How much do you usually get?
Range : 0..997

NotUsPd How long does this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year

12 : One off/lump sum

13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

PenQ What amounts - if any - are shown at the front of the Order Book for...

CODE \$TEXT55?

INTERVIEWER: ENTER THE AMOUNT, OR 0 IF NOTHING SHOWN FOR THIS CODE LETTER.

(The following code-letters are asked about:

- A - Basic pension
- B - Basic pension increments
- C - Graduated pension
- G - Invalidity addition
- H - Attendance Allowance
- J - Additional pension
- K - Contracted out deduction
- L - Additional pension, after contracted out deduction
- M - Additional pension increments
- N - Upgrading of contracted out deduction

IGNORE ANY CODE LETTERS NOT ASKED ABOUT HERE.

Range : 0..97

The following questions are asked for:

**War Disablement Pension
Severe Disablement Allowance
Disability Working Allowance**

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

The following questions are asked for:

Disability Living Allowance (self-care component)

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year
12 : One off/lump sum
13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

ImpFlag1 EDITOR: THIS QUESTION INDICATES WHETHER AN AMOUNT HAS BEEN IMPUTED FOR THIS BENEFIT. ITS ANSWER HAS BEEN COMPUTED BY THE PROGRAM: YOU DO NOT NEED TO TAKE ANY ACTION UNLESS YOU RECEIVE AN ERROR MESSAGE.

0 : Benefit amount unknown, no value imputed
1 : Benefit amount initially unknown, but imputed later in the office
2 : Benefit amount known, not imputed

ImpFlag2 Keeps the first value of ImpFlag1

0 : Benefit amount unknown, no value imputed
1 : Benefit amount initially unknown, but imputed later in the office
2 : Benefit amount known, not imputed

WhoRec Whom \$WILLDO you receive it for?

IF CURRENT HOUSEHOLD MEMBER, ENTER PERSON NUMBER. OTHERWISE ENTER 97.

1 : \$TRANSFEV.ORIGNAM[1].ENAME

2 : \$TRANSFEV.ORIGNAM[2].ENAME
3 : \$TRANSFEV.ORIGNAM[3].ENAME
4 : \$TRANSFEV.ORIGNAM[4].ENAME
5 : \$TRANSFEV.ORIGNAM[5].ENAME
6 : \$TRANSFEV.ORIGNAM[6].ENAME
7 : \$TRANSFEV.ORIGNAM[7].ENAME
8 : \$TRANSFEV.ORIGNAM[8].ENAME
9 : \$TRANSFEV.ORIGNAM[9].ENAME
10 : \$TRANSFEV.ORIGNAM[10].ENAME
11 : \$TRANSFEV.ORIGNAM[11].ENAME
12 : \$TRANSFEV.ORIGNAM[12].ENAME
13 : \$TRANSFEV.ORIGNAM[13].ENAME
14 : \$TRANSFEV.ORIGNAM[14].ENAME
15 : \$TRANSFEV.ORIGNAM[15].ENAME
16 : \$TRANSFEV.ORIGNAM[16].ENAME
17 : \$TRANSFEV.ORIGNAM[17].ENAME
18 : \$TRANSFEV.ORIGNAM[18].ENAME
19 : \$TRANSFEV.ORIGNAM[19].ENAME
20 : \$TRANSFEV.ORIGNAM[20].ENAME
97 : Not a household member

GetICA Is there anyone getting Invalid Care Allowance for looking after you?

1 : Yes
2 : No

The following questions are asked for:

Disability Living Allowance (mobility component)

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ImpFlag1 EDITOR: THIS QUESTION INDICATES WHETHER AN AMOUNT HAS BEEN IMPUTED FOR THIS BENEFIT. ITS ANSWER HAS BEEN COMPUTED BY THE PROGRAM: YOU DO NOT NEED TO TAKE ANY ACTION UNLESS YOU RECEIVE AN ERROR MESSAGE.

- 0 : Benefit amount unknown, no value imputed
- 1 : Benefit amount initially unknown, but imputed later in the office
- 2 : Benefit amount known, not imputed

ImpFlag2 Keeps the first value of ImpFlag1

- 0 : Benefit amount unknown, no value imputed
- 1 : Benefit amount initially unknown, but imputed later in the office
- 2 : Benefit amount known, not imputed

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No.'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

WhoRec Whom \$WILLDO you receive it for?

IF CURRENT HOUSEHOLD MEMBER, ENTER PERSON NUMBER. OTHERWISE ENTER 97.

- 1 : \$TRANSFEV.ORIGNAM[1].ENAME
- 2 : \$TRANSFEV.ORIGNAM[2].ENAME
- 3 : \$TRANSFEV.ORIGNAM[3].ENAME
- 4 : \$TRANSFEV.ORIGNAM[4].ENAME

5 : \$TRANSFEV.ORIGNAM[5].ENAME
6 : \$TRANSFEV.ORIGNAM[6].ENAME
7 : \$TRANSFEV.ORIGNAM[7].ENAME
8 : \$TRANSFEV.ORIGNAM[8].ENAME
9 : \$TRANSFEV.ORIGNAM[9].ENAME
10 : \$TRANSFEV.ORIGNAM[10].ENAME
11 : \$TRANSFEV.ORIGNAM[11].ENAME
12 : \$TRANSFEV.ORIGNAM[12].ENAME
13 : \$TRANSFEV.ORIGNAM[13].ENAME
14 : \$TRANSFEV.ORIGNAM[14].ENAME
15 : \$TRANSFEV.ORIGNAM[15].ENAME
16 : \$TRANSFEV.ORIGNAM[16].ENAME
17 : \$TRANSFEV.ORIGNAM[17].ENAME
18 : \$TRANSFEV.ORIGNAM[18].ENAME
19 : \$TRANSFEV.ORIGNAM[19].ENAME
20 : \$TRANSFEV.ORIGNAM[20].ENAME
97 : Not a household member

The following questions are asked for:

Attendance Allowance

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year
12 : One off/lump sum
13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

WhoRec Whom \$WILLDO you receive it for?
IF CURRENT HOUSEHOLD MEMBER, ENTER PERSON NUMBER. OTHERWISE ENTER 97.

1 : \$TRANSFEV.ORIGNAM[1].ENAME
2 : \$TRANSFEV.ORIGNAM[2].ENAME
3 : \$TRANSFEV.ORIGNAM[3].ENAME
4 : \$TRANSFEV.ORIGNAM[4].ENAME
5 : \$TRANSFEV.ORIGNAM[5].ENAME
6 : \$TRANSFEV.ORIGNAM[6].ENAME
7 : \$TRANSFEV.ORIGNAM[7].ENAME
8 : \$TRANSFEV.ORIGNAM[8].ENAME
9 : \$TRANSFEV.ORIGNAM[9].ENAME
10 : \$TRANSFEV.ORIGNAM[10].ENAME
11 : \$TRANSFEV.ORIGNAM[11].ENAME
12 : \$TRANSFEV.ORIGNAM[12].ENAME
13 : \$TRANSFEV.ORIGNAM[13].ENAME
14 : \$TRANSFEV.ORIGNAM[14].ENAME
15 : \$TRANSFEV.ORIGNAM[15].ENAME
16 : \$TRANSFEV.ORIGNAM[16].ENAME
17 : \$TRANSFEV.ORIGNAM[17].ENAME

18 : \$TRANSFEV.ORIGNAM[18].ENAME
19 : \$TRANSFEV.ORIGNAM[19].ENAME
20 : \$TRANSFEV.ORIGNAM[20].ENAME
97 : Not a household member

The following questions are asked for:

Unemployment Benefit

BenAmt How much did you get last time?

Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ImpFlag1 EDITOR: THIS QUESTION INDICATES WHETHER AN AMOUNT HAS BEEN IMPUTED FOR THIS BENEFIT. ITS ANSWER HAS BEEN COMPUTED BY THE PROGRAM: YOU DO NOT NEED TO TAKE ANY ACTION UNLESS YOU RECEIVE AN ERROR MESSAGE.

- 0 : Benefit amount unknown, no value imputed
- 1 : Benefit amount initially unknown, but imputed later in the office
- 2 : Benefit amount known, not imputed

ImpFlag2 Keeps the first value of ImpFlag1

- 0 : Benefit amount unknown, no value imputed
- 1 : Benefit amount initially unknown, but imputed later in the office
- 2 : Benefit amount known, not imputed

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

The following questions are asked for:

Income Support

ISWeeks How many weeks have you been receiving it for (this time)?

ENTER, TO NEAREST WHOLE WEEK (IF 97 OR MORE, ENTER 97).
Range : 0..97

BenAmt How much did you get last time?

Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

BenUs Is that the amount you usually get?

- 1 : Yes
- 2 : No
- 3 : No such thing as usual amount

BenAmt How much do you usually get?

Range : 0..997

BenPd How long does this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group

No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

DSSPay SHOW CARD V

Are the DSS paying directly for any of the things shown on this card?

IF YES: Which?

CODE ALL THAT APPLY.

- 1 : Mortgage interest
- 2 : Rent arrears
- 3 : Fees for nursing home or residential care
- 4 : Gas or electricity bills
- 5 : Service charges for heating or fuel
- 6 : Water charges
- 7 : Yes - but don't know which
- 8 : No - none of these

DSSAmt How much (in total) is the DSS paying for this/these things?

Range : 0..997

DSSPd How long does this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

DSSBefor Just now, you said that you got \$SOMEAMT Income Support last time.

Was that BEFORE or AFTER taking off what the DSS pay for directly?

- 1 : BEFORE deducting what DSS pay for directly (i.e. respondent's gross entitlement)
- 2 : AFTER deducting what DSS pay for directly (i.e. net amount received by respondent)

SFRepay Are you at present making any repayments on any Social Fund loan(s)?

- 1 : Yes
- 2 : No

RepayAmt How much in total do you repay, per week?

IF REPAYING MORE THAN ONE LOAN, GIVE COMBINED AMOUNT.

Range : 0..997

SFInc Just now, you said that you got \$SOMEAMT Income Support last time.
Was that BEFORE or AFTER taking off your Social Fund loan repayments?

- 1 : BEFORE taking off amount for loan repayment
- 2 : AFTER taking off amount for loan repayment

LoanNum How many Social Fund loans do you have at the moment?

- 1 : One
- 2 : Two
- 3 : Three or more

LoanDatY (Thinking of the \$ORDER loan), when did you take this out?

ENTER YEAR HERE, GIVE MONTH AT NEXT QUESTION.
Range : 1980..1994

LoanDatM (Thinking of the \$ORDER loan), when did you take this out?

CODE MONTH.

- 1 : January
- 2 : February
- 3 : March
- 4 : April
- 5 : May
- 6 : June
- 7 : July
- 8 : August
- 9 : Septembe
- 10 : October
- 11 : November
- 12 : December

LoanAmt About how much did you borrow?

ENTER WHOLE £s ONLY.
Range : 1..9997

The following questions are asked for:

Family Credit

ContinFC For how long have you been in CONTINUOUS receipt of Family Credit?
ENTER NUMBER OF WEEKS.

INTERVIEWER: PERIOD OF CONTINUOUS RECEIPT MAY EXTEND BEYOND 12 MONTHS AGO, AND SHOULD ALSO INCLUDE RECEIPT OF Family Income Supplement, WHICH PRECEDED Family Credit.
Range : 0..997

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year
12 : One off/lump sum
13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

The following questions are asked for:

**Invalidity Benefit
Industrial Injury Disablment Benefit**

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

The following questions are asked for:

NI Sickness Benefit

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

MadEmp Are you getting `made up' pay from your employer in addition to...
... the \$TEXT101 ...you are receiving?

- 1 : Yes
- 2 : No

MduPwk Are you getting `made-up' pay ...READ OUT (RUNNING PROMPT)...

- 1 : ...every week from your employer
- 2 : ...or for only some weeks?

MduPNo For how many weeks are you getting `made-up' pay?
Range : 0..97

The following questions are asked for:

Statutory Sick Pay

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

SSPRat Is Statutory Sick Pay being paid at ...READ OUT (RUNNING PROMPT).

- ..
- 1 : ...the higher rate,
- 2 : ...or the lower rate?

MadEmp Are you getting `made up' pay from your employer in addition to...
... the \$TEXT101 ...you are receiving?

- 1 : Yes
- 2 : No

MduPwk Are you getting `made-up' pay ...READ OUT (RUNNING PROMPT)...

- 1 : ...every week from your employer
- 2 : ...or for only some weeks?

MduPNo For how many weeks are you getting `made-up' pay?
Range : 0..97

The following questions are asked for:

Maternity Allowance

BenAmt How much did you get last time?
Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

The following questions are asked for:

Statutory Maternity Pay

BenAmt How much did you get last time?

Range : 0..997

BenPd How long did this cover?

1 : 1 week

2 : 2 weeks

3 : 3 weeks

4 : 4 weeks

5 : Calendar month

6 : 3 months (13 weeks)

7 : 6 months

8 : Eight times a year

9 : Nine times a year

10 : Ten times a year

11 : A year

12 : One off/lump sum

13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

MatRat During the first 6 weeks, was the Statutory Maternity Pay being paid at ...READ OUT (RUNNING PROMPT)...

1 : ...the higher rate,

2 : ...or the lower rate?

MatEmp Apart from Statutory Maternity Pay, are you also getting 'made up' pay from your employer?

1 : Yes

2 : No

MatStp How many weeks before your baby was expected did you stop work?

Range : 0..97

The following question is asked for:

Family Credit Lump Sum

FCLumpQ How much was the lump sum?

IF MORE THAN 1: MOST RECENT. MAXIMUM = £120.

Range : 0..997

The following question is asked for:

**Social Fund Grant for Funeral Expenses
Social Fund Grant for Maternity Expenses
Community Care Grant from the Social Fund**

BenAmt What is the total amount you have received in the last 6 months?

Range : 0..997

The following questions are asked for:

Any other NI or State Benefit

OthPres Are you receiving (...THIS BENEFIT...) at present?

- 1 : Yes
- 2 : No

OthWeeks For how many weeks in the last 6 months have you received (..THIS BENEFIT..)?

Range : 0..26

BenAmt How much did you get last time?

Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

BLOCK: p_BEN2

Ben7Q SHOW CARD W

In the last 12 months (that is since \$DATYRAGO), have you received any of the things shown on this card?

- 1 : Trade Union sick pay or strike pay
- 2 : Friendly Society Benefits
- 3 : Benefits under private sickness scheme
- 4 : Benefits under accident insurance
- 5 : Benefits under hospital savings scheme
- 6 : None of these

The following questions are asked for:

- Trade Union sick pay or strike pay**
- Friendly Society Benefits**
- Benefits under private sickness scheme**
- Benefits under accident insurance**
- Benefits under hospital savings scheme**

Pres Are you receiving (...THIS BENEFIT...) at present?

- 1 : Yes
- 2 : No

NumWeeks For how many weeks in the last 12 months have you received (.. THIS BENEFIT..)?

Range : 0..52

BenAmt How much did you get last time?

Range : 0..997

BenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ImpFlag1 EDITOR: THIS QUESTION INDICATES WHETHER AN AMOUNT HAS BEEN IMPUTED FOR THIS BENEFIT. ITS ANSWER HAS BEEN COMPUTED BY THE PROGRAM: YOU DO NOT NEED TO TAKE ANY ACTION UNLESS YOU RECEIVE AN ERROR MESSAGE.

- 0 : Benefit amount unknown, no value imputed
- 1 : Benefit amount initially unknown, but imputed later in the office

2 : Benefit amount known, not imputed

ImpFlag2 Keeps the first value of ImpFlag1

0 : Benefit amount unknown, no value imputed

1 : Benefit amount initially unknown, but imputed later in the office

2 : Benefit amount known, not imputed

ConDoc GIVE DETAILS OF ANY DOCUMENT CONSULTED.

IF NONE CONSULTED, ENTER 0.

IF AN ORDER BOOK CONSULTED, ENTER THE `Order Book Group No'. THIS IS PRINTED IN THE TOP RIGHT-HAND CORNER OF EVERY COUNTERFOIL.

IF SOME OTHER DOCUMENT CONSULTED, ENTER 20.

Range : 0..20

PrgAmt You said earlier that you are currently on a government training programme\$PRGNAME. What is the amount of allowance you receive, on this scheme?
Range : 0..997

PrgPd How long does this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

BLOCK: q_OTHIN1

RedAny In the last 12 months, that is since \$DATYRAGO, have you received any redundancy payments?

INCLUDE STATUTORY AND NON-STATUTORY.

- 1 : Yes
- 2 : No

RedAmt How much did you receive?
Range : 0..999997

AnyPen SHOW CARD X

Are you at present receiving an income from any of the sources shown on this card?

CODE ALL THAT APPLY.

- 1 : An employee pension from your previous employer
- 2 : Widow's Employee Pension (PENSION FROM PREVIOUS EMPLOYER OF DECEASED SPOUSE OR RELATIVE)
- 3 : A personal pension
- 4 : A pension as a member of a Trade Union or friendly society
- 5 : An annuity
- 6 : A trust or covenant
- 7 : None of these

PenLump Can I just check, was that annuity bought with ...READ OUT(RUNNING PROMPT)...

- 1 : ...a lump sum from an EMPLOYEE pension scheme,
- 2 : ...or a lump sum from a PERSONAL pension scheme?
- 3 : Neither of these

The following questions are asked, as appropriate, for:

**Up to 4 Employee Pensions
Up to 3 Widow's Employee Pensions**

PenPay How much was the last payment?
Range : 0..99997

PenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year

- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

PenTax Was tax deducted at source?
1 : Yes
2 : No

PTAmt How much tax was deducted at source?
Range : 0..99997

PTInc Was the \$PTINCFIL, before or after tax was deducted?

1 : Before
2 : After

PenOth Were there any other deductions?
1 : Yes
2 : No

PoTyp What was the purpose of the deduction?
Text : Maximum [40] characters

PoAmt How much was the deduction?
Range : 0..9997

PoSour Was the deduction made at source?
1 : Yes
2 : No

Polnc Was the sum of £\$EMPPEN.BLK1.PENPAY mentioned earlier,
before or after the deduction?
1 : Before
2 : After

Another Do you have any other pensions of this type?

1 : Yes
2 : No

The following questions are asked, as appropriate, for:

Up to 3 Personal Pensions

PenPay How much was the last payment?
Range : 0..99997

PenPd How long did this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months

- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

PenTax Was tax deducted at source?

- 1 : Yes
- 2 : No

PTAmt How much tax was deducted at source?

Range : 0..99997

PTInc Was the \$PTINCFIL, before or after tax was deducted?

- 1 : Before
- 2 : After

The following questions are asked, as appropriate, for:

Trade Union or Friendly Society Pension

PenPay How much was the last payment?

Range : 0..99997

PenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

The following questions are asked, as appropriate, for:

Annuity

PenPay How much was the last payment?

Range : 0..99997

PenPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months

- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

PenTax Was tax deducted at source?
1 : Yes
2 : No

PTAmt How much tax was deducted at source?
Range : 0..99997

PTInc Was the \$PTINCFIL, before or after tax was deducted?

1 : Before
2 : After

The following questions are asked, as appropriate, for:

Trust

PenPay How much was the last payment?
Range : 0..99997

PenPd How long did this cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year
12 : One off/lump sum
13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

PenTax Was tax deducted at source?
1 : Yes
2 : No

PTAmt How much tax was deducted at source?
Range : 0..99997

PTInc Was the \$PTINCFIL, before or after tax was deducted?

1 : Before
2 : After

TRights Do you have an absolute right to take income or capital from the trust, or do you have to apply to trustees for their permission each time you want money from it?

- 1 : Absolute right to INCOME ONLY
- 2 : Absolute right to CAPITAL ONLY
- 3 : Absolute right to BOTH
- 4 : Only at DISCRETION OF TRUSTEES

Royal SHOW CARD Y

In the last 12 months, that is since \$DATYRAGO, have you received any income not yet mentioned from any of the sources listed on this card?

- 1 : Royalties e.g. from land, books or performances
- 2 : Income as a sleeping partner in a business
- 3 : An occupational pension from an overseas government or company, paid in FOREIGN CURRENCY
- 4 : None of these

RoyYr Thinking of your \$ROYTEXT, how much have you received in the last 12 months?

ENTER AMOUNT IN £
Range : 0..999997

AbsPar Have you received any allowances from your husband/wife while he/she has been away?

- 1 : Yes
- 2 : No

ApAmt How much in total have you received from your husband/wife while he/she has been away?

Range : 0..9997

ApPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ApDir (In addition to the allowance you mentioned) does your husband/wife pay direct any household expenses?

- 1 : Yes
- 2 : No

ApHH Please describe these expenses.

Text : Maximum [40] characters

ApdAmt How much did he/she pay?

Range : 0..9997

ApdPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

BLOCK: r_OTHIN2

Allow SHOW CARD Z

Are you currently getting any of the regular allowances shown on this card?

IF YES: What allowances have you received?
CODE ALL THAT APPLY.

INCLUDE - ALLOWANCE FROM A MEMBER OF THE ARMED FORCES OR MERCHANT NAVY.

EXCLUDE - ALLOWANCE FROM A SPOUSE WHO IS EITHER TEMPORARILY ABSENT OR A NON-HOUSEHOLD MEMBER. (ALREADY COVERED IF RELEVANT)

To display codes, PRESS <Ctrl + Home>

- 1 : a regular allowance from a temporarily ABSENT HOUSEHOLD MEMBER, or a FRIEND/RELATIVE outside the household
- 2 : a regular allowance from an ORGANISATION
- 3 : an allowance from a local authority for a FOSTER child
- 4 : an allowance from a local authority for an ADOPTED child
- 5 : None of these

The following questions are asked for:

- 1 : a regular allowance from a temporarily ABSENT HOUSEHOLD MEMBER, or a FRIEND/RELATIVE outside the household**
- 2 : a regular allowance from an ORGANISATION**
- 3 : an allowance from a local authority for a FOSTER child**
- 4 : an allowance from a local authority for an ADOPTED child**

AllPay How much was the last payment?

Range : 0..9997

AllPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

MntRec Now, I'd like you to think about maintenance and separation allowances: are you RECEIVING any formal or informal money payments from a previous partner?

(- either on behalf of yourself, or any CHILDREN -).
It doesn't matter whether they're through a court or not.

- 1 : Yes
- 2 : No
- 3 : USE THIS CODE if it's clear that there are NO PREVIOUS PARTNER(S) & NO CHILDREN from ANY previous liaison / partnership.

MntCt Do you have any sort of court order, requiring a previous partner to make money payments (whether you're actually receiving any or not)?

- 1 : Yes
- 2 : No

MntDSS Do you receive these payments yourself, or are they paid direct to the DSS or the Child Support Agency?

- 1 : Paid to self
- 2 : Paid direct to DSS/CSA

MntAmt How much did you receive last time?
Range : 0..99999

MntPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

MntUs Is that the amount you usually receive?

- 1 : Yes
- 2 : No
- 3 : No such thing as usual

MntUsAmt How much do you usually receive?
Range : 0..99999

MntUsPd How long does this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month

- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

MntTotal In general, would you say that the amount of maintenance you receive is ...READ OUT (RUNNING PROMPT)...

INTERVIEWER: THIS IS A QUESTION OF OPINION

- 1 : ...MORE than \$TEXT40,
- 2 : ...LESS than \$TEXT40,
- 3 : ...or about the same as \$TEXT40?

MntFor Who are the payments for?

- 1 : Self only
- 2 : Child(ren) only
- 3 : Self and child(ren)

MntPay Are you currently MAKING any formal or informal maintenance payments to a former partner, or any children from a former marriage or partnership, either directly, or through the DSS?

1 : Yes

2 : No

The following questions are asked, as appropriate, for:

Up to 4 sets of Maintenance payments

MrR Now I'd like to ask you, in turn, about each set of maintenance payments that you make...
Thinking of the \$ORDER payments, who are the payments for? CODE ONE ONLY.

INTERVIEWER: CHECK, AS APPROPRIATE Can I just check, are all of these people covered by the same payment?
ENTER HERE ONLY THOSE PEOPLE COVERED BY THE SAME PAYMENT. START A FRESH LINE FOR EACH SEPARATE SET OF PAYMENTS.

1 : Former partner only

2 : Child(ren) only

3 : Former partner + children

MrKid How many children are covered by this payment?

Range : 1..9

MrAge How old was the\$TEXT10 child, last birthday?

Range : 0..24

MrAmt How much was your last payment?

Range : 0..9997

MrPd How long did this cover?

1 : 1 week

2 : 2 weeks

3 : 3 weeks

4 : 4 weeks

5 : Calendar month

6 : 3 months (13 weeks)

7 : 6 months

8 : Eight times a year

9 : Nine times a year

10 : Ten times a year

11 : A year

12 : One off/lump sum

13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

MrUs Is that the amount you usually pay?

1 : Yes

2 : No

3 : No such thing as usual

MrUAmt How much do you usually pay?

Range : 0..9997

MrUPd How long does this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

MrCt Are these payments covered by a court order?

- 1 : Yes
- 2 : No

MrV Since you started making these maintenance payments, has the amount you usually pay varied much?

IF YES: Has it gone up, or down?

INTERVIEWER: THIS IS A QUESTION OF OPINION. IF IN DOUBT, PROBE FOR AMOUNTS, AND COUNT A CHANGE GREATER THAN + or - 10% AS 'YES'.

- 1 : Yes - went UP
- 2 : Yes - went DOWN
- 3 : No - didn't change (much)

MrChWhy Why is that? What other reasons?

INTERVIEWER: THIS IS A QUESTION OF OPINION.

CODE ALL THAT APPLY, THEN DESCRIBE MORE FULLY IN A NOTE <Ctrl + F4>.

- 1 : ORDER FROM COURT - amount of Order changed
- 2 : CHILD SUPPORT AGENCY - amount changed
- 3 : MY CIRCUMSTANCES - was able to pay MORE
- 4 : - could only afford to pay LESS
- 5 : RECEPIENT'S CIRCUMSTANCES - needed MORE/ reduced income/ greater liabilities
- 6 : - needed LESS/ fewer liabilities/ increased income
- 7 : OTHER - moved/lost contact
- 8 : - broken off contact/refuse to continue payments
- 9 : - all other answers

M Are you currently making any maintenance payments to anyone else?

- 1 : Yes
- 2 : No

Fuel In the last 12 months, that is since \$DATYRAGO, have you received any coke or coal from a present (or former) employer?

- 1 : Yes
- 2 : No

FCash Have you received any CASH-IN-LIEU of coke or coal, from a present or former employer?

- 1 : Yes
- 2 : No

FCAmt How much did you receive last time?

Range : 0..997

FCAmtPd How long did that cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

Baby During the last 12 months that is since \$DATYRAGO, have you received any money as a mail order agent or babysitter?

CODE ALL THAT APPLY.

- 1 : Babysitter
- 2 : Mail order agent
- 3 : No to both

BabPay How much did you earn in the last 12 months?

Range : 0..9997

BabNow Are you doing this work at present?

- 1 : Yes
- 2 : No

OthTax (Apart from any payments you may have mentioned earlier,) have you made any (other) INCOME TAX payments during the last 12 months?

EXCLUDE CAPITAL GAINS TAX.

INCLUDE ANY INCOME TAX PAID ON SELF-EMPLOYED PROFIT/EARNINGS.

- 1 : Yes
- 2 : No

OtAmt How much did you pay?

Range : 0..999997

OtSour What was the source of income on which you were taxed?

Text : Maximum [40] characters

RefTax Has the Inland Revenue refunded any income tax DIRECT to you during the last 12 months?

- 1 : Yes
- 2 : No

RefAmt How much was refunded?

Range : 0..99997

RefPay Was this as a refund of tax deducted under PAYE?

- 1 : Yes
- 2 : No

RefUe Was this refund received in respect of either unemployment or redundancy?

- 1 : Yes
- 2 : No

RefWhy What was the reason for this refund?

Text : Maximum [40] characters

NIReg Do you pay a regular National Insurance contribution?

ONLY INCLUDE IF ACTUALLY PAID BY RESPONDENT. DO NOT INCLUDE, EG. PAYMENTS MADE BY DSS ('CREDITS').

- 1 : Yes
- 2 : No

NIAmt How much was the last contribution you made?

Range : 0..997

NIPd How long did this cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks

- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

NILump \$TEXT40 you made any LUMP SUM payments of NI contributions to the Inland Revenue or DSS during the last 12 months?

NB: THIS MAINLY APPLIES TO SELF-EMPLOYED.

1 : Yes

2 : No

NILAmt How much did you pay?

Range : 0..9997

NILWhy What was the reason for this direct payment?

Text : Maximum [40] characters

OddJob During the last four weeks, have you received any money for odd jobs or any occasional fees for work or professional advice which we have not yet covered?

IF THE JOB IS A REGULAR COMMITMENT DO NOT ENTER HERE.

- 1 : Yes
- 2 : No

The following questions are asked, as appropriate, for:

Up to 4 sets of Maintenance payments

OjTyp What kind of work did you do/advice did you give?
Text : Maximum [40] characters

OjAmt How much did you receive for that job?
Range : 0..9997

OjPd How long did the payment of £\$OJAMT[LOOPVAR] cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

OjOther Did you receive any money for any other odd jobs in the last four weeks?

- 1 : Yes
- 2 : No

CARGO7 Spare columns
Text : Maximum [4] characters

BLOCK: s_CHINC

(The questions in this Block are repeated for up to 8 children)

ChEarn In the last 12 months (that is since \$DATYRAGO), has
\$CHNAMES[CNO] received any income or earnings from a spare time
job?
1 : Yes
2 : No

Ident IDENTIFIES THE CHILD BY STORING ITS NUMBER IN THE HOUSEHOLD GRID
Range : 1..20

ChYr Has \$HESHE had this income throughout the last 12 months?
1 : Yes
2 : No

ChWk For how many weeks has \$HESHE had it?
Range : 0..52

ChAmt How much did \$HESHE get last time?
Range : 0..99997

ChPd How long did that cover?
1 : 1 week
2 : 2 weeks
3 : 3 weeks
4 : 4 weeks
5 : Calendar month
6 : 3 months (13 weeks)
7 : 6 months
8 : Eight times a year
9 : Nine times a year
10 : Ten times a year
11 : A year
12 : One off/lump sum
13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

ChTst In the last 12 months (that is since \$DATYRAGO), has
\$CHNAMES[CNO] received any income from a Trust?
1 : Yes
2 : No

Ident IDENTIFIES THE CHILD BY STORING ITS NUMBER IN THE HOUSEHOLD GRID
Range : 1..20

ChYr Has \$HESHE had this income throughout the last 12 months?
1 : Yes
2 : No

ChWk For how many weeks has \$HESHE had it?
Range : 0..52

ChAmt How much did \$HESHE get last time?
Range : 0..99997

ChPd How long did that cover?

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

CARGO7 Spare columns

Text : Maximum [4] characters

BLOCK: t_ADINT

Accounts Now I'd like to ask you about any accounts you may have with organisations like Banks or Building Societies. - SHOW CARD AA Do you have now, or have you at any time in the last 12 months any of the kinds of account shown on this card. They can be in your own name only, or held jointly with someone else. CODE ALL THAT APPLY

- 1 : Current account with Bank/Building Society
- 2 : NSB/ PO Ordinary Account
- 3 : NSB/ PO Investment Account
- 4 : A Tax-Exempt Special Savings Account, or 'TESSA'
- 5 : Building Soc. Accounts, yielding interest AFTER tax
- 6 : Building Soc. Accounts, yielding interest BEFORE tax For more codes, press <Ctrl + Home>
- 7 : High St. Bank savings accounts, yielding interest AFTER tax
- 8 : High St. Bank savings accounts, yielding interest BEFORE tax
- 9 : Accounts with any other banks/societies, yielding interest AFTER tax
- 10 : Accounts with any other banks/societies, yielding interest BEFORE tax
- 11 : None of these

(Asked as appropriate for each of codes 1-3, and 5-10, above)

Acclntr Thinking about your \$TEXT100, how much interest have you received from this (these) \$ACCINV(s) in the last 12 months?
(IF NONE, ENTER 0)
INTERVIEWER: For any JOINT \$ACCINV, ONLY GIVE THIS RESPONDENT'S SHARE OF THE INTEREST.

Range : 0..99997

(Asked, as appropriate, for code 4, above)

TessaInt Thinking about your TESSA, or TAX EXEMPT SPECIAL SAVINGS ACCOUNT, how much interest - if any - have you received on your TESSA in the last 12 months?
(IF NONE enter 0)
Range : 0..99997

Invests SHOW CARD BB

Do you have now, or have you had in the last 12 months any money in any of the investments shown on this card?

They can be in your own name only, or jointly with someone else.

@/INTERVIEWER: INCLUDE PEP'S WITH CODE 5.

- 1 : Gov't Gilt-edged stock (inc. war loan), yielding interest AFTER tax
- 2 : Gov't Gilt-edged stock (inc. war loan), yielding interest BEFORE tax
- 3 : Unit Trusts / Investment Trusts
- 4 : Stocks, shares, bonds, debentures, other securities, yielding interest AFTER tax
- 5 : Stocks, shares, bonds, debentures, other securities, yielding interest BEFORE tax
- 6 : None of these

(Asked, as appropriate, for each of codes 1, 2, 4, and 5 above)

Acclntr Thinking about your \$TEXT100, how much interest have you received from this (these) \$ACCINV(s) in the last 12 months?

(IF NONE, ENTER 0)

INTERVIEWER: For any JOINT \$ACCINV, ONLY GIVE THIS RESPONDENT'S SHARE OF THE INTEREST.

Range : 0..99997

(Asked, as appropriate, for code 3 above)

Invlntr Thinking about your \$TEXT100, how much interest or dividend have you received from this (these) \$ACCINV(s) in the last 12 months?

(IF NONE, ENTER 0)

INTERVIEWER: For any JOINT \$ACCINV, ONLY GIVE THIS RESPONDENT'S SHARE OF THE INTEREST.

Range : 0..999997

Otinva SHOW CARD CC

Do you yourself at present have any money in any of the investments shown on this card?

- 1 : National Savings Capital Bonds
- 2 : Index-linked National Savings Certificates
- 3 : Fixed Interest National Savings Certificates
- 4 : Pensioner's Guaranteed Income Bonds
- 5 : Save-as-You-Earn (Bank/Bldg. Soc./National Savings)
- 6 : Premium Bonds
- 7 : National Savings Income Bonds
- 8 : National Savings Deposit Bonds
- 9 : None of these

CARGO10 Spare columns

Text : Maximum [4] characters

BLOCK: u_CHINT

(The questions in this Block are repeated for up to 8 children)

Ident IDENTIFIES THE PERSON BY STORING THE HOUSEHOLD GRID NUMBER
Range : 1..20

Chinc SHOW CARD DD

In the last 12 months, that is since \$DATYRAGO, has your child \$CHNAMES[CNO] received any income from any of the sources on this card?

- 1 : National Savings Bank (Post Office) - Ordinary account
- 2 : National Savings Bank (Post Office) - Investment account
- 3 : Building Society Savings account
- 4 : Bank Savings account
- 5 : Government gilt-edged stock
- 6 : Unit Trusts
- 7 : (other) stocks, shares or securities
- 8 : None of these

Chint What was \$CHNAMES[CNO]'s income from interest/dividends on the \$TEXT40 in the last 12 months?
ENTER 0 FOR NONE
Range : 0..10000

Otinvc SHOW CARD EE

Does \$CHNAMES[CNO] at present have money in any of the investments shown on this card?

- 1 : National Savings Capital bonds
- 2 : Index-linked National Savings Certificates
- 3 : Fixed Interest National Savings Certificates
- 4 : Children's Bonus Bonds
- 5 : (THIS CODE NOT USED)
- 6 : Premium Bonds
- 7 : National Savings Income Bonds
- 8 : National Savings Deposit Bonds
- 9 : None of these

Totsave Thinking of \$CHNAMES[CNO]'s \$ASSETXT1[CNO]\$ASSETXT2 roughly what would you say is the current value held by \$CHNAMES[CNO]? (you [and partner/spouse])?
SHOW CARD FF

- 1 : Less than £1,500
- 2 : At least £1,500 up to £20,000
- 3 : Over £20,000
- 4 : Does not wish to say

ChName Name of child that triggers asset section
Text : Maximum [10] characters

BLOCK: v_SAVE

Totsave Thinking of \$SAVFIL1£SAVFIL2 roughly what would you say is the current value held by you
[and partner/spouse]?

SHOW CARD FF

- 1 : Less than £1,500
- 2 : At least £1,500 up to £20,000
- 3 : Over £20,000
- 4 : Does not wish to say

BLOCK: w_ASSETS

CARGO11 Spare columns
Text : Maximum [4] characters

The following questions ANYMON...MORE are asked, as appropriate, for:

Up to 4 Current accounts

Anymon Now I'd like to ask you about your current account(s):
At the end of last (month / pay period), did you have any money
left in your current account, after your household expenditure?
INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS.
\$COLCODE[INDEX]
1 : Yes - money in (one or more) account(s)
2 : No - no money in any current account
3 : No longer have any current account(s)

MuchLeft Roughly how much was left in the \$ORDER account at the end of
last (month / pay period)?
INTERVIEWER: FOR ANY JOINT ACCOUNTS, ONLY GIVE THIS
PERSON'S SHARE OF THE BALANCE.
ENTER WHOLE £s ONLY.\$COLCODE[INDEX]
Range : 0..999997

AccName Is this account in your own name only, or held jointly with
someone else?
1 : In \$NAMES[PERSCONT]'s name only
2 : Joint account

More Do you have any more current accounts, which had any money in
them at the end of last (month / pay period)?
INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS.
ONLY INCLUDE ACCOUNTS WITH MONEY LEFT AT END OF LAST (MONTH /
PAY PERIOD). \$COLCODE[INDEX]
1 : Yes
2 : No

Intro Now I'd like to ask you about ...INTERVIEWER: READ OUT TYPE(S) OF ACCOUNT HELD, VIZ: ...
... \$SAVFIL that you mentioned earlier.
\$DOESCH still have these accounts?

INTERVIEWER CODE:\$COLCODE[INDEX]
1 : STILL has any such accounts
2 : ALL such accounts now disposed of
3 : Does not wish to give details of such accounts

The following questions KINDOF...MORE are asked, as appropriate, for:

**Person 1, Person 2: Up to 8 Bank or Building Society savings accounts each
Children 1 to 8:Up to 4 Bank or Building Society Savings accounts each**

KindOf INTERVIEWER: \$REFNAME HAS THE TYPE(S) OF ACCOUNT LISTED BELOW.
IT IS POSSIBLE (apart from TESSAs) TO HAVE SEVERAL ACCOUNTS OF
SAME TYPE.

ASK - OR CODE - AS APPROPRIATE:
Which account shall we deal with \$ORDER? READ OUT, IF
NECESSARY:\$COLCODE[INDEX]
\$SAVANS
Range : 2..7

AccName Is this account in \$YOURCHS name only, or held jointly with
someone else?
1 : Sole account
2 : Joint account

MuchAcc How much is in the \$ASSNAME[KINDOF]?

ENTER WHOLE £s ONLY.\$COLCODE[INDEX]
Range : 0..999997

More \$DOESCH have any more savings accounts of the type(s) I mentioned
just now?

INTERVIEWER: REMIND THE RESPONDENT AS NECESSARY:
THIS PERSON IS CODED AS HAVING...
...\$SAVFIL WITHIN THE LAST 12 MONTHS. \$COLCODE[INDEX]

1 : Yes
2 : No

Intro Now I'd like to ask you about ...INTERVIEWER: READ OUT TYPE(S) OF INVESTMENT HELD, VIZ: ...
... \$GUS that you mentioned earlier. D\$DOESCH still have such assets?

INTERVIEWER CODE:\$COLCODE[INDEX]
1 : STILL has any such assets
2 : ALL such assets now disposed of
3 : Does not wish to give details of such assets

The following questions NAMEOF...MORE are asked, as appropriate, for:

Person 1, Person 2: Up to 10 stocks/shares etc each
Children 1 to 8:Up to 10 stocks/shares etc each

NameOf Now I'd like to deal with each investment in turn...

What is the name of the \$ORDER investment?

PROMPT, AS NECESSARY:
- for GILTS: Please describe it as fully as possible.
- for UNIT TRUSTS / INVESTMENT TRUSTS / P.E.P.s, ETC: Please give the name of the company and the name of the fund, policy, bond, etc.
- for STOCKS/SHARES: Please give the full name of the company, and describe the shares as fully as possible. \$COLCODE[INDEX]

Text : Maximum [40] characters

HowMany How many shares/bonds/units d\$DOESCH hold?\$COLCODE[INDEX]
Range : 0..999997

HowHold Approximately how much is the value of that holding?
ENTER WHOLE £s ONLY.\$COLCODE[INDEX]
Range : 0..999997

Spare
For edit use, enter amount.
Range : 0..999997

More D\$DOESCH have any more \$GUS?\$COLCODE[INDEX]
1 : Yes
2 : No

Intro

Now I'd like to ask you about Index-Linked and Fixed Interest National Savings Certificates, dealing with each issue in turn.

INTERVIEWER CODE:\$COLCODE[INDEX]

- 1 : TO CONTINUE
- 2 : (THIS CODE NOT USED)
- 3 : Does not wish to give details of such assets

The following questions ISSUE...MORE are asked, as appropriate, for:

**Person 1, Person 2: Up to 5 issues of National Savings Certificates each
Children 1 to 8:Up to 5 issues of National Savings Certificates each**

Issue What is the \$ORDER issue that \$POSSPER?

INTERVIEWER: IF ISSUE NUMBER NOT KNOWN, ESTABLISH WHETHER
Index-linked or
Fixed Interest.\$COLCODE[INDEX]

Text : Maximum [20] characters

Issdate In which month and year did \$DISPNAME[2] acquire that issue?

ENTER DATE, USING ?? FOR DAY OF MONTH.\$COLCODE[INDEX]

Date

Issval What was the total value of the certificate when \$DISPNAME[2] acquired it?

ENTER WHOLE £s ONLY.\$COLCODE[INDEX]

Range : 0..999997

Spare For edit use, enter amount

Range : 0..999997

More \$DOESCH have any more issues of National Savings Certificates?
\$COLCODE[INDEX]

- 1 : Yes
- 2 : No

Intro Now I'd like to ask about your PENSIONER'S GUARANTEED INCOME BOND.

INTERVIEWER CODE:\$COLCODE[INDEX]

- 1 : TO CONTINUE
- 2 : (THIS CODE NOT USED)
- 3 : Does not wish to give details of such assets

PGIBVal What is the total value of the Pensioner's Guaranteed Income Bond that you hold?
ENTER WHOLE £s ONLY.

INTERVIEWER: IF BOND HELD JOINTLY, ONLY GIVE THIS PERSON'S SHARE.\$COLCODE[INDEX]

Range : 0..99997

I Now I'd like to ask you about your Save-As-You-Earn (S.A.Y.E) schemes dealing with each one in turn.

INTERVIEWER CODE:\$COLCODE[INDEX]

- 1 : TO CONTINUE
- 2 : (THIS CODE NOT USED)
- 3 : Does not wish to give details of such assets

The following questions ISSUE...MORE are asked, as appropriate, for:

Person 1, Person 2: Up to 5 S.A.Y.E schemes each

T Thinking of the \$ORDER scheme, is this a NATIONAL SAVINGS scheme, or is it with a BANK or BUILDING SOCIETY?\$COLCODE[INDEX]

- 1 : National Savings
- 2 : Bank/Building Society

IssHold Which issue do you hold?\$COLCODE[INDEX]

Text : Maximum [20] characters

Sayedat In which month and year did you start the S.A.Y.E. ?

ENTER DATE, USING ?? FOR DAY OF MONTH.\$COLCODE[INDEX]

Date

Amount How much do you regularly pay?\$COLCODE[INDEX]

Range : 0..999997

Pd How long does this cover?\$COLCODE[INDEX]

- 1 : 1 week
- 2 : 2 weeks
- 3 : 3 weeks
- 4 : 4 weeks
- 5 : Calendar month
- 6 : 3 months (13 weeks)
- 7 : 6 months
- 8 : Eight times a year
- 9 : Nine times a year
- 10 : Ten times a year
- 11 : A year
- 12 : One off/lump sum
- 13 : None of the above, (EXPLAIN IN A NOTE <Ctrl + F4>)

AmtNow Approximately how much is there in the S.A.Y.E. now?

ENTER WHOLE £s ONLY.\$COLCODE[INDEX]

Range : 0..999997

Spare For edit use, enter amount.
Range : 0..999997

More Do you have any more S.A.Y.E. schemes? \$COLCODE[INDEX]

- 1 : Yes
- 2 : No

The following question is asked, as appropriate, for:

Person 1, Person 2: then Children 1 to 8

Prem Now I'd like to ask you about PREMIUM BONDS

You said that some premium bonds. What is the total value of \$DISPNAME[2] premium bonds.

ENTER WHOLE £s ONLY.\$COLCODE[INDEX]

Range : 0..999997

The following question is asked, as appropriate, for:

Person 1, Person 2: then Children 1 to 8

Intro Now I'd like to ask about NATIONAL SAVINGS INCOME BONDS.

INTERVIEWER CODE:\$COLCODE[INDEX]

- 1 : TO CONTINUE
- 2 : (THIS CODE NOT USED)
- 3 : Does not wish to give details of such assets

NSIB You said that \$POSSPER some National Savings Income Bonds.
How many National Savings Income Bonds \$DOESCH have?
\$COLCODE[INDEX]

Range : 0..999997

NSIBVal What is the total value of the National Savings Income Bonds
that \$DISPNAME[2]?

ENTER WHOLE £s ONLY.\$COLCODE[INDEX]

Range : 0..999997

Intro Now I'd like to ask about \$POSSPER \$BONDTEXT Bonds, dealing with each issue in turn.

INTERVIEWER CODE:\$COLCODE[INDEX]

- 1 : TO CONTINUE
- 2 : (THIS CODE NOT USED)
- 3 : Does not wish to give details of such assets

The following questions BONDAT...MORE are asked, as appropriate, for:

**Person 1, Person 2: Up to 8 National Savings Deposit Bonds each
Children 1 to 8:Up to 8 National Savings Deposit Bonds each**

BondDat Thinking of the \$ORDER bond, in which month and year \$DIDYOU acquire it?

ENTER DATE, USING ?? FOR DAY OF MONTH.\$COLCODE[INDEX]

Date

BondVal What is the total value of the bond?

ENTER WHOLE £s ONLY. \$COLCODE[INDEX]

Range : 0..999997

Spare For edit use, enter amount.

Range : 0..999997

More \$DOYOU have any more \$BONDTEXT Bonds?\$COLCODE[INDEX]

- 1 : Yes
- 2 : No

Intro Now I'd like to ask about \$POSSPER \$BONDTEXT Bonds, dealing with each issue in turn.

INTERVIEWER CODE:\$COLCODE[INDEX]

- 1 : TO CONTINUE
- 2 : (THIS CODE NOT USED)
- 3 : Does not wish to give details of such assets

The following questions BONDAT...MORE are asked, as appropriate, for:

Children 1 to 8:Up to 8 Children's Bonus Bonds each

BondDat Thinking of the \$ORDER bond, in which month and year \$DIDYOU acquire it?

ENTER DATE, USING ?? FOR DAY OF MONTH.\$COLCODE[INDEX]

Date

BondVal What is the total value of the bond?

ENTER WHOLE £s ONLY. \$COLCODE[INDEX]

Range : 0..999997

Spare For edit use, enter amount.

Range : 0..999997

More \$DOYOU have any more \$BONDTEXT Bonds?\$COLCODE[INDEX]

- 1 : Yes
- 2 : No

BLOCK: x_END

Address REFER TO ADDRESS LABEL:

CHECK THAT LABEL GIVES RESPONDENT'S FULL CURRENT ADDRESS.

IF NOT, AMEND ADDRESS AND CODE `Address changed'.

1 : Address confirmed

2 : Address changed

Telephone (Can I just check), is there a telephone in (your part of) this accommodation?

1 : Yes

2 : No

TelNo1 A few interviews on any survey are checked by a supervisor to make sure people are happy with the way the interview was carried out. In case my supervisor needs to contact you, it would be good if we could have your telephone number.

IF GIVEN, WRITE TELEPHONE NUMBER ON A.R.F.(SCPR) / RECALL CARD (OPCS).

1 : Number given

2 : Number refused (incl. ex-directory)

TelNo2 Telephone Number

Text : Maximum [10] characters

Future1 ASK OF \$NAMES[1]:

Some time in the future we will be doing a similar interview and we may wish to include you again. Would that be alright?

1 : Yes

2 : No

3 : Depends/Maybe

Future2 ASK OF \$NAMES[2] :

And would that be alright for you?

1 : Yes

2 : No

3 : Depends/Maybe

Thank THANK \$TEXT15 FOR \$TEXT10 HELP.

INTERVIEWER: NOW COMPLETE THE RECALL DETAILS SECTION OF THE A.R.F. / RECALL CARD.

THEN:

To finish, press <1> and <Enter>.

1 : Quit

ADMIN BLOCK sub-file

Ar03 (area number)
Range : 1..99997

Ad03 (address number)
Range : 1..97

HH03 (household number)
Range : 1..3

BU03 (benefit unit number)
Range : 1..7

IssueNo (Issue Number)
Range : 1..7

IntNo (interviewer number)
Range : 47..9997

ADMIN BLOCK

CARGO Spare columns
Text : Maximum [5] characters

AdmNote Reminder/Note for opening menu. OPTIONAL: IF NOTHING TO SAY,
JUST PRESS <Enter>.
ENTER HERE ANY USEFUL DETAILS YOU WISH TO APPEAR ON THE OPENING
MENU.
Text : Maximum [50] characters

IStatus Current Interview Status; protects routing

ONCE SET TO Inter (3), IT CANNOT BE CHANGED.
0 : No work yet done on questionnaire
3 : Interview started/Any interviewing done.

SOCNow INTERVIEWER: IS OCCUPATIONAL CODING FOR TO BE DONE NOW, OR LATER?
1 : Now
2 : Later

SOC1 REVIEW OCCUPATIONAL DETAILS FOR \$NAMES[1], AND ASSIGN 3-DIGIT S.O.
C. CODE.

Job Title:\$C_JOBDES.QJOBDES.SUBJ1.TITLE
Main job duties:\$C_JOBDES.QJOBDES.SUBJ1.RESPDO
Qualifications:\$C_JOBDES.QJOBDES.SUBJ1.QUALIF
Activities of firm:\$C_JOBDES.QJOBDES.SUBJ1.FIRMDO
Employment Status:\$C_JOBDES.QJOBDES.SUBJ1.EMPEE
Director:\$C_JOBDES.QJOBDES.SUBJ1.DIRCTR
Job level:\$C_JOBDES.QJOBDES.MANAGE
Number of employees:\$C_JOBDES.QJOBDES.NUMEMP
Employ any other people: \$C_JOBDES.QJOBDES.EMPANY

Range : 100..999

RevEmp1 CODER: \$NAMES[1]'s employment status is currently as shown here.

If you have any reason to revise this, you should do so now.

Otherwise, press <Enter> to continue.

1 : employee,
2 : self-employed

SocCls1 Social Class
Text : Maximum [1] characters

SEG1 Socio-Economic Group
Range : 0..20

SOC2 REVIEW OCCUPATIONAL DETAILS FOR \$NAMES[2], AND ASSIGN 3-DIGIT S.O.
C. CODE.

Job Title:\$D_JOBDES.QJOBDES.SUBJ1.TITLE
Main job duties:\$D_JOBDES.QJOBDES.SUBJ1.RESPDO
Qualifications:\$D_JOBDES.QJOBDES.SUBJ1.QUALIF
Activities of firm:\$D_JOBDES.QJOBDES.SUBJ1.FIRMDO
Employment Status:\$D_JOBDES.QJOBDES.SUBJ1.EMPEE
Director:\$D_JOBDES.QJOBDES.SUBJ1.DIRCTR
Job level:\$D_JOBDES.QJOBDES.MANAGE
Number of employees:\$D_JOBDES.QJOBDES.NUMEMP
Employ any other people: \$D_JOBDES.QJOBDES.EMPANY

Range : 100..999

RevEmp2 CODER: \$NAMES[2]'s employment status is currently as shown here.

If you have any reason to revise this, you should do so now.

Otherwise, press <Enter> to continue.

1 : employee,
2 : self-employed

SocCls2 Social Class
Text : Maximum [1] characters

SEG2 Socio-Economic Group
Range : 0..20

Choice INTERVIEWER: DO YOU NOW WANT TO...

1 : RETURN TO THE MENU - without filling in the admin details?
5 : FILL IN THE ADMIN DETAILS - and prepare this Ben Unit for transmission to Head Office?
INTERVIEWER: Don't select code 5 until all other work on this Ben Unit is completed.

vChoice Protects Choice

1 : RETURN TO THE MENU - without filling in the admin details?
5 : FILL IN THE ADMIN DETAILS - and prepare this Ben Unit for transmission to Head Office?
INTERVIEWER: Don't select code 5 until all other work on this Ben Unit is completed.

vThank Mirrors x_END.Thank, to mark that qu'aire is finished

1 : Yes
2 : No

lout1 Final Outcome Code for \$NAMES[1]

1 : Full Personal
2 : Full complete proxy
3 : Incomplete
4 : Refusal
5 : Non Contact

lout1Txt Reason for proxy/incomplete/refusal/non-contact, for \$NAMES[1]

Text : Maximum [80] characters

lout2 Final Outcome Code for \$NAMES[2]

- 1 : Full Personal
- 2 : Full complete proxy
- 3 : Incomplete
- 4 : Refusal
- 5 : Non Contact

lout2Txt Reason for proxy/incomplete/refusal/non-contact, for \$NAMES[2]

Text : Maximum [80] characters

IntDone HAVE YOU COMPLETED ALL POST-INTERVIEW CODING, CHECKING & NOTES?

CODE 1 (Yes) SIGNALS THAT THIS BENEFIT UNIT IS READY FOR TRANSMISSION TO HEAD OFFICE.

- 1 : Yes, completed all coding, etc
- 2 : Not yet

PABDone HAVE YOU COMPLETED ALL EDITING

- 1 : Yes, completed all editing
- 2 : Not yet

INDEX OF BLOCKS IN THE BENEFIT UNIT QUESTIONNAIRE

<u>Block</u>		<u>Description</u>
Introduction	Jumps in the BU Questionnaire	3
a_Curst		Current Sit
b_Health		Health 15
c/d_JobDes		Job Descrip
e/h_Main		Main job as
f/i_Sub1	as employee	First Subsid
g/j Sub2	as employee	Second Sub
k_Mainsf		Main job as
l_SubsfF1	self-employed	First Subsid
m_SubsfF2	as self-employed	Second Sub
n_Travel		Travel to w
o_Pens		Pensions
p_Ben		State benefi
q_Othin1		Other Income Part 1 61
r_Othin2		Other Inco
s_Chinc		Children's I
t_Adint	and investments	Adults' Inte
u_Chint		Children's I

	and investments	
v_Save	(gateway to assets questions)	Estimate of
w_Assets		Liquid Asse
x_End		End of Que
Index	Question Name	Index of BU

JUMPS IN THE BENEFIT UNIT QUESTIONNAIRE

As with the Household Questionnaire, it is possible to jump directly to different parts of the questionnaire, providing that the section has been answered by the informant.

The 'Jump Questions' in the Benefit Unit questionnaire are listed below along with the question that follows that jump:

<u>Jump Number</u>	<u>Start of Block</u>	<u>Next Question</u>
1	b_Health	Rstrct
2	c_JobDes	Title (job1, pers1)
3	d_JobDes	Title (job1, pers2)
4	e_Main	PayDat (job1, pers1)
6	f_Sub1	PayDat (job2, pers1)
8	g_Sub2	PayDat (job3, pers1)
10	h_Main	PayDat (job1, pers2)
12	i_Sub1	PayDat (job2, pers2)
14	j_Sub2	PayDat (job3, pers2)
16	k_MainsSF	Profit (s/ejob1, pers1&2)
17	l_SubSF1	Profit (s/ejob2, pers1&2)
18	m_SubSF2	Profit (s/e job3,pers1&2)
19	n_Travel	TtwFar
20	o_Pens	EmpPens
21	p_Ben	Ben1Q
24	q_Othin1(mid-block)	AnyPen
25	r_Othin2	MntRec
26	r_Othin2(mid-block)	Allow
27	r_Othin2(mid-block)	CoalCoke
28	r_Othin2(mid-block)	Oddjob
29	s_Chinc	ChEarn
30	t_Adint	Accounts
31	t_Adint(mid-block)	Invests
32	u_Chint	Chinc

Block a _Curst - Employment Details

After you have chosen to enter the interview this will be the first screen that appears.

Who1/2 **INTERVIEWER: DO YOU WISH TO CONTINUE WITH [NAME]?**

1: continue

2: suspend

This is an example of the screens used to organise the **concurrent interviewing** practice. By saying that you wish to continue with both respondents it is possible to ask both people the same question or group of questions together.

Alternatively, if one person has to go out, you can choose to 'suspend' their interviewing and continue with the other person. When they return, page back up to this point and change the code to 'continue'; the outstanding questions will then be asked. Once coded 'continue', you cannot suspend the interview later on. This is your only chance!

Train **SHOW CARD L**
Last week, that is in the 7 days ending LAST SUNDAY, were you on any of the government training or employment programmes shown on this card?

1: Youth Training (YT)

5: Community Action

2: Training for Work (TFW)

6: Any other training scheme

3: Business Start-up Scheme

7: None of these

4: Career Development Loans/Youth Credits

The above question is asked of all men and women under 61.

TecLec **May I just check, is that a scheme run by a...**

2: Training and Enterprise Council or is it

3: some other scheme?

The above question is asked if 6 is coded at **Train above**.

Training for Work:

This was introduced in April 1993 to replace Employment Training and is open to those aged 18 to 59 who formerly qualified for Employment Training or Employment Action. The allowance is £10 a week more than Unemployment Benefit.

It is designed to meet people's needs either by offering an individually tailored package or practical and directed training to help them acquire

the skills and experience needed to compete for jobs. The name ET might not always be used but each trainee should have a training plan which was agreed at the start of his/her training and each should receive a training allowance on top of their weekly benefit.

Youth Training:

This can be delivered in a wide variety of ways. It focuses on unemployed 16 and 17 year olds and (generally) provides a two year integrated programme of training, education, and work experience. All those on YT now have the opportunity to gain a recognised National Vocational Qualification, or credit towards one.

In many parts of England and Wales the responsibility for planning and delivering Employment Training and Youth Training has been contracted to Local Training and Enterprise Councils (TECs). Two thirds of the board of each TEC are private sector employers; the balance may be leaders from education, trade unions, voluntary organisations and the public sector. In Scotland, training responsibilities are carried out by Local Enterprise Councils (LECs).

Soft check

If a person answers that they are on a Youth Training Scheme there is a soft check on their age:

THIS SCHEME USUALLY ONLY APPLIES TO PEOPLE AGED 16-20

Those on the Business Start-up Schemes operated by local training and enterprise councils (TECs) or, in Scotland, local enterprise councils (LECs), should be treated as self-employed. They have replaced Enterprise Allowance Schemes.

'Job Clubs' and any other such places where stationery, stamps, use of telephones etc are provided free are not training schemes and should not be included.

Working

[In addition to this programme] Did you do any regular paid work last week, that is in the last 7 days ending last SUNDAY?

On the FRS respondents are coded as working, irrespective of the number of hours worked, provided that the job is regular.

Respondents on a Business Start-up Scheme should always be coded as working. If it is coded at **Train**, the following will appear at the **Working** screen:

INTERVIEWER: THE BUSINESS START-UP SCHEME COUNTS AS WORKING.PLEASE PRESS <1> AND <ENTER> TO CONTINUE

Employment Status

If 'No' is then coded, a **hard check** will be triggered.

If the respondent was not working in the last 7 days the following question is asked.

JobAway

Even though you were not doing paid work, did you have a job or business that you were away from, in the last 7 days ending last SUNDAY?

The above question is asked in order to deal with any uncertainty that may exist in the minds of people who happened to be off work in the last week.

Those who have been accepted for a job but have not yet started should be coded 3.

If the situation is unclear the following guidelines can be used:

1. Employees

For employees a job exists if there is a definite arrangement between an employer and an employee for work on a regular basis (ie every week or every month) whether the work is full time or part time. The number of hours worked each week may vary considerably but as long as some work is done on a regular basis a job can be said to exist.

2. Long term absence from work

If the total absence from work (from the last day of work to the past week) has exceeded six months then a person has a job only if full or partial pay has been received by the worker during the absence.

3. Seasonal Workers

In some industries (eg agriculture, forestry, fishing, construction etc) there is a substantial difference in the level of employment from one season to the next. If this is not the normal season for that type of work then the respondent should be coded 2 as not having a job or if this is the normal season and the respondent has not been working then you should probe as to whether this was a week of holiday/sick leave like any other worker's or whether the respondent does not have a job at present.

4. Unpaid workers

Someone who works full- or part-time but is unpaid - for example in a family business - should be coded as having a job at **Working**. They will then follow the route for those in paid employment. At the pay question, enter '0.00' at **PayAmt** and explain the situation in a note.

a_Curst

Employment Status

NumJob

How many JOBS, for pay or profit, do you have?

The above question is asked only of those that are in employment.

1. One job only

An informant should be coded as having one job only if he/she:

- does the same type of work for more than one employer eg domestic duties, gardening, teaching.
- has two jobs but is paid one salary only for both jobs.
- is changing jobs or is going to change jobs, so that not more than one job is held concurrently.

2. More than one job

-If an informant has more than one job it is the status of the MOST REMUNERATIVE which should be entered at EmpStat.

-If an informant has arrangements to work with two (or more) different employers concurrently doing different work (even if one relates to casual work), he or she should be coded as having more than one job.

The following question is asked if the respondent has been working in the last 7 days. The information gathered from now to the question YStart is used to derive internationally agreed definitions of people's employment status.

EmpStat

Are you working as.

1: an employee, 2: or self-employed (including Business Start-Up)?

An employee is someone who, at the time of interview, has an arrangement with an employer (another person or an organisation) to work for the latter for a wage or salary. This does not include informants who are on an employer's books but who have not yet started work.

Employees who are temporarily away from work due to short-term illness or accident, holidays, strike, being temporarily laid off or short time working should be coded as employees, **as long as they have a job to return to with the same employer**. If they are about to start a new job, code 1 at **Wait**.

If someone is on the books of their husband's/wife's firm for tax purposes, they should be coded as an employee, regardless of how many hours they work.

Directors

A director of a limited company is always counted as an employee, ie as an employee of his or her own company.

Employment Status

Employees are *not* asked whether they are a director of a limited company, in the job description section, whereas the self-employed are asked. See the instructions at **Dirctr** in block **c_JobDes** for an explanation, and the definition of self-employment below.

Sandwich Student

If a sandwich student has an arrangement to work for an employer, and is **attending college or university at the time of interview**, he or she should be coded as an employee.

Casual or Seasonal Workers

These should be coded as employees if, **at the time of interview**, they are **actually working for an employer**. If they are not working at present code them as not working and refer to **NotWk**.

Intermittent Work

People with a regular but intermittent arrangement to work for the same employer (such as many school kitchen staff) should be coded as employees, even during the periods when they are not working.

Resident employees

eg, au pairs, domestics, who are members of the household, should be treated as working in the same way as any other employee.

Clergy

Church of England and non-conformist ministers should be treated as employees. Jehovahs Witnesses are treated as self-employed.

Occupational therapy

Informants who attend a therapy centre etc for physically or mentally handicapped should not be coded as employees. They should be **coded as not having paid work** and then refer to **NoWant**.

Employment outside the United Kingdom

Where the informant is employed abroad, be sure to record the currency they were paid in. If this is not £ sterling enter details in the note-pad.

2: Self employed

The term self-employed covers people who are responsible in their work only to themselves and who do not receive a wage or salary from an employer. Tax is not normally deducted at source but paid direct to Inland Revenue by them ('Schedule D' status). Hence directors and

Employment Status

managers are employees of their companies. The self-employed pay Class 2 (regular) and Class 4 (% of profit over a certain level) National Insurance contributions.

Self-employment can be for any number of hours, eg as little as one hour a week, provided that the job is regular.

In addition to persons such as sole or part owners of a business, the following **are** considered to be self-employed: doctors in private practice, farmers, landlords who manage their own property, and people with recurring freelance jobs such as musicians or journalists.

Building workers on the 'lump' should be treated as self-employed. These workers are usually paid a wage by the contractor and have the standard rate of income tax deducted from that wage. They are however responsible for their own payment of National Insurance contributions.

Informants on any **Business Start-up schemes** must be coded as self-employed, all the relevant self-employed questions should be asked and the allowance received regarded as profit.

Mail Order agents and baby sitters should **not** be treated as self-employed. Instead, their income is picked up separately later in the questionnaire. Childminders **are** treated as self-employed and there are specific questions concerning their income.

Soft Check

If on Business Start-up Scheme, but coded as 'Employee':

Respondent is on Business Start-up Scheme (and we would expect this to be considered as their 'main' job). If so, they should be coded as self-employed.

The following question is asked if the respondent has not been working in the last 7 days.

Look4

Thinking of the 4 weeks ending last SUNDAY, were you looking for any kind of paid work at any time in those 4 weeks?

Code 1 (yes) applies only to those who in their own view have been **actively** seeking work in the four weeks before the interview and who are available to start a job. Actively seeking work means registering with a government employment office, job centre, careers office, private employment agency, answering advertisements, advertising for jobs, etc.

Code 2 (no) applies to those who are (in their own view) not actively seeking work even if they are claiming unemployment benefit.

a_Curst

Employment Status

If the informant was not looking for paid work the following questions are asked.

LkYt4or were you looking in those 4 weeks for a place in a government scheme?

Wait Were you waiting to take up a job that you had already obtained?

LikeWk Even though you were not looking for work in the 4 weeks ending last SUNDAY, would you like to have a regular paid job at the moment, either full- or part-time job?

NoLook May I just check, what was the main reason you did not look for work (in the last 4 weeks)?

1: Waiting for the results of an application for a job/
being assessed by ET training agent

2: Student

3: Looking after the family/home

4: Temporarily sick or injured

5: Long term sick or disabled

6: Believes no jobs available

7: Not yet started looking

8: Any other reason

The above question is asked of those who answer 'Yes' at **LikeWk**.

NoWant May I just check, what was the main reason that you did not want work (in the last 4 weeks)?

Codes as for **NoLook** except:

6: Doesn't need employment

7: Retired from paid work

The above question is asked of those who answer 'No' at **LikeWk**.

The respondent's answers to these questions should be accepted. If, in exceptional cases, the answer covers more than one coding category - ask which is the main reason and code that one only.

Those who are receiving Unemployment Benefit but consider themselves retired and who have not been actively seeking work within the previous 4 weeks should be coded 6 (Doesn't need employment).

An informant who left work early on a Government Job Release scheme should be treated as retired.

a_Curst

Employment Status

Occupational Therapy

Informants who attend a therapy centre etc should be coded as 4 or 5 depending on degree of sickness, etc.

The benefit from the centre should be entered as code 2 at the question **Allow** in block **r_Othinc2** and treated as a regular allowance from an organisation.

If the respondent was looking for work or a place on a Government scheme in the last 4 weeks the next question is asked.

Start **If a job or a place on a government scheme had been available in the week ending last SUNDAY, would you have been able to start within 2 weeks?**

If 'no':

Ystart **Why would you not have been able to start within two weeks?**

- 1: Must complete education
- 2: Cannot leave present job within two weeks
- 3: Looking after family/home
- 4: Temporarily sick or disabled
- 5: Long-term sick or disabled
- 6: Other reason

If looking for work:

LookWk **Were you looking for**

- 1: full-time or
- 2: part-time work or
- 3: (have you no preference)?

AccFtPt **About how many hours a week do you mean by that?**

If worked as an employee in last 7 days:

TDayWrk **Have you been, or will you be going to work today?**

The above question is asked of employees only.

Code 2:'No', if absent from work on what, for the informant, is a normal working day.

AbsWk **Have you been away from work for more than the last 3 working days?**

The above question applies only to employees.

a_Curst

Employment Status

The following questions are asked only of those who have been absent from work for more than 3 days.

AbsWhy

What is the reason for your absence?

- 1: Pattern of shifts
- 2: Illness/accident
- 3: Holiday
- 4: Strike
- 5: Laid off
- 6: Maternity leave
- 7: Compassionate leave
- 8: Other - code and explain in a note

The above question is only asked if code 1 has been entered at the question **AbsWk**.

AbsPay

Are you receiving from your employer 1. full pay; 2. part pay or made-up pay; or 3. no pay

If the informant is receiving statutory sick pay only then enter code 3: 'No pay' from the employer. If the informant is receiving statutory sick pay and pay from the employer then code 2: as 'part pay' or 'made up pay'.

Abs1No

How many weeks in all have you been away during this spell of absence?

AbsNo2

How many days in all have you been away during this spell of absence?

Hard check

It will not accept answers between 1 and 3, which should be coded 'No' at **AbsWk**.

If over retirement age (men over 65, women over 60) and not currently working:

Retire

Did you retire within the last 12 months?

The next question is asked if the respondent has retired within the last 12 months.

RetPay

How much did you earn from your job, (before tax), in the last 12 months just before you retired?

If not working:

a_Curst

Employment Status

LstWrk2

When did you last do any paid work? CODE YEAR

Do not count Government Schemes

LstWrk1

When did you last do any paid work? CODE MONTH

LstYr

For how many weeks done regular paid work in the last 12 months?

FtWk

Looking back to the time when you finished continuous full-time education how many years since then have you spent in paid FULL-TIME work?

PtWk

... how many years since then have you spent in paid PART-TIME work?

At the two questions above you should always try to get an estimate in preference to using the Don't Know or Missing key. Holding two part-time jobs at once still counts as being in part-time work.

Jobs held before completing full-time education, such as student vacation jobs should not be counted for either of these questions.

Include time spent working abroad at both of these questions.

Years spent in National Service count as full-time work.

If a respondent has held full and part-time jobs concurrently enter the total number of years in that job for each question, even if this does appear to be double counting the time.

Soft Check

There is a check between the age of the respondent, the age at which they completed full time education and the number of year that they reply that they have spent in full time work. If the figure seems too high:

That seems rather high considering that the respondent is [x] years old, and left full-time education at the age of [x].

Please check your entry.

As we do not ask date of birth in the FRS it may be the case that the respondent has rounded the figure up to the nearest year which is acceptable. Otherwise probe whether the respondent has included a period of work that began before completion of full time education.

Claimant

[Some people who have jobs are also entitled to claim Unemployment

a_Curst

Employment Status

Benefit or National Insurance credits.] May I just check, were you signed on at an Unemployment Benefit office or Jobcentre for last week

- 1: To claim unemployment benefit;**
- 2: to claim income support as an unemployed person;**
- 3: or to get credits for National Insurance contributions?**
- 4: NO, NOT SIGNED ON at Unemployment Benefit Office or Jobcentre**

The above question is asked of all respondents of working age. If they are currently in work, the special preamble is included, "**Some people who have jobs...**" (see above). The purpose of this is to make it clear that it may be quite possible, and normal, for someone to be working and 'signing on' at the same time.

Note that the question is priority-coded (first to apply)

AnyEd

Apart from leisure classes, and holidays, are you at present receiving any full- or part-time education?

EdHr

About how many hours studying does this involve per week?

Include time studying at home.

Edtime

Is that
1:just in the daytime
2:just in the evenings
3:or both

Block b_Health - Health & Ability to Work

(Jump1)

THE QUESTIONS THAT FOLLOW ARE ABOUT HEALTH.

The above is an example of a 'JumpTo' Screen. These screens normally appear at the beginning of each block and provide a brief preamble to the questions that are about to follow. As covered earlier, these questions are numbered in order to provide points in the questionnaire that you can jump to. The screens are chiefly an Interviewer Instruction but can be used as an opportunity to explain the next block in your own words if necessary. To continue just press <Enter>.

Rstrct

CARD M Some people are restricted in the amount or type of work they can do, because they have an injury, illness or disability. Which of these statements comes closest to your own position at the moment? (IF NOT IN PAID WORK: It doesn't matter whether you have any paid work at present.)

1: I am unable to work at the moment.

2: I am restricted in the amount or type of work I can (could) do.

3: I am not restricted in the amount or type of work I can (could) do.

If unable to work:

Injlong

How long have you been unable to work because of this injury/illness/disability

1: 28 weeks or less

2: More than 28 weeks

If restricted in the amount or type of work:

InjWk

How many hours a week (could you/are you able to) work?

If not currently in work:

Nolk

Are you prevented from seeking work by any of the following..

1: ...Disability or illness

2: ...Caring for a disabled or elderly person

3: ...Having to look after child/ren

4: (None of these)

If caring for a disabled or elderly person:

Nlper

You said you were caring for a disabled/elderly person, who is that?

Asked of all respondents:

Health **Do you have any long-standing illness, disability or infirmity? By 'longstanding' I mean anything that you have already had, or are likely to have, for at least 6 months?**

If 'yes' to **Health**:

Hprob **Does this illness or disability limit your activities in any way?**

If activities are limited:

LaReg **Local authorities keep registers of disabled people so that they can provide services for disabled people in their area. Are you on the Local Authority register?**

If on a register:

SpcReg **CARD N Are you registered as any of these...**

- 1:Blind?
- 2:Partially sighted?
- 3:Deaf?
- 4:None of these

If activities are limited (**Hprob** = 'yes'):

JcReg **Are you registered disabled with a Job Centre?**

If there are any children in the Benefit Unit:

CIntro **THE NEXT QUESTIONS ARE ABOUT [NAME OF CHILD]'S HEALTH.**

The above questions **Health** to **SpcReg** are then asked of parents about each of their child[ren].

Block c_JobDes/d_JobDes - Details of employment

The first adult in the BU's job details are netered in c_JobDes, the second adult's (if any) in d_JobDes.

Jump 2 (for Adult1)

THE FOLLOWING QUESTIONS TO BE ASKED ABOUT THE MOST REMUNERATIVE JOB.

Jump 3 (for Adult2)

If the respondent is currently in work or has worked in the last 12 months, the employment details are asked.

Title

What is/was your job ENTER JOB TITLE

It is important that where an informant has more than one job details of the most remunerative job - whether as employee or self-employed - are entered first.

Where someone has arrangements to work with two different employers (even if one relates to casual work), enter details of the most remunerative job here and then the subsidiary job at questions when repeated for the subsidiary job.

Respdo

What do/did you mainly do in your job?

Qualif

And what training or qualifications are needed for that job?

FirmDo

What does/did the firm/organisation actually make or do (at the place where you work[ed])?

The above refers to the actual site that the respondent works at.

Nature

INTERVIEWER: CODE NATURE OF JOB:

1:Childminder

2:Doctor or Dentist, in a practice

3:All other jobs

Childminders are asked the following question. Doctors and dentists working in a practice (who are self-employed for tax purposes) need special routing regarding employer pension schemes.

Where

Do/Did you do childminding in your own home, or somewhere else?

Empee

Are/were you..

1:an employee,

2 or, self employed?

IF IN DOUBT, CHECK HOW THIS JOB IS TREATED FOR TAX/NL. IF TREATED AS Self-employed, ENTER 2 AND DO NOT AMEND THE ANSWER, EVEN IF THE RESPONDENT CLAIMS (at next question) TO BE A DIRECTOR OF A LIMITED COMPANY.

This question is a repetition of the question **EmpStat** above. If the employment status of the respondent is clear then just code the answer without asking the question. If you are in any doubt having heard the description of the respondent's job then you can use this question as a Check.

Soft Check

If **Empee** and the earlier question **Empstat** are answered differently
These two questions are now in conflict. Select the one you wish to change, or suppress this warning.

The next question is only asked of the self-employed.

Dirctr

(Can I just check) in this job are/were you a Director of a limited company?

Directors of limited companies are normally treated as employees because they are legally employees of their company no matter how small it is. Therefore if the respondent has said they are an employee at **Empee** there is no need to ask whether they are a director, because they will be on the correct route.

There are some difficult cases, however, where an informant will be legally an employee of the limited company of which he or she is a director, but for accounts purposes will handle their income tax and National Insurance contributions, etc, as if self-employed. If this is the only form that the respondent can give the information then accept that the respondent is self-employed at **Empee** and follow that route.

Where this occurs please make full notes in the notepad facility so that the office is aware of the circumstances.

The next screen is only routed for self-employed jobs and is for the purpose of identifying any farming activity. If 'Yes' a question about profit from the farming will then be asked about after the profit question.

If it is obvious from the job description that no farming activity is entailed, **code** 'no', but if in doubt, **ask** the respondent.

Farmer**INTERVIEWER: ASK OR CODE:**

Does this self-employment include any commercial FARMING activity?

INCLUDE ANY CROP/LIVESTOCK/PRODUCTION, HORTICULTURE; AS MANAGER, SMALLHOLDER, CONTRACT LABOURER ETC.

As supplied by the Ministry of Agriculture, Fisheries and Food for the guidance of interviewers on the FRS, 'farming' is defined as self-employment which involves the commercial production of 'crops and crop products of agriculture, and animals and animal products'.

The Ministry notes that 'farming stops at the farm gate' so you should not include the industrial processing of agricultural products.

'Crops and crop products' covers the raising of foods (eg cereals, fruit, vegetables) and 'ornamentals' such as flowers and shrubs (eg in a garden centre). Forestry, however, should be excluded.

It is not possible to provide a comprehensive list of such activities and the broad definition above is regarded as adequate. If you have any doubts about individual cases, please make a note for editors.

The following group of questions are only asked about the respondent's most remunerative job.

For employees the next two questions are asked.

Manage

Do/did you have any managerial duties, or were you supervising any other employees?

1:manager,

2:foreman

3:or other employee?

Details of Employment

NumEmp **How many employees are/were there at the place where you work[ed]?**
 1: 1 or 2 4: 100-499
 2: 3-24 5: 500-999
 3: 25-99 6: 1000 or more

At the above questions we wish to know if the employer is a manager or foreman/supervisor, and the number of employees at their place of work.

For the self-employed we wish to know how many employees they have. This is so that we can code socio-economic groupings to make the FRS compatible with other surveys.

EmpOwn **Are you working on your own or do you have employees?**
 1: on own/with partner(s), but no employees
 2: with employees

EmpAny **How many people do you employ at the place where you work?**
 1: No employees
 2: 1-24 employees
 3: 25+ employees

NumJob2 **When you were last working, how many JOBS did you have for pay or profit?**

This question is asked of people **not** currently in employment who therefore did not get asked **NumJob** earlier.

Questions Title to EmpAny are repeated for subsidiary jobs

If an informant has (or had) more than one job for pay or profit, details of the subsidiary job will be asked.

Block e_Main/h_Main - Employee Pay Details (Main Job)

(Adult 1 in the BU - e_Main, Adult 2 -h_Main)

These questions apply to those currently employed. Whenever possible try to get the respondent to refer to a payslip.

Jump4 (for Adult1)
Jump10 (for Adult2)

ASK THE FOLLOWING QUESTIONS ABOUT MAIN JOB AS EMPLOYEE.

PayDat **On what date were you last paid a wage or salary?**
If respondents cannot remember the exact day of the month on which they were last paid enter the 15th of the month. If a respondent has recently started a job and not yet been paid enter the date on which they expect to be paid.

PayAmt **What was your last take home pay, including overtime, bonus, commission or tips?**

Soft Check If '0' is entered
No pay entered: if the respondent is working but has not yet been paid (eg just started a new job), please enter the pay they EXPECT to receive when they are paid. '0' indicates employment that is unpaid.

PayPd **How long did this cover?**
Where the difference between the date of the interview and the date last paid is longer than the pay period given at this question, make a note of the reason in the notepad facility. For example, an informant who is weekly paid may have been given advance holiday pay a fortnight before the interview.

Anticipated pay
If an informant is currently working but has not yet been paid because he or she has recently started a new job, the pay he or she expects to receive should be entered.

Soft Check If **PayPd** is coded 13 - none of the above -
REMINDER Please make a Note to say what period of time was covered by the payment.

TaxInc	Did this include a refund of income tax?
TaxAmt	How much was it?
PAYE	<p>How much was deducted from your wage/salary for income tax under PAYE?</p> <p>Usually, if a tax refund is received, no tax is actually paid in that pay period. Occasionally, however, a refund may serve to only reduce the total amount of tax paid.</p>
TaxUs1	<p>Do you usually pay tax?</p> <p>This question is asked if there was no deduction for PAYE in the last wage. If the person does not pay tax then open up a note using <Ctrl + F4> to explain the circumstances.</p>
NatIns	How much was deducted as National Insurance Contribution?
<u>Soft Check</u>	<p>There is an upper limit check of £39.36 per week on the amount of NI paid:</p> <p><i>Are you sure? That's [£] a week. National Insurance contributions don't normally exceed £39.36/week. Please check your figures, and amend if necessary. If correct, explain circumstances in a Note <Ctrl +F4></i></p>
NIPay	<p>Do you usually pay National Insurance contributions?</p> <p>Again, this question is asked if there was no National Insurance Contribution in the last wage.</p> <p>For further details on National Insurance Contributions see the Glossary of Terms.</p>
Charity	Were there any deductions from your wage/salary for charities?
ChrTaxF	Were any of these made under the tax-free payroll deduction scheme?
AmtTaxF	How much was deducted?
ChrOth	Were there any deductions made for OTHER charity schemes?
AmtOth	How much in total was deducted for these other charity schemes?
OthDed	Were there any other deductions such as...

Employee Pay Details

- 1: ... Pension or superannuation?
- 2: ... AVCs (Additional Voluntary Contributions)?
- 3: ... Union Fees?
- 4: ... Friendly Societies?
- 5: ... sports clubs or specialised pastimes?
- 6: ... repayment of a loan from your employer?
- 7: ... any other deductions which we have not mentioned so far?
- 8: none of these

Deduc **How much was deducted for [name of deduction]?**

There are 6 **Deduc** questions, looking like this one, which follow up Codes 1-6 at **OthDed**. If Code is used the following screen appears.

DedOth **OPEN A NOTE <CTRL+F4> AND DESCRIBE THESE 'OTHER' DEDUCTIONS, WITH AMOUNTS. THEN ADD THEM UP AND ENTER THE TOTAL AT THIS QUESTION**
 Probe individual deductions carefully, eg:
 "Insurance" - Is it life, sickness or accident insurance?
 "Benevolent Fund" - is this a payment to a charity or some form of insurance and, if the latter, what kind?
 Please do not enter the initials of any scheme as this can be misleading.

PaySlip **INTERVIEWER TO CODE WHETHER RESPONDENT USING PAYSリップ**
 If the payslip is being consulted then the following questions will be asked.

GrWage **What was the GROSS wage/salary as shown on payslip?**

Soft Check There is a check that the figure given for gross wage for the last period is the approximate sum of the net pay plus all other component reductions. If not:
Net pay and all deductions add up to [£x], which is not the same as the gross pay of [£x]. Please check your figures and probe for the missing amount. If unable to resolve, suppress check <Shift+F3> and enter details in a Note <Ctrl+F4>.

All the relevant pay components are displayed on the one screen so that the details can be probed further.

A range of £5 either way is allowed to cope with any rounding up of pay that might have occurred. If you cannot resolve the discrepancy it is possible to suppress the check <Shift + F3> and explain why in a note <Ctrl + F4>.

The next question is only asked if a payslip was consulted.

Employee Pay Details

- GrSoFar** **And what was the figure for TAXABLE GROSS earnings so far this year, as shown on the payslip?**
- MileInc** **Was any mileage allowance or fixed allowance for motoring included in the net pay of [£x] that you received on [date]?**
- MileAmt** **How much was included?**
- Mileage allowance is a specified amount paid for each mile the vehicle is used (eg 25p per mile). The mileage will vary from week to week. Fixed allowance is a specified set amount per week or month etc, paid regardless of the amount the vehicle is used.
- MotInc** **Were there any refunds for motoring expenses in the net pay of ...**
- MotAmt** **How much was included?**
The amount included in the last net pay should be entered. This covers such items as parking fees, repairs etc.
- HHInc** **Show CARD O Were there any refunds for any of the items of household expenditure shown on this card, included in the net pay of £[x] that you received on [date]?**
- HHO** **What was covered by the [first/second etc] refund?**
Enter a description in the text-box.
- HHA** **What was the amount of the refund for [type of refund]?**
Record fully the type and amount of refund included in the last net pay. If a subsistence allowance is received, only the part actually spent on food, lodgings, etc should be included at this question.
- HHC** **Any other refund?**
If yes the questions **HHO** and **HHA** are repeated.
- SSPSMP** **Did your last wage or salary include [either] Statutory Sick Pay [or Statutory Maternity Pay]?**
This question is automatically phrased according to the sex of the respondent.
Statutory sick pay is received by employees from their employer for the first 28 weeks of sickness in a tax year. After this period, they may receive Invalidity Benefit. The payment is subject to various conditions including length of service.
Note that SSP is only payable from the fourth day of absence from work - do not include any pay that is received from an employer

Employee Pay Details**before a respondent is eligible for SSP.**

Statutory Maternity pay is paid by an employer. The amount paid will depend upon length of service, wages/salary and hours worked. It is paid for eighteen weeks to those who have earned enough NI contributions.

Soft Check

If code 1 or 2:

Are you sure? Please check that respondent was continuously off sick for at least four days in the pay period. If so, suppress this warning. If not, they cannot have received Statutory Sick Pay.

Follow-up questions for Statutory Sick Pay are:

SSPAmt**How much was included for Statutory Sick Pay?**

The above question is asked only if the respondent was coded earlier as 'consulting' their payslip.

Soft Check

If the net pay is less than the total of any amounts included for mileage allowance, motoring expenses, household expenses, Statutory Sick Pay and Statutory Maternity Pay (in which case the check will appear after **SMPAmt** below):

The amount(s) for the item(s) included in pay come to £[x], which is more than the pay itself, of £[x]. Please check your figures.

SSPRate**How much was included for SSP - was it**

1: higher rate

2: or the lower rate?

The above question is asked as an alternative to **SSPAmt**, if the payslip was not consulted.

MadEmp**When you were getting SSP, were you also getting 'made up pay' from your employer?**

'Made up' pay is in addition to SSP. Not all employers pay this.

Follow-up questions if Statutory Maternity Pay is entered are:

SMPAmt**How much was included for Statutory Maternity Pay?**

This question is asked only if the respondent was coded earlier as 'consulting' their payslip.

SMPRate**How much was included for SMP - was it**

1: higher rate

2: the lower rate?

The above question is asked as an alternative to **SMPAmt**, if the payslip was not consulted.

MatEmp	When you were getting SMP were you also getting 'made up pay'?
MatStp	How many weeks before your baby was expected did you stop work?
PayUs1	<p>Your wage/salary after all deductions was £[x]. Is this the amount you usually receive?</p> <p>An informant would be expected to answer 'No' at this question if their last pay included holiday or back pay, an occasional bonus, irregular overtime or tax or business refunds.</p> <p>People whose last pay was not usual but who have been an employee in the last 12 months are asked the following questions.</p>
UNett	What do/did you usually receive AFTER all deductions?
UGross	What do/did you usually receive BEFORE all deductions?
UPay	How often are/were you usually paid?
U1Mot	Did the usual net pay include any allowance for motoring?
U2Mot	<p>How much was included?</p> <p>The above question applies to all those who last pay was not usual.</p>
QHrs	How many hours a week are you contracted to work - that is excluding unpaid time for meal breaks, and excluding any paid or unpaid overtime?
<u>Soft Check</u>	<i>Zero hours - that can't be right! Please enter the CONTRACTED HOURS per week. If no contract, ask for the hours USUALLY worked; if this varies, try to get an AVERAGE figure.</i>
EmpOvt	<p>Average hours paid overtime do you usually work in a week?</p> <p>The following questions appear if the informant is working 29 hours per week or less or if you have coded DK or missing at the previous questions.</p>
LikeHr	<p>Your usual hours at the moment are [n]. Would you prefer to work more hours, or are you happy with the number of hours you work at the moment?</p> <p>1: More hours 2: Happy with hours 3: Prefer fewer hours</p>

Employee Pay Details

NoMor	<p>Are you prevented working more hours by any of the following..</p> <p>1: ...Disability or illness 2: ...Caring for a disabled or elderly person 3: ...Having to look after children 4: (None of these)</p> <p>Note that if the respondent is caring for a disabled child code 2 should take priority over code 3.</p> <p>If NoMor is coded 2 then the following question is asked:</p>
NMPer	<p>Who is the person you care for?</p> <p>If NoMor is coded 3 then the following question is asked:</p>
NMChc	<p>If childcare were available, would this enable work more hours?</p>
Bonus	<p>In the last 12 months have you received any bonuses such as a Christmas or quarterly bonus, profit-related pay or profit-sharing bonus, or an OCCASIONAL commission?</p> <p>Under qualifying schemes approved by the Inland Revenue, employees may received profit-related pay based on the employer's profits for a profit period, in addition to the employees' earnings. Since April 1991 all profit-related pay has been exempt from tax.</p> <p>Do not includes shares in the company, income in kind or cash value of vouchers to spend in shops at this question.</p> <p>If a respondent receives a bonus on a regular, say monthly, basis such as for reaching certain sales quota; and their pay is such that they depend on getting this bonus then do not define it as an occasional bonus at this question. Instead, include it as part of their total normal wage/salary. If there is any doubt make a note using the notepad facility <Ctrl + F4>.</p>
BonAmt	<p>ENTER AMOUNT OF BONUS NUMBER [1-6].</p>
BonTax	<p>Was this amount ...1: before tax 2: after tax?</p>
UBonInc	<p>Did the usual net pay include any of this bonus or commission?</p>
UBonAmt	<p>How much was included?</p>
TaxRel	<p>Has the Inland Revenue allowed you, or will you be claiming, tax relief for expenses incurred as a result of your employment, such as overalls, clothing, tools, subscriptions to professional societies?</p>

AmtRel	What is the amount on which tax relief was/will be allowed?
LunchV	Do you receive any luncheon vouchers from your current employer?
Lv7Dy	Have you used any Luncheon Vouchers in the last 7 days?
LVAmt	What is the total value of the vouchers used? Only luncheon vouchers issued <u>free</u> by the informant's employer should be entered here.
<u>Soft Check</u>	If the respondent has used more than £15 worth of Luncheon Vouchers in the past week. <i>Are you sure? you have entered that Luncheon Vouchers worth more than £15 were used in the last 7 days. Please check that this is correct. If so, explain circumstances in a Note <CTRL+F4>.</i>
FreeMI	Have you received any free meals from your employer in the last 7 days? INCLUDE: Free canteen at work meals where cost was PAID or REIMBURSED by employer
FrM7Dy	How many free meals have you received in the last 7 days? Any free meals to <u>resident</u> employees, eg au pairs or farm workers, should not be entered here. Any free food supplied by employers to employees, eg milk, eggs or potatoes should not be recorded here.
InKind	CARD P Which, if any, of the benefits shown on this card have you made use of, or received, from your present employer in the last 6 months? 1: FREE or SUBSIDISED CANTEEN 2: FREE or SUBSIDISED GOODS 3: FREE or SUSIDISED MEDICAL INSURANCE for self or family 4: SHARES or SHARE OPTIONS 5: PAYMENT of SCHOOL FEES for family members 6: None of these

Block f_Sub1/i_Sub1 - Employees' First Subsidiary Job

If the respondent has a subsidiary job then the questions contained in e/f_Main are repeated with reference to the first subsidiary job.

Jump6
(Adult1)
Jump12
(Adult2)

**THE QUESTIONS THAT FOLLOW ARE ABOUT FIRST
SUBSIDIARY JOB AS EMPLOYEE**

Block g_Sub2/j_Sub2 - Employees' Second Subsidiary Job

If the respondent has a second subsidiary job then the questions contained in e/h_Main are repeated a further time to cover this job.

If the respondent has more than 2 subsidiary jobs then open a note using <Ctrl and F4>. Give a full job description and pay details.

Jump8
(Adult1)
Jump14
(Adult2)

**THE QUESTIONS THAT FOLLOW ARE ABOUT SECOND
SUBSIDIARY JOB AS EMPLOYEE**

Block k_Mainsf - Self-employed earnings (main job)

The next questions are only routed on for the self-employed.

Jump 16
[Adult1&2]

**ASK THE FOLLOWING QUESTIONS ABOUT MAIN JOB AS SELF-EMPLOYED
THIS SHOULD ECLUDE Mail Order Agents AND Babysitters**

Profit1

How much net profit (or loss) did you receive from your business or profession in the last 12 months for which you have information, that is AFTER deducting all expenses and wages but BEFORE deducting income tax, NI contributions or money drawn for your own use?

If the respondent cannot answer in terms of profit & loss, repeat the question but starting with

How much did you receive from your occupation or profession in the last 12 months...

Estimates are acceptable at this question if precise figures are not available.

Where the informant has been self-employed for too short a period to have any figures available, code as DK but make a note using <Ctrl + F4> of the last occupation the informant had before becoming self employed and the income received from that job.

Figures for a period of less than a year are acceptable and the correct dates that the profit or loss covered should be entered at **Se1** and **Se2**.

Profit2

DID THE ANSWER IN THE PREVIOUS QUESTION REFER TO PROFIT OR LOSS?

1: Profit/earnings

2: Loss

If the self-employment includes any commercial farming activity, ie **Farmer** in the job description section is 'Yes', and a profit is given, the following question is asked.

SFFarm

Roughly what percentage of that profit or earnings came from farming/horticulture, as compared to any other activities associated with the business?

'FARMING' = ACTIVITY DIRECTLY RELATED TO PRODUCTION IN AGRICULTURE OR HORTICULTURE. DO NOT COUNT OTHER 'FARM' ACTIVITIES, eg BED + BREAKFAST, CAMP/CARAVAN SITE, FARM SHOP. IF UNSURE PLEASE MAKE A NOTE. INCLUDE SET-ASIDE AS FARMING. IF EXACT FIGURE NOT KNOWN, PROBE FOR ESTIMATE TO NEAREST 10%.

k_Mainsf

Main Self-employed earnings

OwnSum Do you draw sums of money or cheques from the business for your own use or for the payment of domestic bills?

OwnAmt How much on average do/did you take out each time?

OwnPd How long did that cover?

The questions referring to money drawn from the business are asked of all self-employed respondents regardless of whether they have made a profit or loss. In most cases where self-employed people are not making any profit from a business s/he may be withdrawing money from their business to live on and to pay domestic bills unless s/he is living off capital or savings, in which case please make a note in the notepad facility. Please obtain an estimate as this may be the only basis for estimating income. The amount should be in £s only.

Sole Are/were you the sole owner of your business or are/were you in partnership with someone else?

ParInc Have your partner's shares been included in the net profit or loss you gave me?

ParAmt How much was included?

These questions are asked only of those giving profit or loss at **Profit1**. If the informant is unable to give a cash amount at **ParAmt** then obtain a percentage or proportion of the amount the partner expects to receive and make a note of this in the notepad facility.

Se1 What are the dates of the 12 months to which this information applies? BEGINNING OF PERIOD.

Se2 What are the dates of the 12 months? END OF PERIOD.

Hard Check If the last date for a self-employed profit code is earlier than the first date: *The end date is earlier than the beginning date. Have you transposed them?*

Here it will always be necessary to go back and change the dates to which the profit or loss refers.

Soft Check If the end date is more than 12 months after the start date: *Are you sure? This is more than 12 months. Please amend your coding, or explain in a note <CTRL + F4>.*

k_Mainsf

Main Self-employed earnings

Hard Check

If either date is in the future:
This must not be a future date. Please amend your coding.

SeWks

Can I just check, how many weeks of business does that cover?
The dates given should be for the period for which the profit was received.

SeTax

Have you made any income tax payments relating to this self-employment in the last 12 months?

Include any income tax payments made in the last year covering this job, even if they do not relate to the amount given at **Profit**, eg to a previous year's figures.

Income tax on other sources of income will be asked about later.

SeTaxAmt

How much did you pay?

Enter the total amount paid for this job, within the last year.

SeNIReg

Do you pay a regular National Insurance contribution relating to this self-employment?

SeNIRAmt

How much was the last contribution you made?

The self-employed pay regular contributions (Class 2), which in 1995/6 are £5.75 per week, if profit/earnings exceeds £3260. Do not include lump-sum contributions (Class 4, on profits between two set annual amounts) here; they are asked about separately at **SeNILump**.

SeNIRPd

How long did this cover?

Soft Check

If the last payment is more or less than the standard contribution.
Amount for National Insurance contribution deviates from standard weekly amount (currently £5.75 for self-employed). Please check.

SeNILump

Have you made any lump sum payments of NI contributions relating to this self-employment in the last 12 months?

See instruction under **SeNIRAmt**.

SeNILAmt

How much did you pay?

The next two questions are asked of those not currently working but who

k_Mainsf

Main Self-employed earnings

worked as self-employed in the last year.

SeLwks

In the last 12 months, for how many weeks have you been self-employed?

SeEnd

On what date did you cease to be self-employed?

The following questions are only asked about the most remunerative self-employed job.

QhrsSelf

How many hours a week do you USUALLY work, EXCLUDING meal breaks

Soft Check

Zero hours - that can't be right! Please enter the hours USUALLY WORKED per week; if this varies, try to get an AVERAGE figure.

The following questions are asked if the informant works for 29 hours per week or less or if you have entered dk or missing at the previous questions.

LikeHr

Would you prefer to work more hours, or are you happy with the hours?

If would prefer more hours:

NoMor

Are you prevented from working more hours by any of the following...

- 1: ...disability or illness?
- 2; ...caring for a disabled or elderly person?
- 3: ...having to look after children?
- 4: None of these

If caring for a disabled or elderly person:

NmPer

Who is the person you care for?

If caring for a child or children:

NMChc

If some suitable form of childcare were available, would this enable you to work more hours?

Block 1_Subsf1 - First Subsidiary Self-employed Job

Jump 17
[Adult1&2]

**ASK THE FOLLOWING QUESTIONS ABOUT SECOND JOB AS
SELF-EMPLOYED**

THIS SHOULD EXCLUDE Mail order Agents AND Babysitters

This block applies to both adults if they have a subsidiary self-employed job. Certain questions in k_Mainsf are repeated with reference to the subsidiary job.

Block m_Subsf2 - Second Subsidiary Self-employed Job

Jump 18
[Adult1&2]

**ASK THE FOLLOWING QUESTIONS ABOUT SECOND JOB AS
SELF-EMPLOYED**

THIS SHOULD EXCLUDE Mail order Agents AND Babysitters

This block applies to both adults if they have a second subsidiary self-employed job. Again, the relevant questions in k_Mainsf are repeated.

Block n_Travel - Travelling to Work

The following questions allow the DSS to monitor changing patterns in how far people are prepared to travel every day to work.

Jump19 **THE QUESTIONS THAT FOLLOW ARE ABOUT TRAVEL TO WORK COSTS**

TtwFar **About how far do you have to travel to your usual place of work? 1:**
work at, or from home/live at work
2: Varies - no usual place of work
3: Under 1 mile
4: 1 but under 3 miles
5: 3 but under 5 miles
6: 5 but under 10 miles
7: 10 but under 25 miles
8: 25 miles or more

TTwFrq **On how many days of the week do you usually travel to your normal place of work.**

TTwMod **How do you usually travel to work?**
1: Walk/bicycle
2: Car/van (including lifts)
3: Motorcycle (including lifts)
4: Bus/train/tube
5: Works bus/company transport
6: Other

If travel to work by bus/train/tube or works bus/company transport:

TtwPss **Do you have a season ticket, bus pass or travelcard?**

If 'yes':

PssAmt **How much does the season ticket/bus pass/travelcard cost?**

PssDate1 **On what date did it start?**

PssDate2 **And when is it valid till**

Soft Check There are soft checks if the season ticket is valid for over 1 year or less than 1 week.

If no season ticket, bus pass or travelcard:

Fare	How much does the journey cost?
Oneway	Is that the one-way or return fare? If travel to work by car/van/motorcycle:
TtwPay	Do you pay for ALL, SOME OR NONE of the costs of taking the [car or van/motorcycle] to work? If pays some of the cost:
TtwCode	INTERVIEWER: PROBE & CODE 1: Respondent is passenger and contributes money to others 2: Respondent is driver and receives money from passengers/employer etc 3: Some other arrangement (neither of the above) It may be multi-coded 1 <u>and</u> 2 if both situations apply within a typical week. If TtwCode is coded 1:
TtwCost	How much do you pay per week? If TtwCode is coded 2:
TtwRec	How much do you receive per week? If TtwCode = 1 <u>and</u> 2, both questions are asked, with added text "When you are a (driver/passenger)..."

Block o_Pens - Pension Schemes

The FRS contains questions on company and private pension schemes to aid the DSS in predicting how many people may or may not be wholly dependant on state pensions in the future.

Jump20

THE QUESTIONS THAT FOLLOW ARE ABOUT PENSION PROVISIONS.

The questions **EmpPens** to **EpNow** are asked of people who are currently employees. Doctors and dentists working in practice, who count as self-employed, but are able to contribute to an employer pension scheme, should be coded 2 at the question **Nature** in the job description block in order to be correctly routed here.

EmpPens

Thinking of your present job, do you currently belong to a pension or superannuation scheme run by your employer which will give you a pension when you retire?

The following extra text appears for doctors/dentists in a practice:
SELF-EMPLOYED DOCTORS/DENTISTS: "YOUR EMPLOYER" = the NHS

Employees may be a member of an employer's pension scheme on a voluntary basis. Some employers require employees to be members of their scheme unless they 'opt out' whilst others require them formally to 'opt in' before they can become members.

EpLong

How long have you belonged to your present employer's pension or superannuation scheme?

SERPS

Are you/is your pension scheme...

1: ... contracted into

2: ... or contracted out of 'SERPS' (ie the State Earnings Related pension Scheme)?

The State Earnings Related Pension Scheme pays an additional pension to pensioners or widow beneficiaries. If an employer runs a scheme which is 'contracted out' of SERPS the additional amount is paid privately by occupational schemes and both the employer's and the employee's NI contributions are reduced.

EpEnd

When you draw your pension from this scheme, will it be based on

1: ...your final salary

2: ...or, the amount of money invested in the scheme on your behalf - that is, a so-called 'money purchase' pension?

A pension based on the final salary may be known as a 'defined benefit' scheme. The pension is usually calculated on a specified fraction, eg

1/60, 1/80, 1/120 of the employee's final salary.

Under a 'money purchase' scheme, a specified percentage of the member's earnings is paid into the scheme. That sum is invested and the pension or annuity is calculated at pension age on the basis of the sum which has accrued and average life expectancy.

An employer may choose which scheme to operate according to the size of the business and characteristics of employees.

Ep1Avc **Some people who are members of their employer's pension schemes pay extra contributions, known as Additional Voluntary Contributions or AVCs, in order to increase their final pension. Do you pay Additional Voluntary Contributions?**

EpDes **CARD Q**
Which one of these best describes the pension that you will receive from your employer at retirement?
1: A pension that does not increase after retirement
2: A pension that may increase after retirement, but not necessarily every year
3: A pension that increases every year, but not necessarily in line with price increases
4: A pension that will increase in line with price increases that is, a n 'inflation-proof' pension

The following questions are asked of those employees who do not currently belong to a Pension Scheme.

EpPres **Have you ever belonged to a pension scheme run by your present employer?**

EpKeep **Have you kept the right to a pension from your present employer, which you are either drawing now or will be able to draw in the future?**

EpNow **Are you drawing that pension now or not?**

EpPrev **Some people receive a pension from a previous employer when they retire as well as a state pension. Have you ever belonged to a pension scheme run by a PREVIOUS EMPLOYER?**

The above question is asked of all adults unless they have **never** worked.

o_Pens

Pension Schemes

EpTran

Did you transfer any pension rights from your previous employer's scheme, into

- 1: ...your present employer's scheme
- 2: ...some other, independent, pension provision which you will be able to draw in the future
- 3: ...or have you done neither of these?

The above question applies if someone has answered yes to **EpPrev**, is working as an employee and currently belongs to an employer pension scheme.

This question can be multi-coded to allow for transfers of more than one pension scheme.

If the employee is not currently in an employer pension scheme and answered yes to **EpPrev**, the next question is asked instead of that above.

EpTran2

Did you transfer pension rights from a previous employer's scheme into a personal pension scheme?

PrvRgt

Have you kept the right to a pension with any previous employer, which you are either drawing now or will be able to draw in the future?

PrvNum

Is that from just one pension scheme, or more than one?

PrvNow

Are you drawing that pension now or not?
Income from such pensions is covered later, in block **q_Othin**.

PerPen

(Now I'd like to ask you about personal pension schemes rather than employers' pension schemes.)

Some people arrange pensions for themselves, that is, a private personal pension. This is sometimes called a 'self-employed pension' or a 'Section 226 Retirement Annuity'.

Have you ever contributed towards any personal pension?

These pensions may be taken out by self-employed persons or by employees who either do not have a company pension scheme or have opted out of it to set up their own 'personal pension'. The arrangement will normally be directly between an individual and a pension provider such as a bank, building society or insurance company.

If the respondent answers 'Yes' and is Self-Employed in their main job the

o_Pens

Pension Schemes

following question is asked:

PPNum **How many such pensions have you contributed to?**

PPDat **When did you take out this pension?**

PPCont **Have you contributed towards such a pension during the last 12 months?**

If the respondent is not self-employed and has a personal pension then the following question is asked.

PPExt **Have you made any EXTRA contributions to such a pension in the last 12 months: by 'extra' I mean in addition to your regular National Insurance contributions?**

PPPay **How much [EXTRA] did you pay last time?**
'EXTRA' appears if the respondent is not self-employed.

PPPd **How long did this cover?**

If the household has a pension mortgage (in the household questionnaire):

PPmort **INTERVIEWER:**
THIS HOUSEHOLD HAS A PENSION MORTGAGE:
HAS THE PAYMENT JUST MENTIONED ALREADY BEEN RECORDED EARLIER, IN THE MORTGAGE SECTION OF THE HOUSEHOLD QUESTIONNAIRE?

Simply code 'yes' or 'no', no further action is required.

The next question is asked of those who answer no to **PPExt**.

PPEv **Have you EVER made any EXTRA contributions to such a pension?**

PPLast **When did you last make an extra contribution to such a pension?**

The next question is asked of all respondents who have a personal pension.

PPage **At what age do you expect to start drawing this pension?**

o_Pens

Pension Schemes

**INTERVIEWER: YOU CANNOT NORMALLY DRAW SUCH PENSIONS BELOW THE AGE OF 50
IF PENSION SCHEME CANCELLED, ENTER '0'.**

For respondents over 50 years old, the text '*IF ALREADY DRAWING PENSION, ENTER AGE THIS STARTED*' also appears.

Soft Check

If **PPAge** is below 50

You cannot normally draw such pensions below the age of 50. Please check your entry: if correct, suppress warning <Shift + F3> and explain circumstances in a Note.

Block p_Ben - State & Other Benefits and Pensions

Jump21

THE QUESTIONS THAT FOLLOW ARE ABOUT STATE BENEFITS

All state benefit questions are put to all respondents.

Throughout this section, please encourage respondents to find payments books for any benefits.

There are two types of benefit payment books in general use, one used to pay Income Support only or Income Support plus other benefits; the other used to pay all other benefits.

It is important that the amount entered for each benefit covers that benefit only and is not the total for a combination of benefits, eg Income Support and Retirement Pension.

In the Income Support payment book, the inclusion of another benefit is usually identified on page 3 of the payment book.

In the other benefit book, the amounts for the various benefits are shown on page 3 of the book by a code letter. The key to these code letters is on page 2 of the book. Some respondents may have both types of book.

If you are unable to separate an amount covering a combination of benefits, enter 'dk' at the 'how much did you receive' for EACH BENEFIT and make a <Ctrl+F4> note each time, giving the names of the individual benefits covered and the total amount received. When a 'dk' is entered at any **BenAmt** question a check question will follow, asking whether it is a 'dk' because separate amounts for the benefit cannot be established. If that is the reason, the 'dk' will not be included in the total of 'dks' and refusals for the questionnaire.

Instead of receiving payment by book or giro an increasing number of people who are not on Income Support are receiving their benefit by direct transfer into their bank or building society accounts. These informants will have been sent forms BR2198 or BR2199 advising them of the amount of benefit they are receiving.

Please consult these if no breakdown of the benefit is given in the payment books.

Checks in the Benefits Block

There are range checks on every benefit in this block. The ranges are based on the amounts known from latest DSS publications on benefit levels. All the checks are soft and may be suppressed if the respondent is convinced, or can produce documentation to show, that they are receiving the queried amount. If you are interviewing in April the checks will allow amounts from the previous financial year.

Note that all benefits are paid on a weekly or number of weeks basis. In other words, no benefit should usually cover a calendar month.

Ben1Q

CARD R Looking at this card, are you at present receiving any of these state benefits in your own right: that is, where you are the named recipient?

- | | |
|---------------------------|---|
| 1: Child Benefit | 6: Widow's pension or allowance
(National Insurance) |
| 2: One Parent Benefit | 7: War disablement pension
(and any related allowances) |
| 3: Guardian's Allowance | 8: Severe disablement allowance
(National Insurance), or Old person's
pension |
| 4: Invalid Care Allowance | 9: Disability Working Allowance |
| 5: Retirement pension | 10: None of these |

Child Benefit

can be received for each child under 16 or for a child aged 16-18 still in full time further education. One Parent Benefit may also be received by a single parent on top of Child Benefit.

Soft Check

If a woman or single man has children in the household there is a check that s/he is receiving child benefit:

Respondent is a woman/man with dependent child(ren), yet has not been recorded as receiving Child Benefit. Please check whether this is correct. If so, explain circumstances in a note <CTRL + F4>.

Soft Check

Or if the father answers that he is claiming Child Benefit when he is married or cohabiting..

Respondent is a father receiving Child Benefit. Normally the mother receives the Child Benefit. Please check whether your answer is correct. If so, explain circumstances in a note <CTRL + F4>.

It could be that the father's partner is not the mother or stepmother of the child and it is the man that claims the benefit.

One Parent Benefit

This can be paid to single parents as an increase to Child Benefit. However, single parents on Income Support probably won't also be

getting One Parent Benefit. They may say they get it, but in fact they are more likely to be receiving the **Lone Parent Premium** instead. This is not a separate benefit at all, but a component of Income Support.

Current rates: One Parent Benefit - £6.30. Lone Parent Premium - £5.20 in Income Support.

Guardian's Allowance

This is a weekly payment for someone who takes an orphan into the family. In exceptional circumstances this may be paid if one of the child's parents is still alive but cannot care for the child.

Retirement Pension

is a taxable weekly benefit for women on reaching 60 and men on reaching 65. The basic pension rate is the same for men, women who have paid their own NI contributions at the standard rate, and for widows on their husband's NI contributions. Married women who are not entitled to a pension on their own contributions may receive a pension on their husband's contributions.

Old Person's Pension or over 80s pension

is for those people aged 80 or over who are entitled to State Retirement Pension of less than the amount payable on a spouse's contributions, or to none at all.

Retirement Pension may include components other than the Basic Pension and DSS have asked us to obtain amounts for some of these components.

Those who have paid NI contributions as an employee after April 1978 may also receive an **additional earnings related pension**. Those who have been in a contracted-out occupational pension scheme may receive a **guaranteed minimum pension**, which is the minimum amount that must be paid under such a scheme. Guaranteed minimum pension is also known as **contracted-out deduction**. Those who decide not to claim their pension on reaching retirement age can earn **additional pension increments**.

Soft Check

There is a soft check that retired men over 65 and women over 60 should be receiving some sort of pension.

The respondent is aged above 65 (male) or above 60 (female) and yet

there is no NI Retirement Pension or Old Person's Pension recorded for him/her. Please check whether this is correct.

Widow's Pension

is a weekly benefit for women aged 45 and over (or 40 and over if widowed before April 1988) paid when their husband died or when their Widowed Mother's Allowance ends.

Widowed Mother's Allowance

is a weekly benefit for widows of any age who have at least one child for whom they get Child Benefit.

Note that Widow's Payment should not be included here; it is a lump sum payment and should be included under code 5 (Any National Insurance or State Benefit not mentioned earlier) at the question **Ben5Q**.

Soft Check

If a widow under 65 (and not getting NI Retirement Pension) is not coded as getting widow's pension or widowed mother's allowance one or other of the following checks will appear.

If there are no children in the benefit unit:

Respondent is a widow under 65 but is not getting Widow's Pension. Please check that this is correct.

If there are any children in the benefit unit:

Respondent is a widow under 65 with dependent child[ren], but is not getting Widowed Mother's Allowance. Please check that this is correct.

Allowances for The Disabled

War Disablement Pension

is payable to people disabled as a result of service in the Armed Forces during the First World War or at any time since 1939.

Severe Disablement Allowance

may be received by people of working age who have been unable to work for 28 weeks or more because of illness or disablement, but cannot get Incapacity Benefit because they have not paid enough NI contributions.

Disability Working Allowance

is an income-related benefit. Its aim is to promote disabled peoples' independence by supporting those who are in work or would like to work, but whose earning capacity is low, by topping up those earnings with

benefit.

Ben2Q**CARD S**

And looking at this card, are you at present receiving any of the state benefits shown on this card - either in your own name, or on behalf of someone else in your household?

- 1: CARE COMPONENT of Disability Living Allowance
- 2: MOBILITY COMPONENT of Disability Living Allowance
- 3: Attendance Allowance
- 4: None of these

Disability Living Allowance

has two elements and is directed at the care needs and mobility needs of **disabled people of working age and below**. The **care component** has three rates and has replaced Attendance Allowance for those under retirement age. The **mobility component** has replaced the old Mobility Allowance.

Attendance Allowance

is a benefit for people disabled **at or after age 65** who need looking after because of their physical or mental disablement. Attendance Allowance is not related to any income, savings or NI contributions and can be paid in conjunction with other benefits including Income Support. There are two rates - a lower one for people who need looking after by day **or** night, and a higher one for people who need looking after by day **and** night.

If the Attendance Allowance is paid as part of Retirement Pension, it should not be separately coded here. The amount of Retirement Pension recorded later should include the AA. If AA is received separately, it should be recorded here.

Soft Check

If Retirement Pension coded at **Ben1Q** and Attendance Allowance at **Ben2Q**

INTERVIEWER: please check with respondent: is Attendance Allowance paid as part of their NI Retirement Pension? If so, DONT CODE IT HERE. But if Allowance is paid SEPARATELY, suppress warning and continue.

Ben2QFut

CARD S Can I just check, have you been awarded any of (these/the other) allowances to start at some future date, either for yourself or for some other household member?

(enter at most 3 codes)

- 1: CARE COMPONENT of Disability Living Allowance
- 2: MOBILITY COMPONENT of Disability Living Allowance
- 3: Attendance Allowance

4: None of these

Note that the text "(the other) allowances" will be selected if at least one benefit was entered at **Ben2Q**.

Soft Check

If any benefit entered at **Ben2Q** is also entered at **B2QFut**:

At the previous question the respondent claims to be currently in receipt of Benefit number [1-4], so he/she is not likely to await the outcome of a claim for the same benefit. Please check your answers. If correct, explain circumstances in a Note.

Respondents currently receiving a benefit may also be in the process of reclaiming it for a further period. However at the **BnQFut** questions you should only record NEW claims, not repeat claims from current recipients.

Ben3Q**CARD T**

Now looking at this card, are you at present receiving any of these benefits in your own right: that is, where you are the named recipient?

- 1: Unemployment Benefit**
- 2: Income support**
- 3: Family credit**
- 4: Incapacity Benefit**
- 5: Statutory Sick Pay**
- 6: Industrial Injury Disablement Benefit**
- 7: None of these**

Unemployment Benefit

If an informant is on short time they can receive a wage and unemployment benefit.

Those who consider themselves retired but who are receiving unemployment benefit should remain coded as retired in previous sections of the questionnaire.

Soft Check

If a person coded as working claims to be receiving Unemployment Benefit the following check is triggered:

Respondent is coded as working and receiving Unemployment Benefit. Tactfully query with respondent whether he/she is working or unemployed.

Soft Check

Also, if the respondent is currently self-employed, or has been in the last 12 months a soft check is triggered:

Respondent is coded as self-employed (now, or in previous job) and

receiving Unemployment Benefit. This is not normally possible. Please check that your answer is correct. If so, explain circumstances in a note.

As both of these are soft checks it is possible to suppress the warning and continue if it does turn out to be the case.

Soft Check

There are also checks if the respondent has answered in the block a_Curst that they are signed on at a UB office or Job Centre in order to receive Unemployment benefit or Income support, but is not coded at receiving this at Ben3Q.

Are you sure? Respondent said earlier they were claiming [name of benefit]. If so, they must be coded here also. If you suppress this warning, please explain in a note.

Family Credit

To get Family Credit an informant must have at least one child under 16 (or under 19 if he or she is in full time education up to GCE A level or equivalent standard). The informant or his or her partner must be working at least 16 hours a week to qualify.

The amount received depends on the income of the informant or his or her partner, how many children they have and their ages.

Only include Family Credit paid regularly at this question. Lump-sum Family Credit payments should be entered at **Ben5Q**, and there is a check if both regular and lump sum payments are coded.

Incapacity Benefit

is a new benefit introduced in April 1995, replacing Sickness Benefit and Invalidity Benefit. It is paid to people who have been medically assessed as incapable of working. All those who used to receive Sickness Benefit or Invalidity Benefit were automatically transferred to Incapacity Benefit. Later their eligibility may be reviewed. If a person is/was receiving Statutory Sick Pay, Incapacity Benefit replaces it after 28 weeks. There are three basic rates depending on the period and severity of incapacity, and a number of supplements may be received.

Soft Check

If currently working.

Respondent says he/she is currently receiving Incapacity Benefit whilst being employed. This is not normally possible. Please check that your answer is correct. If so, explain circumstances in a note.

Soft Check

If both Incapacity Benefit and Statutory Sick Pay are entered.

Respondent says he/she is currently receiving both Statutory Sick Pay and

p_Ben

State & Other Benefits and Pensions

Incapacity Benefit. This is not normally possible. Please check that your answer is correct.

Statutory Sick Pay

is paid by the employer. The benefit is paid for a maximum period of 28 weeks in a tax year.

Soft Check

Whenever this code is used this check appears.

Are you sure? Please check that respondent was continuously off sick from work for at least four (consecutive) days. If so, suppress this warning. If not, they cannot have received Statutory Sick Pay.

B3QFut

CARD T

And may I just check, are you awaiting the outcome of a claim for any of (these/the others)?

(enter at most 6 codes)

- 1: Unemployment Benefit**
- 2: Income support**
- 3: Family credit**
- 4: Incapacity Benefit**
- 5: Statutory Sick Pay**
- 6: Industrial Injury Disablement Benefit**
- 7: None of these**

Soft Check

If any benefit entered at **Ben3Q** is also entered at **B3QFut**:

At the previous question the respondent claims to be currently in receipt of Benefit number [1-4], so he/she is not likely to await the outcome of a claim for the same benefit. Please check your answers. If correct, explain circumstances in a Note <CTRL + F4>

See under **Ben2QFut**.

Ben4Q

CARD U Are you currently getting either of the things shown on this card, in your own right?

- 1: Maternity Allowance**
- 2: Statutory Maternity Pay from your employer or former employer**
- 3: Neither of these**

These questions are asked only of women aged under 55.

Maternity Allowance

may be paid to those who are not entitled to Statutory Maternity Pay for 18 weeks, starting from the 11th week before the baby is due.

Statutory Maternity Pay

is paid by the employer for up to 18 weeks from the beginning of the 11th week before the week in which the baby is due. However, the mother can decide to work until the end of the 7th week before the baby is due and still receive payments for the full 18 weeks.

Ben5Q

CARD V In the last 6 months, have you received any of the things shown on this card, in your own right?

INTERVIEWER: 'Family Credit lump sum' IS ONE PAYMENT COVERING 26 WEEKS.

- 1: Family Credit -paid in lump sum
- 2: A grant from the Social Fund for funeral expenses
- 3: Grant from Social Fund for maternity expenses
- 4: A Community Care grant from the Social Fund
- 5: Any National Insurance or State benefit not mentioned earlier
- 6: None of these

Code 5 includes:

- Cold Weather payments;
- Widow's Payment: a lump sum paid immediately after the husband's death provided that he had paid enough NI contributions. In addition, a widow may receive either Widowed Mother's Allowance or Widow's Pension (see **Ben1Q**).

A Grant from the Social Fund may be made for maternity expenses to those who receive Income Support or Family Credit.

Hard Check

if Grant from Social Fund for maternity expenses and informant is male.

Hard Check

if Family Credit entered here and at **Ben3Q**:

Family Credit now entered TWICE - here, and at Ben3Q. If the FC is a LUMP SUM payment (paid in advance, covers 26 weeks), change answer at 'Ben3Q'. If NOT a lump sum, change current answer.

THEN FOR EACH BENEFIT IN TURN (EXCEPT UNEMPLOYMENT BENEFIT), THE FOLLOWING QUESTIONS ABOUT HOW THE BENEFIT IS PAID ARE ASKED. DOCUMENTARY EVIDENCE IS VERY IMPORTANT IN THIS SECTION IN ORDER TO GET AS ACCURATE INFORMATION AS POSSIBLE.

HowBen

How is [name of benefit] paid to you? PROBE AS NECESSARY TO CLASSIFY

- 1: Order book (cashed at Post Office)

p_Ben

State & Other Benefits and Pensions

- 2: Direct to bank/building society account
- 3: Giro cheque
- 4: Other <DESCRIBE IN A NOTE>

If paid by order book:

OrdBk

[BENEFIT NAME]: Do you have the order book to hand, so you could consult it?

- 1: Yes, consulted now
- 2: To be consulted later
- 3: Respondent unwilling/refused
- 4: Unable to find it
- 5: Other reason for not consulting <DESCRIBE IN A NOTE>

If coded 2, 3, 4 or 5, the questions move on to how the next benefit is paid, or how much was received, if there is only one benefit. If coded 2 there will be a reminder at the end of the questionnaire that the book is to be consulted and the details entered here later.

If coded 1 the questions from **OrdBkNo** to **CombDisp** follow:

OrdBkNo

[BENEFIT NAME]: INTERVIEWER: ENTER ORDER BOOK NUMBER, FROM TOP RIGHT-HAND CORNER OF COUNTERFOIL (IE VOUCHER)

Soft Check

If an unlikely order book number is entered:
[Benefit name] is not usually received on this order book number. Ask respondent to check FRONT PAGES of book, for benefit name(s). If correct, however, suppress warning and make a note.

CombBk

Can I just check, apart from [BENEFIT NAME], are any other benefits paid to you using this book?

REFER TO FRONT PAGES OF ORDER BOOK, FOR NAMES OF OTHER BENEFIT(S). (CODE 'YES' FOR EACH BENEFIT THAT IS COMBINED.)

CombBk should only be coded 'No' when the benefit concerned is the only one paid on that particular order book. When two or more benefits are paid on the same order book, this question should be coded 'Yes' for each benefit covered, even if the other(s) have already been recorded. If 'yes' the following display appears.

CombDisp

INTERVIEWER: [NAME OF BENEFIT:

PLEASE PROBE FOR NAMES OF OTHER BENEFITS

AND

ENSURE THEY ARE RECORDED EARLIER (at Ben1Q, Ben2Q, etc)

1: Press 1 and <Enter> to continue.

If **HowBen** = 2 (paid direct to bank/building society) the questions **BenLettr** to **ConDisp** follow.

BenLettr

ASK OR CODE

Do you have a letter from the DSS or Benefits Agency, giving details of [BENEFIT NAME], that you could consult?

If no letter is consulted:

BankStmt

[BENEFIT NAME]: INTERVIEWER: ASK OR CODE: Is there a bank statement you could consult?

If a letter from the DSS/Benefits Agency or a bank statement is consulted the following display appears:

ConDisp

INTERVIEWER: [BENEFIT NAME]:

ARE ANY OTHER BENEFITS SHOWN ON THE LETTER/STATEMENT?

IF YES...

ENSURE THEY ARE RECORDED EARLIER (at Ben1Q, Ben2Q etc)

The above sequence (**HowBen - CombDisp/ConDisp**) is repeated for any benefit mentioned. Note that for the second, third etc benefits, the above questions are labelled 'ASK OR CODE' to allow you to simply enter the details, rather than repeat each question if the answer is already known to you.

FOR EACH BENEFIT IN TURN THE NEXT QUESTIONS DEAL WITH THE AMOUNT RECEIVED, WITH SOME SPECIFIC QUESTIONS ABOUT CERTAIN BENEFITS.

BenAmt

[BENEFIT NAME]:

How much did you get last time?

(IF COMBINED WITH ANOTHER BENEFIT AND UNABLE TO GIVE SEPARATE AMOUNT, ENTER 'Don't Know' FOR BOTH/ALL SUCH BENEFITS)

An amount should only be entered if it is solely for the benefit named on-screen. In cases where two or more benefits are paid in combination, check any documentation and if it lists individual benefit amounts, enter them as appropriate. If it is not possible to identify individual amounts, enter 'don't know' for both/all benefits concerned. Never enter a combined

p_Ben

State & Other Benefits and Pensions

benefit amount, ie covering more than one benefit coded at **Ben1Q** to **Ben5Q**, at any single **BenAmt**. If 'dk':

BenAmtDK

INTERVIEWER: IS THIS 'DON'T KNOW' BECAUSE IT'S PAID IN COMBINATION WITH ANOTHER BENEFIT, AND YOU CANNOT ESTABLISH A SEPARATE AMOUNT?

1: Yes INTERVIEWER: Leave your 'Amount' answer as 'Don't know' and ENTER THE COMBINED BENEFIT FIGURE IN A NOTE, with explanations as needed.

2: No

If 'Yes', the note should include full details of both (or all) benefits covered and the full amount. 'Don't know' should also be entered at **BenAmt** for the other benefit(s) concerned, and a note made cross-referencing the other(s). The 'don't know's in these circumstances are not included in the count of Dk/refusals in the questionnaire.

BenPd

How long did this cover?

ADDITIONAL QUESTIONS FOR RETIREMENT PENSION

Usual

Is that the amount you usually get?

NotUsAmt

How much do you usually get?

NotUsPd

How long does this cover?

If an order book or DSS statement/letter is being consulted, amounts for any components of the pension shown on the document are asked in a series of questions called **PenQ**. The exception is Order Book 10, meaning that Income Support is also received and which does not show the components, so the **PenQs** are not routed.

PenQ

What amounts - if any - are shown at the front of the Order Book for...

CODE A (Basic pension)?

CODE B (Basic pension increments)?

CODE C (Graduated pension)?

CODE G (Invalidity addition)?

CODE H (Attendance Allowance)?

CODE J (Additional pension)?

CODE K (Contracted out deduction)?

CODE L (Additional pension - after contracted out deduction)?

CODE M (Additional pension increments)?

CODE N (Upgrading of contracted out deduction increments)?

ADDITIONAL QUESTIONS FOR INVALID CARE ALLOWANCE

ICAPer

Who is the person you care for that qualifies you for the allowance?

1: - 20: [Names of household members]

21: Relative (outside household)

22: Friend/neighbour

23: Client of voluntary organisation

24: Other non-household member

ADDITIONAL QUESTION FOR DISABILITY WORKING ALLOWANCE

CCDis

Does your DISABILITY WORKING ALLOWANCE include an extra allowance for any childcare expenses, such as for a childminder or a nursery?

This question is only asked if there is a child under 11 in the Benefit Unit. Some of the money spent by working parents on a childminder or nursery may be 'disregarded' - ie not counted as income - when the amount of DWA to which they are entitled is calculated. Up to £40 per week of childcare expenses may be disregarded.

ADDITIONAL QUESTIONS FOR DISABILITY LIVING ALLOWANCE (CARE COMPONENT/MOBILITY COMPONENT) & FOR ATTENDANCE ALLOWANCE

WhoRec

Whom (do you/will you) receive it for?

For adults living on their own, in receipt of Disability Living Allowance self-care component the following question is asked:

GetICA

Is there anyone getting Invalid Care All. for looking after you?

The previous question will also appear later if a person is in receipt of attendance allowance.

ADDITIONAL QUESTIONS FOR INCAPACITY BENEFIT, STATUTORY SICK PAY, RELATING TO MADE-UP PAY.

Note: if SSP was entered in the Pay section (**e/h_Main**), the follow-up questions will not be repeated here.

MadEmp

Are you getting 'made up pay' from your employer in addition to the [name of benefit] you are receiving?

MduPwk

Are you getting 'made-up' pay

1: every week from your employer

2: or only some weeks?

p_Ben

State & Other Benefits and Pensions

MduPPD

For how many weeks are you getting 'made-up' pay?

Statutory Sick Pay can often be paid to cover a number of days.
If the respondent has been paid for 3 days or less code this as 0 weeks and if 4 days or more code this as 1 week. Similarly round combinations of weeks and days up or down to the nearest whole week.

ADDITIONAL QUESTIONS ASKED FOR INCOME SUPPORT:

ISWeeks

INCOME SUPPORT: How many weeks have you been receiving it for (this time)?

ENTER, TO NEAREST WHOLE WEEK (IF 97 OR MORE, ENTER 97)

If Income Support is paid in combination with another benefit, eg Retirement Pension, enter the amount for Income Support only, if it can be separately identified. If the amount for IS cannot be separately identified, enter 'don't know'.

Household bills paid direct by Income Support should be shown at the appropriate questions asking if the DSS pays directly for any items of household expenditure.

BenUs

INCOME SUPPORT: Is that the amount you usually get?

If not usual:

BenAmt

INCOME SUPPORT: How much do you usually get?

DSSPay

CARD W Are the DSS paying directly for any of the things shown on this card? If yes, which?

(INTERVIEWER: THESE ARE PAID FOR BY DEDUCTIONS FROM INCOME SUPPORT.)

- | | |
|---|---------------------------------------|
| 1: Mortgage interest | 7: Council Tax arrears |
| 2: Rent arrears | 8: Fines |
| 3: Fees for nursing home/
residential care | 9: Maintenance payments |
| 4: Gas or electricity bills | 10: Yes - but don't know which |
| 5: Service charges for heating/fuel | 11: No - none of these |
| 6: Water charges | |

Code 6 includes sewerage charges.

DSSAmt

How much (in total) is the DSS paying for this/these things?

DSSPd

How long does this cover?

p_Ben

State & Other Benefits and Pensions

DSSBefor **Just now, you said that you got [£amount] Income Support last time. Was that BEFORE or AFTER taking off what the DSS pay for directly?**

1: BEFORE deducting what DSS pay for directly (ie respondent's gross entitlement)

2: AFTER deducting what DSS pay for directly (ie net amount received by resp).

SFRepay **Are you at present making any repayments on any Social Fund loan(s)?**

RepayAmt **How much in total do you repay per week?**

SFInc **Just now you said that you got [amount of income support] last time. Was that BEFORE or AFTER taking off your Social Fund loan repayments?**

1: BEFORE taking off amount for loan repayment

2: AFTER taking off amount for loan repayment

ADDITIONAL QUESTION FOR FAMILY CREDIT

If received regularly (code 3 at **Ben3Q**):

ContinC **For how long have you been in CONTINUOUS receipt of Family Credit?**

ENTER NUMBER OF WEEKS.

Soft Check If Family Credit entered at **Ben3**, and 'Period' (at **BenPd**) = code 7 (six months) or code 12 (one off/lump sum):

Please check: is Family Credit a LUMP SUM payment (ie. covering 26 weeks)? If so, return to 'Ben3Q' and remove code 3. Then go to 'Ben5Q' and enter code 1.

If received as lump sum (code 1 at **Ben5Q**):

FCLumpQ **How much was the lump sum?**

The next question is asked for both regular and lump sum payments.

CCDis
(regular)
or
FCLCCDis

Does your FAMILY CREDIT [- LUMP SUM] include an extra allowance for any childcare expenses, such as for a childminder or nursery?

(lump)

This question is only asked if there is a child under 11 in the Benefit Unit.

Some of the money spent by working parents on a childminder or nursery

p_Ben

State & Other Benefits and Pensions

may be 'disregarded' - ie not counted as income - when the amount of FC to which they are entitled is calculated. Up to £40 per week of childcare expenses may be disregarded.

ADDITIONAL QUESTIONS FOR MATERNITY PAY, SOCIAL FUND, ANY OTHER STATE BENEFIT

Note: if SMP was entered in the Pay section (e/h_Main), the follow-up questions will not be repeated here.

- MatRat** SMP During the first 6 weeks, were you paid higher/lower rate?
- MatEmp** Apart from SMP, are you also getting 'made-up' pay?
- MatStp** SMP How many weeks before your baby was expected did you stop work?
- BenAmt** What is the total amount you have received in the last 6 months?
- ANY OTHER NI OR STATE BENEFIT IN THE LAST 6 MONTHS:
- OthPres** Are you receiving (...THIS BENEFIT...) at present?
- OthWeeks** For how many weeks in the last 6 months have you received (THIS BENEFIT)?
- Ben7Q** **CARD X** In the last 12 months have you received any of the things shown on this card?
1: Trade Union sick pay or strike pay
2: Friendly society benefits
3: Benefits under private sickness scheme
4: Benefits under accident insurance
5: Benefits under hospital savings scheme
6: None of these
- Pres** Are you receiving (...THIS BENEFIT...) at present?
- NumWeeks** For how many weeks in the last 12 months have you received (..THIS BENEFIT..)?
- BenAmt** How much did you get last time?

p_Ben

State & Other Benefits and Pensions

BenAmtDK

INTERVIEWER: IS THIS 'DON'T KNOW' BECAUSE IT'S PAID IN COMBINATION WITH ANOTHER BENEFIT, AND YOU CANNOT ESTABLISH A SEPARATE AMOUNT?

See instruction under **BenAmtDK** on page 54 above.

BenPd

How long did/does this cover?

The next questions are for those respondents on a government training scheme.

PrgAmt

You said earlier that you are currently on a government training program [name of program] What is the amount of allowance you receive on this scheme?

PrgPd

How long does this cover?

The amount of allowance should be entered at **PrgAmt**. If a person receives a top up allowance from their employer, (eg about 20% of YTS trainees with a contract of employment) the extra amount should also be included at **PrgAmt**.

Business Start-up Scheme

Persons on a Business Start-up Scheme should have been included at **Train**, and coded as self-employed at **EmpStat (a_CURST)**.

Soft Check

If the respondent has previously answered that they receive pay/profit in their job (either as an employee, or self-employed) there is a soft check to ensure that this amount is not double counted with the program allowance. Therefore if any pay/profit has been recorded the following check will appear:

PLEASE CHECK WITH RESPONDENT:

Is this allowance received in ADDITION to the amount [of pay] you mentioned earlier? (.. see below for amount)

If allowance was INCLUDED at (PayAmt/Profit1), DO NOT include it here: amend to '0'.

If allowance is ADDITIONAL, record it here: suppress warning and continue."

Block q_Othin1 - Income from Pensions, Trusts, Royalties and Allowances

Jump 24 **THE QUESTIONS THAT FOLLOW ARE ABOUT OTHER INCOMES.**

RedAny **In the last 12 months, have you received any redundancy payments?**

RedAmt **How much did you receive?**

Any termination payments which are contractual should be excluded, eg where an employee's contract of employment covers a period of two years and includes provision for a termination payment at the end of the two years.

The total redundancy pay received including statutory redundancy payments and any other payments made on termination of employment, such as those made under the employer's own redundancy scheme; ex gratia payments to which the employee had no contractual agreement and money in lieu of notice.

AnyPen **CARD Y Are you at present receiving an income from any of the sources shown on this card?**

1: An employee pension from your previous employer

2: Widow's employee pension

(PENSION FROM PREVIOUS EMPLOYER OF DECEASED SPOUSE OR RELATIVE)

3: A personal pension

4: A pension as a member of a Trade Union or friendly society

5: An annuity

6: A trust or covenant

7: None of these

This question relates not only to a private pension received by the informant from their own previous employer but also to a private pension from the employer of a deceased spouse or other relative. Also include receipt of pensions from a *current* employer.

An occupational pension from an overseas government or company should be accepted at this question, if paid in sterling.

If paid in foreign currency, the pension should be treated as unearned income and entered at Royal.

Regular income from an insurance policy or from equity release (and not purchased from pension funds) should be included under 'annuity'.

PenLump

Can I just check, was that annuity bought with..

- 1: A LUMP SUM from an EMPLOYEE pension scheme,
- 2: or a LUMP SUM from a PERSONAL pension scheme?
- 3: neither of these

The above question is asked if 'An annuity' (code 5) is entered at **AnyPen**.

THE FOLLOWING QUESTIONS ARE ASKED FOR EACH PENSION/ANNUITY/TRUST MENTIONED ABOVE.

EmpInt

The next set of questions relate to...

[TYPE OF PENSION]

PenPay

How much was the last payment?

PenPd

How long did this cover?

PenTax

Was tax deducted at source?

PTAmt

**How much tax was deducted at source?
(enter a number between 0 and 99999)**

PTInc

Was the [amount] mentioned earlier, before or after tax was deducted?

PenOth

**Were there any other deductions?
INTERVIEWER: IF ANY DEDUCTIONS - please explain the purpose of the deduction in a note.**

PoAmt

How much was the deduction?

PoSour

Was the deduction made at source?

PoInc

Was the [AMOUNT] mentioned, before or after the deduction?

Soft Check

If the net amount of the pension/annuity at **PenPay** is less than 30% of the gross:

The 'take-home' pension is only £[x], but the gross pension is £[x]. Please check your figures as the deduction of £[x] for tax/others seems rather

q_Othin1

Income from Pensions, Trusts, Royalties & Allowances

large.

Another

Do you have any other pensions of this type?

If the respondent does have another pension then the relevant questions are repeated.

ADDITIONAL QUESTION FOR TRUSTS OR COVENANTS

TRights

Do you have an absolute right to take income or capital from the trust, or do you have to apply to trustees for their permission each time you want money from it?

1: Absolute right to INCOME ONLY

2: Absolute right to CAPITAL ONLY

3: Absolute right to BOTH

4: Only at DISCRETION OF TRUSTEES

Royal

CARD Z In the last 12 months have you received any income not yet mentioned from any of the sources listed on this card?

(enter at most 3 codes)

1: Royalties e.g. from land, books or performances

2: Income as a sleeping partner in a business

3: An occupational pension from an overseas government or company, paid in FOREIGN CURRENCY

4: None of these

RoyYr

How much have you received in the last 12 months?

The above question follows if 1, 2 or 3 are coded at **Royal**.

The following sources of income should NOT be included here:

(i) Sale of house, stocks and shares or any other assets.

(ii) Maturing life policies, cash-in or life assurance.

(iii) Pools or lottery wins.

(iv) Legacies.

(v) Cash gifts from friends or relatives inside or outside the household.

(vi) Honoraria (An honorarium is earned income and should be entered at Bonus).

Items (i) to (v) are regarded as 'windfall' income and should not be included in the survey.

Block r_Othin2 - Maintenance, Allowances and Other Sources of Income

The following questions appear only if the respondent is married and the partner is absent.

Jump 25

THE QUESTIONS THAT FOLLOW ARE ABOUT MAINTENANCE.
N.B INTERVIEWER: ALL QUESTIONS ABOUT MAINTENANCE ARE ASKED FOR ADULT 1, BEFORE SWITCHING TO ADULT 2 (where required)

MntRec

Now, I'd like you to think about maintenance and separation allowances: are you RECEIVING any formal or informal money payments from a previous partner?

(- either on behalf of yourself, or any CHILDREN -).

It doesn't matter whether they're through a court or not.

1: Yes 3: USE THIS CODE if it's clear that there are
2: No NO PREVIOUS PARTNER(S) & NO CHILDREN from
ANY previous liaison/partnership

Use Code 1: 'Yes' if:

any payments are being received from a previous partner.

Use Code 2: 'No' if:

a) There is any previous partner who might therefore potentially be liable to make or, indeed, to receive, maintenance payments or,

b) if the respondent has any children from a previous partnership or liaison (however brief). Such children do **not** need to be members of the household, or in the custody of your current respondent (eg they might be with the ex-partner).

c) if payments *are* being made by an ex-partner to DSS, but the respondent doesn't actually receive any money, eg. because otherwise it would be deducted from benefit.

Use Code 3 only when the respondent explicitly states that there are **NO** circumstances (former partners, or children by previous liaisons) which could make the respondent potentially liable either to **PAY** or to **RECEIVE** maintenance. This will prevent any further question on this topic coming up for this respondent.

There follow some questions about any maintenance being received by the respondent.

MntCt

Do you have any sort of court order, requiring a previous partner to

make money payments (whether you're actually receiving any or not)?

The above question will always appear even if people are **not** receiving maintenance payments at present. This is because it is possible, for example, to have a court order for maintenance payments which is being disregarded.

MntDSS **Do you receive these payments yourself, or are they paid direct to the DSS or the Child Support Agency?**
IF BOTH ie 2+ PAYMENTS RECEIVED, CODE BOTH
1: Paid to self
2: Paid via DSS/CSA

Maintenance payments are increasingly handled by the Child Support Agency. If a respondent answers that a payment is made via the CSA or the DSS both of these should be coded as 2.

It is possible to code both situations, in which the subsequent questions **MntAmt** to **MntFor** will be asked for each arrangement, and there will be a display screen as follows for each in turn.

SIntro **THE FOLLOWING QUESTIONS ARE ABOUT THE MAINTENANCE PAID TO THE RESPONDENT ("PAID TO SELF")**

Or:

DIntro **THE FOLLOWING QUESTIONS ARE ABOUT MANINTENANCE PAID VIA THE DSS**

MntAmt **How much did you receive last time?**

MntPd **How long did this cover?**

Soft Check If period code 13 - none of the above:
REMINDER Please make a Note to say what period of time was covered by the payment

MntUs **Is that the amount that you usually receive?**

MntUsAmt **How much do you usually receive?**

MntPd **How long does this cover?**

r_Othin2

Maintenance, Allowances, Other Income

MntTotal

In general, would you say that the amount of maintenance you receive is

- 1: ...MORE than what the court ordered
- 2: ...LESS than what the court ordered
- 3: ...or about the same as what the court ordered?

MntFor

Who are the payments for?

- 1: Self only
- 2: Child(ren) only
- 3: Self and children

Then there are some questions about any maintenance payments being made by the respondent.

MntPay

Are you currently MAKING any formal or informal maintenance payments to a former partner, or any children from a former marriage or partnership, either directly, or through the DSS?

As for the section on receipt of maintenance, include here any payments made via the DSS/Child Support Agency.

MrRel

Now I'd like to ask you, in turn, about each set of maintenance payments that you make...

Thinking of the first payments, who are the payments for? CODE ONE ONLY.

INTERVIEWER: CHECK AS APPROPRIATE: Can I just check, are all of these people covered by the same payment?

ENTER HERE ONLY THOSE PEOPLE COVERED BY THE SAME PAYMENT. START A FRESH LINE FOR EACH SEPARATE SET OF PAYMENTS.

- 1: Former partner only
- 2: Child(ren) only
- 3; Former partner + children

MrKids

How many children are covered by this payment?

MrAge

How old was the [youngest] child, last birthday?

MrAmt

How much was your last payment?

MrPd

How long did this cover?

MrUs

Is that the amount you usually pay?

r_Othin2

Maintenance, Allowances, Other Income

MntUAmt

How much do you usually pay?

MrUPd

How long does this cover?

MtCt

Are these payments covered by a court order?

MrV

Since you started making these maintenance payments, has the amount you usually pay varied much?

IF YES: Has it gone up or down?

1: Yes - went up

2: Yes - went down

3: No - didn't change (much)

MrChWhy

Why is that? What other reasons?

1: ORDER FROM COURT -amount of order changed

2: CHILD SUPPORT AGENCY - amount changed

3: MY CIRCUMSTANCES - was able to pay MORE

4: - could only afford to pay LESS

5: RECIPIENT'S CIRCUMSTANCES - needed MORE/reduced income/greater liabilities

6: - needed LESS/fewer liabilities/increased income

7: OTHER - moved/lost contact

8: - broken off contact/refuse to continue payments

9: - all other answers

M

Are you currently making any maintenance payments to anyone else?

If the answer is 'Yes', the questions starting with **MrRel** are repeated.

Jump 26

THE QUESTIONS THAT FOLLOW ARE ABOUT ALLOWANCES.

r_Othin2

Maintenance, Allowances, Other Income

AbsPar **Have you received any allowances from your husband/wife while he/she has been away?**

ApAmt **How much in total have you received from your husband/wife while he/she has been away?**

ApPd **How long did this cover?**

Details of any allowance paid by an absent spouse or a spouse who is not a household member to anyone present in the household should be recorded here.

If the spouse who is present in the household draws money from a joint account the amount drawn should be recorded.

ApDir **(In addition) does your husband/wife pay direct for any household expenses?**

ApHH **Please describe these expenses.**

ApdAmt **How much did he/she pay?**

ApdPd **How long did this cover?**

Allow **CARD AA**
Are you currently getting any of the regular allowances shown on this card? IF YES: What allowances have you received?
1: a regular allowance from a FRIEND/RELATIVE outside the household
2: a regular allowance from an ORGANISATION
3: an allowance from a local authority for a FOSTER child
4: an allowance from a local authority for an ADOPTED child
5: None of these

AllPay **How much was the last payment?**

AllPd **How long did this cover?**

At these questions do not record an amount which should be received but in fact is not.

Exclude any allowance from an absent household member.

Overseas grants should also be included here.

Jump27 THE QUESTIONS THAT FOLLOW ARE ABOUT OTHER INCOME.

CoalCoke **In the last 12 months have you received any coal or coke, or cash- in-lieu of coal or coke, from a present (or former) employer?**
1: Coal/coke
2: Cash-in-lieu
3: Neither

If cash-in-lieu received:

FCAmt **How much did you receive last time?**

FCAmtPd **How long did that cover?**

Baby **During the last 12 months have you received any money as a mail order agent or baby sitter?**
1: Babysitter
2: Mail order agent
3: No to both

BabPay **How much did you earn in the last 12 months?**

r_Othin2

Maintenance, Allowances, Other Income

BabNow

Are you doing this work at present?

These questions should not include income in the form of goods acquired from a mail order club.

OthTax

(Apart from any payments you may have mentioned earlier,) have you made any (other) INCOME TAX payments during the last 12 months?

OtAmt

How much did you pay?

INTERVIEWER: Describe the source of income in a Note.

This question picks up income tax paid on sources of income other than employee or self-employed jobs, which were dealt with in the pay/profit sections earlier.

Exclude any payment of Value Added Tax (VAT), Capital Gains Tax or an amount set aside for payment of income tax.

RefTax

Has Inland Revenue refunded any income tax DIRECT to you in the last 12 months?

RefAmt

How much was refunded?

RefPay

Was this as a refund of tax deducted under PAYE?

Tax refunds received through pay are not to be included at this question but should be entered at **TaxInc** in Block **e/h_Main**.

Direct refunds of tax previously paid by employees under Pay As You Earn (PAYE) are normally due to change of circumstances, eg unemployment, redundancy, retirement, mortgage or marriage.

RefUe

Was this refund in respect of either unemployment or redundancy?

NIReg

Do you pay a regular National Insurance contribution?

This question is only asked of those who are not in work as employees or self-employed, whose contributions are recorded in the pay/profit blocks.

There is a range-check against the standard weekly NI rate for the non-employed (Class 3 contributions).

NIAmt

How much was the last contribution you made?

r_Othin2

Maintenance, Allowances, Other Income

NIPd

How long did this cover?

NILump

Have you made any LUMP SUM payments of NI contributions to the Inland Revenue or DSS during the last 12 months?

Do not include the self-employed's lump sum (Class 4) contributions here - they are covered in the profit block. Employed and non-employed persons may make lump sum payments if they are paying for missing contributions.

The purpose of this question, therefore, is to pick up lump sum contributions paid by the non-employed or others, and not deductions from wage or salary or contributions by the self-employed.

NILAmt

How much did you pay?

NILWhy

What was the reason for this direct payment?

Jump 28

THE QUESTIONS THAT FOLLOW ARE ABOUT ODD JOBS

OddJob

During the last 4 weeks, have you received any money for odd jobs or any occasional fees for work or professional advice which we have not yet covered?

IF THE JOB IS A REGULAR COMMITMENT DO NOT ENTER HERE

For the exact dates included in the FOUR WEEK period, use your calendar.

The purpose of this question is to account for any income received from an 'odd job' which would not have been accounted for at the employee, subsidiary employee or self-employed questions.

An 'odd job' is defined as a job which is undertaken once only at one specific point in time and without any regularity or continuity. It is therefore non-recurring. **Also if a respondent had a job that only lasted a short period of time, probe as to whether the original intention of the work was that it would be regular, even if this did not turn out to be the case.**

If a job is carried out repeatedly, even at irregular intervals and regardless of the number of hours worked, it should be treated as a regular job, eg service in the Territorial Army.

Note: Students' holiday jobs should not be shown here but should be

r_Othin2

Maintenance, Allowances, Other Income

coded according to the situation at the time of interview.

OJTyp

What kind of work did you do/advice did you give?

OjNow

Are you doing the job at present?

OjReg

Is the job done on a regular basis?

Soft Check

If both **OjNow** and **OjReg** = Yes.

Is this in fact a regular job? If so, GO BACK to the 'work' section and enter it there as a 1st, 2nd or 3rd job at 'Working' or 'NumJob'. Then press END and delete odd job details, but if odd job is genuine, suppress warning and write a Note.

OJAmt

How much did you receive for that job?

Soft Check

Exceeds £1000! Is this a regular job? If so, GO BACK to the 'work' section and enter it there as a 1st, 2nd or 3rd job at 'Working' or 'NumJob'. Then press END and delete odd job details, but if odd job is genuine, suppress warning and write a Note.

If you come across either of these checks, probe as to the nature of the job. If it is a regular commitment, however infrequent, you should return to the question **Working** or **NumJob**, as appropriate, at the beginning of the questionnaire, to increase the total number of regular jobs. Next you can press <End> to skip straight to the new questions that need to be asked about this job. When you have filled in description and pay details press <End> again and you will return to this check. Then delete the odd job.

OJPd

How long did the payment of [£amount] cover?

Soft Check

If code 13 - none of these:

Reminder: please make a Note to say what period of time was covered by the payment.

OJOther

Did you receive any money for any other odd jobs in the last 4 weeks?

The questions will repeat if there are any other odd jobs.

Block s_Chinc - Children's Income

Jump29

THE QUESTIONS THAT FOLLOW ARE ABOUT CHILD/REN'S EARNINGS

ChEarn

In the last 12 months, has [name of child] received any income or earnings from a spare time job?

We do have to ask this of every child in the household, however young, in case, for example, the child has featured in an advertisement.

At this question exclude child benefit, cash gifts and pocket money.

ChYr

Has [NAME] had this income throughout the last 12 months?

ChYr

For how many weeks has [NAME] had it?

ChAmt

How much did [NAME] get last time?

ChPd

How long did this cover?

ChTst

In the last 12 months, has [name of child] received any income from a Trust?

ChYr

Has [NAME] had this income throughout the last 12 months?

ChWk

For how many weeks has [NAME] had it?

ChAmt

How much did (HE/SHE) get last time?

ChPd

How long did this cover?

Block t_Adint - Adults' Savings and Investments

Jump30

THE QUESTIONS THAT FOLLOW ARE ABOUT SAVINGS.

Accounts

Now I'd like to ask you about any accounts you may have with organisations like Banks or Building Societies. - SHOW CARD BB Do you have now, or have you had at any time in the last 12 months any of the kinds of account or other investment shown on this card - they can be in your own name only, or held jointly with someone else - CODE ALL THAT APPLY (enter at most 7 codes)

- 1: Current account with Bank/Building Society**
- 2: NSB/ PO Ordinary Account**
- 3: NSB/ PO Investment Account**
- 4: A Tax-Exempt Special Savings Account, or 'TESSA'**
- 5: Building Society Savings Account/Bond**
- 6: High St Bank Savings Account/Bond**
- 7: Account/bond with any other banks/societies**
- 8: None of these**

Note that the 'Trustee Savings Bank' is now included with the 'High Street' banks.

Note also that codes 5, 6 and 7 include bank and building society savings bonds, but **not** National Savings Bonds, which are dealt with later on.

Tax Exempt Special Savings Accounts came into force in January 1991. A TESSA lasts for 5 years and provided the savings are left in the account for this period any interest earned will be tax free. Up to £9,000 may be deposited over the 5 years. Investors may make regular savings of up to £150 a month and/or invest a lump sum each year. Up to £3,000 may be saved in the first year and up to £1,800 in each later year provided the £9,000 maximum is not exceeded.

The most that can be withdrawn without loss of the tax advantages, is the total interest credited to the account net of basic rate tax.

A person must be 18 or over before they can take out a TESSA.

AccIntr

Thinking about your [NAME OF ACCOUNT](s) how much interest have you received from your this (these) account(s) in the last 12 months?
INTERVIEWER: FOR ANY JOINT ACCOUNTS, ONLY GIVE THIS RESPONDENT'S SHARE OF THE INTEREST

This question is repeated for all named accounts. The total amount of interest credited from all accounts of the type mentioned in the question wording should be entered, so probe how many accounts of that type the respondent has.

Joint Accounts:

In the **Adint** block of the Benefit Unit DSS requires information on individual incomes. Interest and dividends paid should be split between joint holders where at all possible. It is possible for one joint a/c holder to pay tax on the interest while the other does not pay tax; in such cases if it is not possible to split the interest proportionately, enter 'Don't Know' at **AccIntr** for each person and open a note stating the total amount of interest and the reason why it cannot be split.

AccTax

Can I just check, is that interest after tax - or do you have an arrangement to get the interest before tax?

1: After tax

2: Before tax

In the 1990 Budget special arrangements were introduced under which, from 6 April 1991, accounts holders who are not liable to tax may be paid, or credited with, interest from building society or bank accounts in full. With only a very few exceptions, these account holders will be required to complete a certificate enabling the building societies or banks to pay interest without any deduction for tax.

It is important to query any case where an informant states that they receive interest before tax but where tax has been deducted from income at any other question. Most employees, for example, will only be able to receive interest after tax.

For any joint a/cs where one receives interest before tax and the other after tax, code each person appropriately.

TescInt

Thinking about your TESSA, or TAX EXEMPT SPECIAL SAVINGS ACCOUNT, how much interest - if any - have you received on your TESSA in the last 12 months?

(IF NONE enter 0)

Jump31

THE QUESTIONS THAT FOLLOW ARE ABOUT INVESTMENTS.

1: Press <Enter> to continue.

Invests

SHOW CARD CC

Do you have now, or have you had in the last 12 months any money in any of the investments shown on this card?

They can be in your own name only, or jointly with someone else.

- 1: Government Gilt-edged stock (including war loan)
- 2: THIS CODE NOT USED
- 3: Unit Trusts/Investment Trusts
- 4: Stocks, shares, bonds, debentures, other securities
- 5: PEP (Personal Equity Plan)
- 6: NONE OF THESE

InvIntr

Thinking about your [name of investment], how much interest or dividend have you received from this [these] investment(s) in the last 12 months.

INTERVIEWER: FOR ANY JOINT INVESTMENT, ONLY GIVE THIS RESPONDENT'S SHARE OF THE INTEREST (IF NONE, ENTER 0)

The next question is only asked about Government Gilt-edged stock/war loans.

InvTax

Is the interest received AFTER or BEFORE tax?

Government gilts bought via National Stock Register pay interest before tax, War Loans pay interest after tax.

Otinva

SHOW CARD DD

Do you at present have any money in any of the investments shown on this card?

- 1: National Savings Capital Bonds
- 2: Index-linked National Savings Certificates
- 3: Fixed Interest National Savings Certificates
- 4: Pensioner's Guaranteed Income Bonds
- 5: Save-as-You-Earn (Bank/Bldg. Soc. / National Savings)
- 6: Premium Bonds
- 7: National Savings Income Bonds
- 8: National Savings Deposit Bonds
- 9: None of these

Note that questions concerning Government savings relate to the present and not the past 12 months.

The **Pensioner's Guaranteed Income Bond** is a National Savings Bond. It offers a fixed rate of interest over 5 years, with income paid monthly, gross of tax. There is a minimum investment of £500. The Bond is available only to persons aged 65 years and over. It may be held jointly.

Block u_Chint - Children's Savings and Investments

Jump 32

THE QUESTIONS THAT FOLLOW ARE ABOUT CHILDREN'S SAVINGS

Chinc

In the last 12 months, has your child [name of child] received any income from any of the sources on this card - SHOW CARD EE

- 1: National Savings Bank (Post Office) Ordinary a/c
- 2: National Savings Bank (Post Office) Investment a/c
- 3: Building Society a/c/bond
- 4: Bank account/bond
- 5: Government gilt-edged stock
- 6: Unit Trusts
- 7: (other) stocks, shares or securities
- 8: None of these

Chint

How much interest has [name of child] received from the [name of investment] in the last 12 months?

ENTER 0 FOR NONE

Otinvc

Does [name of child] at present have money in any of the investments shown on this card? - SHOW CARD FF

- 1: National Savings Capital bonds
- 2: Index-linked National Savings Certificates
- 3: Fixed Interest National Savings Certificates
- 4: Children's Bonus Bonds
- 5: (THIS CODE NOT USED)
- 6: Premium Bonds
- 7: National Savings Income Bonds
- 8: National Savings Deposit Bonds
- 9: None of these

Totsav

Thinking of [child]'s [named assets] roughly what would you say is the current value held by [name of child]?

SHOW CARD FF

- 1: Less than £1,500
- 2: From £1,500 up to £8,000
- 3: From £8,000 up to £20,000
- 4: Over £20,000
- 5: Does not wish to say

As with Adults in the household, these questions are used to determine whether the adults in the household will be asked for details of their child/ren's investments. The total amount is asked of each individual child and should not be an aggregate figure for dependants. Again, the assets questions will only be routed on if the estimated savings amount to over £1,500 up to £20,000 (ie if either code 2 or 3 is used) . As usual, it is very important to check relevant documents at these questions on investments and it is worth noting that here you will need the respondents to look at

Building Society or Post Office books that belong to the child or teenager.

Details of children's assets are sometimes taken into account when deciding exactly how much of a benefit an adult may receive. Although a child's assets can never determine whether an adult gets a particular benefit or not, in some cases there can be a partial reduction according to the size of their investments.

Block v_Save - Total Assets

Totsav
Jump 33

**Thinking of your [names of all assets possessed by respondent] roughly what would you say is the current value held by you [and partner/spouse]? [ie name & name]
SHOW CARD GG**

INTERVIEWER: EXPLAIN AS APPROPRIATE: For current account(s), TAKE BALANCE AS AT END OF PREVIOUS MONTH / PAYMENT PERIOD. (IGNORE OVERDRAFTS).

- 1: Less than £1,500**
- 2: From £1,500 up to £8,000**
- 3: From £8,000 up to £20,000**
- 4: Over £20,000**
- 5: Does not wish to say**

This question is asked of adults. Note that if the respondent has a current account which fluctuates over pay periods, the amount required is the figure left in the account at the end of the pay period, just before the respondent is paid again. If the respondent is overdrawn on any accounts **do not** take this amount away from the total amount, simply count it as a zero asset.

If the total assets of the respondent (and partner) are between £1,500 and £20,000 (ie code 2 or 3 is used), they will be routed in to the assets block.

The respondent may refuse to give any assets information and it will not count against the total number of refusals accepted in each schedule.

Also a respondent may be prepared to say into which band their assets fall but give no further information. In this situation code the appropriate band and then at the beginning of each group of assets questions use the 'Does not wish to give details' code.

The next questions are to compare the benefit unit's current regular income with that of three months ago. The question should be addressed to the benefit unit as a whole, including children, not to its individual members.

Total Assets

IncChnge

SHOW CARD HH

Now I'd like you to compare your present income with your income of three months ago. By income I mean money coming in regularly from any source, such as the ones on this card.

[Thinking of both you/ and your child(ren), name(s)], would you say your PRESENT income is higher, lower, or about the same as your income of 3 months ago?

- 1: Present income higher
- 2: Present income lower
- 3: About the same

This is a question of opinion.

'Regular' income is from jobs, pensions, benefits, maintenance and savings & investments. Exclude one-off sources of income such as grants, loans, redundancy payments, and living off capital.

If the present income is lower, the next question is asked.

IncLowr

About how much lower per week is your **PRESENT** income, compared to 3 months ago?

INTERVIEWER; PROBE TO CLASSIFY

- 1: Up to £50 per week lower
- 2: From £51 up to £100 pw lower
- 3: £101 - £150 pw lower
- 4: £151 - £200 pw lower
- 5: £201 or more pw lower

Block w_Assets - Liquid Assets

General Notes

These questions are included in order to enable DSS to estimate eligibility for certain benefits. To achieve this they need to study the personal holdings of certain types of assets. The purpose of these questions is to provide more detailed information on the current values of the assets held by informants but is only needed where the total value of the assets is between £1,500 and £20,000. This is estimated to be a broad band in which people who may not be in receipt of benefits now may at some point in the future be eligible for eg Housing Benefit which allows a Benefit Unit to have total capital of up to £16,000. For some benefits the capital limit is £8,000 so the broad band has been split into two bands (£1,500-£8,000 and (£8,000-£20,000)

Joint accounts and other holdings should be dealt with in the same way as in the block **t_Adint**, ie for each account apportion the amount held by the individual and enter that figure on the person's line.

Where the respondent has estimated that they are in the £1,500 to £8,000 band or the £8,000 to £20,000 band but later questioning shows that this is not the case, there is no need to adjust the response at **Totsav** or delete any later answers.

Although it is true that people outside this Assets band might already be or in the future have need for benefits, the sample gained by the DSS using the £1,500 to £20,000 range is sufficiently large for analysis.

Note that it is only possible to enter the Assets block if both members of a Benefit Unit are marked as present. If you are expecting an Assets block and instead are taken to the end of the questionnaire, check back to the continue/suspend question at the start of the questionnaire.

Current accounts are dealt with first, followed by all savings accounts and TESSAs (coded at **Accounts/Chinc**), then all stocks & shares, unit & investment trusts (at **Invests/Chinc**), then each National Savings investments (at **Otinva/Otinvc**). Each account or investment is dealt with individually.

AnyMon **Now I'd like to ask you about your current account(s):**
At the end of last (month / pay period), did you have any money left
in your current account, after your household expenditure?
INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS
1: Yes - money in (one or more) account(s)
2: No - no money in any current account
3: No longer has any current accounts

If there was any money left in any current account at the end of the last pay period the next three questions are asked. If more than one current account is held by an individual, each will be dealt with separately.

MuchLeft **Roughly how much was left in the [first/next] account at the end of**
last (month / pay period)?
INTERVIEWER: FOR ANY JOINT ACCOUNTS ONLY GIVE
THIS PERSON'S SHARE OF THE BALANCE

If a respondent is not paid monthly or is paid just before the end of the month then the figure needed is the amount that was in the account just before the respondent was paid.

AccName **Is this account in your own name only, or held jointly with someone**
else?
1: In [respondent]'s name only
2: Joint account

More **Do you have any more current accounts which had money in them at**
the end of last month/pay period?
INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS

If the answer is yes then the question **Muchleft** will be repeated.

Intro **Now I'd like to ask you about .. INTERVIEWER: READ OUT**
TYPE(S) OF ACCOUNT/INVESTMENT HELD, VIZ: ..
... your/or child's [TESSA/Bank/Building Society Savings
Accounts/Bond], that you mentioned earlier.
Do you still have these accounts?

INTERVIEWER CODE

1: STILL has any such accounts/assets
2: ALL such accounts/assets now disposed of
3: Does not wish to give details of such assets

These questions are in the form of a table for each member of the benefit unit separately.

Throughout this section, if a respondent no longer holds a any of the named investments then the subsidiary questions are not asked. If the respondent still has **any** of the named assets then you must always code 1.

KindOf	<p>INTERVIEWER: [NAME] HAS THE TYPE(S) OF ACCOUNT LISTED BELOW. IT IS POSSIBLE (apart from TESSAs) TO HAVE SEVERAL ACCOUNTS OF THE SAME TYPE.</p> <p>ASK-OR CODE-AS APPROPRIATE: Which account shall we deal with first? READ OUT, IF NECESSARY: [LIST OF ACCOUNTS ENTERED AT 'ACCOUNTS'] (enter number between 2 and 7)</p>
AccDisp	[displays type of account which will be deal with next]
AccName	<p>Is this account in your own name only, or held jointly with someone else?</p> <p>1: Sole account 2: Joint account</p> <p>If joint, only enter this respondent's share of the balance at the next question.</p>
MuchAcc	<p>How much is in the [account]? ENTER WHOLE £s ONLY.</p>
More	<p>Do you have any more savings accounts of the type(s) I mentioned just now?</p> <p>INTERVIEWER: REMIND THE RESPONDENT AS NECESSARY: THIS PERSON IS CODED AS HAVING... [...ACCOUNT LIST] WITHIN THE LAST 12 MONTHS.</p>

Only code 'No' here once you have repeated the questions for each account listed. If more than one type of account/bond is held, probe each time you ask **More** whether they have any more of the type you have just dealt with; if not then ask if they have any of the second/third etc type. It is possible that a type of account listed is no longer held, in which case move on to the next one listed or code 'no' at **More**.

Intro **Now I'd like to ask you about your [or child's] [name of shares, bonds, units]. Do you still have such assets?**

INTERVIEWER CODE

- 1: STILL has any such assets
- 2: ALL such assets now disposed of
- 3: Does not wish to give details of such assets

Again, these questions are set out as a table, and all investments are asked of each individual in turn.

NameOf **Now I'd like to deal with each investment in turn.
What is the name of the [first/second] investment.
INTERVIEWER: PROMPT AS NECESSARY:
- for GILTS: Please describe it as fully as possible.
- for UNIT TRUSTS/INVESTMENT TRUSTS/PEPs etc: Please given the name of the company AND the name of the fund, policy, bond etc
- for STOCKS/SHARES: Please given the full name of the company, and describe the shares as fully as possible**

Government Gilt-Edged stock is sold by auction by the Treasury each year and has a fixed interest rate over a fixed term. If a respondent has such stock, it is necessary to establish which year the investment is due to mature.

It is important that other unit trusts or shares are identified as clearly as possible so that their current value may be checked against the Financial Times at the Edit stage. For privatised utilities it is not enough simply to enter for example 'water shares' - name the company eg 'Thames Water'. If shares are only part-paid, mention this. If necessary, open a note to continue the description.

HowMany **How many shares/bonds/units do you hold?**

For joint holdings, give this respondent's share only.

HowHold **Approximately how much is the value of that holding?**

More **Does [name] have any more [shares, bonds, units]?**

The following questions relate to Index Linked and Fixed Interest National Savings Certificates:

w_Assets

Liquid Assets

Intro Now I'd like to ask you about your **Index-linked and Fixed Interest National Savings Certificates**, dealing with each issue in turn.

INTERVIEWER CODE:

- 1: TO CONTINUE
- 2: (THIS CODE NOT USED)
- 3: Does not wish to give details of such assets

Issue What is [first/next] issue that you [your child] hold[s]?
INTERVIEWER: IF ISSUE NUMBER NOT KNOWN, ESTABLISH WHETHER INDEX LINKED OR FIXED INTEREST.

Issdate In which month and year did [name] acquire that issue?
ENTER DATE, USING ?? FOR DAY OF MONTH

Issval What was the total value of the certificate when you acquired it?

More Do you have any more issues of National Savings Certificates?

Index-linked National Savings Certificates are now available anyone and are a form of inflation-proofed savings by index linking to the Retail Price Index. Index linking is assumed as long as the money is not withdrawn for 12 months. If the money is kept in for five years there is an additional bonus.

Intro Now I'd like to ask you about your **Pensioner's Guaranteed Income Bond**.

INTERVIEWER CODE

- 1: TO CONTINUE
- 2: THIS CODE NOT USED
- 3: Does not wish to give details of such assets

NSIBVal What is the total value of the Pensioner's Guaranteed Income Bond that you hold?

I Now I'd like to ask you about your **Save-As-You-Earn (S.A.Y.E)** schemes dealing with each one in turn.

INTERVIEWER CODE:

- 1: TO CONTINUE
- 2: (THIS CODE NOT USED)
- 3: Does not wish to give details of such assets

Thinking of the [first/next] scheme is this a NATIONAL SAVINGS

w_Assets

Liquid Assets

T

scheme, or is it with a BANK or BUILDING SOCIETY?

1: National Savings

2: Bank/Building Society

IssHold

Which issue do you hold?

Sayedat

In which month and year did you start the S.A.Y.E. ?

ENTER DATE, USING ?? FOR DAY OF MONTH

Amount

How much do you regularly pay?

Pd

How long does this cover?

AmtNow

Approximately how much is there in the S.A.Y.E. now?

More

Do you have any more S.A.Y.E. schemes?

Save As You Earn can be arranged either through National Savings or a Building Society scheme whereby a person agrees to make sixty regular monthly contributions (from a £4 minimum to a £50 maximum) over five years.

Prem

Now I'd like to ask you about PREMIUM BONDS

You said that [name] has some premium bonds. What is the total value of your [child's name]'s premium bonds?

Intro

Now I'd like to ask about your NATIONAL SAVINGS INCOME BONDS.

INTERVIEWER CODE:

1: TO CONTINUE

2: (THIS CODE NOT USED)

3: Does not wish to give details of such assets

NSIB

You said that [name] has some National Savings Income Bonds.

How many National Savings Income Bonds does [name] have?

IF NOW DISPOSED OF ENTER 0

NSIBVal

What is the total value of the National Savings Income Bonds that [name] holds?

National Savings Income Bonds are currently limited to holdings between £2,000 and £25,000 in multiples of £1,000.

Intro

Now I'd like to ask you about your National Savings CAPITAL and DEPOSIT bonds, dealing with each issue in turn..

w_Assets

Liquid Assets

INTERVIEWER CODE

1: TO CONTINUE

2: THIS CODE NOT USED

3: Does not wish to give details of such assets

BondDat **Thinking of the first/next bond, in which month and year did you acquire it?**
ENTER DATE, USING ?? FOR DAY OF MONTH

BondVal **What is the total value of the bond?**

More **Do you have any more National Savings Capital or Deposit Bonds?**

Deposit Bonds were withdrawn from sale in 1988, but pre-1988 Bonds are still valid. Capital Bonds offer a guaranteed rate of interest over a period of 5 years. Currently Capital Bonds can be purchase in multiples of £100. The minimum holding for each of these two investments is £100.

Intro **Now I'd like to ask you about [name of child]'s Children's Bonus Bonds, dealing with each one in turn..**

INTERVIEWER CODE

1: TO CONTINUE

2: This code not used.

3: Does not wish to give details of such assets

CBBDat **Thinking of the [name of] bond, in which month and year did [name of child] acquire it?**

CBBVal **What is the total value of the bond?**

More **Does [name of child] have any more Children's Bonus Bonds?**

The minimum holding for Children's Bonus bonds is £25 and the maximum is £1000.

Block x_End - End of the Questionnaire

If there are more than 12 don't knows and refusals in total at **amount questions only** in the benefit unit questionnaire (except in the **w_Assets** block), the following warning will be displayed here.

RefDK

INTERVIEWER - IMPORTANT!

THERE WERE [NUMBER] 'REFUSAL' AND/OR DK ANSWERS AT AMOUNT QUESTIONS IN THIS QU'AIRE - TOO MANY TO COUNT AS A FULL INTERVIEW (MAX ACCEPTABLE = 12). PLEASE ASK RESPONDENT(S) TO SUPPLY MISSING ANSWERS, EITHER NOW OR LATER.

Some of these may be missing answers where the respondent will obtain an answer for you to pick up at a later call. Therefore at this point no soft or hard check is triggered. Press '1' and '<enter>' here and then either continue to the end of the questionnaire and leave via the admin block, or if the respondent can provide any of the missing answers immediately, go back to the relevant questions. It is not possible for the questions with dk/missing values to be displayed here.

You will not be able to code any individual outcome as 'Full Personal' or 'Full Complete Proxy' in the BU admin block unless the number of dk/missings has been reduced to a maximum of 12.

Address

**REFER TO ADDRESS LABEL:
CHECK THAT LABEL GIVES RESPONDENT'S FULL
CURRENT ADDRESS.**

IF NOT, AMEND ADDRESS AND CODE 'Address Changed'.

- 1: Address confirmed
- 2: Address changed

OPCS interviewers should check the address on the Permission to Recall card provided.

Soft Check

If in the benefits block any of the **OrdBk** questions were coded 2 (order book to be consulted later), a reminder appears at this point.

REMINDER: in Benefits section, don't forget that you're due to CONSULT AN ORDER BOOK! (Now suppress this warning and continue.

Once this has been followed up, change the code at the relevant **OrdBk** to the relevant code.

Telephon (Can I just check), is there a telephone in (your part of) this accommodation?

TelNo1 A few interviews on any survey are checked by a supervisor to make sure people are happy with the way the interview was carried out. In case my supervisor needs to contact you, it would be helpful if we could have your telephone number.

IF GIVEN, WRITE TELEPHONE NUMBER ON A.R.F. (SCPR)/RECALL CARD (OPCS)

1: Number given
2: Number refused (incl. ex-directory)

Future1 **ASK OF [name]**
In the future it is possible that there may be other surveys on some of the subjects that have been covered in this one. If so, would it be alright to contact you again?

1: Yes
2: No
3: Depends/Maybe

Future2 **ASK OF [name]**
And would that be alright for you?

Thank **THANK RESPONDENTS FOR THEIR HELP.**
THEN:
to finish, press <1> and <Enter>.

(enter code)
1: finish

INDEX OF BENEFIT UNIT QUESTIONNAIRE BY QUESTION NAME

Abs1No	12
AbsNo	12
AbsPar	68
AbsPay	12
AbsWhy	12
AbsWk	12
AccDisp	83
AccFtPt	11
AccIntr	74, 75
AccName	82, 83
Accounts	74
AccTax	75
Address	88
Adint	75
Allow	69
AllPay	69
AllPd	69
Amount	86
AmtNow	86
AmtOth	22
AmtRel	28
AmtTaxF	22
Another	63
AnyEd	14
AnyMon	82
AnyPen	61, 62
ApAmt	68
ApdAmt	68
ApDir	68
ApHH	68
ApPd	68
B2QFut	48
B3QFut	50
BabNow	70
BabPay	69
Baby	69
BankStmt	53
Ben1Q	44, 51
Ben2Q	47, 48
Ben3Q	48, 51, 57

Ben4Q	51
Ben5Q	46, 49, 51, 58
Ben7Q	59
BenAmt	54, 56, 58, 59
BenAmtDK	54, 59
BenLettr	53
BenPd	54, 59
BenUs	56
BonAmt	27
BondDat	87
BondVal	87
BonTax	27
Bonus	27
CBBDat	87
CBBVal	87
CCDis	55, 58
ChAmt	73
Charity	22
ChEarn	73
Chinc	77
Chint	77
ChPd	73
ChrOth	22
ChrTaxF	22
ChTst	73
ChWk	73
ChYr	73
CIntro	16
Claimant	14
CoalCoke	69
CombBk	53
CombDisp	53
ConDisp	53
ContinC	57
DedOth	23
Deduc	23
Dirctr	18
DIntro	65
DSSAmt	57
DSSBefor	57
DSSPay	57
DSSPd	57

EdHr	14
Edtime	14
EmpAny	19, 20
Empee.....	17, 18
EmpInt.....	62
EmpOvt.....	26
EmpOwn	19
EmpPens	38
EmpStat.....	18, 60
Ep1Avc	39
EpDes.....	39
EpEnd.....	38
EpKeep.....	39
EpLong.....	38
EpNow	39
EpPres	39
EpPrev.....	39, 40
EpTran.....	40
Fare.....	36
Farmer	19, 31
FCAmt.....	69
FCAmtPd	69
FCLCCDis	58
FCLumpQ	58
FirmDo.....	17
FreeMI.....	28
FrM7Dy	28
FtWk.....	13
Future	89
GetICA.....	55
GrSoFar.....	24
GrWage.....	23
Health.....	16
HHA	24
HHC	24
HHInc.....	24
HHO	24
HowBen	52, 53
HowHold.....	84
HowMany	84
Hprob	16

I.....	85
ICAPer	55
IncChnge.....	80
IncLowr.....	80
Injlong.....	15
InjWk	15
InKind	29
Intro	82, 84-87
Invests	76
InvIntr.....	76
InvTax.....	76
Issdate.....	85
IssHold	86
Issue.....	85
Issval	85
ISWeeks	56
JcReg.....	16
JobAway	6
KindOf	83
LaReg.....	16
LikeHr	27, 34
LikeWk	10
LkYt	10
Look	9
LookWk	11
LstWrk	13
LstYr	13
LunchV	28
Lv7Dy	28
LVAmt.....	28
M	67
MadEmp.....	25, 56
Manage.....	19
MatEmp	26, 58
MatRat.....	58
MatStp.....	26, 58
MduPPD.....	56
MduPwk.....	56
MileAmt.....	24
MileInc.....	24
MntAmt.....	65

MntCt	64
MntDSS	65
MntFor	65, 66
MntPay	66
MntPd.....	65
MntRec.....	64
MntTotal	66
MntUAmt.....	67
MntUs	65
MntUsAmt	65
More	82-87
MotAmt.....	24
MotInc.....	24
MrAge	66
MrAmt.....	66
MrChWhy	67
MrKids	66
MrPd.....	66
MrRel	66
MrUPd.....	67
MrUs	66
MrV	67
MtCt	67
MuchAcc.....	83
MuchLeft	82
NameOf.....	84
NatIns.	22
Nature.....	17
NIAmt	71
NILAmt.....	71
NILump.....	71
NILWhy	71
NIPay	22
NIPd	71
NIReg.....	70
NIper.....	15
NMChc.....	27, 34
NMPer.....	27, 34
Nolk.....	15
NoLook	10
NoMor.....	27, 34
NotUsAmt.....	54
NotUsPd.....	54
NoWant.....	10

NSIB.....	86
NSIBVal.....	85, 86
NumEmp.....	19
NumJob.....	7, 19, 20
NumWeeks	59
OddJob	71
OJAmt	72
OjNow	72
OJOther	72
OJPd	72
OjReg	72
OJTyp.....	72
Oneway	37
OrdBk.....	52
OrdBkNo.....	52
OtAmt.....	70
OthDed.....	23
OthPres.....	58
OthTax	70
OthWeeks.....	59
Otinva.....	76
Otinvc.....	77
OwnAmt.....	32
OwnPd.....	32
OwnSum	32
ParAmt	32
ParInc	32
PayAmt	6, 21
PayDat.....	21
PAYE	22
PayPd	21
PaySlip	23
PayUs	26
Pd.....	86
PenLump.....	62
PenOth.....	62
PenPay.....	62
PenPd	62
PenQ.....	54
PenTax	62
PerPen	40
PoAmt	62
PoInc	62

PoSour.....	62
PPage.....	42
PPCont	41
PPDat	41
PPEv.....	41
PPExt.....	41
PPLast	41
PPmort.....	41
PPNum	41
PPPd.....	41
Prem	86
Pres	59
PrgAmt.....	59
PrgPd.....	59
Profit.....	31, 32
PrvNow	40
PrvNum.....	40
PrvRgt	40
PssAmt	36
PssDate.....	36
PTAmt.....	62
PTInc	62
PtWk.....	13
QHrs	26
QhrsSelf	34
Qualif	17
RedAmt.....	61
RedAny	61
RefAmt.....	70
RefDK.....	88
RefPay	70
RefTax.....	70
RefUe	70
RepayAmt	57
Respdo.....	17
Retire	12
RetPay	13
Royal	63
RoyYr.....	63
Rstrct	15
Sayedat.....	86
Se.....	32

SeEnd	34
SeLwks.....	34
SeNILAmt.....	34
SeNILump.....	33
SeNIRAmt	33
SeNIReg.....	33
SeNIRPd	33
SERPS.....	38
SeTax	33
SeTaxAmt	33
SeWks	33
SFFarm.....	31
SFInc	57
SFRepay.....	57
SIntro.....	65
SMPAmt	25
SMPRate	26
Sole.....	32
SpcReg	16
SSPAmt.....	25
SSPRate.....	25
SSPSMP.....	24
Start	11
T	86
TaxAmt	22
TaxInc	21
TaxRel.....	28
TaxUs.....	22
TDayWrk	11
TecLec.....	4
Telephon	89
TelNo	89
TescInt.....	75
Thank	89
Title	17, 20
Totsav.....	77, 79, 81
Train	4, 5, 60
TRights.....	63
TtwCode.....	37
TtwCost.....	37
TtwFar.....	36
TTwFrq	36
TTwMod.....	36
TtwPay	37

TtwPss.....	36
TtwRec.....	37
U1Mot.....	26
U2Mot.....	26
UBonAmt.....	28
UBonInc.....	28
UGross.....	26
UNett.....	26
UPay.....	26
Usual.....	54
Wait.....	10
Where.....	17
Who.....	4
WhoRec.....	55
Working.....	5, 6
Ystart.....	11

CHECKS & SIGNALS: FRS BENEFIT UNIT QUESTIONNAIRE

VERSION 31: APRIL 1994

NOTE: Checks exclusive to the EDIT version of the program are in italics.

BLOCK: I_044_1

SIGNAL {IFirst}

(NoHhold <> Quit)

"There is no productive Household schedule for this Benefit Unit.
Please suppress this warning, <Shift + F3>,
and return to the Household Menu by pressing
<Ctrl + Enter>.";

(WrongBU <> Quit)

"Benefit unit number \$BUNum does not exist for this household.
Please suppress this warning, <Shift + F3>,
and return to the Household Menu by pressing
<Ctrl + Enter>.";

CHECK {BWho}

```
IF (Who1 = suspend) "" THEN
  (VWho1 = EMPTY)
  " You have accidentally changed the value from Continue to Suspend.
  Please reinstate the original value of Continue.";
ENDIF;
```

```
IF (Who2 = suspend) "" THEN
  VWho2 = EMPTY
  " You have accidentally changed the value from Continue to Suspend.
  Please reinstate the original value of Continue.";
ENDIF;
```

SIGNAL {BWho}

```
IF (Who1 <> EMPTY) "" THEN
  (Who1 <> suspend)
  " $Names[1] is now suspended. Is this what you intended? If so,
  suppress warning, otherwise change back to `Continue'."
ENDIF;
```

```
IF (Who2 <> EMPTY) "" THEN
  (Who2 <> suspend)
  " $Names[2] is now suspended. Is this what you intended? If so,
  suppress warning, otherwise change back to `Continue'."
ENDIF;
```

BLOCK: a_CURST

CHECK {BCurst1}

```
IF (TecLec = 1) AND (TecLec = RESPONSE) "" THEN
  (AreaNum >= 15921) "The code $TecLec is not valid."
ENDIF;
IF (TecLec = 2) AND (TecLec = RESPONSE) "" THEN
  (AreaNum < 15921) "The code $TecLec is not valid."
ENDIF;
```

SIGNAL {BCurst1}

```
IF (Train = YT) "" THEN
  (Age[perno] < 21)
  " This scheme usually only applies to people aged 16 - 20."
ENDIF;
```

SIGNAL {BCurst2}

```
IF (EmpStat = Employee) "" THEN
  (QCurst1.Adult[perno].Train <> EA)
  "Respondent is on Enterprise Allowance (EA): (& we would expect
  this to be considered as their `main job'). If so, they should
  be coded as self-employed.";
ENDIF;
```

CHECK {BCurst2}

```
IF (Working <> Yes) "" THEN
  NOT (QCurst1.Adult[perno].Train IN [EA])
  "Respondent is on Enterprise Allowance (EA).
  Please change `Working' to `Yes' (code 1)";
ENDIF;
```

CHECK {BCurst3}

{--- Abs2No: CAN'T BE LESS THAN 3 DAYS ---}

IF (AbsWk = Yes) "" THEN

(Abs2No > 3) OR (Abs2No = EMPTY)

"If respondent has been absent for 3 days or less,
then answer to question AbsWk should have been `No'."

ENDIF;

{--- Check maternity leave only for women ---}

IF (AbsWhy = Matern) "" THEN

(Sex[perno] = 2)

"The respondent is a man and cannot have maternity leave."

ENDIF;

{--- LstWrk2: CHECK FOR VALID YEARS ---}

IF (LstWrk2 = RESPONSE) AND (VAL(LstWrk2) = 0) "" THEN

(LstWrk2 = '0000')

"Please enter the answer with four digits,
no other - or fewer - characters.";

ENDIF;

IF (LstWrk2 = RESPONSE) AND (LstWrk2 <> '0000') AND
(TEA[perno] <> 96) "" THEN

(VAL(LstWrk2) >= YR(DateNow) - Age[perno] + TEA[perno])

"Please check the entered year: this is too long ago, given
the respondent's age." ;

ENDIF;

IF (LstWrk2 = RESPONSE) AND (LstWrk2 <> '0000') "" THEN

(LstWrk2 <= SUBSTRING(DateNow,7,4))

"You have entered a year in the future." ;

ENDIF;

SIGNAL {BPens1}

```
IF (FtWk = RESPONSE) AND (TEA[perno] < 96) "" THEN
  (Age[perno] - FtWk >= TEA[perno])
  "That seems rather high considering that the respondent is
  $Age[perno] years old, and left full-time education at the
  age of $TEA[perno] Please check your entry.";
ENDIF;
```

```
IF (PtWk = RESPONSE) AND (TEA[perno] < 96) "" THEN
  (Age[perno] - PtWk >= TEA[perno])
  "That seems rather high considering that the respondent is
  $Age[perno] years old, and left full-time education at the
  age of $TEA[perno] Please check your entry.";
ENDIF
```

BLOCK: b_HEALTH

CHECK {BHealth2}

{--- prevent incompatible codes in Nolk ---}

IF (None in Nolk) THEN

(CARDINAL(Nolk)=1) "\$nonecode";

ENDIF;

((Transfev.OrigNam[ORD(NIPer)].ENAME <> ") AND

(SUBSTRING(Transfev.OrigNam[ORD(NIPer)].ENAME,1,2) <> 'XX') AND

(SUBSTRING(Transfev.OrigNam[ORD(NIPer)].ENAME,1,2) <> 'xx'))

OR (NIPer = NotHH)

"YOU HAVE SELECTED AN INVALID NUMBER.";

CHECK {BHealth3}

{--- prevent incompatible codes in Spcreg ---}

NOT ((Blind IN SpcReg) AND (PartSee IN SpcReg))

"Blind and partially sighted are mutually exclusive responses.";

IF (None in SpcReg) THEN

(CARDINAL(SpcReg)=1) "\$nonecode";

ENDIF;

BLOCK: c/d_JOBDES

SIGNAL {BJobdes}

```
{ Subj1.Empsee must not contradict a_CURST.Empstat }
IF (Subj1.Empsee = Employee) "" THEN
  (a_CURST.QCurst2.Adult[perno].Empstat = Employee) OR
  (a_CURST.QCurst2.Adult[perno].Empstat = EMPTY)
  "These two questions are now in conflict. Select the one
  you wish to change, or suppress this warning."
ENDIF;
```

```
IF (Subj1.Empsee = SelfEmp) "" THEN
  (a_CURST.QCurst2.Adult[perno].Empstat = SelfEmp) OR
  (a_CURST.QCurst2.Adult[perno].Empstat = EMPTY)
  "These two questions are now in conflict. Select the one
  you wish to change, or suppress this warning."
ENDIF;
```

BLOCK: **e_MAIN - PERSON 1, first job as employee**
 f_SUB1 - PERSON 1, second job as employee
 g_SUB2 - PERSON 1, third job as employee

 h_MAIN - PERSON 2, first job as employee
 i_SUB1 - PERSON 2, second job as employee
 j_SUB2 - PERSON 2, third job as employee

SIGNAL {BHrsSelf}

(QHrsSelf < 100.0) " Are you sure? If the respondent
 is really working 100+ hours a week, suppress
 this warning <Shift> + <F3>.";

CHECK {Hours}

((Transfev.OrigNam[ORD(NmPer)].EName <> ") AND
(SUBSTRING(Transfev.OrigNam[ORD(NmPer)].EName,1,2) <> 'XX') AND
(SUBSTRING(Transfev.OrigNam[ORD(NmPer)].EName,1,2) <> 'xx'))
OR (NmPer = NotHH)
 "This code is not valid for this question.";

IF (none in NoMor) "" THEN
 CARDINAL(NoMor) = 1 "\$Nonecode"
ENDIF;

IF (empovt = DONTKNOW) OR (empovt = REFUSAL) THEN
 COMPUTE empovt:=0;
ENDIF;

BLOCK:

k_MAINSF - PERSON 1, PERSON 2: main job as self-employed
l_SUBSF1 - PERSON 1, PERSON 2: second job as self-employed
m_SUBSF2 - PERSON 1, PERSON 2: third job as self-employed

CHECK {iselfjob}

{--- LOSS MUST BE LESS THAN 99997 ---}

IF (Profit2 = Loss) "" THEN

(Profit1 <= 99997)

"Are you sure? This is a loss in excess of £99997.

Please check with respondent."

ENDIF;

{--- SE2 MUST BE AFTER SE1 ---}

IF (SE1 = RESPONSE) AND (SE2 = RESPONSE) "" THEN

JULIAN(SE1) <= JULIAN(SE2)

"The end date is earlier than the
beginning date. Have you transposed them?"

JULIAN(SE1) <= JULIAN(DateNow)

"This must not be a future date. Please amend your coding."

JULIAN(SE2) <= JULIAN(DateNow)

"This must not be a future date. Please amend your coding."

JULIAN(SEEnd) <= JULIAN(DateNow)

"This must not be a future date. Please amend your coding."

ENDIF;

SIGNAL {iselfjob}

IF (SE1 = RESPONSE) AND (SE2 = RESPONSE) "" THEN

{ SE2 shouldn't be more than a year after SE1 }

(JULIAN(SE2) - JULIAN(SE1) <= 397)

"Are you sure? This is more than 12 months. Please amend your coding,
or explain in a note <Ctrl + F4>.";

(JULIAN(SE2) - JULIAN(SE1) >= 176)

"That seems a rather short period, please check your entry.";

ENDIF;

{ CHECK NUMBER OF WEEKS should be greater than 25 }

(SeWks > 25)

"That seems a rather low figure, please check your entry.";

{ EDIT CHECKS }

IF (Edit = 'Yes') AND (jobstat1[pno] = 2) AND

((Profit1 = DONTKNOW) OR (Profit1 = REFUSAL)) OR

(Profit1 = 0) OR

((Profit1 > 0) AND (Profit1 = RESPONSE) AND (Profit2 = Loss))) "" THEN

(OwnSum = Yes)

"THIS IS A MAIN JOB, BUT THERE IS NO PROFIT GIVEN
AND RESPONDENT IS NOT DRAWING ANY MONEY
FROM BUSINESS EITHER. ARE THERE ANY NOTES TO EXPLAIN
THIS? IF NO EVIDENCE OF ANY PROFIT, SUPPRESS WARNING
AND MOVE ON."

ENDIF;

BLOCK: n_TRAVEL

CHECK {BTravel12}

```
IF (PssDate1 = RESPONSE) AND (PssDate2 = RESPONSE) "" THEN
  (JULIAN(PSSDate2) > JULIAN(PssDate1))
  "End date can't be earlier than start date; Please amend
  your coding.";
ENDIF;
```

SIGNAL {BTravel12}

```
IF (PssDate1 = RESPONSE) AND (PssDate2 = RESPONSE) "" THEN

  (JULIAN(PSSDate2) - JULIAN(PssDate1) <= 367)
  "Are you sure? Season tickets/bus passes/travel cards
  normally cover no more than one year. Please amend
  your answers, or explain circumstances
  in a note <Ctrl + F4>";

  (JULIAN(PSSDate2) - JULIAN(PssDate1) > 6)
  "Are you sure? Season tickets/bus passes/travel cards normally
  cover more than six days. Please amend your coding, or
  explain circumstances in a note <Ctrl + F4>";

ENDIF;
```

BLOCK: o_PENS

SIGNAL {BPens7}

```
IF (PPAge <> 0) "" THEN
  (PPage >= Age[perno])
  "Are you sure? The respondent is older than this. Please check
  your entry: if correct, suppress warning <Shift + F3> and
  explain circumstances in a Note <Ctrl + F4>.";
ENDIF;
```

```
(PPAge = 0) OR (PPAge >= 50)
"You cannot normally draw such pensions below the age of 50.
Please check your entry: if correct, suppress warning <Shift + F3>
and explain circumstances in a Note <Ctrl + F4>."
```

CHECK {BPens7}

```
IF (PPDat = RESPONSE) "" THEN
  (JULIAN(PPDat) <= JULIAN(DateNow))
  "This cannot be a future date; please amend your coding."
ENDIF;
```

BLOCK: p_BEN1

SIGNAL {BBen1}

{ WARNINGS ON CHILD BENEFIT }

IF NOT(ChildBen IN Ben1Q) "" THEN

NOT((Depchild[perno] = 1) AND (Sex[perno] = 2))

"Respondent is a woman with dependent child(ren), yet has not been recorded as receiving Child Benefit. Please check whether this is correct. If so, explain circumstances in a Note <Ctrl + F4>."

ENDIF;

IF (ChildBen IN Ben1Q) "" THEN

(Depchild[perno] = 1)

"To receive this benefit there should normally be a least one dependent child in the benefit unit. Please check whether your answer is correct. If so, explain circumstances in a Note (Ctrl + F4)."

ENDIF;

IF (ChildBen IN Ben1Q) AND (Depchild[perno] = 1) AND

(Person2 <> 97) "" THEN

(Sex[perno] = 2)

"Respondent is a father receiving Child Benefit. Normally the mother receives the Child Benefit. Please check whether your answer is correct. If so, explain circumstances in a Note <Ctrl + F4>."

ENDIF;

{ WARNINGS ON INVALID CARE ALLOWANCE }

IF (Invalid IN Ben1Q) "" THEN

(educ[perno] = 0)

"You cannot normally receive Invalid Care Allowance while you are in full time education.

Please check that your answer is correct.

If so, explain circumstances in a Note <Ctrl + F4>."

ENDIF;

{ WARNINGS ON RETIREMENT PENSION/OLD PERSON'S PENSION }

```
IF (NIPens IN Ben1Q) "" THEN
  NOT(WidowBen IN Ben1Q)
  "You've said this person receives both Retirement
  Pension/Old Person's Pension and Widow's Pension.
  Are you sure that's right?."
ENDIF;
```

```
IF NOT(NIPens IN Ben1Q) "" THEN
  (belowpen[perno] = 1)
  "The respondent is aged above 65 (male) or above 60 (female)
  and yet there is no N.I. Retirement Pension or Old Person's
  Pension recorded for him/her. Please check whether your
  answer is correct. If so, explain circumstances in a
  Note <Ctrl + F4>."
ENDIF;
```

```
IF (NIPens IN Ben1Q) "" THEN
  (belowpe2[perno] = 2)
  "The respondent is aged below 65 (male) or below 60 (female)
  and is recorded as receiving N.I. Retirement Pension or Old
  Person's Pension. Please check whether your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

{ WARNINGS ON WIDOW'S BENEFIT }

```
IF NOT(WidowBen IN Ben1Q) AND NOT(NIPens IN Ben1Q) AND
  (Sex[perno]=2) AND (Age[perno] < 65)"" THEN
  (Marstat[perno] <> 5)
  "Respondent is coded as a widow under 65 and
  yet neither N.I. Widow's Benefit nor Retirement Pension
  is recorded. Please check whether your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (WidowBen IN Ben1Q) "" THEN
  (Marstat[perno] = 5) AND (Sex[perno] = 2)
  "The respondent is recorded as receiving N.I. Widow's Benefit,
  but is not coded as a widow in the Household Grid. Please
  check whether your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```



```
IF (WidowBen IN Ben1Q) "" THEN
  (Age[perno] < 65)
  "The respondent is recorded as receiving N.I. Widow's Benefit,
  but this normally stops at the age of 65. Please check
  whether your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

{ WARNINGS ON SEVERE DISABLEMENT ALLOWANCE }

```
IF (SevDisab IN Ben1Q) "" THEN
  (a_CURST.QCurst2.Adult[perno].Working = No) AND
  (a_CURST.QCurst2.Adult[perno].JobAway = No)
  "The respondent is recorded as receiving Severe Disablement
  Allowance, but is not recorded as being out of work.
  Please check whether your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

{ WARNINGS ON DLA Mobility Component }

```
IF (DLAmob IN Ben2Q) "" THEN
  (Age[perno] < 80)
  "You cannot normally claim this once you have reached 80.
  Please amend your answer, or explain circumstances in a
  Note <Ctrl + F4>."
ENDIF;
```

```
IF (DLAmob IN B2QFut) "" THEN
  (Age[perno] < 80)
  "You cannot normally claim this once you have reached 80.
  Please amend your answer, or explain circumstances in a
  Note <Ctrl + F4>."
ENDIF;
```

{ WARNINGS ON ATTENDANCE ALLOWANCE }

```
IF (AttAll IN Ben2Q) "" THEN
  (Age[perno] >= 65)
  "The respondent is recorded as receiving Attendance Allowance,
  but is not 65 or older. Please check
  whether your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

{ WARNINGS ON UNEMPLOYMENT BENEFIT }

{Sven - MAY wish at some point to convert this into a CHECK,
but not yet!}

IF (Ben3Q = RESPONSE) AND

(a_CURST.QClaim.Adult[perno].Claimant = UEBen) "" THEN
(UnEmploy IN Ben3Q)

"Respondent said earlier they were claiming
Unemployment Benefit. If so, they should be coded here also.
Please resolve the discrepancy, or explain it in a Note
<Ctrl + F4>.";

ENDIF;

IF (UnEmploy IN Ben3Q) "" THEN

(a_CURST.QCurst2.adult[perno].Working = No) AND
(a_CURST.QCurst2.adult[perno].JobAway IN [No..Waiting])

"Respondent is coded as working and receiving Unemployment Benefit.
Tactfully query with respondent whether he/she is working or
unemployed."

ENDIF;

IF (UnEmploy IN Ben3Q) "" THEN

(Jobstat1[perno] <> 2)

"Respondent is coded as self-employed (now, or in previous job)
and receiving Unemployment Benefit. This is not normally
possible. Please check that your answer is correct.
If so, explain circumstances in a Note (Ctrl + F4)."

ENDIF;

{ WARNINGS ON INCOME SUPPORT }

IF (Ben3Q = RESPONSE) AND

(a_CURST.QClaim.Adult[perno].Claimant = ISupp) "" THEN
(IncSupp IN Ben3Q)

"Respondent said earlier they were claiming Income Support.
If so, they should be coded here also. Please resolve the
discrepancy, or explain it in a Note <Ctrl + F4>."

ENDIF;

{ WARNINGS ON FAMILY CREDIT }

```
IF (FamCred IN Ben3Q) "" THEN
  (ChildNum > 0)
  "Family Credit is normally only received when there
  are dependent children in the benefit unit. Please amend
  your answer, or explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (FamCred IN B3QFut) "" THEN
  (ChildNum > 0)
  "Family Credit is normally only received when there
  are dependent children in the benefit unit. Please amend
  your answer, or explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (FCLump IN Ben5Q) "" THEN
  (ChildNum > 0)
  "Family Credit is normally only received when there
  are dependent children in the benefit unit. Please amend
  your answer, or explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

{ WARNINGS ON INVALIDITY BENEFIT }

```
IF (InvalBen IN Ben3Q) "" THEN
  NOT(NIPens IN Ben1Q)
  "Respondent says he/she is currently receiving both Invalidity
  Benefit and Retirement Pension. This is not normally possible.
  Please check that your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

{ WARNING ON STATUTORY SICK PAY AND NI SICKNESS BENEFIT }

```
IF (NISick IN Ben3Q) "" THEN
  NOT(StatSick IN Ben3Q)
  "Respondent says he/she is currently receiving both Statutory
  Sick Pay and N.I. Sickness Benefit. This is not normally
  possible. Please check that your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (NISick IN Ben3Q) "" THEN
  NOT (NIPens IN Ben1Q)
  "Respondent says he/she is currently receiving both Statutory
  Sick Pay and N.I. Retirement Pension. This is not normally
  possible. Please check that your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (NISick IN Ben3Q) "" THEN
  (jobstat1[perno] = 1)
  "Respondent says he/she is currently receiving Statutory Sick
  Pay but is not recorded as an employee. This is not normally
  possible. Please check that your answer is correct.
  If so, explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF ((Perno = 1) AND ((e_MAIN.SSPSMP <> RESPONSE) OR
(e_MAIN.SSPSMP = 3) OR (e_MAIN.SSPSMP = 4))) OR
((Perno = 2) AND ((h_MAIN.SSPSMP <> RESPONSE) OR
(h_MAIN.SSPSMP = 3) OR (h_MAIN.SSPSMP = 4))) "" THEN
  NOT(StatSick IN Ben3Q)
  "Are you sure? Please check that respondent was continuously
  off sick from work for at least four (consecutive) days.
  If so, suppress this warning. If not, they can not have
  received Statutory Sick Pay.";
ENDIF;
```

{ WARNINGS ON REPEATED CODES IN Ben2Q AND B2QFut }

```
FOR Index:= 1 TO 3 DO
  IF (Index IN B2QFut) AND NOT(None IN B2QFut) "" THEN
    NOT (Index IN Ben2Q)
    "At the previous question the respondent claims to be
    currently in receipt of benefit number $Index, so he/she
    is not likely to await the outcome of a claim for the same
    benefit. Please check your answers. If correct, explain
    circumstances in a Note <Ctrl + F4>."
  ENDIF;
ENDDO;
```

{ WARNINGS ON REPEATED CODES IN Ben3Q AND B3QFut }

```
FOR Index:= 1 TO 7 DO
  IF (Index IN B3QFut) AND NOT(None IN B3QFut) "" THEN
    NOT (Index IN Ben3Q)
    "At the previous question the respondent claims to be
    currently in receipt of benefit number $Index, so he/she
    is not likely to await the outcome of a claim for the same
    benefit. Please check your answers.
    If correct, explain circumstances in a Note <Ctrl + F4>."
  ENDIF;
ENDDO;
```

{ WARNINGS ON MATERNITY ALLOWANCE/STATUTORY MATERNITY PAY }

```
IF (MatAllw IN Ben4Q) "" THEN
  (a_Curst.QCurst2.Adult[perno].Working = No) AND
  (a_Curst.QCurst2.Adult[perno].JobAway = No)
  "You cannot normally be working and receiving Maternity
  Allowance at the same time. Please amend
  your answer, or explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (MatAllw IN Ben4Q) "" THEN
  NOT(MatStat IN Ben4Q)
  "You cannot normally be claiming Maternity Allowance and
  Statutory Maternity Pay at the same time. Please amend
  your answer, or explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (MatStat IN Ben4Q) "" THEN
  (jobstat1[perno] = 1)
  "Respondent says she is currently receiving Statutory
  Maternity Pay but is not recorded as an employee. This
  is not normally possible. Please amend your answer,
  or explain circumstances in a Note <Ctrl + F4>."
ENDIF;
```

CHECK {BBen1}

{ CHECKS TO ENSURE EXCLUSIVE CODE }

```
IF (None IN Ben1Q) "" THEN
  CARDINAL(Ben1Q) = 1
  "$Nonecode" {"None is an exclusive code for this question."}
ENDIF;
```

```
IF (None IN Ben2Q) "" THEN
  CARDINAL(Ben2Q) = 1
  "$Nonecode" {"None is an exclusive code for this question."}
ENDIF;
```

```
IF (None IN B2QFut) "" THEN
  CARDINAL(B2QFut) = 1
  "$Nonecode" {"None is an exclusive code for this question."}
ENDIF;
```

```
IF (None IN Ben3Q) "" THEN
  CARDINAL(Ben3Q) = 1
  "$Nonecode" {"None is an exclusive code for this question."}
ENDIF;
```

```
IF (None IN B3QFut) "" THEN
  CARDINAL(B3QFut) = 1
  "$Nonecode" {"None is an exclusive code for this question."}
ENDIF;
```

```
IF (Neither IN Ben4Q) "" THEN
  CARDINAL(Ben4Q) = 1
  " Neither is an exclusive code for this question.";
ENDIF;
```

```
IF (None IN Ben5Q) "" THEN
  CARDINAL(Ben5Q) = 1
  "$Nonecode" {"None is an exclusive code for this question."}
ENDIF;
```

{ CHECKS ON GUARDIAN'S ALLOWANCE }

```
IF (GuardAll IN Ben1Q) "" THEN
  (ChildBen IN Ben1Q)
  "You can't get Guardian's Allowance unless also claiming
  Child Benefit."
ENDIF;
```

{ CHECKS ON ONE PARENT BENEFIT }

```
IF (OnePar IN Ben1Q) "" THEN
  (ChildBen IN Ben1Q)
  "You can't get One Parent Benefit unless also claiming
```

```
Child Benefit."  
ENDIF;
```


{ CHECKS ON WIDOW'S BENEFIT }

```
IF (WidowBen IN Ben1Q) "" THEN
  (Sex[perno] = 2)
  "Men are not eligible for N.I. Widow's Benefit."
ENDIF;
```

{ CHECKS ON FAMILY CREDIT, LUMP SUM PAYMENT}

```
IF (FCLump IN Ben5Q) "" THEN
  NOT(FamCred IN Ben3Q)
  "Family Credit is now entered TWICE - here, and at Ben3Q.
  If the Family Credit is a LUMP SUM payment (paid in advance,
  covers 28 weeks), change the answer at `Ben3Q`. If NOT a
  lump sum, change current answer."
ENDIF;
```

{ CHECKS ON SOCIAL FUND GRANT FOR MATERNITY EXPENSES }

```
IF (MatGrant IN Ben5Q) "" THEN
  (Sex[perno] = 2)
  "This benefit is only available to women.
  Please amend your answer.";
ENDIF;
```

SIGNAL {TBen1}

```
IF (IncSupp IN Adult[2].Ben3Q) "" THEN
  NOT(IncSupp IN Adult[1].Ben3Q)
  "Normally both partners cannot receive Income
  Support at the same time. Please amend your answers,
  or explain in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (FamCred IN Adult[2].Ben3Q) "" THEN
  NOT(FamCred IN Adult[1].Ben3Q)
  "Normally both partners cannot receive Family
  Credit at the same time. Please amend your answers,
  or explain in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (FamCred IN Adult[2].B3QFut) "" THEN
  NOT(FamCred IN Adult[1].B3QFut)
  "Normally both partners cannot receive Family
  Credit at the same time. Please amend your answers,
  or explain in a Note <Ctrl + F4>."
ENDIF;
```

```
IF (FCLump IN Adult[2].Ben5Q) "" THEN
  NOT(FCLump IN Adult[1].Ben5Q)
  "Normally both partners cannot receive Family
  Credit at the same time. Please amend your answers,
  or explain in a Note <Ctrl + F4>."
ENDIF;
```

BLOCK: p_BEN2

CHECK {BWhoRec}

```
IF (WhoRec IN [Per1..Per20]) "" THEN
  (Transfев.OrigNam[ORD(WhoRec)].Ename <> ") AND
  (SUBSTRING(Transfев.OrigNam[ORD(WhoRec)].Ename,1,2) <> 'XX') AND
  (SUBSTRING(Transfев.OrigNam[ORD(WhoRec)].Ename,1,2) <> 'xx')
  " This person number is not valid. Please amend your answer."
ENDIF;
```

SIGNAL {BAmtPd}

```
IF (BenType = 2) "" THEN
  (BenAmt <> DONTKNOW) AND (BenAmt <> REFUSAL)
  "If person is unable to walk or severely restricted
  (eg. can't walk 50 yards unaided), apply higher rate
  (£31.95/wk); otherwise, lower rate (£12.15/wk). Failing
  this, describe circumstances in a Note.";
ENDIF;
```

```
IF (Edit = 'Yes') "" THEN
  IF (BenType = 1) "" THEN
    IF (BenAmt = DONTKNOW) OR (BenAmt = REFUSAL) OR
      (BenPd = DONTKNOW) OR (BenPd = REFUSAL) "" THEN
      (b_HEALTH.QHealth1.Rstrct[1] = EMPTY) AND
      (b_HEALTH.QHealth1.Rstrct[1] <> EMPTY)
      "MISSING AMOUNT AND/OR PERIOD FOR Care Component of DLA.
      REFER TO THE LOOK-UP TABLE TO DETERMINE THE APPROPRIATE
      AMOUNT."
    ENDIF;
  ENDIF;

  IF (BenType = 2) "" THEN
    IF (BenAmt = DONTKNOW) OR (BenAmt = REFUSAL) OR
      (BenPd = DONTKNOW) OR (BenPd = REFUSAL) "" THEN
      (b_HEALTH.QHealth1.Rstrct[1] = EMPTY) AND
      (b_HEALTH.QHealth1.Rstrct[1] <> EMPTY)
      "MISSING AMOUNT AND/OR PERIOD FOR Mobility Component
      of DLA. REFER TO THE LOOK-UP TABLE TO DETERMINE THE
      APPROPRIATE AMOUNT."
    ENDIF;
  ENDIF;
ENDIF;
```

CHECK {BAmtPd}

```
(ConDoc = 0) OR ((ConDoc >= 5) AND (ConDoc <= 14)) OR (ConDoc = 20)
"Only codes 0, 5 to 14, or 20 are valid for this question.";
```

{ CHECKS ON ImpuFlag }

IF (Edit = 'Yes') "" THEN

IF ((ImpFlag1 = One) OR (ImpFlag1 = Two)) AND

((BenType = 1) OR (BenType = 2)) "" THEN

(BenAmt=RESPONSE) AND (BenPd=RESPONSE)

"AN AMOUNT / PERIOD HAS NOW BEEN IMPUTED. YOU MUST EITHER
REMOVE THE AMOUNT / PERIOD OR CODE ImpFlag1 AS

`Imputed in office' (Code 1).";

ENDIF;

IF (ImpFlag1 = Zero) AND

((BenType = 1) OR (BenType = 2)) "" THEN

(BenAmt <> RESPONSE) OR (BenPd <> RESPONSE)

"NO AMOUNT / PERIOD IS GIVEN FOR THE BENEFIT, SO YOU MUST
EITHER INSERT ONE OR CODE ImpFlag1 AS

`Benefit amount unknown' (Code 0).";

ENDIF;

IF (BenAmt=RESPONSE) AND (BenPd=RESPONSE) AND (BenType = 14) AND

(r_OTHIN2.QOIncB1.Allow[perno] <> EMPTY) "" THEN

(ImpFlag1 = One) OR (ImpFlag1 = Two)

"AN AMOUNT / PERIOD HAS NOW BEEN IMPUTED. YOU MUST EITHER
REMOVE THE AMOUNT / PERIOD OR CODE ImpFlag1 AS `Imputed

in office' (Code 1).";

ENDIF;

IF ((BenAmt = REFUSAL) OR (BenAmt = DONTKNOW) OR

(BenPd = REFUSAL) OR (BenPd = DONTKNOW)) AND

(BenType = 14) AND (r_OTHIN2.QOIncB1.Allow[perno] <> EMPTY) "" THEN

(ImpFlag1 = Zero)

"NO AMOUNT / PERIOD IS GIVEN FOR THE BENEFIT, SO YOU MUST
EITHER INSERT ONE OR CODE ImpFlag1 AS `Benefit amount

unknown' (Code 0).";

ENDIF;

IF (ImpFlag1 = Zero) "" THEN

(ImpFlag2 <> Two)

"NEW CHECK ON ImpFlag, IF ImpFlag1 = Zero THEN

ImpFlag2 <> Two.";

ENDIF;

IF (BenAmt = RESPONSE) AND (BenPd = RESPONSE) AND

(ImpFlag2 = Two) "" THEN

(ImpFlag1 = Two)

"NEW CHECK ON ImpFlag, IF BenAmt & BenPd = RESPONSE AND

ImpFlag2 = Two THEN ImpFlag1 = Two.";

ENDIF;

ENDIF;

CHECK {BUAmtPd}

(ConDoc = 0) OR ((ConDoc >= 5) AND (ConDoc <= 14)) OR (ConDoc = 20)
"Only codes 0, 5 to 14, or 20 are valid for this question.";

SIGNAL {BPenTyp}

(ABS(AttAll.PenQ-11.95) <= 0.01) OR
(ABS(AttAll.PenQ-30.00) <= 0.01) OR
(ABS(AttAll.PenQ-44.90) <= 0.01) OR
(ABS(AttAll.PenQ-12.15) <= 0.01) OR
(ABS(AttAll.PenQ-30.55) <= 0.01) OR
(ABS(AttAll.PenQ-45.70) <= 0.01) OR
(ABS(AttAll.PenQ-0) <= 0.01)
"Are you sure? Code H (Attendance Allowance) is normally a
fixed rate of £45.70(44.90) or £30.55(30.00), or possibly
£12.15(11.95). If figure on Order Book does not correspond
to one of these, please explain in a Note.";

CHECK {BPenTyp}

(ConDoc = 0) OR ((ConDoc >= 5) AND (ConDoc <= 14)) OR (ConDoc = 20)
"Only codes 0, 5 to 14, or 20 are valid for this question.";

SIGNAL {BBen3}

FOR LoanLoop:= 1 TO 3 DO
 IF (LoanAmt[LoanLoop] = RESPONSE) "" THEN
 (LoanAmt[LoanLoop] <= 1000)
 "Are you sure? Social Fund loans do not normally exceed
 £1000. Please check your entry, and amend if necessary.";
 ENDIF;
ENDDO;

CHECK {BBen3}

{---CHECK ON EXCLUSIVE CODE IN DSSPAY---}

IF None IN DSSPay "" THEN
 CARDINAL(DSSPay) = 1 "\$nonecode";
ENDIF;

SIGNAL {BBen2}

{ WARNINGS ON CHILD BENEFIT }

```
IF (ChBenQ.BenAmt = RESPONSE) "" THEN
  (ChBenQ.BenPd IN [OneWeek,FourWeek,ThrMonth,LumpSum])
  "This benefit can only be paid
  in multiples of weekly amounts, and is usually paid weekly,
  4-weekly or (rarely) 13-weekly. Please amend PERIOD and
  (if necessary) AMOUNT, to fit one of these categories.
  Add a NOTE if any unusual circumstances."
ENDIF;
```

```
IF (ChBenQ.BenAmt = RESPONSE) AND
  (ChBenQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE ChBenO:= 10.0 + (Childnum - 1) * 8.1;
  COMPUTE ChBenR:= 10.2 + (Childnum - 1) * 8.25;
  COMPUTE ChBenC := ChBenQ.BenAmt/PdConW[ORD(ChBenQ.BenPd)];
  (ABS(ChBenC - ChBenR) <= 0.01) OR
  (ABS(ChBenC - ChBenO) <= 0.01)
  "Are you sure? That's £$ChBenC:2 a week.
  Child Benefit is normally £10.20(10.00) for first child &
  £8.25(8.10) for each other child, ie. total
  £$ChBenR:2($ChBenO:2). Amend to one of these amounts unless
  you have evidence to the contrary: explain in a Note."
ENDIF;
```

{ WARNINGS ON ONE PARENT BENEFIT }

```
IF (p_BEN1.QBen1.Adult[perno].Ben1Q = RESPONSE) AND
  (OneParQ.BenAmt = RESPONSE) AND
  (OneParQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE OneParC := OneParQ.BenAmt/PdConW[ORD(OneParQ.BenPd)];
  (OneParC <= 4.7) OR (OneParC >= 5.3)
  "Are you sure? That's £$OneParC:2 per week. The rate is
  normally £6.15(6.05) a week. Please CHECK with respondent -
  is this their LONE PARENT PREMIUM? If so, include with INCOME
  SUPPORT, not here; amend answer at Ben1Q."
ENDIF;
```

```
IF (OneParQ.BenAmt = RESPONSE) AND
  (OneParQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE OneParC := OneParQ.BenAmt/PdConW[ORD(OneParQ.BenPd)];
  (ABS(OneParC-6.15) < 0.01) OR (ABS(OneParC-6.05) < 0.01)
  "Are you sure? That's £$OneParC:2 per week. The rate is
  normally £6.15(6.05) a week.
  Amend to one of these amounts unless you have evidence
  to the contrary: explain in a Note."
ENDIF;
```

{ WARNINGS ON GUARDIAN'S ALLOWANCE }

```
IF (GuardQ.BenAmt = RESPONSE) AND
  (GuardQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE GuardC := GuardQ.BenAmt/PdConW[ORD(GuardQ.BenPd)];
  (ABS(GuardC-11.0) < 0.01) OR (ABS(GuardC-10.95) < 0.01) OR
  (ABS(GuardC-9.80) < 0.01)
  "Are you sure? That's £$GuardC:2 a week. This
  allowance is usually £11.00(10.95) per child or £9.80
  for child on higher rate of Child Benefit.
  If more than one eligible child, explain in a Note.
  Otherwise, please check your figures & amend or explain."
ENDIF;
```

```
IF (ChBenQ.BenAmt = RESPONSE) AND
  (ChBenQ.BenPd IN [OneWeek..Year]) AND
  (GuardQ.BenAmt = RESPONSE) AND
  (GuardQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE GuardC := GuardQ.BenAmt/PdConW[ORD(GuardQ.BenPd)];
  COMPUTE ChBenC := ChBenQ.BenAmt/PdConW[ORD(ChBenQ.BenPd)];
  IF (ABS(ChBenC-10.20) <= 0.01) "" THEN
    (ABS(GuardC-9.80) <= 0.01)
    "Are you sure? Guardian's Allowance is usually £9.80
    for a child who gets the higher rate of Child Benefit.
    Please amend to this amount or explain in a Note."
  ENDIF;
ENDIF;
```

{ WARNINGS ON INVALID CARE ALLOWANCE }

```
IF (InvCareQ.BenAmt = RESPONSE) AND
  (InvCareQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE ICAC := InvCareQ.BenAmt / PdConW[ORD(InvCareQ.BenPd)];
  (ABS(ICAC - 33.70) <= 0.01) OR (ABS(ICAC - 34.5) <= 0.01)
  "Are you sure? That's £$ICAC:2 per week.
  Invalid Care Allowance is normally £34.50(33.70)
  per week. Please amend to one of these amounts unless you
  have evidence to the contrary: explain in a Note."
ENDIF;
```


{ WARNINGS ON RETIREMENT/OLD PERSON'S PENSION }

```
IF (PensBenQ.BenAmtQ.BenAmt = RESPONSE) AND
(PensBenQ.BenAmtQ.BenPd IN [OneWeek..Year]) AND
(PensBenQ.ConDoc = 13) AND (PensBenQ.BasPen.PenQ <> REFUSAL) AND
(PensBenQ.Basinc.PenQ <> REFUSAL) AND
(PensBenQ.GradPen.PenQ <> REFUSAL) AND
(PensBenQ.InvAdd.PenQ <> REFUSAL) AND
(PensBenQ.AttAll.PenQ <> REFUSAL) AND
(PensBenQ.AddPen.PenQ <> REFUSAL) AND
(PensBenQ.MinPen.PenQ <> REFUSAL) AND
(PensBenQ.AftPen.PenQ <> REFUSAL) AND
(PensBenQ.AddInc.PenQ <> REFUSAL) AND
(PensBenQ.MinInc.PenQ <> REFUSAL) "" THEN
COMPUTE PensC:= PensBenQ.BenAmtQ.BenAmt /
PdConW[ORD(PensBenQ.BenAmtQ.BenPd)];
(PensC >= PensSum + PensBas - 0.5)
"Weekly amount for Retirement Pension is exceeded by value
of recorded components.(NB: L=J-K) Please check Period Code
& all amounts, & amend if necessary. If still a discrepancy,
explain circumstances in a Note."
ENDIF;
```

{ WARNINGS ON WIDOW'S BEEFITS }

```
IF (WidBenQ.BenAmtQ.BenAmt = RESPONSE) AND
(WidBenQ.BenAmtQ.BenPd IN [OneWeek..Year]) AND
(WidBenQ.ConDoc = 13) AND
(WidBenQ.BasPen.PenQ <> REFUSAL) AND
(WidBenQ.Basinc.PenQ <> REFUSAL) AND
(WidBenQ.GradPen.PenQ <> REFUSAL) AND
(WidBenQ.InvAdd.PenQ <> REFUSAL) AND
(WidBenQ.AttAll.PenQ <> REFUSAL) AND
(WidBenQ.AddPen.PenQ <> REFUSAL) AND
(WidBenQ.MinPen.PenQ <> REFUSAL) AND
(WidBenQ.AftPen.PenQ <> REFUSAL) AND
(WidBenQ.AddInc.PenQ <> REFUSAL) AND
(WidBenQ.MinInc.PenQ <> REFUSAL) "" THEN
COMPUTE WPensC:= WidBenQ.BenAmtQ.BenAmt /
PdConW[ORD(WidBenQ.BenAmtQ.BenPd)];
(WPensC >= PensSum + PensBas - 0.5)
"Weekly amount for Widow's Pension is exceeded by value of
recorded components.(NB: L=J-K) Please check Period Code &
all amounts, & amend if necessary. If still a discrepancy,
explain circumstances in a Note."
ENDIF;
```

{ WARNINGS ON WAR DISABLEMENT PENSION }

```
IF (WarPenQ.BenAmt = RESPONSE) AND
(WarPenQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE WarPenC := WarPenQ.BenAmt/PdConW[ORD(WarPenQ.BenPd)];
  WarPenC IN [0..300]
  "Are you sure? War Disablement Pension doesn't usually
  exceed £300."
ENDIF;
```

{ WARNINGS ON SEVERE DISABLEMENT ALLOWANCE }

```
IF (SevAllQ.BenAmt = RESPONSE) AND
(SevAllQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE SevAllC := SevAllQ.BenAmt/PdConW[ORD(SevAllQ.BenPd)];
  (SevAllC >= 33.00) AND (SevAllC <= 100.00)
  "Are you sure? Severe Disablement Allowance is normally between
  £33.70 and £100 per week. Please check; if necessary, explain
  in a Note why your figure is outside this range.";
ENDIF;
```

{ WARNINGS ON DISABILITY WORKING ALLOWANCE }

```
IF (DisWorkQ.BenAmt = RESPONSE) AND
(DisWorkQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE DisWorkC:= DisWorkQ.BenAmt / PdConW[ORD(DisWorkQ.BenPd)];
  (DisWorkC <= 200)
  "Are you sure? Disability Working Allowance doesn't normally
  exceed £200 per week."
ENDIF;
```

{ WARNINGS ON DISABILITY LIVING ALLOWANCE }

```
IF (DLACarQ1.BenAmt = RESPONSE) AND
(DLACarQ1.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE DLAsfC := DLACarQ1.BenAmt/PdConW[ORD(DLACarQ1.BenPd)];
  (ABS(DLAsfC - 44.90) <= 0.01) OR
  (ABS(DLAsfC - 30.00) <= 0.01) OR
  (ABS(DLAsfC - 11.95) <= 0.01) OR
  (ABS(DLAsfC - 45.70) <= 0.01) OR
  (ABS(DLAsfC - 30.55) <= 0.01) OR
  (ABS(DLAsfC - 12.15) <= 0.01)
  "Are you sure? This comes to £$DLAsfC:2 per week.
  The rate is normally £12.15 (11.95) or £30.55 (30.00) or
  £45.70 (44.90) a week.
  Amend to one of these amounts unless you have evidence to
  the contrary: explain in a Note."
ENDIF;
```

```
IF (DLAMobQ1.BenAmt = RESPONSE) AND
(DLAMobQ1.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE DLAmobC :=
  DLAMobQ1.BenAmt/PdConW[ORD(DLAMobQ1.BenPd)];
  (ABS(DLAmobC - 31.40) <= 0.01) OR
  (ABS(DLAmobC - 11.95) <= 0.01) OR
  (ABS(DLAmobC - 31.95) <= 0.01) OR
  (ABS(DLAmobC - 12.15) <= 0.01)
  "Are you sure? This comes to £$DLAmobC:2 per week.
  The rate is normally £31.95(31.40) or £12.15(11.95) a week.
  Remember: money paid to Motability should be INCLUDED here.
  Amend to one of these amounts unless you have evidence to
  the contrary: explain in a Note."
ENDIF;
```

{ WARNINGS ON ATTENDANCE ALLOWANCE }

```
IF (AttAllQ1.BenAmt = RESPONSE) AND
(AttAllQ1.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE AttAllC := AttAllQ1.BenAmt/PdConW[ORD(AttAllQ1.BenPd)];
  (ABS(AttAllC-45.70) < 0.01) OR (ABS(AttAllC-44.90) < 0.01) OR
  (ABS(AttAllC-30.55) < 0.01) OR (ABS(AttAllC-30.00) < 0.01) OR
  (ABS(AttAllC-12.15) < 0.01) OR (ABS(AttAllC-11.95) < 0.01)
  "Are you sure? This comes to £$AttAllC:2 per week.
  The rate is normally £45.70(44.90) or £30.55(30.00),
  or possibly £12.15(11.95), a week.
  Amend to one of these amounts unless you have evidence
  to the contrary: explain in a Note."
ENDIF;
```

{ WARNINGS ON UNEMPLOYMENT BENEFIT }

```
IF (UeBenQ.BenAmt = RESPONSE) AND
(UeBenQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE UEC := UeBenQ.BenAmt / PdConW[ORD(UeBenQ.BenPd)];
  UEC IN [43..75]
  "Are you sure? This comes to £$UEC:2 per week. Unemployment
  Benefit is normally in the range £43 - £75 per week.
  Please check; if necessary, explain in a Note why your
  figure is outside this range.";
ENDIF;
```

{ WARNINGS ON INCOME SUPPORT }

```
IF (IncSupQ1.BenAmt = RESPONSE) AND
(IncSupQ1.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE ISQC := IncSupQ1.BenAmt / PdConW[ORD(IncSupQ1.BenPd)];
  (ISQC <= 250)
  "Are you sure? Income Support doesn't normally exceed
  £250 per week."
ENDIF;
```

{ WARNINGS ON FAMILY CREDIT }

```
NOT (FamCredQ.BenPd IN [SixMonth,LumpSum])
"Please check: is Family Credit a LUMP SUM payment (ie.
covering 28 weeks)? If so, return to `Ben3Q' and remove
code `3'. Then go to `Ben5Q' and enter code `1'.";
```

```
IF (FamCredQ.BenAmt = RESPONSE) AND
(FamCredQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE FCQC:= FamCredQ.BenAmt / PdConW[ORD(FamCredQ.BenPd)];
  (FCQC <= 200)
  "Are you sure? Family Credit doesn't normally exceed
  £200 per week."
ENDIF;
```

{ WARNINGS ON INVALIDITY BENEFIT }

```
IF (InvBenQ.BenAmt = RESPONSE) AND
(InvBenQ.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE InvPenC := InvBenQ.BenAmt / PdConW[ORD(InvBenQ.BenPd)];
  InvPenC >= 56.00
  "Are you sure? This comes to £$InvPenC:2 a week. Invalidity
  Benefit is normally at least £57.60 (56.10). Please check;
  if necessary, explain in a Note why your figure
  is below this."
ENDIF;
```

{ WARNINGS ON NI SICKNESS BENEFIT }

```
IF (NISickQ.BenAmt = RESPONSE) "" THEN
  (NISickQ.BenPd IN [OneWeek,TwoWeek,LumpSum])
  "This benefit is only paid in weekly or fortnightly amounts.
  Please amend PERIOD or (if necessary) AMOUNT, to fit one of
  these categories. Add a Note if any unusual
  circumstances."
ENDIF;
```

```
IF (NISickQ.BenAmt = RESPONSE) AND
  (NISickQ.BenPd IN [OneWeek..Year]) AND
  (Sex[perno] = 1) AND (Age[perno] >= 65) "" THEN
  COMPUTE NISickC := NISickQ.BenAmt/PdConW[ORD(NISickQ.BenPd)];
  NISickC >= 53.75
  "Are you sure? This comes to £$NISickC:2 per week. N.I.
  Sickness Benefit for someone of pensionable age is
  normally at least £55.25 (53.80). Please check; if necessary,
  explain in a Note why your figure is below this."
ENDIF;
```

```
IF (NISickQ.BenAmt = RESPONSE) AND
  (NISickQ.BenPd IN [OneWeek..Year]) AND
  (Sex[perno] = 1) AND (Age[perno] < 65) "" THEN
  COMPUTE NISickC := NISickQ.BenAmt/PdConW[ORD(NISickQ.BenPd)];
  NISickC >= 42.65
  "Are you sure? This comes to £$NISickC:2 per week. N.I.
  Sickness Benefit for someone below pensionable age is
  normally at least £43.45 (42.70). Please check; if necessary,
  explain in a Note why your figure is below this."
ENDIF;
```

```
IF (NISickQ.BenAmt = RESPONSE) AND
  (NISickQ.BenPd IN [OneWeek..Year]) AND
  (Sex[perno] = 2) AND (Age[perno] >= 60) "" THEN
  COMPUTE NISickC := NISickQ.BenAmt/PdConW[ORD(NISickQ.BenPd)];
  NISickC >= 53.75
  "Are you sure? This comes to £$NISickC:2 per week. N.I.
  Sickness Benefit for someone of pensionable age is
  normally at least £55.25 (53.80). Please check; if necessary,
  explain in a Note why your figure is below this."
ENDIF;
```

```
IF (NISickQ.BenAmt = RESPONSE) AND
(NISickQ.BenPd IN [OneWeek..Year]) AND
(Sex[perno] = 2) AND (Age[perno] < 60) "" THEN
COMPUTE NISickC := NISickQ.BenAmt/PdConW[ORD(NISickQ.BenPd)];
NISickC >= 42.65
  "Are you sure? This comes to £$NISickC:2 per week. N.I.
  Sickness Benefit for someone below pensionable age is
  normally at least £43.45 (42.70). Please check; if necessary,
  explain in a Note why your figure is below this."
ENDIF;
```

{ WARNING IF NUMBER OF WEEKS OF MADE UP PAY IS GREATER THAN 29 }

```
IF (MduPNo = RESPONSE) "" THEN
(MduPNo <= 29)
  "You have entered that made up pay was received for more
  than 29 weeks. Please check that your answer is correct.
  If so, explain circumstances in a Note."
ENDIF;
```

{ WARNINGS ON INDUSTRIAL INJURY DISABLEMENT BENEFIT }

```
IF (IndDisQ.BenAmt = RESPONSE) AND
(IndDisQ.BenPd IN [OneWeek..Year]) "" THEN
COMPUTE IIDBC := IndDisQ.BenAmt / PdConW[ORD(IndDisQ.BenPd)];
(IIDBC >= 18.32) AND (IIDBC <= 93.20)
{{Sven} 18.64 - 93.20 2nd half of 1994}
  "Are you sure? This comes to £$IIDBC:2 per week.
  Industrial Injury Disablement Benefit is normally in the
  range £18.32-£93.20 per week. Please check; if necessary,
  explain in a Note why your figure is outside this range.";
ENDIF;
```

{ WARNINGS ON MATERNITY ALLOWANCE }

```
IF (MatAllQ.BenAmt = RESPONSE) AND
(MatAllQ.BenPd IN [OneWeek..Year]) "" THEN
COMPUTE MatAllQC := MatAllQ.BenAmt / PdConW[ORD(MatAllQ.BenPd)];
(ABS(MatAllQC - 43.75) <= 0.01) OR
(ABS(MatAllQC - 42.25) <= 0.01)
  "Are you sure? This comes to £$MatAllQC:2 a week.
  Maternity Allowance is normally £43.75 (42.25) per week.
  Amend to one of these amounts unless you have evidence to
  the contrary: explain circumstances in a Note."
ENDIF;
```

{ WARNINGS ON SOCIAL FUND FUNERAL GRANT }

(FuneralQ.BenAmt <= 1000)

"Are you sure? This grant doesn't normally exceed £1000. Please check; if necessary, explain in a Note.";

{ WARNINGS ON FAMILY CREDIT LUMP SUM }

(FCLumpQ <= 120)

"Are you sure? A lump sum is usually only paid if benefit is less than £4 per week; 28 weeks = maximum £112. Please ask respondent to check amount. If necessary, explain in a Note."

{ WARNINGS ON SOCIAL FUND MATERNITY GRANT }

IF (MatGrntQ.BenAmt = RESPONSE) "" THEN

(MatGrntQ.BenAmt <= 200)

"Are you sure? A grant from the Social Fund for maternity expenses doesn't usually exceed £200. Please check; if necessary, explain in a Note."

ENDIF;

{ WARNINGS ON SOCIAL FUND COMMUNITY CARE GRANT }

(CareAmtQ.BenAmt <= 1000)

"Are you sure? This grant doesn't normally exceed £1000. Please check; if necessary, explain in a Note.";

{ EDIT CHECKS }

IF (Edit = 'Yes') "" THEN

(ChBenQ.BenAmt <> DONTKNOW) AND (ChBenQ.BenAmt <> REFUSAL) AND
(ChBenQ.BenPd <> DONTKNOW) AND (ChBenQ.BenPd <> REFUSAL)
"MISSING INFORMATION FOR Child Benefit AMOUNT AND/OR PERIOD.";

(InvCareQ.BenAmt <> DONTKNOW) AND
(InvCareQ.BenAmt <> REFUSAL) AND
(InvCareQ.BenPd <> DONTKNOW) AND
(InvCareQ.BenPd <> REFUSAL)
"MISSING INFORMATION FOR Invalid Care Allowance
AMOUNT AND/OR PERIOD.";

(WarPenQ.BenAmt <> REFUSAL) AND
(WarPenQ.BenAmt <> DONTKNOW) AND
(WarPenQ.BenPd <> REFUSAL) AND
(WarPenQ.BenPd <> DONTKNOW)
"MISSING INFORMATION FOR War Disablement Pension AMOUNT
AND/OR PERIOD. IF ANY INTERVIEWER NOTES ON PERCENTAGE RATE,
SEE EDIT INSTRUCTIONS. OTHERWISE, SUPPRESS WARNING.";

IF ((AttAllQ1.BenAmt = DONTKNOW) OR
(AttAllQ1.BenAmt = REFUSAL) OR
(AttAllQ1.BenPd = DONTKNOW) OR
(AttAllQ1.BenPd = REFUSAL)) AND
(perno = 1) "" THEN
(b_HEALTH.QHealth1.Rstrct[1] = EMPTY)
"MISSING AMOUNT AND/OR PERIOD FOR Attendance Allowance.
REFER TO LOOK-UP TABLE TO DETERMINE THE APPROPRIATE
AMOUNT."

ENDIF;

IF ((AttAllQ1.BenAmt = DONTKNOW) OR (AttAllQ1.BenAmt = REFUSAL) OR
(AttAllQ1.BenPd = DONTKNOW) OR (AttAllQ1.BenPd = REFUSAL)) AND
(perno = 2) "" THEN
(b_HEALTH.QHealth1.Rstrct[2] = EMPTY)
"MISSING AMOUNT AND/OR PERIOD FOR Attendance Allowance.
REFER TO LOOK-UP TABLE TO DETERMINE THE APPROPRIATE
AMOUNT."

ENDIF;

(FamCredQ.BenAmt <> DONTKNOW) AND
(FamCredQ.BenAmt <> REFUSAL) AND
(FamCredQ.BenPd <> DONTKNOW) AND
(FamCredQ.BenPd <> REFUSAL)
"MISSING INFORMATION FOR Family Credit AMOUNT AND/OR PERIOD.";

(MatAllQ.BenAmt <> DONTKNOW) AND
(MatAllQ.BenAmt <> REFUSAL) AND
(MatAllQ.BenPd <> DONTKNOW) AND
(MatAllQ.BenPd <> REFUSAL)
"MISSING INFORMATION FOR Maternity Allowance AMOUNT AND/OR
PERIOD.";

(MatGrntQ.BenAmt <> DONTKNOW) AND (MatGrntQ.BenAmt <> REFUSAL)
"MISSING INFORMATION FOR Social Fund Maternity Grant.";

(FuneralQ.BenAmt <> DONTKNOW) AND (FuneralQ.BenAmt <> REFUSAL)
"MISSING INFORMATION FOR AMOUNT OF Social Fund Grant
FOR FUNERAL EXPENSES.";
ENDIF;

CHECK {BBen2}

{ CHECK ON ATTENDANCE ALLOWANCE }

IF (AttAll IN p_BEN1.QBen1.Adult[perno].Ben2Q) "" THEN
(PensBenQ.AttAll.PenQ = EMPTY) OR (PensBenQ.AttAll.PenQ = 0)
" Attendance Allowance is recorded twice, both as part of
a pension (Order Book Code H) and on its own. If your
answer at PenQ for Code H (£\$PensBenQ.AttAll.PenQ:2) is
correct, please go back to Ben2Q and delete code `3'."
ENDIF;

IF (AttAll IN p_BEN1.QBen1.Adult[perno].Ben2Q) "" THEN
(WidBenQ.AttAll.PenQ = EMPTY) OR (WidBenQ.AttAll.PenQ = 0)
" Attendance Allowance is recorded twice, both as part of
a pension (Order Book Code H) and on its own. If your
answer at PenQ for Code H (£\$WidBenQ.AttAll.PenQ:2) is
correct, please go back to Ben2Q and delete code `3'."
ENDIF;

{ CHECK ON INVALID CARE ALLOWANCE }

```
IF ICAPer IN [Per1..Per20] "" THEN
  (Transfev.OrigNam[ORD(ICAPer)].Ename <> ") AND
  (SUBSTRING(Transfev.OrigNam[ORD(ICAPer)].Ename,1,2) <> 'XX') AND
  (SUBSTRING(Transfev.OrigNam[ORD(ICAPer)].Ename,1,2) <> 'xx')
  "You have selected an invalid person number."
ENDIF;
```

```
IF (ICAPer = RESPONSE) AND (perno = 1) "" THEN
  (ORD(ICAPer) <> Person1)
  "Please select the number of a person other than the
  respondent."
ENDIF;
```

```
IF (ICAPer = RESPONSE) AND (Perno = 2) "" THEN
  (ORD(ICAPer) <> Person2)
  "Please select the number of a person other than the
  respondent."
ENDIF;
```

{ CHECK ON INCOME SUPPORT }

```
IF (IncSupQ1.BenAmt = RESPONSE) AND
  (IncSupQ1.BenPd IN [OneWeek..Year]) "" THEN
  COMPUTE ISQC := IncSupQ1.BenAmt / PdConW[ORD(IncSupQ1.BenPd)];
  IF (QBen3.RepayAmt = RESPONSE) AND (QBen3.SFInc = Before) "" THEN
    (QBen3.RepayAmt <= ISQC)
    "The weekly loan repayments exceed the weekly amount of
    Income Support received last time. That can't be right.
    Please check and amend your answers."
  ENDIF;
```

```
IF (QBen3.DSSAmt = RESPONSE) AND (QBen3.DSSBefor = Before) "" THEN
  COMPUTE DSSPayC:= QBen3.DSSAmt / PdConW[ORD(QBen3.DSSPd)];
  (DSSPayC <= ISQC)
  "The weekly amount paid by DSS exceeds the weekly amount
  of Income Support received last time. That can't be right.
  Please check and amend your answers."
ENDIF;
ENDIF;
```

CHECK {BBen4}

```
{---CHECK TO ENSURE EXCLUSIVE CODES---}  
FOR i:= 1 TO 2 DO  
  IF (None IN Ben7Q[i]) "" THEN  
    CARDINAL(Ben7Q[i])=1 "$nonecode";  
  ENDIF;  
ENDDO;
```

SIGNAL {BBen6}

```
IF (Perno = 1) "" THEN  
  IF (PrgAmt = RESPONSE) AND (PrgAmt > 0) AND  
    (e_MAIN.PayAmt = RESPONSE) AND (e_MAIN.PayAmt > 0) "" THEN  
    (PrgAmt = EMPTY)  
    "Please CHECK with respondent if allowance is in  
    ADDITION to amount of pay mentioned earlier (shown  
    below). If allowance INCLUDED at PayAmt, DO NOT  
    include here: amend to `0'. If allowance is ADDITIONAL,  
    record it here: suppress warning and continue."  
  ENDIF;  
ELSEIF (Perno = 2) "" THEN  
  IF (PrgAmt = RESPONSE) AND  
    (PrgAmt > 0) AND  
    (h_MAIN.PayAmt = RESPONSE) AND  
    (h_MAIN.PayAmt > 0) "" THEN  
    (PrgAmt = EMPTY)  
    "Please CHECK with respondent if allowance is in  
    ADDITION to amount of pay mentioned earlier (shown  
    below). If allowance INCLUDED at PayAmt, DO NOT  
    include here: amend to `0'. If allowance is ADDITIONAL,  
    record it here: suppress warning and continue.";  
  ENDIF;  
ENDIF;
```

```
IF (PrgAmt = RESPONSE) AND
(PrgAmt > 0) AND
(k_MAINSF.Adult[perno].Profit1 = RESPONSE) AND
(k_MAINSF.Adult[perno].Profit1 > 0) "" THEN
(PrgAmt = EMPTY)
    "Please CHECK with respondent if allowance is in ADDITION to
    amount mentioned earlier (shown below). If allowance
    INCLUDED at Profit1, DO NOT include here: amend to `0'.
    If allowance is ADDITIONAL, record it here:
    suppress warning and continue.";
ENDIF;
```

```
IF (Edit = 'Yes') AND
((PrgAmt = DONTKNOW) OR (PrgAmt = REFUSAL)) OR
(PrgPd = DONTKNOW) OR (PrgPd = REFUSAL) "" THEN
(PrgAmt = EMPTY)
    "MISSING AMOUNT AND/OR PERIOD FOR Training Allowance.
    ENTER STANDARD AMOUNT FOR APPROPRIATE
    TRAINING PROGRAMME.";
ENDIF;
```

SIGNAL

```
IF (TRANSFEv.TOutsPay = 1) AND (BUNum = 1) "" THEN
((IncSupp IN p_BEN1.QBen1.Adult[1].Ben3Q) OR
(IncSupp IN p_BEN1.QBen1.Adult[2].Ben3Q)) AND
((Housing IN QBen2.Adult[1].QBen3.DSSPay) OR
(Housing IN QBen2.Adult[2].QBen3.DSSPay))
    "You said earlier that DSS are paying £$TRANSFEv.TOutsAmt:2/week
    for mortgage, but respondent(s) are not receiving I.S., or
    their I.S. doesn't contain mortgage. Please amend answer for
    Person 1 or 2 as necessary, or explain discrepancy in a Note."
ENDIF;
```

```
IF (TRANSFEv.TAccPay = 1) AND (BUNum = 1) "" THEN
  COMPUTE DSSRC := TRANSFEv.TAccAmt / PdConW[TRANSFEv.TAccPd];
  ((IncSupp IN p_BEN1.QBen1.Adult[1].Ben3Q) OR
  (IncSupp IN p_BEN1.QBen1.Adult[2].Ben3Q)) AND
  ((Fuel IN QBen2.Adult[1].QBen3.DSSPay) OR
  (Fuel IN QBen2.Adult[2].QBen3.DSSPay))
  "You said earlier that DSS are paying £$DSSRC:2 / week
  for rent, but respondent(s) are not receiving I.S., or
  their I.S. doesn't contain rent. Please amend answer
  for Person 1 or 2 as necessary, or explain
  discrepancy in a Note."
ENDIF;
```

{{{ Edit Checks }}}

```
IF (Edit = 'Yes') AND
  ((Housing IN QBen2.Adult[1].QBen3.DSSPay) OR
  (Housing IN QBen2.Adult[2].QBen3.DSSPay)) AND
  (BUNum = 1) "" THEN
  (TRANSFEv.TOutsPay = 1)
  "DSS ARE PAYING TOWARDS THEIR MORTGAGE, BUT THERE WAS
  NO MENTION OF THIS IN HOUSEHOLD QU'AIRE. CHECK WITH
  SUPERVISOR TO SEE IF YOU SHOULD AMEND HOUSEHOLD QU'AIRE."
ENDIF;
```

```
IF (Edit = 'Yes') AND
  ((Fuel IN QBen2.Adult[1].QBen3.DSSPay) OR
  (Fuel IN QBen2.Adult[2].QBen3.DSSPay)) AND
  (BUNum = 1) "" THEN
  (TRANSFEv.TAccPay = 1)
  "DSS ARE PAYING TOWARDS THEIR RENT, BUT THERE WAS
  NO MENTION OF THIS IN HOUSEHOLD QU'AIRE. CHECK WITH
  SUPERVISOR TO SEE IF YOU SHOULD AMEND HOUSEHOLD QU'AIRE."
ENDIF;
```

BLOCK: q_OTHIN1

CHECK {BOIncA5}

{--- CHECK FOR EXCLUSIVE CODES ---}

FOR i:= 1 TO 2 DO

IF (None IN AnyPen[i]) "" THEN

CARDINAL(AnyPen[i])=1 "\$nonecode";

ENDIF;

ENDDO;

FOR i:= 1 TO 2 DO

FOR j:= 1 TO 3 DO

IF NOT (EmpPens IN AnyPen[i]) "" THEN

(o_PENS.QPens5.Adult[j].PrevPen1.PrvNow[j] = No) OR

(o_PENS.QPens5.Adult[j].PrevPen1.PrvNow[j] = EMPTY)

"Earlier, the respondent claimed to be drawing a pension
from a previous employer. This should be included here
(at AnyPen), as Code `1'.";

ENDIF;

ENDDO;

ENDDO;

SIGNAL {BOIncA5}

IF (NumPens[perno] > 1) AND

(o_PENS.QPens5.Adult[perno].PrevPen1.PrvNum = RESPONSE) "" THEN

(EmpPrev[1].Another = Yes)

"Earlier, the respondent claimed to be drawing a second
pension from a previous employer. This should be
included here.";

ENDIF;

IF (NumPens[perno] > 2) AND

(o_PENS.QPens5.Adult[perno].PrevPen1.PrvNum = RESPONSE) "" THEN

(EmpPrev[2].Another = Yes)

"Earlier, the respondent claimed to be drawing a third
pension from a previous employer. This should be
included here.";

ENDIF;

```
IF (Edit = 'Yes') "" THEN
  FOR loopvar:= 1 TO 4 DO
    IF ((EmpPrev[loopvar].EmpPen.PTAmt = DONTKNOW) OR
      (EmpPrev[loopvar].EmpPen.PTAmt = REFUSAL)) AND
      (EmpPrev[loopvar].EmpPen.BLK1.PenPay = RESPONSE) "" THEN
      (EmpPrev[loopvar].EmpPen.PenTax = No)
      "MISSING INFORMATION FOR TAX DEDUCTED FROM PENSION
      FROM A PREVIOUS EMPLOYER.";
    ENDIF;
  ENDDO;
  FOR loopvar:= 1 TO 3 DO
    IF ((SpouPrev[loopvar].EmpPen.PTAmt = DONTKNOW) OR
      (SpouPrev[loopvar].EmpPen.PTAmt = REFUSAL)) AND
      (SpouPrev[loopvar].EmpPen.BLK1.PenPay = RESPONSE) "" THEN
      (SpouPrev[loopvar].EmpPen.PenTax = No)
      "MISSING INFORMATION FOR TAX DEDUCTED FROM
      WIDOW'S EMPLOYEE PENSION.";
    ENDIF;
  ENDDO;
  FOR loopvar:= 1 TO 3 DO
    IF ((PersPen[loopvar].EmpPen.PTAmt = DONTKNOW) OR
      (PersPen[loopvar].EmpPen.PTAmt = REFUSAL)) AND
      (PersPen[loopvar].EmpPen.BLK1.PenPay = RESPONSE) "" THEN
      (PersPen[loopvar].EmpPen.PenTax = No)
      "MISSING INFORMATION FOR TAX DEDUCTED FROM
      PERSONAL PENSION.";
    ENDIF;
  ENDDO;
  IF ((AnnPen.PTAmt = DONTKNOW) OR
    (AnnPen.PTAmt = REFUSAL)) AND
    (AnnPen.BLK1.PenPay = RESPONSE) "" THEN
    (AnnPen.PenTax = No)
    "MISSING INFORMATION FOR TAX DEDUCTED FROM ANNUITY.";
  ENDIF;
  IF ((TrustQ.PTAmt = DONTKNOW) OR
    (TrustQ.PTAmt = REFUSAL)) AND
    (TrustQ.BLK1.PenPay = RESPONSE) "" THEN
    (TrustQ.PenTax = No)
    "MISSING INFORMATION FOR TAX DEDUCTED FROM
    TRUST OR COVENANT.";
  ENDIF;
ENDIF;
```

CHECK {BOIncA7}

```
IF None IN Royal "" THEN
  CARDINAL(Royal)=1 "$nonecode";
ENDIF;
```

SIGNAL {TOIncA7}

```
IF (Edit = 'Yes') AND (Adult[1].Royal <> EMPTY) "" THEN
  IF (p_BEN2.QBen2.Adult[1].UEBenQ.BenAmt = DONTKNOW) OR
    (p_BEN2.QBen2.Adult[1].UEBenQ.BenAmt = REFUSAL) OR
    (p_BEN2.QBen2.Adult[1].UEBenQ.BenPd = DONTKNOW) OR
    (p_BEN2.QBen2.Adult[1].UEBenQ.BenPd = REFUSAL) "" THEN
    (a_CURST.QCurst3.Adult[1].LstWrk1 = EMPTY) AND
    (a_CURST.QCurst3.Adult[1].LstWrk2 = EMPTY) AND
    (p_BEN1.QBen1.Adult[1].Ben1Q = EMPTY)
    "MISSING AMOUNT AND/OR PERIOD FOR Unemployment Benefit.
    CHECK WHEN LAST WORKED. IF OVER PENSIONABLE AGE,
    ALSO CHECK Child Benefit (code 1 at Ben1Q).
    PARTNER RECEIVING N.I. BENEFITS? $Stateben[2].
    PARTNER'S EARNINGS: £$Cuminc[2]:2.
    RESPONDENT'S PENSIONS: £$Pensinc[1]:2."
  ENDIF;
```

```
IF (p_BEN2.QBen2.Adult[1].NISickQ.BenAmt = DONTKNOW) OR
  (p_BEN2.QBen2.Adult[1].NISickQ.BenAmt = REFUSAL) OR
  (p_BEN2.QBen2.Adult[2].NISickQ.BenPd = DONTKNOW) OR
  (p_BEN2.QBen2.Adult[2].NISickQ.BenPd = REFUSAL) "" THEN
  (p_BEN1.QBen1.Adult[1].Ben1Q = EMPTY)
  "MISSING AMOUNT AND/OR PERIOD FOR NI Sickness Benefit.
  IF OVER PENSIONABLE AGE, CHECK WHETHER RECEIVING
  Child Benefit (code 1 at Ben1Q).
  PARTNER'S EARNINGS: £$Cuminc[2]:2."
  ENDIF;
ENDIF;
```



```
IF (Edit = 'Yes') AND (Adult[2].Royal <> EMPTY) "" THEN
  IF (p_BEN2.QBen2.Adult[2].UEBenQ.BenAmt = DONTKNOW) OR
    (p_BEN2.QBen2.Adult[2].UEBenQ.BenAmt = REFUSAL) OR
    (p_BEN2.QBen2.Adult[2].UEBenQ.BenPd = DONTKNOW) OR
    (p_BEN2.QBen2.Adult[2].UEBenQ.BenPd = REFUSAL) "" THEN
    (a_CURST.QCurst3.Adult[2].LstWrk1 = EMPTY) AND
    (a_CURST.QCurst3.Adult[2].LstWrk2 = EMPTY) AND
    (p_BEN1.QBen1.Adult[2].Ben1Q = EMPTY)
      "MISSING AMOUNT AND/OR PERIOD FOR Unemployment Benefit.
      CHECK WHEN LAST WORKED. IF OVER PENSIONABLE AGE,
      ALSO CHECK Child Benefit (code 1 at Ben1Q).
      PARTNER RECEIVING N.I. BENEFITS? $Stateben[1].
      PARTNER'S EARNINGS: £$Cuminc[1]:2.
      RESPONDENT'S PENSIONS: £$Pensinc[2]:2."
  ENDIF;

  IF (p_BEN2.QBen2.Adult[2].NISickQ.BenAmt = DONTKNOW) OR
    (p_BEN2.QBen2.Adult[2].NISickQ.BenAmt = REFUSAL) OR
    (p_BEN2.QBen2.Adult[2].NISickQ.BenPd = DONTKNOW) OR
    (p_BEN2.QBen2.Adult[2].NISickQ.BenPd = REFUSAL) "" THEN
      (p_BEN1.QBen1.Adult[2].Ben1Q = EMPTY)
        "MISSING AMOUNT AND/OR PERIOD FOR NI Sickness Benefit.
        IF OVER PENSIONABLE AGE, CHECK WHETHER RECEIVING
        Child Benefit (code 1 at Ben1Q).
        PARTNER'S EARNINGS: £$Cuminc[1]:2."
      ENDIF;
    ENDIF;
```

BLOCK: r_OTHIN2

CHECK {BOIncB1}

{--- CHECK FOR EXCLUSIVE CODES ---}

```
FOR i:= 1 TO 2 DO
  IF None IN Allow[i] "" THEN
    CARDINAL(Allow[i])=1 "$nonecode";
  ENDIF;
ENDDO;
```

CHECK {BOIncB6}

```
IF Neither IN Baby "" THEN
  CARDINAL(Baby)=1
  "The code NEITHER must be exclusive for this question"
ENDIF;
```

SIGNAL {BOIncB9}

```
IF (Edit = 'Yes') "" THEN

  {{Sven} Subject to change}
  (NIAmt <> DONTKNOW) AND (NIAmt <> REFUSAL) AND
  (NIAmt <> 0.00) AND (NIPd <> DONTKNOW) AND (NIPd <> REFUSAL)
  "MISSING AMOUNT AND/OR PERIOD FOR National
  Insurance CONTRIBUTION. INSERT STANDARD AMOUNT
  (CURRENTLY £5.45 OR £5.55) AND ENSURE THAT
  PERIOD CODE = 1 WEEK.";
ENDIF;
```

```
IF (NIAmt = RESPONSE) AND (NIPd IN [OneWeek..Year]) "" THEN
  COMPUTE NIAmtC:= NIAmt / PdConW[ORD(NIPd)];
  (ABS(NIAmtC - 5.45) < 0.05) OR (ABS(NIAmtC - 5.55) < 0.05)
  "Amount for National Insurance contribution deviates from
  standard weekly amount (currently £5.45 for employees & £5.55
  for self-employed). Please check.";
ENDIF;
```

```
IF (NIAmt >= 5.40) AND (NIAmt <= 5.60) "" THEN
  (NIPd = OneWeek)
  "This amount is normally for a period of one week.
  Please amend period code unless you have a good
  reason not to."
ENDIF;
```

SIGNAL {BOIncB10}

```
IF (Edit = 'Yes') "" THEN
  (NILAMT <> DONTKNOW) AND (NILAMT <> REFUSAL)
  "MISSING INFORMATION FOR LUMP SUM PAYMENTS OF N.I.
  CONTRIBUTIONS.";
ENDIF;
```

SIGNAL {BOIncB12}

{--- WARNING IF AMOUNT EARNED FOR AN ODD JOB EXCEEDS
1000 POUNDS ---}

```
IF (perno = 1) "" THEN
  FOR loopvar := 1 TO 3 DO
    IF (a_CURST.QCurst2.Adult[1].NumJob <> EMPTY) OR
      (c_JOBDES.QJobdes.NumJob2 <> EMPTY) "" THEN
      OjAmt[loopvar] <= 1000
      "Exceeds £1000! Is this a regular job? IF SO,
      change NumJob to a higher code. On reaching
      this warning again, select OjAmt & put
      Note (Ctrl+F4) telling HQ to delete this Odd
      Job, then suppress. If Odd Job is genuine,
      suppress warning now."
    ENDIF;
  ENDDO;
ENDIF;
```

```
IF (perno = 2) "" THEN
  FOR loopvar := 1 TO 3 DO
    IF (a_CURST.QCurst2.Adult[2].NumJob <> EMPTY) OR
      (d_JOBDES.QJobdes.NumJob2 <> EMPTY) "" THEN
      OjAmt[loopvar] <= 1000
      "Exceeds £1000! Is this a regular job? IF SO,
      change NumJob to a higher code. On reaching this
      warning again, select OjAmt & put Note
      (Ctrl+F4) telling HQ to delete this Odd Job,
      then suppress.
      If Odd Job is genuine, suppress warning now."
    ENDIF;
  ENDDO;
ENDIF;
```

BLOCK: t_ADINT

CHECK {BA dint1}

```
FOR i:= 1 TO 2 DO
  IF (none in accounts[i]) THEN
    (CARDINAL(accounts[i])=1)
    "$nonecode";
  ENDIF;
ENDDO;
```

CHECK {BA dint3}

```
FOR i:= 1 TO 2 DO
  IF (none in invests[i]) THEN
    (CARDINAL(invests[i])=1)
    "$nonecode";
  ENDIF;
ENDDO;
```

SIGNAL {BA dint5}

```
FOR i:= 1 TO 2 DO
  IF (PensGuar IN otinva[i]) "" THEN
    (Age[i] >= 65)
    "Are you sure? These bonds are only available to people
    aged 65 and over, yet respondent is under 65. Please check,
    and if necessary explain in a Note.";
  ENDIF;
ENDDO;
```

CHECK {BA dint5}

```
FOR i:= 1 TO 2 DO
  IF (none in otinva[i]) "" THEN
    (CARDINAL(otinva[i]) = 1)
    "$nonecode";
  ENDIF;
ENDDO;
```

BLOCK: u_CHINT

CHECK {BChint1}

```
IF (None in chinc) THEN
  (CARDINAL(chinc)=1) "$nonecode"
ENDIF;
```

CHECK {BChint3}

```
IF (None in otinvc) THEN
  (CARDINAL(otinvc)=1) "$nonecode"
ENDIF;
```

```
NOT(sayebank IN otinvc) "You have selected an invalid code.";
```

BLOCK: w_ASSETS

CHECK {BCurrAC}

```
IF (MuchLeft <> DONTKNOW) AND (MuchLeft <> REFUSAL) AND
(MuchLeft > 20000) "" THEN
(v_SAVE.Totsav <> To20000)
"Are you sure? That is greater than the total
value of this person's savings recorded at Totsav!
Please change one or the other."
ENDIF;
```

CHECK {BSaveAC}

```
IF (DispName[1] = 'your') "" THEN
IF (MuchAcc <> DONTKNOW) AND
(MuchAcc <> REFUSAL) AND
(MuchAcc > 20000) "" THEN
(v_SAVE.Totsav <> To20000)
"Are you sure? That is greater than the total
value of this person's savings recorded at Totsav!
Please change one or the other."
ENDIF;
IF (KindOf <> DONTKNOW) AND (KindOf <> REFUSAL) "" THEN
(asset[PersCont,KindOf] = 1)
"The code ` $KindOf'is not valid for this person."
ENDIF;
ELSE
IF (MuchAcc <> DONTKNOW) AND (MuchAcc <> REFUSAL) AND
(MuchAcc > 20000) "" THEN
(u_CHINT.QChint4.Child[PersCont].Totsave <> To20000)
"Are you sure? That is greater than the total
value of this person's savings recorded at Totsav!
Please change one or the other."
ENDIF;
IF (KindOf <> DONTKNOW) AND (KindOf <> REFUSAL) "" THEN
(chass[PersCont,KindOf] = 1)
"The code ` $KindOf'is not valid for this person."
ENDIF;
ENDIF;
```

SIGNAL {BEquity}

(HowMany <= 5000) OR (HowMany = DONTKNOW) OR (HowMany = REFUSAL)
"Are you sure? Over 5000 sounds rather large for any individual
holding. Please check your answer."

IF (Edit = 'Yes') "" THEN
 (Spare <> EMPTY) OR (HowHold = EMPTY)
 "A VALUE IS GIVEN FOR SHARES/BONDS/UNITS, THIS CAN BE CHECKED."
ENDIF;

CHECK {BEquity}

IF (DispName[1] = 'your') "" THEN
 IF (HowHold <> DONTKNOW) AND (HowHold <> REFUSAL) AND
 (HowHold > 20000) "" THEN
 (v_SAVE.Totsav <> To20000)
 "Are you sure? That is greater than the total
 value of this person's savings recorded at Totsav!
 Please change one or the other."
 ENDIF;

ELSE
 IF (HowHold <> DONTKNOW) AND (HowHold <> REFUSAL) AND
 (HowHold > 20000) "" THEN
 (u_CHINT.QChint4.Child[PersCont].Totsave <> To20000)
 "Are you sure? That is greater than the total
 value of this person's savings recorded at Totsave!
 Please change one or the other."
 ENDIF;
ENDIF;

CHECK {BCertif}

(Intro <> Gone) " This code is not valid at this question"

IF (DispName[2] = 'you') "" THEN
 IF (IssVal <> DONTKNOW) AND (IssVal <> REFUSAL) AND
 (IssVal > 20000) "" THEN
 (v_SAVE.Totsav <> To20000)
 "Are you sure? That is greater than the total
 value of this person's savings recorded at Totsav!
 Please change one or the other."
 ENDIF;

ELSE
 IF (IssVal <> DONTKNOW) AND (IssVal <> REFUSAL) AND
 (IssVal > 20000) "" THEN
 (u_CHINT.QChint4.Child[PersCont].Totsave <> To20000)
 "Are you sure? That is greater than the total
 value of this person's savings recorded at Totsave!
 Please change one or the other."
 ENDIF;
ENDIF;

SIGNAL {BCertif}

```
IF (Edit = 'Yes') "" THEN
  (Spare <> EMPTY) OR (IssVal = EMPTY)
  "A VALUE IS GIVEN FOR National Savings Certificates,
  THIS CAN BE CHECKED."
ENDIF;
```

CHECK {BSaye}

```
(I <> Gone) "This code is not valid at this question"

IF (AmtNow <> DONTKNOW) AND (AmtNow <> REFUSAL) AND
  (AmtNow > 20000) "" THEN
  (v_SAVE.Totsav <> To20000)
  "Are you sure? That is greater than the total value of
  this person's savings recorded at Totsav! Please change one or
  the other."
ENDIF;
```

SIGNAL {BSaye}

```
IF (AmtNow > 12000) AND
  (AmtNow <> DONTKNOW) AND (AmtNow <> REFUSAL) "" THEN
  (T = NatSav)
  "Are you sure? The value of National Savings SAYE schemes
  cannot normally exceed £12000. Please check your answer.";
ENDIF;

IF (Edit = 'Yes') "" THEN
  (Spare <> EMPTY) OR (AmtNow = EMPTY)
  "A VALUE IS GIVEN FOR S.A.Y.E., THIS CAN BE CHECKED."
ENDIF;
```

CHECK {BPremium}

```
IF (DispName[1] = 'you have') "" THEN
  IF (Prem <> DONTKNOW) AND (Prem <> REFUSAL) AND
    (Prem > 20000) "" THEN
    (v_SAVE.Totsav <> To20000)
    "Are you sure? That is greater than the total
    value of this person's savings recorded at Totsav!
    Please change one or the other."
  ENDIF;
ELSE
  IF (Prem <> DONTKNOW) AND (Prem <> REFUSAL) AND
    (Prem > 20000) "" THEN
    (u_CHINT.QChint4.Child[countp].Totsave <> To20000)
    "Are you sure? That is greater than the total
    value of this person's savings recorded at Totsave!
    Please change one or the other."
  ENDIF;
ENDIF;
```

SIGNAL {BNSIB}

```
(FRAC(NSIBVal/1000.00) <= 0.01) OR
(NSIBVal = DONTKNOW) OR (NSIBVal = REFUSAL)
"Please check. These are normally only available in
multiples of £1000."
```

CHECK {BNSIB}

(Intro <> Gone) " This code is not valid at this question."

```
IF (DispName[countp] = 'your') "" THEN
  IF (NSIBVal <> DONTKNOW) AND (NSIBVal <> REFUSAL) AND
    (NSIBVal > 20000) "" THEN
    (v_SAVE.Totsav <> To20000)
    "Are you sure? That is greater than the total
    value of this person's savings recorded at Totsav!
    Please change one or the other."
  ENDIF;
ELSE
  IF (NSIBVal <> DONTKNOW) AND (NSIBVal <> REFUSAL) AND
    (NSIBVal > 20000) "" THEN
    (u_CHINT.QChint4.Child[countp].Totsave <> To20000)
    "Are you sure? That is greater than the total
    value of this person's savings recorded at Totsave!
    Please change one or the other."
  ENDIF;
ENDIF;
```

SIGNAL {BPGIB}

```
(PGIBVal <= 40000) OR
(PGIBVal = DONTKNOW) OR (PGIBVal = REFUSAL)
"Are you sure? The maximum value for Pensioner's Guaranteed
Income Bonds is £40,000. Please amend the amount or explain
circumstances in a Note.";
```

```
(PGIBVal >= 500) OR
(PGIBVal = DONTKNOW) OR (PGIBVal = REFUSAL)
"Are you sure? The minimum value for Pensioner's Guaranteed
Income Bonds is £500. Please amend the amount or explain
circumstances in a Note.";
```

CHECK {BPGIB}

(Intro <> Gone) " This code is not valid at this question."

```
IF (PGIBVal = RESPONSE) AND
(PGIBVal > 20000) "" THEN
(v_SAVE.Totsav <> To20000)
"Are you sure? That is greater than the total
value of this person's savings recorded at Totsav!
Please change one or the other."
ENDIF;
```

CHECK {BBonds}

(Intro <> Gone) " This code is not valid at this question."

```
IF (BondType = 1) AND
(BondVal <> DONTKNOW) AND (BondVal <> REFUSAL) AND
(BondVal > 20000) "" THEN
(v_SAVE.Totsav <> To20000)
"Are you sure? That is greater than the total
value of this person's savings recorded at Totsav!
Please change one or the other."
ELSEIF (BondType = 2) AND
(BondVal <> DONTKNOW) AND (BondVal <> REFUSAL) AND
(BondVal > 20000) "" THEN
(u_CHINT.QChint4.Child[PersCont].Totsave <> To20000)
"Are you sure? That is greater than the total
value of this person's savings recorded at Totsave!
Please change one or the other."
ELSEIF (BondType = 3) AND
(BondVal <> DONTKNOW) AND (BondVal <> REFUSAL) AND
(BondVal > 20000) "" THEN
(u_CHINT.QChint4.Child[PersCont].Totsave <> To20000)
"Are you sure? That is greater than the total
value of this person's savings recorded at Totsave!
Please change one or the other."
ENDIF;
```

SIGNAL {BBonds}

```
IF ((BondType = 1) OR (BondType = 2)) AND
  (BondVal <> DONTKNOW) AND (BondVal <> REFUSAL) "" THEN
  (FRAC(BondVal/100.00) <= 0.01) OR (FRAC(BondVal/50.00) <= 0.01)
  "Please check. These are normally only available in
  multiples of either £50 or £100.";
ENDIF;
```

```
IF (BondType = 3) AND
  (BondVal <> DONTKNOW) AND (BondVal <> REFUSAL) "" THEN

  (FRAC(BondVal/25.00) <= 0.01) OR
  (BondVal = DONTKNOW) OR (BondVal = REFUSAL)
  "Please check.
  These are normally only available in multiples of £25.";

  (BondVal <= 1000) OR
  (BondVal = DONTKNOW) OR (BondVal = REFUSAL)
  "Are you sure? Holdings of Children's Bonus Bonds
  cannot normally exceed £1000.";
```

ENDIF;

```
IF (Edit = 'Yes') "" THEN
  (Spare <> EMPTY) OR (BondVal = EMPTY)
  "A VALUE IS GIVEN FOR $Bondtext, THIS CAN BE CHECKED."
ENDIF;
```

BLOCK: x_END

CHECK {Main}

```
IF (HaltDisp <> EMPTY) "" THEN
  (HaltDisp <> Trap)
  "Press <Enter>, <Ctrl + Enter> and then choose Exit via Admin
  to fill in Admin details, or to return to the Household Menu."
ENDIF;
```

CHECK {IEnd}

```
IF (Finish <> EMPTY) "" THEN
  (Finish <> Trap)
  "Press <Enter>, <Ctrl + Enter> and then choose
  Exit via Admin to fill in the Admin details,
  or to return to the Household Menu."
ENDIF;
```

ADMIN BLOCK

SIGNAL {SOCCode}

IF (Edit = 'Yes') "" THEN

IF (SOCNow <> EMPTY) "" THEN

(SOCNow = Now)

" PLEASE COMPLETE OCCUPATION CODING.";

ENDIF;

(SOC1 = RESPONSE)

" PLEASE COMPLETE OCCUPATION CODING FOR PERSON 1.";

(SOC2 = RESPONSE)

" PLEASE COMPLETE OCCUPATION CODING FOR PERSON 2.";

ENDIF;

CHECK {SOCCode}

IF (SOC1 = RESPONSE) "" THEN

NOT ((SOC1 >= 104) AND (SOC1 <= 109)) AND

NOT ((SOC1 >= 114) AND (SOC1 <= 119)) AND

NOT ((SOC1 >= 128) AND (SOC1 <= 129)) AND

NOT ((SOC1 >= 133) AND (SOC1 <= 138))

" SOC:s 104-109, 114-119, 128-129 and 133-138 are invalid.";

ENDIF;

IF (SOC2 = RESPONSE) "" THEN

NOT ((SOC2 >= 104) AND (SOC2 <= 109)) AND

NOT ((SOC2 >= 114) AND (SOC2 <= 119)) AND

NOT ((SOC2 >= 128) AND (SOC2 <= 129)) AND

NOT ((SOC2 >= 133) AND (SOC2 <= 138))

" SOC:s 104-109, 114-119, 128-129 and 133-138 are invalid.";

ENDIF;

SIGNAL {SOCCode}

```
IF (Edit = 'Yes') AND
  (RevEmp1 = RESPONSE) AND (SOC1 = RESPONSE) "" THEN
  (SocCls1 <> '0') AND (SEG1 <> 0)
  "YOU HAVE ENTERED AN ILLEGITIMATE COMBINATION OF SOC CODE,
  EMPLOYMENT STATUS AND SIZE OF ESTABLISHMENT. CHANGE ONE
  OF THESE OR REFER BACK TO SUPERVISOR.";
ENDIF;
```

```
IF (Edit = 'Yes') AND
  (RevEmp2 = RESPONSE) AND (SOC2 = RESPONSE) "" THEN
  (SocCls2 <> '0') AND (SEG2 <> 0)
  "YOU HAVE ENTERED AN ILLEGITIMATE COMBINATION OF SOC CODE,
  EMPLOYMENT STATUS AND SIZE OF ESTABLISHMENT. CHANGE ONE
  OF THESE OR REFER BACK TO SUPERVISOR.";
ENDIF;
```

CHECK {BAdmin}

```
IF (Choice = Exit) "" THEN
  (vChoice <> Admin)
  "You cannot now select code 1, as this would delete
  the Admin details already entered. Please reinstate
  code 5 at `Choice'.";
ENDIF;
```

```
IF ( IntDone = YesCoded ) "" THEN
  IF ( Person2 = 97 ) "" THEN
    ( lout1 = RESPONSE )
    "You haven't completed OUTCOME coding...
    Please do so, or amend IntDone to 'NotCoded'.";
  ELSE
    ( lout1 = RESPONSE ) AND
    ( lout2 = RESPONSE )
    "You haven't completed OUTCOME coding...
    Please do so, or amend IntDone to 'NotCoded'.";
  ENDIF;
ENDIF;
```



```
IF (lout1 = RESPONSE) AND (vThank = EMPTY) "" THEN  
  (lout1 IN [Incomp..NoCont])
```

```
  "This interview did not reach the end of the questionnaire,  
  so it cannot be claimed as 'FULL'... Please amend  
  the Outcome Code, or code as `Don't Know' and  
  complete the questionnaire before coding individual  
  outcome."
```

```
ENDIF;
```

```
IF (lout2 = RESPONSE) AND (vThank = EMPTY) "" THEN  
  (lout2 IN [Incomp..NoCont])
```

```
  "This interview did not reach the end of the questionnaire,  
  so it cannot be claimed as 'FULL'... Please amend  
  the Outcome Code, or code as `Don't Know' and  
  complete the questionnaire before coding individual  
  outcome."
```

```
ENDIF;
```

```
IF (lout1 = RESPONSE) AND (vThank <> EMPTY) "" THEN  
  (lout1 IN [Full..Incomp])
```

```
  "Your Outcome Code is at variance with the presence of a  
  completed questionnaire. Please amend the Outcome Code."
```

```
ENDIF;
```

```
IF (lout2 = RESPONSE) AND (vThank <> EMPTY) "" THEN  
  (lout2 IN [Full..Incomp])
```

```
  "Your outcome Code is at variance with the presence of a  
  completed questionnaire. Please amend the Outcome Code."
```

```
ENDIF;
```