

Family Resources Survey
April 2009 – March 2010
Guide to Question Changes

April 2009

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1 Summary

This booklet describes the main changes to the FRS questionnaire from April 2009.

The 2009 -10 survey year is the first in a two year extension to the contract from April 2006 to March 2009 which NatGen and ONS won in September 2005.

The changes have been made to meet the changing information needs of policy makers for example to reflect the changes in benefit recipient rules. Changes have also been made to improve the survey by actioning suggestions made by interviewers in the last survey year, via the Field Report, telephone and e-mail and also through suggestions made during briefings.

When at all possible, suggested changes are made and these are acknowledged in the Guide to Changes. Sometimes it is not possible to act on suggested changes, for example if the suggested change will:

- create inconsistencies with other surveys, for example where the change will affect a harmonised question;
- increase the length of the questionnaire;
- conflict with information needs of FRS data users;
- have a negative effect on other parts of the survey.

Experienced interviewers are also involved in testing the program before the start of the survey year and during the survey year to monitor how well the changes have been incorporated.

Thank you to all the interviewers who worked on the 2008-9 FRS. I hope you continue to enjoy working on the survey throughout the new survey year.




1a. Note on the Guide to Changes

Details of new questions and changed questions for 2009/10 survey year will be described. Questions removed from the questionnaire will also be shown but will be crossed through to clearly indicate that they are no longer asked.





As a quick visual guide to the type of change made icons have been included throughout this document.

Key of icons

Changes made to questions will be identified by the following icons:

Icon	Description
	Removed
	Added
	Changed

The icons below have been added to the Guide to Changes to help you when looking for information to answer points of clarification.

Icon	Description
	Important: Please Note
	Check with respondent
	Include this information in the answers recorded
	Exclude this information from the answers recorded

1b. What's changed?

Household Schedule:

- ◆ Date of Birth Prompt
- ◆ Absent Spouses
- ◆ Year of Arrival in Country
- ◆ Housing Benefit and Local Housing Allowance
- ◆ Household Insurance
- ◆ Cost of Childcare
- ◆ Pre-school Childcare Helpscreen
- ◆ Childcare arrangements made by parents who have no formal or informal childcare arrangements
- ◆ Benefits paid to trainees (young care givers)

Benefit Unit Schedule:

- ◆ Removal of DWP description preamble
- ◆ Progressive Illnesses
- ◆ Qualifications
- ◆ Tuition Fees
- ◆ Adult Learning Grants
- ◆ SIC2007 Codes
- ◆ Interviewer Prompt at FTWk and PTWk
- ◆ Benefits in Kind Options
- ◆ Benefits in Kind Showcard
- ◆ Childcare Vouchers
- ◆ Pension Block Changes
- ◆ Changes to Benefits Block
- ◆ Tax Credits Helpscreen
- ◆ Child Benefit and Child Tax Credit check
- ◆ Health in Pregnancy Grant
- ◆ Social Services Direct Payment Scheme
- ◆ State Retirement Pension Entitlement Letter
- ◆ Disability Living Allowance
- ◆ Housing Benefit routing
- ◆ Extended Payment of Housing/Council Tax Benefit
- ◆ Number of Weeks of IS and JSA Receipt
- ◆ Remove references to C-MEC
- ◆ Child Maintenance Payments
- ◆ Older People Deprivation Question Wording

- ◆ Older People Deprivation Necessity Items
- ◆ Financial and Other Assistance Questions Routing
- ◆ Financial and Other Assistance Questions Instruction
- ◆ Financial and Other Assistance Questions Showcard
- ◆ Television Ownership
- ◆ Accounts Held
- ◆ Removal of Reference to PEPs
- ◆ Current Account Balance
- ◆ Data Linkage Reasons for Refusal
- ◆ Partial Interview due to 12 or more Don't know/ Refusal Warning

Admin Block:

- ◆ Languages Spoken
- ◆ Dwelling Observations (NatCen only)

2. Household Schedule

2a. Date of Birth Prompt

Since 2008/9, all respondents have been asked their date of birth and an age has been automatically calculated in the program from this and shown on screen at the question DVAge which appears before the date of birth question. Following suggestions from interviewers a prompt has now been added at the date of birth question (DoB) to advise interviewers to check the derived age given at DVAge with the respondent should the respondent be unsure of any of the dates of birth they are asked to provide.

DoB

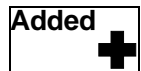
May I check, what is [Respondent's Name] date of birth?



Interviewer instruction: If day not known, enter 15th.

If respondent is unsure of date of birth please check with respondent that the derived age given at DVAge is correct.

A helpscreen has also been added at this question to help interviewers answer respondent queries about why we collect date of birth on the FRS and how this information is used.



The new **helpscreen** content will read as follows:

Date of birth is collected so that researchers, using the data from the study, can compare the living standards and circumstances of people of different ages. This is important as it helps in identifying which age groups are most in need and which policy changes are needed to help them.

2b. Absent Spouses

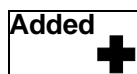
In calculating eligibility for income related (i.e. means-tested) benefits, such as Income Support and Pension Credits, DWP take into account the claimant's income and the income of their partner if they have one. Under current rules for income related benefits (except Council Tax Benefit) people living apart from their partner temporarily (i.e. they have been or will be living apart for less than 12 months) are treated as having a partner, whilst those living apart from their partner for longer than 12 months are treated as single.

The question SPOut is asked of all respondents who reported that they are 'Married and living with a spouse' but do not report a spouse living in the household. At SPOut interviewers are asked to record cases where the spouse was away for six months or more as 'Married, spouse not in household'. This question lets DWP know whether a couple are living apart temporarily, but does not indicate whether the respondent and partner have been or plan to be living apart for more than six months.

A new ask or record question SpYrOt has been added to the 2009/10 survey after SpOut. Interviewers will be asked to establish whether all respondents who report at SPOut that they are 'Married, spouse not in household' expect the partner to be away for 12 months or more. Knowing whether couples are living apart for 12 months or more will help DWP to more accurately assess take-up of income related benefits.



Only record 'yes' at SpYrOt if the respondent and partner are expected to live apart for 12 months or more. For answer periods of more than 6 months but less than 12 months record 'no'.



[ROUTING: If SpOut=1 'Married, spouse not in household']

SpYrOt

INTERVIEWER:

Ask or record

Is spouse expected to be away for 12 months or more?

If spouse is away for between 6 and 12 months code 2 'No'. We are only interested in recording here those away for 12 months or more.

1. Yes
2. No

2c. Year of Arrival in this Country

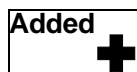
Since April 2008, respondents who were not born in the UK were asked when they had first arrived in this country at the question CameYr. Those who lived abroad since first arriving in this country were also asked when they had last arrived in this country at question CameYr2. Interviewers had reported that some respondents were unsure whether 'this country' referred to the UK or whether they should distinguish between England, Scotland and Wales if they have moved between these. It is intended that you should record the date the respondent arrived in the UK, there is no need to record details of moves within the UK. An interviewer instruction advising of this has now been added at CameYr and CameYr2.

Interviewers reported that respondents were sometimes unsure of the year of their arrival in the UK. A prompt has been added at CameYr and CameYr2 with suggestions of how to help respondents to recall the date of arrival in the UK.

CameYr

In which year did you first arrive in this country?

Interviewer: Enter in 4 digit format e.g. 2000



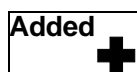
PROBE: If respondent unsure probe if they can remember their age, the season or similar that may help recall year of arrival.

{GB only} 'this country' refers to the UK.

CameYr2

Which year did [name] last arrive in this country?

Interviewer: Enter in 4 digit format e.g. 2000



PROBE: If respondent unsure probe if they can remember their age, the season or similar that may help recall year of arrival.

{GB only} 'this country' refers to the UK.

2d. Housing Benefit and Local Housing Allowance

Housing Benefit policy changed in April 2008 with the roll out of the Local Housing Allowance (LHA) scheme. From this date all new claimants and existing claimants who moved address or whose claim was otherwise interrupted were put onto this scheme. In order to monitor the effectiveness of this policy change accurate and detailed information is needed on Housing Benefit (HB) and LHA receipt. Several changes have been made to the questionnaire to improve the data collected on LHA.

All FRS respondents are asked how long they have lived at their current address at the question YearLong. Respondents who report that they have lived at their current address for 'Less than 12 months' or '12 months but less than 2 years' will be asked the new question YrLvChk. This question asks whether the respondent moved to the address before or after the new LHA policy was introduced on April 7th 2008. Comparing answers to this question with answers to questions on HB receipt will help to establish whether the respondent is receiving HB or LHA.



[ROUTING: If YearLive=1 'Less than 12 months' or YearLive=2 '12 months but less than 2 years']

YrLvChk

Can I just check, did you move to this address on or after 7th April 2008?

1. Yes – on or after 7th April 2008
2. No – before 7th April 2008

Information on the period of the current HB claim is collected at the questions HBWeeks and HBYear. The question HBWeeks asks respondents how long they have been on HB or Rent Allowance this time.



It is important to ensure that the answer recorded at this question relates to the current claim and not overall length of time in receipt of benefit as this could affect whether the respondent receives HB or LHA. A new instruction has been added as a reminder that a change in circumstances or address could lead to a break in the respondent's HB claim and the start of a new claim.

Respondents who report that their current claim has lasted for up to two years at HBWeeks are asked for the year their claim began at the question HBYear.



It is very important to ensure that the date given at this question refers to the current HB claim and that there have been no breaks in the claim for any reason.

HBWeeks

For how long have you been on Housing Benefit or Rent Allowance this time?



INTERVIEWER: Please note that a number of changes of circumstances, not just a change of address could have resulted in the break of a claim (for example a partnership forming/dissolving, change in number of dependants etc).

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

[ROUTING:IF HBWeeks = 1 'Up to 2 years']

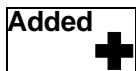
HBYear

Can I just check, in which year did you begin your **current** Housing Benefit claim?

Under the new LHA rules claimants may receive more (up to £15 a week) or less HB than they are paying in rent. New questions have been added to check that the correct amounts have been recorded if the amount of HB and the amount of rent are different from each other. The new question LHAEXs will be asked if a respondent reports that they receive more HB than they pay in rent, and the question LHAless will be asked if they report that they receive less in HB than they pay in rent.



If either of these questions appears it is important to check with the respondent that the amounts given are correct and if they are sure.



[ROUTING: If Housing benefit is greater than rent.]

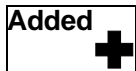
LHAEXs

INTERVIEWER: ASK OR RECORD

Can I just check, your housing benefit is more than your rent by [£X], is this correct?

INTERVIEWER: Housing Benefit is not normally more than rent. However, if the respondent receives Local Housing Allowance then Housing Benefit may exceed rent by up to £15. Please double check the figure with the respondent.

1. Yes – respondent is certain has given correct amounts
2. No – respondent has given incorrect amounts
3. Don't know – respondent is uncertain of amounts



[ROUTING: If RENT IS GREATER THAN HOUSING BENEFIT]

LHAless

INTERVIEWER: ASK OR RECORD

Can I just check, your rent is higher than your housing benefit is this correct?

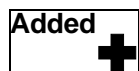
1. Yes – respondent is certain has given correct amounts
2. No – respondent has given incorrect amounts
3. Don't know – respondent is uncertain of amounts



If the respondent has given incorrect amounts check if they are able to provide the correct amounts and go back and enter these. If the respondent is still not able to provide the correct amounts record code 2 'No – respondent has given incorrect amounts'.

LHA claimants who live in privately rented accommodation will usually receive their payments directly rather than the payments going directly to the landlord. Some claimants of LHA may also receive a split payment where part of the payment is paid directly to the claimant and part is paid to the landlord or property agent. This will occur if the claimant is entitled to an excess LHA payment above their rent amount and they are classed as a vulnerable adult. In these circumstances the rent will be paid to the landlord or property agent and the excess payment will be paid directly to the claimant.

A new question HBRecp has been added as a follow-up for all respondents who report that they are receiving Housing Benefit or Rent allowance/rebate at the question HBenefit. This question has been included to record whether Housing Benefit or Rent allowance/rebate is paid directly to the respondent, directly to the landlord/property agent or as a split payment. A helpscreen explaining split payments has been included at this question to help interviewers with any respondent queries on these.



HBRecp

Helpscreen F9

Is the Housing Benefit or Rent [allowance/rebate] paid directly to you or directly to your landlord?

INTERVIEWER: See helpscreen for explanation of split payment.

1. Directly to recipient of Housing Benefit or Rent [allowance/rebate] (i.e. the respondent or an appointee)
2. Directly to landlord / property agent
3. Split payment (i.e. payment directly to landlord and just the excess of rent and housing benefit to respondent)

The new helpscreen will read as follows:

A split payment might occur when an LHA customer is entitled to an excess above their contractual rent but they are classed as vulnerable, the rent will be paid to the landlord but the excess will still be paid to the customer.

2e. Household Insurance

Interviewers have reported that some respondents query the terms used in the questions on household insurance, commonly asking if the questions referred to buildings and contents insurance.

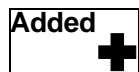
The questions and answer categories have now been changed to improve respondent understanding and to help this set of questions flow better in the interview. What was previously referred to as 'insurance on the structure of accommodation' is now termed 'buildings insurance' and what was referred to as 'insurance on furniture, or contents or any personal possessions' is now termed 'contents insurance'.

For any respondents who are not familiar with the terms 'buildings' and 'contents' insurance an interviewer note explaining these terms has been added to the relevant questions.



StrMort


Did your last payment on the mortgage/loan include an amount for any buildings or contents insurance?



INTERVIEWER:


Buildings insurance is insurance on the structure of the accommodation.
Contents insurance is insurance on the furniture or contents or any personal possessions.

1. Yes
2. No

Changed 

StrCov

Was that for... Running prompt...

Added 

INTERVIEWER:


Buildings insurance is insurance on the structure of the accommodation.
Contents insurance is insurance on the furniture or contents or any personal possessions.

1. ...buildings insurance **only**,
2. ... contents insurance **only**, or
3. ... buildings **and** contents insurance

Changed 

StrOths

Do you pay a buildings insurance premium on this accommodation?

Added 

INTERVIEWER:


Buildings insurance is insurance on the structure of the accommodation.
Contents insurance is insurance on the furniture or contents or any personal possessions.

1. Yes
2. No

Changed 

CovOths

Does the premium cover... Running prompt...

Added 

INTERVIEWER:

Buildings insurance is insurance on the structure of the accommodation.
Contents insurance is insurance on the furniture or contents or any personal possessions.

1. ... buildings insurance **only**,
2. ...or buildings and contents

2f. Childcare

The instruction at the questions Cost and ChAmt1 on the cost of child care have been changed to explain how to record money received via Tax Credits to pay for the childcare. Some claimants of Working Tax Credits may receive payments, known as the Childcare element of Working Tax Credit, to help towards the cost of childcare.



The amount recorded at the questions Cost and ChAmt1 on cost of childcare should be the full amount that is paid for childcare.



This should include the amount that the parent/guardian pays directly for childcare and any amount they pay using the childcare element of Working Tax Credit. It should also include payment made with childcare vouchers if those vouchers are received as a salary sacrifice.



The amounts recorded at Cost and ChAmt1 should not include payments made by people outside the household or payments made with childcare vouchers that are not received as a salary sacrifice.

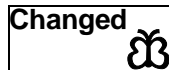
DWP need to collect information on the cost of childcare from as many respondents as possible. Therefore the routing of this section has been changed so that those who give a don't know response at ChHr1 will be asked the questions Cost, ChAmt1 and ChPd on the cost of their childcare.

Those who report that their most recent childcare payment covered a period of less than one week will be asked the new question Hourly to establish whether the childcare is paid for at an hourly rate.

ChHr1

Helpscreen F9

About how many hours in the seven days ending Sunday the [DATE] did [child's name] spend in [his/her] [type of childcare]?
0..60

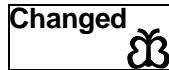


[ROUTING: ASK IF ChHr1>0 or CHHr1= 'don't know']

Cost

[Child's name]

Thinking of the childcare in [Child name's] [type of childcare], does this cost you anything?



INTERVIEWER: Record the total cost to the parents/guardian.

Include in the parent/guardian's total childcare cost any money received via Tax Credits to pay for the childcare (i.e. Childcare element of Working Tax Credit). Exclude payments made by others e.g. grandparents or where payment is made with childcare vouchers unless received as a salary sacrifice.

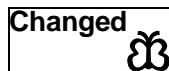
1. Yes
2. No

ChAmt1

[Child's name]

How much was your most recent payment for the childcare in [Child name's] [type of childcare]?

INTERVIEWER: If unable to attribute costs per child, then enter an estimate by dividing total childcare costs by number of children.



INTERVIEWER: Record the total cost to the parents/guardian.

Include in the total childcare cost to the parent/guardian any money received via Tax Credits to pay for the childcare (e.g. Childcare element of Working Tax Credit). Exclude payments made by others e.g. grandparents or where payment is made with childcare vouchers unless received as a salary sacrifice.



[Routing: If ChPd=90 'Less than one week']

Hourly

INTERVIEWER: ASK OR RECORD

Is the payment an hourly rate?

1. Yes
2. No

Interviewers working in 2008/9 reported that some respondents queried the terms Children's Centres, Integrated Centres or Combined Centres included in answer category 8 at the question ChAtt and requested further information on these centres. Following a review of the children's services available it was found that few Combined Centres now exist, and reference to them has been removed from the answer categories. If respondents mention that their child attends a Combined Centre an instruction is included in the helpscreen to record this as Code 8 'Children's centres / integrated centres'. The helpscreen at this question has also been expanded to include information on Children's Centres, Integrated Centres and the services they provide to help respondents correctly identify all the types of childcare they use.



ChAtt

<Helpscreen F9>

Show Card C1

At any time during the seven days ending Sunday the [Date Sunday], did [Child's name] attend any of the places shown on this card?

Interviewer Note:Code all that apply.

1. Playgroup or pre school
2. Day nursery or workplace creche
3. Nursery school
4. Infant's school
5. Primary school
6. Breakfast / After school club
7. Holiday scheme / club
8. Children's centres / integrated centres ~~/combined centres~~
9. SPONTANEOUS ONLY - Boarding school
10. SPONTANEOUS ONLY - Other
11. None of the above

The new helpscreen will read as follows:

Count all after school activities as 'After school clubs'.

This includes all study support or recreational activities after school hours.

Pre-school care:

Pre-school and play groups

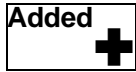
- Attended by children between two and five years old.
- They offer sessions from two-and-a-half hours to four hours, during term time, every day or for several days a week.

Day nurseries

- Attended by children between the ages of six weeks and five years.
- Run by the council, the community, based in the workplace or privately run.
- Opening times are from around 7am to 7pm, 50 weeks of the year. Children can attend full or part time.

Nursery schools and classes

- Attended by children between three and five years old.
- Run as part of the state education system or by private or voluntary sector organisations.
- Open during school hours, usually 9am to 3:30pm in term time for full or half-day sessions.



Children's Centres

- Support children under 5 years old and their families providing easy access to a range of integrated services
- May offer anything from short weekly sessions up to full-time day care.
- All centres in most disadvantaged areas provide full day care.
- Local Education Authorities have overall responsibility for the centres but some centres may be run by Private, Voluntary and Independent sector organisations

Integrated Centres

Aim to meet the demands of parents in work or training and to promote training and community development.

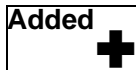
Services offered can include:

- Full day care for 0-3 year old
- Care for 3-4 year olds before or after an early years education place such as a nursery or playgroup.
- Before or after school or holiday care for primary school children
- Before or after school or holiday activities for those aged 11-14
- Staffed play provision up to the age of 16 (for those with special needs) where children can come and go as they please.

Combined Centres

If any respondent reports that their child attends a Combined Centre record this with Children's centres / integrated centres.

Respondents who report that their child did not receive childcare will be asked the new question NoChCr. The question NoChCr asks respondents about the arrangements they make to look after their children when they are working and lists four possible arrangements as answer categories. The question also includes the answer category 'other type of arrangement' if the respondent chooses this answer category a soft check will appear.



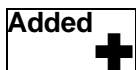
[ROUTING: If {Chatt=11 'None of the above' or ChPeo =9 'Does not need minding' or ChPeo=10 'None of the above'.}]

NoChCr

Can I just check, what arrangements do you make to look after your [child/children] when you are working?

INTERVIEWER: CODE ALL THAT APPLY

1. Looked after by husband/wife/partner
2. Old enough to look after themselves
3. I only work during school hours
4. I work at home
5. Other type of arrangement
6. Does not apply: Parent(s) are not working



Soft check

[ROUTING: If NoChCr=5 'Other type of arrangement']

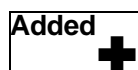
Interviewer: Please check that the arrangement mentioned is not an informal or formal childcare arrangement that should be recorded in the childcare section e.g child looked after by grandparents, ex-partner, childminder, friend etc.

If an informal or formal arrangement is mentioned go back to the childcare section and ask the childcare questions.



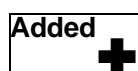
If this soft check appears check whether the arrangement the respondent has made to look after the child/children is one of those listed at ChPeo. If this is the case the question ChPeo should be asked again and the answer amended.

As the childcare questions are asked before employment status is established the sixth answer category at NoChCR is 'Does not apply: Parent(s) are not working'. This answer category is an exclusive code and a hard check has been added to prevent this code being recorded with any other answer code. This category should only be used if the respondent is a single parent who is not working or, where both parents living in the household are not working. A soft check reminding interviewers of this will appear if the category is selected.



Hard check

[ROUTING: If NoChCr=6 'Does not apply' AND any other code]
'Does not apply is an exclusive code at this question'.

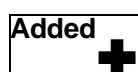


Soft check

[ROUTING: If NoChCr=6 'Does not apply']
Interviewer: Only use this code if BOTH parents in household are not working.

2g. Benefits and income paid to trainees

New questions have been added to gather information on benefits received by 16-19 year old care givers. Children between these ages are able to claim Carer's Allowance in their own right if they are not in full-time education and they provide care for someone inside or outside their household for 35 or more hours a week. All children who meet these criteria will now be asked whether they receive Carer's Allowance at the question ChCA. Those who report that they receive Carer's Allowance will be asked the follow up questions ChCAAmt, on the amount they receive, and ChCAPd, on how often they receive it. A soft check has also been added to alert interviewers if an amount greater than £40 per week is entered, as this is usually the maximum that can be received.

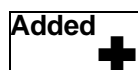


[ROUTING: If Child aged 16-19 and not in full time education and is recorded at WhoLook as caring for someone inside or outside the household and spends 35 hours or more caring Hours= 5, 6,7 or 10).]

ChCA

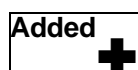
Does [Child's name] receive Carer's Allowance in [his/her] own right?"

1. Yes
2. No



ChCAAmt

How much did [He/She] get last time?
0.01..99997.00

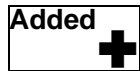


ChCAPd

How long did that cover?

1. One week
2. Two weeks

3. Three weeks
4. Four weeks
5. Calendar month
7. Two Calendar months
8. Eight times a year
9. Nine times a year
10. Ten times a year
13. Three months/13 weeks
26. Six months/26 weeks
52. One Year/12 months/52 weeks
90. Less than one week
95. One off/lump sum
97. None of these (Explain in a note)



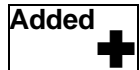
Soft check:

Are you sure? That equals £[amount entered] a week. Carer's Allowance is usually not more than £40 per week. Please check and amend or, if correct, suppress check and make a note.

Young people aged 16-19 in employment training may receive an income from their training scheme. Report income received from employment training as income from a spare time job as the questions KidInc and ChEarns

KidInc
Questions about children's earnings

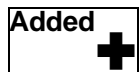
Do either of your children [name] and [name] receive / Are any of your children receiving any income or earnings either from a spare time job, trust or other allowance?



INTERVIEWER Include income received by 16-19 year olds from employment training as income from a spare time job

1. Yes
2. No

ChEarns
 INTERVIEWER: Ask or code:
 Does [CHILD'S NAME] receive an income...



INTERVIEWER: Include income received by 16-19 year olds from employment training as income from a spare time job

1. ...from a spare time job,
2. ...from a Trust,
3. ...or from both a spare time job and a Trust?
4. ...neither of these

3 Benefit Unit Schedule

3a. Explanation of DWP

The explanation that DWP replaces the DSS, which was required to be read out at the beginning of each benefit unit interview, has been removed from the questionnaire. This follows interviewer comments that this description was now out of date as respondents are familiar with the name 'DWP'. Other references to DSS (when following a reference to DWP) have also been removed from the questions in which they appear.

PersDisp

INTERVIEWER: For your information...

...the adult(s) now allocated to this **Benefit Unit** schedule are:

Person 1:

[Names 1]

Person 2:

[Names 2]



~~Read Out:~~

~~The Department for Work and Pensions, for whom we are carrying out this survey, was formerly called the Department of Social Security or DSS. I will refer to it as the DWP during this interview.~~

Press '1' and <Enter> To continue with the interview.

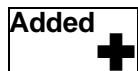
3b. Health

Interviewers working in 2008/9 commented that some respondents queried whether particular conditions should be included as progressive illnesses at the questions DDAProg and CDDAProg. These questions are opinion questions and the answers should reflect the respondent's own understanding of the question and its relevance to them. An interviewer note has been added to these questions to remind interviewers that these are opinion questions and that, even if queried by respondents, interviewers should not provide further guidance on how these questions should be answered. The questions should be repeated as worded and the respondent's answer recorded.

[ROUTING: If Health=2 ('No') or DDATre=2 ('No')]

DDAProg

Can I just check, have you ever been diagnosed with a health condition which could substantially affect your day-to-day activities in the future?



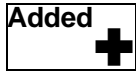
INTERVIEWER: This is an opinion question.

1. Yes
2. No

[ROUTING: If CHealth=2 ('No') or CDDATre=2 ('No')]

CDDAPrg

Can I just check, has [child's name] ever been diagnosed with a health condition which could substantially affect his/her day-to-day activities in the future?



INTERVIEWER: This is an opinion question.

1. Yes
2. No

3c. Education and Training

Qualifications

In April 2008, new questions on qualifications were added to the FRS to help DWP and other government departments improve their knowledge of the relationship between family resources, education, job characteristics and socio-economic class. Several changes have now been made to these questions to help improve the accuracy and quality of the information collected and described.

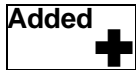
Foreign qualifications

All adults are asked if they have any qualifications from their education or work-related training at the question HiQual1. Following queries from interviewers, the interviewer instruction at this question has been expanded to give guidance on coding foreign qualifications. It is intended that foreign qualifications should be included at this question by identifying the type of institute or organisation (or its nearest equivalent) that they received the qualification from and record the appropriate answer category.

HiQual1

I would now like to ask you about education and work-related training.
Do you have any qualifications...

INTERVIEWER: Individual Prompt – Code all that apply.
Include traditional trade and modern apprenticeships at code 4



Include foreign qualifications. Identify how qualification was attained and record the type of institute/organisation from which the foreign qualification was received.

1. From school, college or university?
2. Connected with work?
3. From government schemes?
4. From an Apprenticeship?
5. From having been educated at home, when you were of school age?
6. No qualifications
7. Don't know

Highest level of qualification

All of those who report that they have a qualification at HiQual1 are asked for their highest level of qualification at the question HiQual2. This question gives examples of qualifications in the answer categories and asks the respondent to select which of the answer categories, on showcard F1, is equivalent to their highest qualification. As this question does not include all possible qualifications that respondents could hold it was felt that some respondents may not consider all of their qualifications when answering. A new showcard (F2) has now been added to encourage respondents to consider qualifications (e.g. NVQs and City & Guilds) that are not listed in the answer categories but which should be recorded with these.

The question HiQual2 now asks respondents to look at showcard F1 and F2 when answering this question. Showcard F1 continues to list the answer categories as they appear on screen. Showcard F2 lists other vocational and non-vocational qualifications that should be included at this question. If a respondent reports that their highest qualification is one of those listed on showcard F2, interviewers are instructed to refer to the A4 laminated card 'Highest Level of Educational Achievement', to identify the correct code to record at HiQual2 for the respondent's qualifications.

The 'Highest Level of Educational Achievement' laminated card was introduced in 2008 to help interviewers to code answers to HiQual2. This card lists a variety of vocational and non-vocational qualifications and shows how the different levels or grades of these qualifications relate to the answer categories at HiQual2. The card has been updated for the new survey year to include more qualifications, including several Scottish qualifications. All of the information from the laminated card is reproduced in the HiQual2 helpscreen.

HiQual2

Helpscreen F9



Showcard F1 and Showcard F2

What is the highest level of qualification that you have received from school, college or since leaving education?
Please include any work-based training?



INTERVIEWER: If respondent has any of the qualifications listed on Showcard F2, refer to laminated card 'Highest Level of Educational Achievement' for instructions on coding answers.

1. Degree level qualification (or equivalent)
2. Higher educational qualification below degree level
3. A-Levels or Highers
4. ONC / National Level BTEC
5. O Level or GCSE equivalent (Grade A-C) or O Grade/CSE equivalent (Grade 1) or Standard Grade level 1-3
6. GCSE equivalent (Grade D-G) or CSE equivalent (Grade 2-5) or Standard Grade level 4-6
7. Other qualifications (including foreign qualifications below degree level)
8. No formal qualifications

Other qualifications

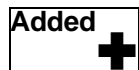
Respondents who report answer code 7 'Other qualifications (including foreign qualifications below degree level)' at HiQual2 are asked the follow-up question OthQual. A helpscreen has been added at this question to help respondents who are unsure which answer category best describes their qualification. The helpscreen gives definitions of 'work-related and vocational qualifications' and 'professional qualifications' with a few examples of each.

OthQual

[ROUTING: If HiQual2 is 'Other qualifications']

Help <F9>

You said you have some 'other qualification', is this a ...
INTERVIEWER: Code all that apply



For definitions of 'work-related or vocational qualification' and 'professional qualifications' see the helpscreen.

1. work-related or vocational qualification?
2. a professional qualification?
3. a foreign qualification?
4. None of these



The new **helpscreen** will read as follows:

A professional qualification is generally awarded by professional bodies in line with their charters. Most, but not all, follow on from having completed a degree (or equivalent qualification). Examples of professional qualifications include Chartered Accountant and Licensed Insolvency Practitioner.

A work-based or vocational qualification are traditionally non-academic and related to a specific trade or occupation. Examples of work-based or vocational qualifications include LGV/HGV License and Apprenticeships.

Tuition fees

The interviewer instruction at the question NHHFee has been expanded to further explain the types of payments which should be included at this question. The question NHHFee asks about maintenance paid for children for educational courses. The purpose of this question is to collect information on payments made towards education expenses such as accommodation, books or an allowance for living expenses.

✘ DWP do not wish to collect information on payments made for tuition fees at this question and such payments should be excluded.

✓ If maintenance is paid for educational expenses and tuition fees only **the amount paid for educational expenses** should be included at this question.

NHHFee

Apart from leisure classes, in the last 12 months (that is, since [Date 1 Year Ago]), have you paid any maintenance for [Child's Name] for any educational courses at any level?



INTERVIEWER: Include parental contribution of maintenance towards education expenses e.g. accommodation, books, an allowance for living expenses. Exclude any maintenance paid for tuition fees for the course.

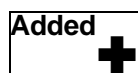
1. Yes
2. No

Adult Learning Grant

New questions have been added to capture details of Adult Learning Grants (ALG). ALG is available to those studying full-time for their first level 2 qualification (equivalent to 5 GCSEs) or level 3 (equivalent to 2 A Levels) qualification. ALG may be claimed by students working part-time and claiming 'in-work' benefits such as Working or Child Tax Credits, but is not available to those claiming 'out of work benefits' such as Job Seeker's Allowance or Income Support.

The amount received for ALG is dependent on the claimant's (and their partner's) income and cannot be received by single people with an income over £19,513 or couples with an income over £30,810. ALG cannot be received if the student is in receipt of an Educational Maintenance Allowance.

The new question ALG has been added to ask all respondents aged 19 or over and in education if they are receiving ALG. A hard check has been added to prevent ALG being recorded if an Educational Maintenance Allowance has been recorded. Those who report that they are in receipt of ALG will then be asked the follow-up questions ALGAmt and ALGPd. The question ALGAmt asks respondents for the amount they received for their last ALG payment. A helpscreen is included at this question giving the weekly amounts of ALG payable to single people and couples with different levels of income. The question ALGPd asks how long the last ALG payment covered. A soft-check has been added to alert interviewers if an amount is recorded that exceeds the maximum £30 per week payable through ALG.



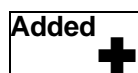
To be asked of all respondents aged 19 or over and in full-time education

ALG

Do you receive an Adult Learning Grant?

INTERVIEWER: Adult Learning Grant applies only to those studying in England

1. Yes
2. No



If ALG=1 'Yes'

ALGAmt

Helpscreen F9

How much did you receive last time?

The new helpscreen will read as follows

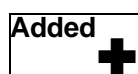
As of April 2008

ALG payment is £30 for single people who have income up to £11,800 and for couples who have income up to £20, 817.

ALG payment is £20 for single people who have income between £11,811 - £15,405 and for couples who have income between £20, 818 – £25, 521.

ALG payment is £10 for single people who have income between £15,406 - £19,513 and for couples who have income between £25, 522 – £30, 810.

No ALG payment is made for single people who have income over £19, 513 and for couples who have income over £30, 810.



If ALGAmt is greater than 0

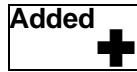
ALGPd

How long did that cover?

INTERVIEWER: Adult Learning Grant is paid weekly.

1. One week
2. Two weeks
3. Three weeks
4. Four weeks
5. Calendar month
7. Two Calendar months
8. Eight times a year
9. Nine times a year
10. Ten times a year
13. Three months/13 weeks
26. Six months/26 weeks
52. One Year/12 months/52 weeks

- 90. Less than one week
- 95. One off/lump sum
- 97. None of these (Explain in a note)



New hard check added if both Adult Learning Grant and Educational Maintenance Allowance are recorded for the same respondent:

INTERVIEWER: EMA and Adult Learning Grant cannot be received together. Please establish which of these the respondent receives.



New soft check added if level of ALG above the maximum of £30 a week is recorded:

INTERVIEWER: Are you sure? Adult Learning Grant is usually not more than £30 per week. Please check and amend or, if correct, suppress check and make a note.

Adult Learning Option

The training option 'Adult Learning Option' (ALO) has been removed from the answer categories at the question Train. ALO continues to exist as a part of New Deal and is available for up to 52 weeks to help jobless and inactive benefit recipients to study full time in order to obtain a Level 2 qualification (equivalent to 5 GCSEs). ALO is only available to those who select the scheme as a New Deal option. ALO receipt will be recorded at the question NewDType which asks about New Deal options. Therefore the existing NewDType answer category 'Full time education or training' has been extended with the wording 'include Adult Learning Option'. The explanation of ALO has been removed from the helpscreen at Train and added to the helpscreen at NewDType.



Train

Helpscreen F9
SHOWCARD F3

Were you on any of the government schemes for employment training shown on this card?

INTERVIEWER: Code one only.

1. Work based learning for young people / Youth Training
2. Work based learning for adults (WBLA) / Training for Work (TfW)
3. Work Trial
4. New Deal 25+ / Employment Zones / Project Work
5. Career Development Loans / Youth Credits
6. New Deal for Young People (18-24)
7. New Deal 50+
8. New Deal for Disabled People



- ~~9. Adult Learning Option (ALO)~~
9. Any other training scheme
10. None of these



The helpscreen will now read as follows:

New Deal 50+

The New Deal 50 plus started in April 2000 and whilst is not a separate payment in itself, it does qualify for an increased Working Tax Credit. It is open to people who are over 50 years old who have been receiving either Job Seekers Allowance, Income Support, Incapacity Benefit or Severe Disablement Allowance.

The New Deal for Disabled People

This was extended nationwide in July 2001. The New Deal is voluntary and is open to people who receive disability or health related benefits but would like to work. The scheme is delivered through a network of Job Brokers who have previously worked with people with health conditions and disabilities.



To be asked of all respondents on New Deal (18-24) or New Deal (25+)

NewDType

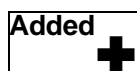
Helpscreen F9

SHOWCARD F4

Which New Deal option are you on?

INTERVIEWER: (Code main option)

1. The Gateway
2. Employment option
3. Full time education or training (**including Adult Learning Option**)
4. Voluntary Sector
5. Environmental task force



The new helpscreen will read as follows:

ALO is a pilot (from September 2006 for two academic years) that allows jobless and inactive benefit customers an opportunity to study full time in order to obtain a Level 2 qualification (equivalent to 5 GCSEs at grades A-C). The ALO pilot will run in five Jobcentre Plus districts and their associated Learning and Skills Council (LSC) areas : Central London; Lambeth, Southwark & Wandsworth; Greater Manchester East & West; Gloucestershire, Wiltshire & Swindon, and; Birmingham

3d. Employment

SIC2007 Codes

Industrial classifications have been updated from SIC92 which gave each industry a 2-digit code, to SIC2007 which codes industries to a 5-digit code at a higher level of detail. As a result, it is important that you probe thoroughly for full answers to the occupation and industry description questions to allow coding to a higher level of detail on industry related questions in the employment section.

Instruction for ONS interviewers only

Please refer to separate documentation for further guidance on using SIC2007.

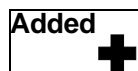
Interviewer Prompt at FTWk and PTWk

To help keep track of the number of years since finishing continuous full-time education, an interviewer note has been added to the question FTWk on number of years spent in full-time work and PTWk on number of years spent in part-time work. The note will show the age at which the respondent finished continuous full-time education and how many years ago this was. This note is intended to be used to help the respondent decide how

many years they have spent in full-time or part-time work since leaving full-time continuous education.

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?



INTERVIEWER: Enter to nearest whole year.

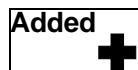
INTERVIEWER: [NAME] finished full-time education at age [XX]. It has been around [XX] YEARS since [NAME] left full-time education.

PTWk

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

INTERVIEWER: Enter to nearest whole year.

These years may overlap with full-time work, if kinds of job were held concurrently.



INTERVIEWER: [NAME] finished full-time education at age [XX]. It has been around [XX] YEARS since [NAME] left full-time education.

Benefits in Kind Showcard

Following interviewer suggestions a showcard listing all possible 'other benefits in kind' has been produced to accompany the question ExpBen. This information has been included in the helpscreen at this question since April 2008 but has now been added to a showcard to help to ensure that respondents fully consider these items as benefits in kind. The showcard reference at ExpBen has been changed to alert respondents that they will need to look at showcards G5 Part 1, which lists the answer categories for ExpBen, and showcard G5 part 2, which lists all the items that should be included as category 12 'All other benefits in kind' at ExpBen.



The list now given on showcard G5 Part 2 includes all items that should be recorded. Any responses given by participants that cannot be recorded at categories 1 to 12 or do not appear on either showcard should be recorded as category 13 'None of these'.

Benefits in Kind Options

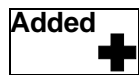
New questions have been added to capture the value of certain benefits in kind that respondents may receive from their employer. The question ExpBen asks respondents whether, in the last 12 months, they have received or made use of a list of benefits in kind from their present employer. In 2008/9 respondents who reported that they received a benefit in kind were then asked if this was instead of some of their salary or wage at the question SalSac. The only exception to this was if they reported that they received childcare vouchers/salary sacrifice, in which case they were asked about the value of the vouchers/salary sacrifice.

Questions, similar to those asked about childcare vouchers/salary sacrifice, will now be asked if the respondent reports that they receive fuel for private use (category 3), smart pension/salary sacrifice (category 6) or vouchers (category 11). As benefits in kind will contribute to a household's resources, this information will help government researchers to get a more complete picture of households' financial circumstances.

All respondents who report that they receive fuel for private use, smart pension/salary sacrifice or vouchers at ExpBen will be asked a series of follow up questions. Those who receive more than one of these items will be asked separate follow-up questions on each of the items they receive.

Respondents will first be asked if they received the benefit in kind instead of some of their wage or salary. If the respondent reports that the benefit in kind was received instead of some of their wage or salary they will then be asked its value and the amount they received last time from their employer and how long this covered. They will then be asked if this is the amount they usually receive and those who report that it is or that there is no such thing as a usual amount will not be asked any further questions on this. Those who say that this is not the usual amount will be asked how much they usually receive and the period this covers.

The questions that will be asked if a respondent reports that they receive fuel for private use are given below. The questions on smart pension/salary sacrifice and vouchers will follow the same format.

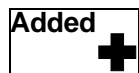


[ROUTING: If ExpBen = 3 'Fuel for Private Use']

FuelBn

Is the fuel for private use received instead of some of your salary or wage?

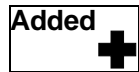
1. Yes
2. No



[ROUTING: If FuelBn = Yes]

FuelAmt

What was the value of the fuel for private use you received last time from your employer?



FuelPd

How long did this cover?

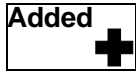
1. One week
2. Two weeks
3. Three weeks
4. Four weeks
5. Calendar month
7. Two Calendar months
8. Eight times a year
9. Nine times a year
10. Ten times a year
13. Three months/13 weeks
26. Six months/26 weeks
52. One Year/12 months/52 weeks
90. Less than one week
95. One off/lump sum",
97. None of these (Explain in a note)



FuelUsu

Is that the amount you usually get?

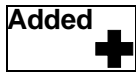
1. Yes
2. No
3. No such thing as usual amount



[ROUTING: If FuelUsu=2]

FuelUAmt

How much do you usually get?



FuelUPd

How long did this cover?

1. One week
2. Two weeks
3. Three weeks
4. Four weeks
5. Calendar month
7. Two Calendar months
8. Eight times a year
9. Nine times a year
10. Ten times a year
13. Three months/13 weeks
26. Six months/26 weeks
52. One Year/12 months/52 weeks
90. Less than one week
95. One off/lump sum",
97. None of these (Explain in a note)

Childcare Vouchers

It has been found that some respondents have reported the same amount at the questions on childcare vouchers and the questions on other deductions from salary suggesting that childcare vouchers were being double-counted. Several changes have now been made to try to prevent any double-counting of childcare vouchers.

Respondents are asked about deductions from their salary or wage at the questions OthDed and OthDed1. Any respondents who select answer category 9 'any other deductions we have not mentioned so far' at OthDed or OthDed1 are then asked the follow-up question DedOth or UDEDth.

OthDed / OthDed1

Helpscreen F9

Were there any deductions from your wage/salary such as...

INTERVIEWER: Code all that apply



INTERVIEWER: Exclude childcare vouchers at this question. These should be recorded at following questions as a benefit in kind (something received from employer).

1. ...Contribution by you to a pension or superannuation scheme?
<Help F9>
2. ...AVC's (Additional Voluntary Contributions)?
3. ...Union fees?
4. ...Friendly societies?
5. ...sports clubs or specialised pastimes?
6. ...repayment of a loan from your employer?
7. ...Private medical insurance?
8. ...Charities?
9. ...any other deductions we have not mentioned so far?
10. None of these



These questions are not intended to collect information on deductions from salary or wage for childcare vouchers as these are collected at the following questions on benefits in kind.

An interviewer instruction and a soft check have been added to remind interviewers to exclude childcare vouchers at these questions as these will be recorded later as a benefit in kind.

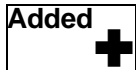


Exclude details of childcare vouchers from other deductions from pay at the questions OthDed and OthDed1.



Include details of childcare vouchers at ExpBen and include childcare vouchers as salary sacrifice in payments made for childcare.

A soft check has been added to alert interviewers if the same amount is recorded for childcare vouchers at the questions ChvAmt or ChvUAmt as is recorded at the questions on deductions from salary/pay.



Soft check

*If amount recorded at ChvAmt is equal to the amount recorded at DedOth or UDEDth
OR If amount recorded at ChvUAmt is equal to the amount recorded at DedOth or UDEDth*

INTERVIEWER: Amount of childcare voucher is the same as the other deduction from salary/pay. If the other deduction from salary/pay was for childcare vouchers please remove childcare vouchers as an other deduction from salary/pay (at questions OthDed and DedOth or OthDed1 and UDEDth).



If this check appears double-check with the respondent whether the amount reported was for childcare vouchers. If this is the case remove these amounts from the questions OthDed, OthDed1, DedOth or UDEDth and enter them at ChvAmt or ChvUAmt instead.



If the amount reported is not for childcare vouchers interviewers should record at OthDed, OthDed1, DedOth or UDEDth.

ChVAmt

What was the value of the childcare voucher(s) or salary sacrifice you received last time from your employer?

: 0.01..9997.00

ChVUAmt

How much do you usually get?

: 0.01..9997.00



DedOth / UDEDth

INTERVIEWER: Open a note and describe these 'other' deductions, with amounts. Then add them up and enter the total at this question.



Soft check

If *OthDed* or *OthDed1 = 9* 'any other deductions we have not mentioned so far
INTERVIEWER: If the other deduction is for childcare vouchers these should not be recorded here. Record childcare vouchers at following questions as a benefit in kind (something received from employer).

3e. Tax Credits

Tax Credits Helpscreen

Following requests by interviewers, further information on eligibility criteria for tax credits has been added to the Tax Credits helpscreen. This is intended to help respondents distinguish between Working Tax Credit and Child Tax Credit and determine which respondent receives which tax credit.

Within the helpscreen, examples are given of the approximate amounts of Child Tax Credit and Working Tax Credit that different households may receive. The example amounts given are only approximate and are based on figures for the tax year 2008-9.



The amounts provided in the helpscreen are to help respondents identify which tax credits are received and are not intended to be used to answer questions on the amounts received, you should not copy these amounts into the questionnaire.



The new **helpscreen** will read as follows:

Child Tax Credits:

Child Tax Credits replaced Children's Tax Credit and Childcare Tax Credit from April 2003.

Who Can Claim?

- Families and carers responsible (full-time or part-time) for at least one child or eligible young person.
- Can be claimed even if not working.
- **Families with income (before tax) up to £58,000 a year for tax year 2008-9 (or £66,000 if there is a child under 1 year old).**

How is Payment Made?

- Payments are made to the main care giver in a couple, or to a lone parent.
- Payments are made weekly or every four weeks into a bank, building society, or Post Office card account.

How Much is Received?

- The amount received will depend upon factors such as income, the number and age of children and whether any of the children have a disability.
- Child Tax Credits are paid in addition to any Child Benefit.
- **Most families with children receive Child Tax Credit payments.**

Below are some examples of the approximate annual Child Tax Credits entitlement for tax year 2008-9.

These examples are given as a guide only and will not necessarily reflect the exact amounts received. DO NOT COPY THESE AMOUNTS. ONLY RECORD AMOUNTS QUOTED BY RESPONDENTS.

Child Tax Credit only (£)

Annual Income	One Child	Two Children	Three Children
£0 – £15,000	£2,635	£4,720	£6,810
£20,00	£905	£2,995	£5,085

£25,000	£545	£1,045	£3,135
£30,000	£545	£545	£1,185
£35,000 – £50,000	£545	£545	£545
£55,000	£210	£210	£210

Working Tax Credits:

Working Tax Credits replaced Working Families Tax Credit and Disabled Persons Tax Credit from April 2003.

Who can Claim?

- Workers on a low income (whether employed or self-employed).
- Usually only paid to over 25s working at least 30 hours per week **with a household income (before tax) of less than £17,400pa for tax year 2008-9** (however may be paid to people working 16 hours a week if, they are over 16 years and responsible for a child or have a disability, or over 50 years and returning to work after a period on benefits).
- Can be claimed even if not responsible for any children.

How is Payment Made?

- Payments are made directly into a bank, building society, or Post Office card account.

How Much is Received?

- The amount received will depend upon factors such as income, age, number of hours worked, disability and whether there are any child care costs.
- Claimants who have responsibility for a child will also be eligible for Child Tax Credits.

Below are some examples of the approximate annual Working Tax Credits entitlement for tax year 2008-9.

These examples are given as a guide only and will not necessarily reflect the exact amounts received. DO NOT COPY THESE AMOUNTS. ONLY RECORD AMOUNTS QUOTED BY RESPONDENTS.

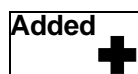
Working Tax Credit, for those without children (£)

Annual Income	Single person age 25 or over working 30 hours or more a week	Couple (Working adults age 25 or over) working 30 hours or more a week
£8,612	£1,685	£3,455
£9,000	£1,530	£3,300
£10,000	£1,140	£2,910
£11,000	£750	£2,520
£12,000	£360	£2,130
£13,000	£0	£1,740
£14,000	£0	£1,350
£15,000	£0	£960
£16,000	£0	£570
£17,000	£0	£180

Child Benefit and Child Tax Credits check

Information on Child Tax Credit receipt is particularly important to DWP as it is a key indicator of levels of child poverty. Although Child Tax Credits are means tested most families with children are eligible to receive some payments. A check question ChkCTC has been added to appear if a respondent states that they are receiving Child Benefit and are not receiving Child Tax Credits. DWP need to be certain that the respondent is not claiming Child Tax Credits and require this to be checked. It is recognised that respondents are not always sure of which tax credits they receive and so cannot answer. A check question has been added that relies on interviewers' observations of the interview.

At this question interviewers are asked if they are certain that the respondent does not receive Child Tax Credits. It may be possible to answer this question based on information previously provided by the respondent otherwise please double-check with the respondent at this stage.



ChkCTC

If TaxCred=Working Tax Credits or =None of these AND Ben1Q= 'Child Benefit'

INTERVIEWER: Although the respondent receives Child Benefit he/she hasn't reported receipt of Child Tax Credits. Are you certain that the respondent does not receive Child Tax Credits?

If necessary check with the respondent.

1. Yes, I am certain (the respondent DOES NOT receive Child Tax Credits)
2. No, I am not certain (the respondent did not know which Tax Credits received), NODK, NORF

3f. Benefits

Health in Pregnancy Grant

The new 'Health in Pregnancy Grant' (HiPG) has been added as an answer category at the question Ben4Q. The HiPG was introduced in January 2009 and is payable to all pregnant women who see a health professional, such as a midwife, from the 25th week of their pregnancy and make an application for the grant before the birth of their child. The HiPG will be delivered by HMRC and all women who receive the grant will be paid £190 as a lump sum directly into their bank account. A helpscreen has been added at Ben4Q which includes details of HiPG to help answer any queries from respondents.

As the HiPG is paid as a lump sum of £190 to all recipients respondents who report that they have received it will not be asked any follow-up question on the amount received.

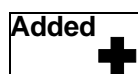


Ben4Q

SHOWCARD I4

In the last 12 months, have you received any of the things shown on this card, in your own right?

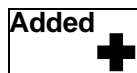
1. A grant from the Social Fund for funeral expenses
2. A grant from the Social Fund for maternity expenses/Sure Start Maternity Grant
- 3. Health in Pregnancy Grant**
4. A Social Fund loan or Community Care grant",
5. None of these



The new helpscreen will read as follows:

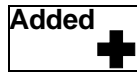
The Health in Pregnancy Grant (HiPG), will be payable to eligible pregnant women from April 2009. The payment is worth £190 per pregnancy and will be paid to women who see a health professional, such as their midwife, from the 25th week of pregnancy and make an application before the birth of their child(ren). The HiPG, to be delivered by HMRC, will be paid directly in to the expectant mother's bank

account. As all women with an expected birth date from April 2009 would have reached the 25th week of pregnancy from early January, the first payments will be in January 2009.



Hard check added if a male is reported as receiving HiPG:

Men cannot receive Health in Pregnancy Grant.



Soft check added if a female aged over 55 years is reported as receiving HiPG:

Are you sure it's Health in Pregnancy Grant? Respondent is age 55 plus.

Order books

All references to order books have been removed from the questionnaire. The answer category 'Order book (cashed at Post Office)' has been removed as an answer category at the question HowBen. The questions Bookcard, OrdBkNo, OrdBkIt and CombBk, which were asked if an order book was reported at HowBen, have now been removed.



If respondent uses an order book record as code 4 'Other'.

HowBen

Helpscreen F9

How is it paid to you?

INTERVIEWER: Prompt as necessary to classify.

All bank and post office accounts should be included under code 2 (including BASIC accounts / post office card accounts).



~~1. Order book (cashed at Post Office)~~

- ~~1. Direct to current bank / building society / post office account~~
- ~~2. Giro cheque~~
- ~~3. Paid directly for motability~~
- ~~4. Other <Describe in a note>~~



~~**BookCard**~~

~~**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. Held by non-household member~~
- ~~5. Unable to find it~~
- ~~6. Other reason for not consulting <Describe in a note>~~



~~**OrdBkNo**~~

~~INTERVIEWER: Enter order book number, from top right-hand corner of counterfoil (I.E. Voucher)~~

~~(If child benefit recorded) Interviewer: Child Benefit is sometimes paid on Order Book DD. In these cases enter number 5. You do not need to make a note. :-5..14, NODONTKNOW, NOREFUSAL~~

Removed 

OrdBkLt

INTERVIEWER: ~~Please enter the order book (card/voucher) identifying letters.~~

- ~~1. BB - Working Families' Tax Credit~~
- ~~2. CC - Disabled Person's Tax Credit~~
- ~~3. Other - make a note~~

Removed 

CombBk

INTERVIEWER: ~~Check - are any other benefits paid on this book?
(If yes: please ensure they were recorded earlier at Ben1Q, etc.)~~

- ~~1. Yes~~
- ~~2. No~~

Pension Entitlements

The wording of the question PenL has been changed so that it no longer refers to pension order books and the questions PenQ, PenComp and PCompEx relating to pension order books have also been removed. It is expected that the only information respondents will receive on their pensions will be from an entitlement letter.

Removed 

PenQ

~~And what is the amount for...
[Code ^Component[AmtType]]?
0.00..997.00~~

PenL

~~And what is the amount for...
[pension component]?~~

Removed 

~~as shown on order book/letter~~

Removed 

PenComp

INTERVIEWER: ~~Ask respondent to consult order book (front section), for the letters relating to their pension components.~~

~~...Code all that apply...~~

- ~~— 1. A. Basic Pension,~~
- ~~— 2. B. Basic Pension increments,~~
- ~~— 3. C. Graduated Pension,~~
- ~~— 4. D. Age addition,~~
- ~~— 5. E. Pension Increase for adult,~~
- ~~— 6. F. Pension Increase for child,~~
- ~~— 7. G. Invalidity addition,~~
- ~~— 8. H. Attendance Allowance,~~
- ~~— 9. J. Additional Pension (before Contracted Out Deduction),~~
- ~~— 10. K. Contracted Out Deduction,~~
- ~~— 11. L. Additional pension payable (after Contracted
Out Deduction),~~
- ~~— 12. M. Add'l Pension Increments,~~
- ~~— 13. N. Uprating of Contracted Out Deduction
Increments,~~
- ~~— 14. P. Care Component (High),~~
- ~~— 15. Q. Care Component (Middle),~~
- ~~— 16. R. Care Component (Low),~~
- ~~— 17. S. Mobility Component (High),~~
- ~~— 18. T. Mobility Component (Low)~~

Changes have been made to the answer categories at the question PenLtr to help respondents to accurately report the pension elements they receive based on their pension entitlement letter. The question PenLtr asks respondents to consult their entitlement letter and report which pension elements they receive. The format of the entitlement letter is subject to change at the DWP's discretion. The FRS program has been changed to accommodate any changes to the entitlement letter. The letter in use during 2008/9 will be reflected in the April 09 questionnaire. A copy of the 2009/10 letter will not be made available until April 2009. If there are any changes to the entitlement letter these will be reflected in a mid-year update to the FRS questionnaire.



PenLtr

INTERVIEWER: Ask respondent to consult their entitlement notice letter from the Pension Service for the items relating to their pension components.
...Code all that apply...

1. **Basic Pension** - based on National Insurance (NI) Contributions
2. Additional Pension (Pre 6/4/97) less Contracted-Out Deductions (COD) you earned from an employer's or a personal pension scheme prior to 6/4/97 (INTERVIEWER: Record only Total payable for this item)
3. Additional Pension from 6/4/97 to 5/4/02
4. Additional Pension from 6/4/02
5. Shared Additional pension
6. Extra pension for putting off retirement – Basic Pension incs.
7. Additional pension increments
8. Shared Additional pension increments
9. Money we pay you to protect any COD increments you get with an employer's pension or a Personal Pension against inflation
10. Graduated Pension – based on contributions paid between 1961 and 1975 and any increments earned by putting off retirement
11. Invalidity Addition because you were getting Invalidity Allowance shortly before you reached State Pension Age
12. Money for other people

Receipt of Retirement Pension

Some people of retirement age may not be in receipt of Retirement Pension and DWP need to be aware of these cases to help monitor pensions policy. Respondents of retirement age who do not report that they receive Retirement Pension at the question Ben1Q are asked if they have deferred take up of their pension at the question DefrPen. A new interviewer question has been added to double check that those who report that they have not deferred take up of their pension are not receiving Retirement Pension.



Make a note of the circumstances if the respondent is not claiming Retirement Pension but has not deferred payment.

DefrPen

Have you deferred taking up your state pension?

1. Yes
2. No




[ROUTING: If DefrPen=2 'No']

DefrPEX

INTERVIEWER: It appears that the respondent is not claiming Retirement pension and has not deferred their State pension. Please check the reasons for this and explain in a Note.

Winter Fuel Payments

It has been found that receipt of Winter Fuel Payments is under reported on the FRS and that respondents are often unsure of the amounts they receive. Winter Fuel Payments are not income-related and the amount received is determined by the number and age of the household members. As the quality of the information collected on Winter Fuel Payments is poor and as these answers can often be calculated from respondents' answers to other questions the questions WinFAmt and BackWF have been removed.

Removed 

WintFAmt

How much did you receive for your winter fuel payment?

~~INTERVIEWER: Please include any one-off payments paid to people aged 70 or over to help pay for living expenses, including Council Tax bills.~~

~~0.00..99997.00~~

Removed 

BackWF

Is this a backdated claim?

- ~~1. Yes~~
- ~~2. No~~



A note has been added at the question Ben5Q to Exclude Winter Fuel Payments at answer category 9 'Any National Insurance or State Benefit not mentioned earlier'.




At Ben5Q interviewers should include one-off age related payments that are not paid as a Winter Fuel Payment in category 9 'Any National Insurance or State Benefit not mentioned earlier'.

Ben5Q

SHOWCARD I5

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

Added 

INTERVIEWER: Exclude Winter Fuel Payments as 9 'Any National Insurance or State Benefit not mentioned earlier'.

If an age-related one-off payment was paid but not with Winter Fuel Payment please use code 9 'Any National Insurance or State Benefit not mentioned earlier'.

1. 'Extended payment' of Housing Benefit/rent rebate, or Council Tax Benefit' (4 week payment only)
2. Bereavement Payment - paid in lump sum
3. Child Maintenance Bonus / Child Maintenance Premium
4. Lone Parent's Benefit Run-On / Job Grant
5. Work-Search Premium
6. In-work credit
7. Work-related Activity Premium
8. Return to work credit
9. Any National Insurance or State Benefit not mentioned earlier
10. None of these

Amount Received for All Benefits

A new question has been added to record the approximate amount received per week for all regular benefits and Tax Credits. The question TtBPrx asks respondents approximately how much they receive per week from all benefits and tax credits combined. This should be the respondent's own estimation of the amount they receive and a note has been added to not refer to or change the amounts already recorded for individual benefits. If the respondent queries this question explain that it will give the DWP added confidence in the tax credits and benefit amounts already provided.



[ROUTING: Ask if respondent reported receipt of any benefits or tax credits paid on a weekly/regular basis]

TtBPrx

Thinking about all the benefits and tax credits you receive, approximately how much would you say you receive from these sources per week?

INTERVIEWER: An approximate figure to the nearest pound is acceptable at this question.

Do not refer back to or change benefit amounts already provided.

If necessary, explain to the respondent that this question will give the DWP added confidence in the tax credits and benefit amounts already provided.

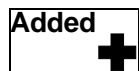
0.00..99997.00

3g. Social Services Direct Payment Scheme

Social Services Direct Payments are local council payments for people who have been assessed as needing help from social services, and who would like to arrange and pay for their own care and support services instead of receiving them directly from the local council.

✘ As Social Services Direct payments are made instead of receiving the services directly from the social services, they should not be counted as income.

DWP were concerned that respondents may be reporting these payments as income at the benefits questions. A reminder not to record Social Services Direct Payments has been added at the benefits questions Ben5Q, Ben2Q and B2QFut. Helpscreens have also been added to explain why details of these payments are not recorded to help interviewers answer any respondent queries on these payments. This interviewer instruction and helpscreen will appear, with the same wording at the benefits questions Ben5Q, Ben2Q and B2QFut.



INTERVIEWER: Exclude payments made under the Social Services Direct Payment Scheme.



The new helpscreen will read as follows:

Social Services Direct Payment Scheme

Direct payments are local council payments for people who have been assessed as needing help from social services, and who would like to arrange and pay for their own care and support services instead of receiving them directly from the local council.

As these payments are instead of receiving the services directly from the social services, which we do not count as an income in any way (ie benefit in kind), we do not want to confuse these payments with benefits (or any other type of income).

3h. Disability Living Allowance

In April 2008 the additional category 'Both Care Component and Mobility Component of Disability Living Allowance' was added to question Ben2Q and the accompanying showcard as DWP were concerned that respondents were underreporting receipt of both elements of Disability Living Allowance. Interviewers reported that they had experienced difficulty in recording the respondent's answers at this question as, although this category appeared on the screen for interviewers, it could not be recorded. If an interviewer attempted to code an answer using this category they were presented with a hard check telling them to code the two components separately.

The routing of this question has now been changed to allow code 3 'BOTH Care Component and Mobility component of Disability Living Allowance' to be used. This code should now be used in all cases where the respondent receives both the care and mobility components of Disability Living Allowance.

Ben2Q

SHOWCARD I2

And looking at this card, are you at present receiving any of the state benefits shown on this card - either in your own right or on behalf of someone else in your household?



CODE ALL THAT APPLY

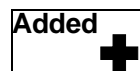
1. Care component of Disability Living Allowance ONLY
2. Mobility component of Disability Living Allowance ONLY
3. BOTH Care Component and Mobility component of Disability Living Allowance
4. Attendance Allowance
5. None of these

The hard check that prevented the use of code 3 has now been removed. A new hard check has been added to prevent codes 1 'Care component of Disability Living Allowance ONLY' and 2 'Mobility component of Disability Living Allowance ONLY' being coded together as a reminder to use code 3 if both components are received.



CHECK

~~If respondent receives both Care Component of DLA and Mobility Component of DLA record BOTH code 1 AND 2 TOGETHER.~~

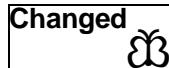


If individual care component and mobility component are recorded together a hard check has been added to ensure code 3 is used instead.

INTERVIEWER: If respondent receives both Care Component of DLA and Mobility Component of DLA record as Code 3 'BOTH Care Component and Mobility component of Disability Living Allowance.'

3i. Housing Benefit questions in Benefit Unit Questionnaire

In Households with more than one Benefit Unit, members of Benefit Units (BUs) that do not contain the HRP, may be eligible to claim Housing benefit if they are adults sharing accommodation (e.g. students). If this is the case members of the Benefit Unit not containing the HRP will be asked about Housing Benefit receipt at the question HBOthBU. This question has been asked of each adult in BUs not containing the HRP. Housing benefit can only be received once per Benefit Unit therefore in a two adult BU there was a risk of double-counting if each adult was asked about receipt. This has now been changed to be asked once per additional Benefit Unit.



[ROUTING: IF (Benefit Unit Number is greater than 1) AND (Benefit Unit is eligible for Housing Benefit)]

HBOthBU

Some people qualify for Housing Benefit, that is a rent rebate or allowance. Are you receiving Housing Benefit, either directly or by having it paid to your landlord on your behalf?

1. Yes
2. No

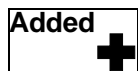
From April 2008 new claimants of Housing Benefit and those who moved house or whose claim was otherwise broken will have received Local Housing Allowance rather than Housing Benefit. DWP need to be able to distinguish those who receive Housing Benefit and those who receive Local Housing Allowance from the data to help monitor the Local Housing Allowance scheme.

Respondents who report at the question HBOthBU that they are receiving Housing Benefit are asked how many years they have been claiming Housing Benefit for this time at the question HBOLNG. If this is less than 2 years they are asked for the number of weeks of their current claim at HBOthWk. Respondents whose current claim has lasted for less than 2 years will now be asked the additional questions HBOthYr and HBOthMn. These questions will help DWP to identify whether the respondent's claim began before or after April 2008 and whether they will be receiving Local Housing Allowance or Housing Benefit. It is important that only details of the current claim are recorded at these questions. If there has been any break in the claim the length of time since the respondent last began receiving benefit should be recorded.

HBOLNG

For how long have you been on Housing Benefit or Rent [rebate/Allowance] (this time)?

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

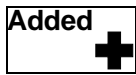


[ROUTING: IF HBOLng = 1 'Up to 2 years']

HBOthYr

Can I just check, in which year did you begin your current Housing Benefit claim?

:2006..2009



[ROUTING: IF HBOLng = 1 'Up to 2 years']

HBOthMn

And which month was that?

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

HBOthWk

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

INTERVIEWER: Enter to nearest whole week.

: 0..997

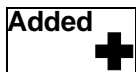
3j. Extended Payment of Housing/Council Tax Benefit

Extended payments of Housing Benefit(HB) or Council Tax Benefit (CTB) may be received if someone has been receiving income support, income-based jobseeker's allowance (JSA, incapacity benefit) or severe disablement allowance and their entitlement ends because they start work, or increase their hours or pay. Extended payments of HB/ CTB will be paid for an additional 4 weeks after starting work or changing work hours or salary.

A soft check has been added for respondents who report that they received an extended payment of HB/CTB in the last 6 months at the question Ben5Q, and report that they currently receive HB at the question HBenefit. This check explains the conditions under which an extended payment of HB/CTB may be received. If this check appears, check with the respondent that these conditions apply.

✘ If these conditions do not apply the respondent cannot be in receipt of an extended payment of HB/CTB. Therefore, an extended payment of HB/CTB should not be recorded at Ben5Q.

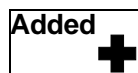
✓ Receipt of HB or CTB from a current claim will already have been recorded earlier in the interview.



[ROUTING: IF Ben5=1 Extended payment of Housing Benefit/rent rebate, or Council Tax Benefit (4 week payment only) AND HBenefit=1 'Yes', (receive housing benefit)]

INTERVIEWER: It is unusual to receive extended housing benefit. It is only available to claimants who had been on income support, income based jobseeker's allowance, Incapacity benefit or severe disablement allowance and the entitlement ended because the claimant recently started work or increased work hours or pay, in these cases they may be entitled to receive the same amount of housing benefit and/or council tax benefit for up to four weeks after benefits ceased. Check with respondent whether these conditions apply to them. If not do not record the respondent as in receipt of extended housing benefit as housing benefit receipt has already been recorded earlier in the interview.

A second soft check has been added for respondents who report that they received an extended payment of HB/CTB in the last 6 months at the question Ben5Q, and report that they do not receive HB at the question HBenefit. This check explains the conditions under which an extended payment of HB/CTB may be received. If this check appears, check with the respondent that these conditions apply. If these conditions do not apply to the respondent but they insist that they have received extended payments of HB/CTB record these payments at Ben5Q and open a note to explain that the respondent does not meet the criteria but insists that they receive extended Housing benefit.



[ROUTING: IF Ben5=1 Extended payment of Housing Benefit/rent rebate, or Council Tax Benefit (4 week payment only) AND HBenefit=2 'No', (housing benefit not received)]

INTERVIEWER: It is unusual to receive extended housing benefit. It is only available to claimants who had been on income support, income based jobseeker's allowance, Incapacity benefit or severe disablement allowance and the entitlement ended because the claimant recently started work or increased work hours or pay, in these cases they may be entitled to receive the same amount of housing benefit and/or council tax benefit for up to four weeks after benefits ceased. Check with respondent whether these conditions apply to them.

If respondent insists that extended housing benefit is received record here and the amount and make a note that the respondent does not meet the criteria but insists they receive extended housing benefit.

3k. Number of Weeks of IS and JSA Receipt

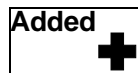
Interviewers working on the FRS in 2008/9 reported that some respondents had difficulty answering the questions on duration of JSA and Income Support receipt. Respondents were unsure whether to report the length of time since they claimed the benefit or the length of time since they started receiving payments. DWP have now clarified this point and a note has been added at ISWks and JSAWks to record the length of time since the respondent started receiving payments.



Interviewers also reported that some respondents had difficulty identifying the number of weeks they had been receiving benefits at ISWks2 and JSAWks2, but were sometimes able to recall this information with prompting. Following interviewer suggestions an instruction has been added to these questions to prompt respondents who are unsure of the answer.

ISWks

For how long have you been receiving [Income Support/Pension Credit]?



INTERVIEWER: Please record length of time since respondent started receiving payments, rather than when they first claimed the benefit.

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

JSAWks

For how long have you been receiving Jobseekers's Allowance?



INTERVIEWER: Please record length of time since respondent started receiving payments, rather than when they first claimed the benefit.

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

[ROUTING: If ISWks = 1 ('Up to 2 years')]

ISWks2

Please tell me how many weeks you have been receiving [Income Support/Pension Credit]?

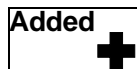


INTERVIEWER: PROBE: If respondent unsure probe if they can remember the season, significant date or similar that may help recall number of weeks.

[ROUTING: IF JSAWks = 1 ('Up to 2 years') THEN]

JSAWks2

Please tell me how many weeks you have been receiving Jobseekers's Allowance?



INTERVIEWER: PROBE: If respondent unsure probe if they can remember the season, significant date or similar that may help recall number of weeks.

3I. Other Income

Income from Pensions

Historically, the majority of defined benefit/salary related occupational pensions were paid from a pension fund, but defined contribution/money purchase occupational pensions were provided as an annuity. The closure of defined benefit pension schemes over the last decade has meant that an increasing number of defined benefit schemes have transferred their pension liabilities to insurance companies (possibly by means of a buy-out) with the pensioner being paid an annuity by the insurance company.

Further guidance on recording pensions that are received as an annuity has been added to the helpscreen at the question AnyPen. Occupational pension schemes that are now paid as an annuity should be recorded as code 1 'An employee pension from a previous employer'.

Personal pensions paid by an annuity should be recorded as code 3 'A personal pension'. Code 5 'An annuity (includes home income plan or equity release)' should only be used to record income from an insurance policy or from equity release.



Annuities purchased from pensions funds should not be included at code 5.

If code 5 is recorded at AnyPen a new soft check will appear to check that the respondent has not included any annuities purchased from pensions funds in their response. If the respondent has included an annuity purchased from a pensions fund these should be recorded as either code 1 or code 3.

AnyPen

Helpscreen F9

SHOWCARD L1

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

INTERVIEWER: Code ALL that apply.

1. An employee pension from a 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 (includes home income plan or equity release)
6. A trust or covenant
7. A share of an employee or personal pension from an ex-spouse/partner as a result of a court order or settlement made on divorce
8. None of these



{Helpscreen begins:}

CODE 1:

Occupational pensions which are now paid as an annuity

If an employee has a pension from a previous pension paid by means of an annuity this should be coded as an employer pension (Code 1).

This situation can now occur because some Direct Benefit/salary related occupational pensions were closed by employers who then transferred their pension liabilities to insurance companies (possibly by means of a buy-out) with the pensioner being paid an annuity by the insurance company.

CODE 1 OR 2:

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 later at 'Royal'.

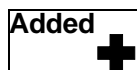
Financial Assistance Scheme (FAS)

The Financial Assistance Scheme regulations (2005) came into operation on 1 September 2005 and is administered by the Department for Work and Pensions. The Financial Assistance Scheme offers help to some people who have lost out on their pension because the pension they were a member of was under-funded when it started to wind up, and the employer is insolvent or no longer exists. Assistance is given to those who are in most urgent need. Not all members of schemes will meet qualifying conditions. Record Financial Assistance schemes at Code 1.

Pension Protection Fund

The Pension Protection Fund began on 6 April 2005 to pay compensation to members of defined benefit pension schemes when the employer is insolvent or no longer exists, and where there are insufficient assets in the pension scheme to cover Pension Protection Fund levels of compensation.

Record Pension Protection Fund at Code 1.



CODE 3:

Personal pension paid by an annuity

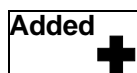
A personal pension paid by means of an annuity should be coded as a personal pension (Code 3).

Occupational pensions which are now paid as an annuity

If an employee has a pension from a previous pension paid by means of an annuity this should be coded as an employer pension (Code 1).

CODE 5: Annuity

Regular income from an insurance policy or from equity release (and not purchased from pension funds) should be included under 'ANNUITY'. Under equity plan release schemes (such as Home Income Plan, Reversion schemes, Retirement Home Plan), elderly property owners may take out a loan secured on their home and use it to buy an annuity, part of which provides them with an income. Such a loan/mortgage should be recorded as a second mortgage in the household questionnaire (provided income on the loan is being paid).

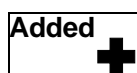


Personal pension paid by an annuity

personal pension paid by means of an annuity should be coded as a personal pension (Code 3).

Occupational pensions which are now paid as an annuity

**If an employee has a pension from a previous pension paid by means of an annuity this should be coded as an employer pension (Code 1).
{Helpscreen ends}**



New soft check added

[ROUTING: If AnyPen=Annuity (Code 5 'An annuity (includes home income plan or equity release)]

INTERVIEWER: Please check that the annuity mentioned includes home income plan or equity release. Annuities purchased from pension funds are excluded from Code 5. Annuities from an occupational pension should be coded as Code 1 'Employer pension'. Annuities from a personal pension should be coded as Code 3 'Personal pension'.

Child Maintenance

In June 2008 C-MEC was established to replace the Child Support Agency as the statutory body responsible for the introduction of the new system of child maintenance. At this time the wordings of the questions MrChWhy, MntArr, MntGov and MnyPay were updated to reflect this change in name. However, it has now been decided that C-MEC will continue to use the old name 'Child Support Agency' (CSA) in its role in the collection and payment of Child Maintenance.

As parents will only be familiar with the name Child Support Agency or CSA all references to Child Maintenance and Enforcement Commission or C-MEC have been removed from the questionnaire and have been replaced with references to the Child Support Agency or CSA.



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.

1. **Order from court** - amount of Order changed,
2. **Child Support Agency (CSA)** - 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

Changed 

MntArr

Showcard K5

Looking at this card, which of these arrangements do you have for receiving maintenance for your children?

Interviewer note: Code all that apply

1. **Child Support Agency (CSA)** making arrangements for maintenance payments on your behalf?
2. A court order requiring previous partner to make payments
3. A voluntary agreement between yourself and previous partner
4. Other arrangement
5. No arrangement made

Changed 

MntGov

Do you receive these payments yourself, or are they paid via the DWP or the **Child Support Agency (CSA)**?

INTERVIEWER: If both, i.e. 2+ payments received, code both.

1. Paid to self
2. Paid via DWP / CSA?

Changed 

MntPay

Are you currently making any formal or informal maintenance payments to a former partner for any children from a former marriage or partnership, either directly, or through the DWP / **CSA**?

INTERVIEWER: Exclude payments made only to former partner.

1. Yes
2. No

Maintenance Payments

The wording of the question MntRec and the accompanying interviewer note have been changed to clarify which payments respondents should include in their answers. Child maintenance may be received directly from an ex-partner or the ex-partner may make payments to the court, the DWP or the CSA who then pass these on to the recipient. The question MntRec now asks respondents to include all these types of payments in their answers. An instruction has also been added to include both formal and informal payments that are received either regularly or irregularly.

Interviewers working in 2008/9 have commented that respondents do not always consider all possible types of informal child maintenance payments when answering the question MntRec. Following interviewer suggestions the list of examples of informal types of maintenance payments already included in a helpscreen has now also been added to a showcard.

It is intended that this question should record items that are received from an ex-partner or cash payments that are received to pay for or help pay for particular items. The instruction of inclusions at this question has been updated on the helpscreen and showcard to help make it clearer to respondents.

The helpscreen at MntRec had contained 'Presents on birthdays or on religious festivals (e.g. Christmas)' as an example of an informal child maintenance payment. We have since been advised that birthday and Christmas presents should not be included as Child Maintenance.

✘ Exclude birthday and Christmas presents as Child Maintenance.



MntRec

Helpscreen F9

SHOWCARD K4

Now, I'd like you to think about any child maintenance: are you receiving any formal or informal money payments from a previous partner for your children. Please include payments you receive regularly and those you receive only now and again? It doesn't matter whether **payments are received directly, passed on by a court, the CSA or DWP.**

INTERVIEWER: Include **both formal and informal payments received either regularly or irregularly** at this question.

Exclude presents on birthdays or on religious festivals (e.g. Christmas).

1. Yes,
2. No
3. Use this code if it's clear that there are no previous partner(s) **and** no children from any previous liaison/partnership.



The helpscreen will now read as follows:

Informal payments may be received as an item or as money to buy or contribute to particular items.

Examples of items include:

Food (including school meals)

Mortgage, rent, bills or other household costs

Transport costs

Childcare costs

Clothes or shoes (including school uniform)

Substantial items (including car, sofa, washing machine etc)

School trips

Activities/outings/socialising

Holidays

Pocket money for child

Savings account for child

Mobile phone (including paying phone bills and top-ups)

Toys, games or books

3m. Pension Block Changes

Analysis of pension participation rates for the 2006/7 FRS showed that amongst respondents who were classified as being economically inactive, a greater number reported being members of a pension scheme than would be expected. It was also found that many of these claimed to be active members of an employer-sponsored pension scheme which would be unlikely if they were not employees. A contributory factor to mis-reporting of pensions contributions appeared to be that respondents who had retired in the previous 12 months or had stopped working in the previous 12 months were incorrectly routed through the pensions block.

The pensions questions have been reviewed to rectify the earlier problems of over-reporting of pension scheme membership through changes to the questionnaire routing. In addition, some question wordings have been changed and check questions have been added to reduce the chance of respondents misreporting their pension contributions. The pensions questions have also been moved to later in the questionnaire after questions on other incomes. This is to allow report of income from pensions to be double-checked against reports of contributions to pensions. It is hoped this will remove the chance of misreporting of both contributions to and income received from the same pension.

Respondents are assigned to one of three groups according to their age and employment status and these groups are asked pensions questions that will be relevant to their circumstances.

Group 1 are:

- adults aged under 70 who are employees currently working (whether or not they have worked in the last 7 days)
- adults aged under 70 who are doctors or dentists (either as employee or self-employed).

Group 2 are:

- adults of any age who are currently self-employed (whether or not they have worked in the last 7 days)
- adults aged under 70 who are not working but have worked in the past.

Group 3 are:

- adults of any age who have never worked
- adults aged 70 or over who are employees,
- adults aged 70 or over who are not working but have worked in the past.

Frozen Pensions

An instruction to exclude frozen pensions was added to the question EmpSchm in April 2008. Some interviewers have reported that respondents queried why details of frozen pensions were not included here. A helpscreen has now been added to explain that on the FRS we only need to collect information on pensions that are currently being contributed to and that information on frozen pensions is collected on other surveys. This helpscreen should be used to answer any respondent queries about why details of frozen pensions are not requested.

EmpSchm

Helpscreen F9

Does your employer run a pension scheme for any employees?

INTERVIEWER: Do not record details of frozen pensions in the pensions section. Only record if contributions are paid into the pension.

1. Yes
2. No



New helpscreen added:

Why are frozen pensions excluded? We do not want to record details of types of frozen pension in the pension section. We only want to collect information on pensions which are being contributed to. Information collected from other data sources will take account of the number of people who have frozen pensions.

If a respondent is not working or reports that they are not a member of an occupational scheme at any of the questions EmpSchm, EligSchm or MemSchm, and also reports that they have not arranged a pension for themselves at the question PrivPen the interviewer question ChkNoP will be asked. This question alerts the interviewer that no pension scheme has been recorded for the respondent and asks them to confirm whether this is correct. A new category has been added at this question to record respondents who **only** have frozen pensions.

- Answer category 1 'No Pension' should be used if the respondent has no occupational or private pension at all.
- Answer category 2 'Does have a pension' should be used if the respondent is currently making contributions to an occupational or private pension scheme.
- Answer category 3 'Frozen pension(s) only' should be used if the respondent has a frozen pension or pensions that they are no longer contributing to and do not have **any** pension schemes that they are contributing to.

This is the only question in the pensions section where frozen pensions are recorded. Information on the reasons for excluding frozen pensions in the rest of the pensions block has been added to the helpscreen at ChkNoP.

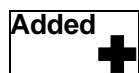
ChkNoP

Helpscreen F9

INTERVIEWER: The respondent seems NOT to have a pension which is being contributed to, is this correct?



Do not record details of frozen pensions in the pensions section. Only record if contributions are paid into the pension.



Identify whether the respondent has no pension at all, or is making a contribution to a pension or has ONLY frozen pension(s).

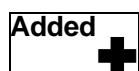
If the respondent has no pension at all code as 1 'No pension'.

If the respondent has any pension that is being contributed to code this as code 2 'Does have a pension'.

If the respondent ONLY has a frozen pension record as code 3 'frozen pension only' at this question. This is the ONLY question where a frozen pension should be recorded. DO not record details of frozen pension anywhere else in the pension section.

Exclude AVCs and FSAVCs - which are top-ups to pensions not pensions in their own right.

1. No pension
2. Does have a pension
3. Frozen pension(s) only



{Helpscreen begins}

Why are frozen pensions excluded? We do not want to record details of types of frozen pension in the pension section. We only want to collect information on pensions which are being contributed to. Information collected from other data sources will take account of the number of people who have frozen pensions.

AVCs (Additional Voluntary Contribution) allows a scheme member to make an extra payment to a pension. For many occupational pension schemes an AVC is a

separate pension which on retirement is paid in addition to the main scheme benefits.

FSAVCs (Free Standing Additional Voluntary Contribution) are a pension plan where the scheme member can make extra contributions that are separate from the occupational pension scheme.

{Helpscreen ends}

Stakeholder Compliant Pensions

The helpscreen at the question EmpPen on type of employee pension has been expanded to include details on how to record 'Stakeholder compliant' pensions. Stakeholder compliant pensions were introduced shortly before 2001 and adopted the standards of stakeholder pensions. If a respondent reports that they have this type of pension it should be treated as a stakeholder pension and recorded at question EmpPen as category 3 'A group stakeholder pension (these are stakeholder pensions arranged by an employer on behalf of employees - the employer may or may not contribute to such a pension'.

EmpPen

Helpscreen F9

SHOWCARD L1

Thinking about the pension scheme run by your employer, which of the pension arrangements described on this card best describes your employer pension?

INTERVIEWER: If respondent has a stakeholder pension run by their company this should be coded as stakeholder and NOT occupational.

This question only refers to employer-based pensions. Exclude personal pensions.

1. A group personal pension (these are personal pensions arranged by an employer for a group of employees)
2. A company or occupational pension scheme
3. A group stakeholder pension (these are stakeholder pensions arranged by an employer on behalf of employees - the employer may or may not contribute to such a pension)
4. None of these

The section of the helpscreen on Group Stakeholder Pensions will now read as follows:

Group Stakeholder Pensions

Like personal pensions, Stakeholder Pensions are sold by insurance companies, banks and building societies, as well as by some trade unions. As with Group Personal Pensions, employers can make an arrangement with a pension provider and offer their employees a group stakeholder pension scheme.

There are some differences between stakeholder pensions and other types of personal pensions.

SHPs have to meet certain standards set by the Government to make sure they offer value for money, flexibility and security:

- the charges are capped;
- there are low minimum payments;
- they are more flexible than many other private pension schemes - you can choose when and how often you pay into the scheme and there are no penalties if you miss a payment; and
- other people, as well as an employer, can pay into a stakeholder pension on your behalf.

That means that partners or other family members can help you to save for your retirement.



Some pensions introduced shortly before 2001 adopted these SHP standards and were called 'Stakeholder Compliant' pensions. These should be treated as stakeholder pensions.

Pension Contributions

Respondents who are members of their employer's pension scheme are asked about the type of contributions made at the question EPTYPE. A new soft check has been added at this question if the respondent reports answer category 3 'the scheme is non-contributory. No-one takes money off my pay each week or month' and has previously reported at the question OthDed1 that money is deducted from their wage/salary as a 'Contribution by you to a pension/superannuation scheme'. If this check appears double-check with the respondent whether pension contributions are taken out of their wage/salary and amend the answers at EPTYPE and OthDed1 appropriately.

[ROUTING: IF PensDV=1 (Aged under 70 and employee or doctor or dentist in practice) AND MemSchm=1 (Member of employer scheme)]

EPTYPE

Helpscreen F9

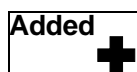
SHOWCARD L4

Which of the statements on this card best describes this scheme?

INTERVIEWER: Code one answer only.

It may be helpful to consult a payslip if available.

1. Contributions are taken out of my pay each week or month
2. The scheme is non-contributory but I do pay something to make additional provision for myself or my dependants
3. The scheme is non-contributory. No-one takes money off my pay each week or month.

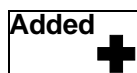


New soft check:

[ROUTING: IF OthDed=1 'Contribution by you to a pension/superannuation scheme' then EpType cannot be code 3 'The scheme is non-contributory. No-one takes money off my pay each week or month']

INTERVIEWER: Earlier the respondent said that he/she made a 'contribution to a pension or superannuation scheme'. Please check whether contributions to pension were taken out of their salary or wage'.

A further soft check has been added if a respondent reports at EPTYPE that 'the scheme is non-contributory. No-one takes money off my pay each week or month' and reports at OthDed that 'deductions for AVC's (Additional Voluntary Contributions)' are taken from their salary/wage. If this check appears check with the respondent that the pension scheme is non-contributory and that the only deductions from their salary are for AVCs or to make additional provision for themselves or their dependants.



New soft check:

[ROUTING: If OthDed=2 'deductions for AVC's (Additional Voluntary Contributions)' then EPTYPE cannot be code 3 'The scheme is non-contributory. No-one takes money off my pay each week or month']

INTERVIEWER: Earlier the respondent said that he/she made a 'contribution to an AVC's (Additional Voluntary Contributions'. Please check whether if 'the scheme is non-contributory but they pay something to make additional provision for themselves or dependants'.

SERPs

The question EPGov, on contributions to occupational pensions made through SERPs/SP2, has been removed from the program.



ROUTING: IF PensDV=1 AND MemSchm=1 THEN

EPGOV

~~In the last 12 months, has any money been paid into this employer pension as a rebate of part of your National Insurance contributions because you are contracted out of SERPS/S2P?~~

~~INTERVIEWER: SERPS is the State Earning Related Pension Scheme. S2P is the Second State Pension introduced in April 2002.~~

- ~~1. Yes~~
- ~~2. No~~

HELPSCREEN BEGINS

State Pensions

~~The pension paid from the state can be divided into essentially two layers.~~

The Basic State Pension

~~The Basic State Pension provides a basic flat-rate level of pension, rising year on year with the rise in price inflation and is available to all those who have paid a sufficient number of years of National Insurance contributions.~~

Additional State Pension (S2P / SERPS)

~~The second layer is an earnings related pension and effectively provides a top-up pension based on an individual's level of earnings over their career. Unlike the Basic State Pension, the amount of pension the individual receives from the Additional State Pension is dependent upon the amount the person earned, and hence the total National Insurance contributions they paid across their career.~~

Contracting Out

~~Contracting out is a mechanism that permits individuals to give up their right to an Additional State Pension and either pay a reduced level of National Insurance in the case of an Occupational Pension scheme or receive a rebate from the Inland Revenue in the case of Personal/Private or Stakeholder Pensions. Instead of paying into the State Earnings Related Pension Scheme (SERPS) or into the State Second Pension (S2P), employees can join a contracted out occupational pension scheme (if the employer operates one) or take out an appropriate personal pension.~~

~~HELPSCREEN ENDS~~

The questions PPMort, on contributions to pension mortgages, and PPGov, on contributions to personal pensions made through SERPs/SP2, have been removed from the program.



ROUTING: IF ENDWPRIN = PENSION MORTGAGE (If in the mortgage questions the mortgage type is pension) AND ((IF PensDV=1 AND (PPCon = 1 OR 3 (Both respondent and employer contribute to pension)) OR (IF PensDV=2 AND PPNUMC > 0))

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.~~

- ~~1. Yes~~
- ~~2. No~~

Removed ✂

ROUTING: IF PensDV=1 AND (PPCon=1 OR PPCon=3

PPGOV

In the last 12 months, has any money been paid into this pension as a rebate of part of your National Insurance contributions because you are contracted out of SERPS/S2P?

INTERVIEWER: SERPS is the State Earnings Related Pensions Scheme. S2P is the Second State Pension introduced in April 2002.

1. Yes
2. No

HELPSCREEN BEGINS

Employees can have part of their Class 1 National Insurance contributions rebated into the personal pension. They may or may not have 'contracted out' of the State Second Pension (formerly SERPS). If they have, they continue to pay full Class 1 NI contributions but the HMRC (Inland Revenue) rebates the State Second Pension element of those contributions to the personal pension scheme. Pensions for

those who have contracted out of the State Second Pension are called 'Appropriate Personal Pensions'.

HELPSCREEN ENDS

The questions SPMort, on contributions to pension mortgages, and SPGov, on contributions to stakeholder pensions made through SERPs/S2P, have been removed from the program.

Removed ✂

ROUTING: IF ENDWPRIN = PENSION MORTGAGE (If in the mortgage questions the mortgage type is pension) AND ((IF PensDV=1 AND (SPCon = 1 OR 3 (Both respondent and employer contribute to pension)) OR (IF PensDV=2-3 AND SPNUMC>0))

SPMort

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.

1. Yes
2. No

Removed ✂

ROUTING: IF PensDV=1 AND SPNumC>0 AND EmpPen=3 AND SPCon=1,3

SPGOV

In the last 12 months, has any money been paid into this stakeholder pension as a rebate of part of your National Insurance contributions because you are contracted out of SERPS/S2P?

INTERVIEWER: SERPS is the State Earnings Related Pensions Scheme. S2P is the Second State Pension introduced in April 2002.

1. Yes
2. No

HELPSCREEN BEGINS

Employees can have part of their Class 1 National Insurance contributions rebated into the stakeholder pension. They may or may not have 'contracted out' of the State Second Pension (formerly SERPS). If they have, they continue to pay Full Class 1 NI contributions but the Inland Revenue rebates the State Second Pension element of those contributions to the stakeholder pension scheme. Pensions for

~~those who have contracted out of the State Second Pension are called 'Appropriate Personal Pensions'.~~

HELPSCREEN ENDS

Private Pensions

The wording of the question PrivPen and the instruction at this question have been changed to give further details on pensions arrangements that should not be included as private pensions. The new question wording explicitly tells respondents to exclude pensions from which they are receiving payments this has been done to reduce the chance of payments being double-counted at the income questions and again at the pensions questions. Respondents are now also asked to exclude State Pension and Pension Credit from their responses to the question PrivPen.

- ✘ The instruction at this question has been expanded to exclude any occupational pensions or AVCs (Additional Voluntary Contribution) and FSAVCs (Free Standing Additional Voluntary Contribution). AVCs and FSAVCs should not be recorded here as they are top-ups to occupational pension schemes and are not pensions in their own right.

A helpscreen has been added at the question PrivPen to help answer any respondent queries about why details of frozen pensions, AVCs and FSAVCs are not recorded at this question.

- ✘ Details of occupational pensions are not required here as they will be collected at the questions on occupational pensions.

If (PensDV=1 AND (EmpSchm=2 or Eligschm=2 or Memschm=2) OR If (PensDV=2 (Self-employed etc)


Changed 

PrivPen

Helpscreen F9

Do you have a pension that you have arranged for yourself, for example with a pension company or financial advisor? **Do not include pensions where you are receiving payments. Also exclude the State Pension and Pension Credit?**


INTERVIEWER: Do not record details of frozen pensions in the pensions section. Only record if contributions are paid into the pension.

Added 

Exclude any occupational pensions.

Exclude AVCs and FSAVCs - which are top-ups to pensions not pensions in their own right.

1. Yes
2. No
3. Don't Know

Added 

New helpscreen added:

Why are frozen pensions excluded? We do not want to record details of types of frozen pension in the pension section. We only want to collect information on pensions which are being contributed to. Information collected from other data sources will take account of the number of people who have frozen pensions.

AVCs (Additional Voluntary Contribution) allows a scheme member to make an extra payment to a pension. For many occupational pension schemes an AVC is a separate pension which on retirement is paid in addition to the main scheme benefits.

FSAVCs (Free Standing Additional Voluntary Contribution) are a pension plan where the scheme member can make extra contributions that are separate from the occupational pension scheme.

Respondents who report that they have arranged a pension for themselves at the question PrivPen are asked if they have a personal pension, stakeholder pension or both at the question PersPen. As with the question PrivPen the wording of the question PersPen has been changed to tell respondents to exclude pensions where they are receiving payments and the State Pension and Pension Credits. An instruction has also been added to exclude occupational pensions, AVCs and FSAVCs.

Information has been added to the helpscreen on the differences between stakeholder and other personal pensions to help respondents to correctly identify the type of pension they hold. The helpscreen now describes the standards to which stakeholder pensions must adhere.

✓ 'Stakeholder compliant' pensions that meet these standards should be recorded as stakeholder pensions at this question.

✗ The helpscreen also now contains a description of AVCs and FSAVCs to help answer any respondent queries about why these should not be included at this question.



IF PensDV = 1 and PrivPen = Yes OR PensDV = 2 and Privpen = Yes.

PersPen

Thinking of the pension you arranged yourself, do you have a personal pension or a stakeholder pension or both? {ADD WORDING}, Do not include pensions where you are receiving payments. Also exclude the State Pension and Pension Credit? INTERVIEWER: Code all that apply. {ADD WORDING} Exclude any occupational pensions.

Exclude AVCs and FSAVCs - which are top-ups to pensions not pensions in their own right.

1. Personal pension
2. Stakeholder pension

{Helpscreen begins}

Personal pensions

Introduced in 1988, a personal pension is a kind of pension that people set up for themselves, with a pension provider such as a bank, life assurance company or building society. It is entirely your own, which means you can continue to contribute to it if you move jobs. Personal pensions are the most common pension arrangement for people who are self-employed.

Stakeholder pensions

Introduced in 2001, Stakeholder pensions (SHPs) are a special type of low-charge personal pension. SHPs are suitable for people who are self-employed, moderate and low earners, and those who do not have an income of their own but can afford to save for a pension (e.g. women on a career break).

SHPs can also be set up for children.

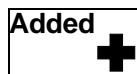
{ADD WORDING} There are some differences between stakeholder pensions and other types of personal pensions.

SHPs have to meet certain standards set by the Government to make sure they offer value for money, flexibility and security:

- the charges are capped;
- there are low minimum payments;
- they are more flexible than many other private pension schemes - you can choose when and how often you pay into the scheme and there are no penalties if you miss a payment; and
- other people, as well as an employer, can pay into a stakeholder pension on your behalf.

That means that partners or other family members can help you to save for your retirement.

Some pensions introduced shortly before 2001 adopted these SHP standards and were called 'Stakeholder Compliant' pensions. These should be treated as stakeholder pensions.

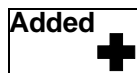


AVCs (Additional Voluntary Contribution) allows a scheme member to make an extra payment to a pension. For many occupational pension schemes an AVC is a separate pension which on retirement is paid in addition to the main scheme benefits.

FSAVCs (Free Standing Additional Voluntary Contribution) are a pension plan where the scheme member can make extra contributions that are separate from the occupational pension scheme.

Personal Pensions

Respondents who report, at the question PersPen, that they have a personal pension are asked a series of questions about this pension. A new question PPChk has been added to establish whether any contributions have been made to the personal pension in the last 12 months. All payments during this period should be included at this question whether they were made by the respondent, their employer or from any other source.



IF PensDV=1 (Aged under 70 and employee or doctor or dentist in practice)

PPChk

Can I just check, has a contribution been made to your personal pension in the last 12 months? Please consider contributions made from any source?

INTERVIEWER: Include contributions made by the respondent, the respondent's employer or any other source.

1. Yes
2. No

The sources of contributions to personal pensions are asked about at the question PPCon. The routing of the question PPCon has been changed so that it will only be asked if the respondent reports at PPChk that a contribution has been made to their pension in the last 12 months. It is important to ensure at this question that only current contributions are included.



*IF PensDV=1 (Aged under 70 and employee or doctor or dentist in practice) AND
PPChk=1 'Yes'*

PPCon

Who **currently** contributes to this personal pension - you, or your employer or both of you?

INTERVIEWER: Code one answer only.

1. Respondent only
2. Employer only
3. Both contribute
4. Neither
5. Spontaneous only – Rebate from National Insurance/government

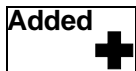
{Helpscreen Begins}

Employees can have part of their Class 1 National Insurance contributions rebated into the personal pension. They may or may not have 'contracted out' of the State Second Pension (formerly SERPS). If they have, they continue to pay full Class 1 NI contributions but the HMRC (Inland Revenue) rebates the State Second Pension element of those contributions to the personal pension scheme. Pensions for those who have contracted out of the State Second Pension are called 'Appropriate Personal Pensions'.

{Helpscreen Ends}

Respondents who report that they themselves contribute to their personal pension at the question PPCon by selecting category 1 'Respondent only' or category 3 'Both contribute', will be asked the new question PPPayDat. PPPayDat asks for the date of the most recent contribution to the personal pension.

If the respondent knows the month of the last contribution but not the day enter the 15th of that month. The date recorded at this question must be within the last 12 months and a hard check has been added to prevent a date outside that range being entered.



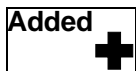
If (PPCon=1 'respondent only' or PPCon=3 'Both contribute') OR (DVPens09=2 and Perspen=1 'Personal pension')

PPPayDat

When was this personal pension last contributed to?

INTERVIEWER: This must be a date in the last 12 months

If day not known, enter 15th.



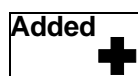
Hard check added:

{IF DATE PROVIDED AT PPPAYDAT IS NOT WITHIN THE LAST 12 MONTHS}

INTERVIEWER: The date provided must be within the last 12 months.

If a respondent reports that they contribute to a personal pension at PPCon by selecting category 1 'Respondent only' or category 3 'Both contribute' and has previously reported that they are receiving payments from a personal pension they will be asked the new check question ChkdpCon. The question ChkdpCon has been introduced to reduce the likelihood of the same pension being reported twice by the respondent. The question alerts the respondent and interviewer to the fact that the respondent has reported receipt of payments from a personal pension and makes contributions to a personal pension.

The respondent is then asked to confirm whether they are only receiving money from the pension or whether they are receiving money and making contributions to a private pension. If the respondent reports at this stage that they are only contributing to a personal pension and are not receiving any money go back in the questionnaire and amend their earlier answers.



If PPCon=1 'respondent only' or PPCon=3 'Both contribute' OR DVPens09=2 AND PenPay>0

ChkdPCon

You mentioned earlier that you are receiving money from a personal pension and have just mentioned that you are also contributing to a personal pension. This is quite unusual. Can I just check, is it possible that you are receiving money from this personal pension rather than contributing to it?

1. Yes, is receiving money from pension only (i.e. not making contributions to the pension)
2. No, receiving money from and contributing to a personal pension

The questions PPMort, on contributions to pension mortgages, and PPGov, has been removed from the program.



ROUTING: IF ENDWPRIN = PENSION MORTGAGE (If in the mortgage questions the mortgage type is pension) AND ((IF PensDV=1 AND (PPCon = 1 OR 3 (Both respondent and employer contribute to pension)) OR (IF PensDV=2 AND PPNUMC>0))

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.~~

- ~~1. Yes~~
- ~~2. No~~

Stakeholder Pensions

Respondents who are not self-employed and are over 69 years of age, and those of all ages who have never worked are asked whether they have a stakeholder pension at the question StakeP. The wording of this question has been changed to tell respondents to exclude pensions where they are receiving payments and the State Pension and Pension Credits. An instruction to exclude any occupational pensions, AVCs or FSAVCs has also been added. Information on why frozen pensions, AVCs and FSAVCs are excluded has been added to the helpscreen to help answer any respondent queries relating to these.



IF PensDV=3 (Respondents who are not self-employed and are over 69 years of age, and those who have never worked (all ages))

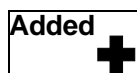
StakeP

Helpscreen F9

Now I have some questions about possible pension arrangements.

Are you paying contributions into a stakeholder pension fund? **Do not include pensions where you are receiving payments. Also exclude the State Pension and Pension Credit?**

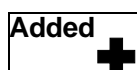
INTERVIEWER: Do not record details of frozen pensions in the pensions section. Only record if contributions are paid into the pension. Do not record if money gained from a pension.



Exclude any occupational pensions.

Exclude AVCs and FSAVCs - which are top-ups to pensions not pensions in their own right.

1. Yes
2. No



{Helpscreen begins}

Why are frozen pensions excluded? We do not want to record details of types of frozen pension in the pension section. We only want to collect information on pensions which are being contributed to. Information collected from other data sources will take account of the number of people who have frozen pensions.

AVCs (Additional Voluntary Contribution) allows a scheme member to make an extra payment to a pension. For many occupational pension schemes an AVC is a separate pension which on retirement is paid in addition to the main scheme benefits.

FSAVCs (Free Standing Additional Voluntary Contribution) are a pension plan where the scheme member can make extra contributions that are separate from the occupational pension scheme.

Stakeholder pensions

Introduced in 2001, Stakeholder pensions (SHPs) are a special type of low-charge personal pension. SHPs are suitable for people who are self-employed, moderate and low earners, and those who do not have an income of their own but can afford to save for a pension (e.g. women on a career break). SHPs can also be set up for children.

{Helpscreen ends}

Respondents who report that they have a stakeholder pension either at the question PrivPen or at the question StakeP are asked a series of questions about this pension. Respondents with a stakeholder pension are asked how many stakeholder accounts they have at the question SPNumC. Information has been added to the helpscreen at this question to record any 'Stakeholder compliant' pensions as stakeholder pensions here.

SPNumC

Helpscreen F9

How many stakeholder pensions do you have?

INTERVIEWER: Stakeholder pensions are a special type of personal pension where annual management charges are capped and individuals have greater flexibility about the level of contributions, and when they make contributions.

{Helpscreen begins}

Restrict to those pensions receiving current contributions or rebates. If respondent has more than 2 pensions then choose the 2 receiving the largest contributions or rebates.

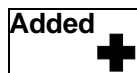
Employer sponsored group stakeholder

Like personal pensions, Stakeholder Pensions are sold by insurance companies, banks and building societies, as well as by some trade unions. As with Group Personal Pensions, employers can make an arrangement with a pension provider and offer their employees a group stakeholder pension scheme.

There are some differences between stakeholder pensions and other types of personal pensions.

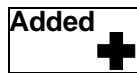
Stakeholder pensions have to meet certain standards set by the Government to make sure they offer value for money, flexibility and security:

- the charges are capped;
- there are low minimum payments;
- they are more flexible than many other private pension schemes - you can choose when and how often you pay into the scheme and there are no penalties if you miss a payment; and
- other people, as well as an employer, can pay into a stakeholder pension on your behalf. That means that partners or other family members can help you to save for your retirement.



Some pensions introduced shortly before 2001 adopted these SHP standards and were called 'Stakeholder Compliant' pensions. These should be treated as stakeholder pensions.
{Helpscreen ends}

A new question SPChk has been added to check whether any contributions have been made to the respondent's stakeholder pension in the last 12 months. This question will only be asked if the respondent set up the pension themselves but all contributions from any source should be included in the answer. Those who report that a contribution has been made during the last 12 months will be asked who is currently contributing to the pension at the question SPCon.



If SpWho=1 and DVPens=1

SPChk

Can I just check, has a contribution been made to your stakeholder pension in the last 12 months? Please consider contributions made from any source?

INTERVIEWER: Include contributions made by the respondent, the respondent's employer or any other source.

1. Yes
2. No



IF PensDV = 1 and SPWho=myself and {added} SPChk=1

SPCon

Who **currently** contributes to this stakeholder pension - you, or your employer, or both of you?

INTERVIEWER: Code one answer only.

1. Respondent only
2. Employer only
3. Both contribute
4. Neither
5. Spontaneous only – Rebate from National Insurance/government

{Helpscreen Begins}

Employees can have part of their Class 1 National Insurance contributions rebated into the stakeholder pension. They may or may not have 'contracted out' of the State Second Pension (formerly SERPS). If they have, they continue to pay Full Class 1 NI contributions but the Inland Revenue rebates the State Second Pension element of those contributions to the stakeholder pension

scheme. Pensions for those who have contracted out of the State Second Pension are called 'Appropriate Personal Pensions'.

{Helpscreen Ends}

If a respondent reports at SPCon that they have contributed to their stakeholder pension themselves, by selecting either answer category 1 'Respondent only' or answer category 3 'Both contribute', they will be asked the new question SPPayDat. SPPayDat asks for the date of the most recent contribution to the stakeholder pension. If the respondent knows the month of the last contribution but not the day enter the 15th of that month. The date recorded at this question must be within the last 12 months and a hard check has been added to prevent a date outside that range being entered.



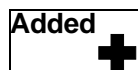
If SPWHO=1 'Myself' and SPChk=1 and SPCon=1 or SPCon=3

SPPayDat

When was this stakeholder pension last contributed to?

INTERVIEWER: This must be a date in the last 12 months

If day not known, enter 15th.

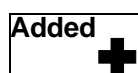


Hard check added:

{If date provided at SPPayDat is not within the last 12 months}

INTERVIEWER: The date provided must be within the last 12 months.

If a respondent reports that they contribute to a stakeholder pension at SPCon by selecting category 1 'Respondent only' or category 3 'Both contribute' and has previously reported that they are receiving payments from a personal pension they will be asked the new check question ChkdSCon. This question asks the respondent to confirm whether they are only receiving money or whether they are receiving money and making contributions to a private pension. If the respondent reports at this stage that they are only contributing to a personal pension and are not receiving any money go back in the questionnaire and amend their earlier answers.



If spcon=1 or spcon=3 and PenPay>0

ChkdSCon

You mentioned earlier that you are receiving money from a personal pension and have just mentioned that you are also contributing to a stakeholder pension. This is quite unusual. Can I just check, is it possible that you are receiving money from this stakeholder pension rather than contributing to it?

1. Yes, is receiving money from pension only (i.e. not making contributions to the pension)
2. No, receiving money from and contributing to a stakeholder pension

3n. Deprivation

In May 2008, a new set of questions were introduced to the FRS to collect information on deprivation amongst older respondents. We have since received reports from interviewers who were concerned that some of these questions may not have been fully understood by all respondents and that further guidance may be needed.

Interviewers were concerned that respondents did not always consider all possible types of social outings at the question OAOut.



An instruction has been added at this question to explain that social outings should include the respondent leaving their own home either with someone else or to meet up with other people, this may be to go to a public place, such as a restaurant or shopping, or may be to visit other people in their homes.

Interviewers also reported that some respondents had queried what would count as replacing a cooker at the question OACook. This question is intended to gather information on whether the respondent would be able to afford to buy a new or second hand cooker to replace theirs if it was broken. An interviewer instruction explaining this has been added at the question and interviewers are requested to tell respondents that the question refers to “Either buying a new one, or a second hand one” if queried.

Respondents had also queried whether mobile phones should be included at the question OAPhon which asks about use of a telephone.



It is intended that only land line telephones should be included at this question and the question wording has been changed to reflect this.

OAPre

I am going to read out a list of questions about items related to people’s standards of living. For each one, please answer yes or no.

OAOut

Do you go out socially, either alone or with other people, at least once a month?



INTERVIEWER: Going out socially includes: meeting up with people socially outside the home, going for a meal, going into town etc. Going out socially also includes meeting with people in others’ homes – providing the respondent is leaving their own home.

1. Yes
2. No

OACook

Would you be able to replace your cooker if it broke down?



INTERVIEWER: if respondent queries whether this question means buying a new cooker please reply that it means “Either buying a new one, or a second hand one.”

1. Yes
2. No



OAPhon

Do you have a telephone (**landline**) to use, whenever you need it?

1. Yes
2. No

When the new questions on deprivation amongst older people were added in May 2008 it was necessary to split across two questions the answer categories for reasons why respondents did not have necessity items.

The routing of these questions has now been changed so that all the reasons for not eating at least one filling meal a day can now be recorded at the first follow-up question MealNt. This change has been made for all the questions on deprivation amongst older people.

[ROUTING: If OAMeal=2 'No']

MealNt

SHOWCARD M9

Why do you not eat at least one filling meal a day?

INTERVIEWER: Code all that apply.

Removed 

~~There are 7 answer categories on showcard M9. You can only record answer codes 1 to 5 from the showcard at this question. If other answers are given by the respondent use code 6 'Use this code for other reasons' at this question which will take you to the rest of the answers on showcard M9.~~

1. I do not have the money for this,
2. This is not a priority for me on my current income,
3. My health / disability prevents me,
4. It is too much trouble / too tiring,
5. There is no one to do this with or help me,

Removed 

- ~~6. Use this code for other reasons,~~
6. This is not something I want,
7. It is not relevant to me,
8. Other reason,
9. Do not know,

Removed 

~~*[ROUTING: IF (Other IN MealNt) THEN MealNtO]*~~

MealNtO

SHOWCARD M9

~~INTERVIEWER: Continuation from previous question. Record additional reasons why respondent did not eat at least one filling meal a day.~~

~~Note that the category numbers on the screen are different to those on the showcard. Showcard code 6 'This is not something I want' is code 1. Showcard code 7 'It is not relevant to me' is code 2.~~

~~Code all that apply.~~

- ~~1 This is not something I want,~~
- ~~2 It is not relevant to me,~~
- ~~3 Other reason,~~
- ~~4 Do not know,~~


30. Financial and Other Assistance Questions

From May 2008, new questions on financial and other assistance given to and received from friends and family were included on the questionnaire. The questions HelpRec and LoanRec asked about help and loans or money **received** from friends or family outside the household. The questions HelpGvn and LoanGvn asked about help and loans or money **given** by a member of the household to friends or family outside the household.

From May 2008, these questions were asked of all adults in the household. Following interviewer reports that this section is time consuming a change has been made so that these questions will now only be asked once per benefit unit. These questions will continue to be asked immediately after the deprivation questions and will be answered by the same person as answered the deprivation questions.

- ✓ Any help or loans/money given or received by any member of that benefit unit should be recorded at these questions.

When these questions were introduced in May 2008 it was felt that including the answer categories on a showcard may lead to respondents not reading or fully considering all options. However, interviewers working in 2008/9 have reported that some respondents are not able to concentrate when listening to the list of possible answer categories and that the information collected at these questions may not be accurate. A showcard has therefore been added listing each of the items that could be received or given.

-  The questions themselves have not been changed and interviewers should still read out each of the answer categories to the respondent and record responses as they are given. The showcard has been added only as an additional reference for the respondent to help them to identify all the sources of help they are receiving or giving.

Interviewers working in 2008/9 reported that respondents were sometimes unsure whether to record items at the questions HelpGvn and HelpRec given as gifts as help given and received. The aim of these questions is to collect information on any help given or received regardless of the reason, rather than to assess need. For example, if a child is given clothes by someone outside the household this may reduce the amount that their parents/guardian would need to spend on clothing for them.

- ✓ Instructions have been added at the questions HelpGvn and HelpRec. These ask interviewers to include all items received regardless of reason, including items given as gifts, at answer categories 1 to 10 (e.g. if clothes, toy or large electrical items were given as a present these should be included). Answer category 11 at these questions is used to record any other help given or received.

- ✗ At category 11 exclude any other items given as gifts from this answer category, i.e. a gift not mentioned amongst the items at categories 1 to 10 should be excluded (e.g. a birthday gift of a bouquet of flowers would be excluded).

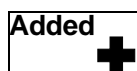
HelpRec

Showcard M10

Some people receive financial or other types of help from their family or friends. Over the past 12 months [since date] have your family or friends helped you by...(READ OUT).

INTERVIEWER: CODE ALL THAT APPLY

Include items partly paid for by family or friends.



Record the items (at codes 1-10) if received from family and friends regardless of reason received, e.g. include birthday / religious festival (e.g. Christmas) gifts but DO NOT include any other birthday / Christmas gifts under code 11 'other help received'.

Exclude members of the household as family or friends.

1. ...buying or bringing you food or meals?
2. ...paying towards bills (such as utility bills, rent or grocery bills (excluding food)?)
3. ...helping you to manage your money or deal with your benefits?
4. ...helping with home repairs or decoration whether by paying for it or doing it for you?
5. ...helping with household chores (such as cleaning, gardening) whether by paying for it or doing it for you?
6. ...giving you lifts to places or paying for travel costs (such as taxi, train or bus fares)?
7. ...paying for trips/holidays?
8. ...buying or giving you clothes?
9. ...buying clothes, toys or other equipment for your child(ren)?'
10. ...buying a big electrical item like a cooker, boiler, fridge or washing machine?
11. Other help received
12. None of these
13. SPONTANEOUS - Not applicable has no family or friends

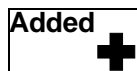
HelpGvn

Showcard M11

Some people give financial or other types of help to their family or friends. Over the past 12 months [since date] have you helped your family or friends by...(READ OUT)

INTERVIEWER: CODE ALL THAT APPLY

Include items partly paid for by family or friends.



INTERVIEWER: Record the items (at codes 1-10) if given to family and friends regardless of reason given, e.g. include birthday / religious festival (e.g. Christmas) gifts but DO NOT include any other birthday / Christmas gifts under code 11 'other help given'.

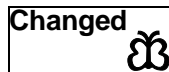
Exclude members of the household as family or friends.

1. ...buying or bringing them food or meals
2. ...paying towards bills (such as utility bills, rent or grocery bills (excluding food)?)
3. ...helping them to manage their money or deal with their benefits?
4. ...helping them with home repairs or decoration whether by paying for it or doing it for them?
5. ...helping with household chores (such as cleaning, gardening) whether by paying for it or doing it for them?
6. ...giving them lifts to places or paying for travel costs (such as taxi, train or bus fares)?
7. ...paying for trips/holidays?
8. ...buying or giving them clothes?
9. ...buying clothes, toys or other equipment for their child(ren)
10. ...buying a big electrical item like a cooker, boiler, fridge or washing machine?
11. Other help given
12. None of these
13. SPONTANEOUS - Not applicable has no family or friends

3p. Television Ownership

Several interviewers working in 2008/9 commented that the questions CoITV and BWTV took longer than was necessary for some respondents to answer as they counted all televisions in their household. Information on the number of TV sets in each household is collected to allow DWP to calculate the cost of a television licence for that household.

The wordings of the Television questions have now been changed so that respondents are asked just for the information that DWP require to calculate the cost of a TV licence for that household. All households are asked if they have one, more than one or no colour TV sets. Those who have no colour TV sets are then asked if they have one, more than one or no Black and white sets. The questions now use a running prompt and in both cases all answer categories should be read before an answer is given.



CoITV

I'd now like to ask you about televisions in your household.

Thinking of colour TV sets, does your household have...

INTERVIEWER: Include items stored but in working order, and items under repair.

1. One only,
2. More than one,
3. or None?



[ROUTING: Only if CoITV = 'none']

BWTV

And, thinking of black and white TV sets, does your household have...

INTERVIEWER: Include items stored but in working order, and items under repair.

1. One only,
2. More than one,
3. or None?

3q. Accounts Held

The answer categories at the question AnyAcc have been changed to separate don't know responses and refusals to answer the question. The question AnyAcc asks respondents if they have any accounts or have had any account in the last 12 months, and previously included an answer category of 'Don't know/refusal'. This has now been changed so that answer category 3 is 'Don't know' and answer category 4 is 'Refusal'. It is hoped that this additional detail in responses will help to identify the reasons that details of accounts are not being recorded on the FRS. In December 2004 the Government and UK retail banks agreed to aim to halve the number of adults without access to a bank account. The FRS is used to measure the number of adults with bank accounts. Identifying don't knows and refusals separately will give DWP a better insight into responses given and allow better estimation of bank accounts.



AnyAcc

Helpscreen F9

Now there are some questions about accounts with banks, building societies, the post office, supermarkets, or other organisations. These could also be internet or telephone banking facilities.

Do you have now, or have you had at any time in the last 12 months any accounts?
This could be in your own name only, or held jointly with someone else.

INTERVIEWER: Include Internet/Phone accounts.
See helpscreen for definition of current/savings accounts."

1. Yes - any account,
2. No,
3. Don't know
4. **Refuse**

3r. Removal of Reference to PEPs

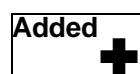
From April 6th 2008 all PEPs automatically became stocks and shares ISAs and are now subject to ISA rules. The term PEPs has now been removed from all questions and answer categories in the questionnaire. Interviewer instructions have been added to all questions that previously referred to PEPs to advise interviewers to record any reported PEPs as ISAs.

3s. Current Account Balance

Respondents are asked for the current value of all their savings at the question TotSav. Respondents who report that they have a current account or basic bank account and report at TotSav that the total value of their savings is below £1500 or above £20,000 were not asked how much they hold in their current/basic account. DWP are sometimes able to calculate the approximate amount held in current/basic account based on the amount of interest reported. However reported amounts of interest may not be accurate as there has been found to be a higher number than expected reporting of £1.00 interest. Zero interest on accounts is also now more common (even before the current financial problems in the country!)

A new question has been added to capture the amount held in current/basic accounts for respondents who would not ordinarily have been asked to provide this information. The question CBAAmt will be asked if a respondent reports at TotSav that the value of all their savings is less than £1500 or more than £20,000, and that they have a current or basic bank account. This question asks respondents to select which of the banded categories on the new showcard N7 correspond to the amount held in their account at the end of the last month or pay period.

The amount recorded at CBAAmt should be the amount held before any pay entered the account. An instruction has been added at CBAAmt to record the amount that was held in the account just before the respondent was paid. If the account is held in one person's name this may be at the end of the month but may be different for some respondents if they are not paid monthly (e.g. if they are paid weekly or fortnightly), or if they are paid before the end of the month. An instruction to record the amount held just before the respondent was paid has also been added to the question MuchLeft which asks for the amount held in other accounts at the end of the last month or pay period. If the account is a joint account the amount held just before the earliest pay entered the account should be recorded.



[Routing: If below £1500 (1 'Less than £1,500) or over £20,000 (5-9) at TotSav

And have a Current account or Basic Bank account (Accounts=1 'Current account with a bank, building society, supermarket/store or other organisation (incl. phone & internet banking)' or Accounts=2 'Basic Bank Accounts including introductory / starter accounts (incl. phone & internet banking)']

CBAAmt
SHOWCARD N7

Looking at this card, roughly how much was left in the [Current account and Basic Bank Account] at the end of last (month/pay period)?

INTERVIEWER: For any joint accounts, only give this person's share of the balance.

If those with a joint account have different pay periods take the amount before the earliest pay entered the account. The figure needed is the amount that was in the account just before ANY pay entered the account.

INTERVIEWER: 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.

INTERVIEWER: If account overdrawn record as 0.

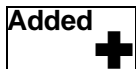
1. 0 - 50
2. 51 - 100
3. 101 - 250
4. 251 - 500
5. 501 - 1000
6. 1001 - 2000
7. 2001 - 3000
8. 3001 - 5000
9. 5001 - 10,000
10. 10,001 - 20,000
11. 20,001 - 30,000
12. 30,001 or over

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.

Enter whole £'s only.



INTERVIEWER: 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.

0.00..9999997.00

3t. Data Linkage Reasons for Refusal

From April 2008/9 a new version of the data linkage request was introduced to the questionnaire. For respondents who refused to give their consent for data linkage interviewers were asked to record the reasons for refusal.

Following interviewer suggestions and analysis of interviewers' notes on other reasons for refusal, two additional answer categories have been added at this question. These are Code 4 'Previous negative experiences with DWP' and Code 10 'Temporary UK resident without National Insurance number'.



LnkRef

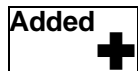
INTERVIEWER: Record reason for refusal. Probe for reason if respondent has not freely given you one. If reason given is not in the list below code 'other'.

CODE ALL THAT APPLY

1. Concerns about security of their personal details
2. Concerns about privacy
3. Anti-government
- 4. Previous negative experiences with DWP**
5. Too much information being requested
6. Didn't understand data linkage request
7. Can't be bothered
8. Will result in unwanted further contact
9. Influenced by other HH member
- 10. Temporary UK resident without National Insurance number**
11. Other reason given (Please specify)

3u. Partial Interview Warning

Following interviewer requests, the prompt that too many don't know and refusals have been recorded on key income questions has been moved to the end of the interview. This prompt has previously appeared in the admin block but will now be displayed before the end of the interview. This provides an opportunity to check with the respondent whether some of the missing income details could be supplied in order to achieve a fully productive interview.



RefDNK

INTERVIEWER - IMPORTANT!

There were too many 'Don't Know' and/or 'Refusal' answers at '£ amount' questions in this Questionnaire for a PRODUCTIVE interview:

[The number of don't know/ refusal responses in the HRP's Benefit Unit]
HRP BU = XX DK/Refusals

[The number of don't know/ refusal responses in other Benefit Units]
Other BUs = XX DK/Refusals

Please ask respondent(s) to supply missing answers either now or later.

Press 1 and enter to continue.

3v. Languages Spoken

In 2008/9 new questions were introduced to record the languages spoken in households where the interview was conducted by translation and where an interview could not be conducted due to language difficulties. Accurate information on languages spoken is needed to help to look at ways in which we can increase participation in the FRS for respondents who do not speak any or much English. Following interviewer suggestions and analysis of interviewers' notes on other languages spoken 'Polish' has now been added as an answer category at questions WhLang and LangDf.

[ROUTING: If NonEng=Yes]

WhLang

Which language(s) was the interview conducted in?

CODE ALL THAT APPLY

1. Punjabi (Gurmukhi script)

2. Punjabi (Urdu script)
3. Gujarati
4. Bengali
5. Urdu
6. Hindi
7. Cantonese
8. Mandarin



9. Polish

10. Welsh
11. Other languages (apart from English and Welsh)

For unproductives/refusals if 'language difficulties'

LngDf

Which language(s) do the residents speak?

1. Punjabi (Gurmukhi script)
2. Punjabi (Urdu script)
3. Gujarati
4. Bengali
5. Urdu
6. Hindi
7. Cantonese
8. Mandarin



9. Polish

10. Welsh
11. Other languages (apart from English and Welsh)

3w.Dwelling Observations

Instruction for NatCen Interviewers only

NatCen collects dwelling observation information on all sampled addresses for methodological reasons. This information is collected in the admin block on all NatCen CAPI surveys. This has resulted in duplication of questions on the FRS which also asks for these observations in the main household questionnaire. Therefore questions on dwelling observations have now been removed from the household questionnaire for NatCen cases only and will now only be asked in the admin block.

The following questions have been removed from the household questionnaire:



MainAcc

~~Helpscreen F9~~

~~INTERVIEWER Code: Is the household's accommodation...~~

~~N.B. Must be space used by household.~~

~~Note that this is accommodation occupied by the household.~~

~~If the household occupies a flat in a converted house, code as a flat.~~

- ~~1. a house or bungalow~~
- ~~2. a flat or maisonette~~
- ~~3. a room or rooms~~
- ~~4. or something else?~~



Shelter

~~Is this sheltered accommodation?~~

- ~~1. Yes~~
- ~~2. No~~

Removed 

TypeAcc

Helpscreen F9

INTERVIEWER: Is [the house or bungalow/the flat/maisonette/the accommodation]...

Houses which are joined only by a garage (link-detached) should be coded detached.

1. Detached
2. Semi-detached
3. or terraced/end of terrace?
4. a purpose-built block
5. or a converted house/some other kind of building?
6. a caravan, mobile home or houseboat
7. or some other kind of accommodation?

Removed 

Floor

What is the floor level of this household's accommodation?

1. Basement/semi-basement
2. Ground floor/street level
3. 1st floor (floor above street level)
4. 2nd floor
5. 3rd floor
6. 4th Floor
7. 5th to 9th floor
8. 10th floor or higher
9. Don't Know

4 Details of changes to showcards

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
A1	A1	'TypeEd'	HHGrid	KEEP
A2	A2	'NatId' 'NINatID'	ethnic	KEEP
A3	A3	'Ethgrp'	ethnic	KEEP
B1	B1	'Tenure'	owns1 address.	KEEP
B2	B2	'Landlord'	rents	KEEP
B3	B3	'TenType'	rents	KEEP
B4	B4	'OthType'	rents	KEEP
B5	B5	'RMPur'	owns1	KEEP
B6	B6	'MortType'	owns1	<p>Type of mortgage { WORDING OF CATEGORY CHANGED }</p> <ol style="list-style-type: none"> 1. An ENDOWMENT mortgage – where your mortgage payments cover interest only 2. A REPAYMENT mortgage – where your mortgage payments cover interest and part of the original loan 3. A PENSION mortgage – where your mortgage payments cover interest only 4. a Unit Trust or ISA mortgage 5. both an ENDOWMENT (or other interest only) and a REPAYMENT mortgage 6. an INTEREST ONLY mortgage with more than one linked investment (eg pension and unit trust, endowment and ISA) 7. an INTEREST ONLY mortgage with NO linked investment (eg NO endowment pension, PEP or ISA) 8. or another type (not listed above)
B7	B7	'EndwPrin'	owns1	<p>Endowment mortgages { WORDING OF CATEGORY CHANGED }</p> <ol style="list-style-type: none"> 1. Current payments into a Pension Plan (pension mortgage) 2. Current payments into an ISA 3. Current payments into a Unit Trust or Investment Trust scheme 4. Current payments into any <u>other</u> savings / investment scheme 5. Proceeds of sale from existing house only
B8	B8	'MorAll'	owns1	KEEP
B9	B9	'MorAll'	owns1	KEEP
B10	B10	'SerInc'	rents	KEEP
B11	B11	'OthPur'	owns1	KEEP
B12	B12	'CTDisc' 'CT25D50D'	countax	KEEP
B13	B13	'Charge'	owns2	KEEP

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
C1	C1	'Chatt'	<i>chcare</i>	Childcare { WORDING OF CATEGORY CHANGED } Children aged up to 6 years 1. Playgroup or pre school 2. Day nursery or workplace crèche 3. Nursery school 4. Infant's school 5. Primary school 6. Breakfast / after school club 7. Holiday scheme / club 8. Children's centres / integrated centres Children aged 6 years and over 6. Breakfast / after school club 7. Holiday scheme / club 8. Children's centres / integrated centres
C2	C2	'ChPeo'	<i>chcare</i>	KEEP
D1	D1	'NeedHelp', 'GiveHelp'	<i>qcare</i>	KEEP
D2	D2	'Hour'	<i>qcarer</i>	KEEP
D3	D3	'HowLng'	<i>qcare</i>	KEEP
E1	E1	'DisDif' 'CdisDif'	<i>ihealth</i>	KEEP
E2	E2	'Rstrct'	<i>ihealth</i>	KEEP
F1	F1	'HiQual2'	<i>ieducq</i>	Highest qualification { WORDING OF CATEGORY CHANGED } 1. Degree level qualification (or equivalent) 2. Higher educational qualification below degree level 3. A-Levels or Highers 4. ONC / National Level BTEC 5. O Level or GCSE equivalent (Grade A-C) or O Grade/ CSE equivalent (Grade 1) or Standard Grade level 1-3 6. GCSE equivalent (Grade D-G) or CSE equivalent (Grade 2-5) or Standard Grade level 4-6 7. Other qualifications (including foreign qualifications below degree level)
F2	NEW	'HiQual2'	<i>icurst</i>	Highest Qualification {ADD NEW SHOWCARD} Qualifications which should be included are: Non-vocational: <ul style="list-style-type: none"> • Teaching and Nursing Qualifications • A S Level • Scottish Highers • Scottish Advanced Highers • Scottish 6th Year Certificate (CSYS) • Access to Higher Education • Standard/ Lower (Scotland)

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
				<ul style="list-style-type: none"> • Intermediates (Scotland) • Access 3 • Baccalaureate Vocational: <ul style="list-style-type: none"> • Trade Apprenticeship • BTEC/ TEC/ SCOTVEC/ EDEXCEL • Ordinary National Diploma (OND) • NVQ/ SVQ • GNVQ/ GSVQ • RSA/ ORC • City & Guilds • YT/YTP Certificate • Key/ Basic Skills Qualifications • Entry Level Qualifications
F3	F2	'Train' 'NITrain'	<i>icurst</i>	Government schemes for employment training {CATEGORY REMOVED} {CARD NUMBER CHANGED} <ol style="list-style-type: none"> 1. Work based learning for young people / Youth Training 2. Work based learning for adults (WBLA) / Training for Work (TfW) 3. Work Trial 4. New Deal 25+ / Employment Zones / Project Work 5. Career Development Loans / Youth Credits 6. New Deal for Young People (18-24) 7. New Deal 50+ 8. New Deal for Disabled People 9. Any other training scheme
F4	F3	'NewDType'	<i>icurst</i>	New Deal options { WORDING OF CATEGORY CHANGED } {CARD NUMBER CHANGED} <ol style="list-style-type: none"> 1. The Gateway 2. Employment Option 3. Full Time education or training (including Adult Learning Option) 4. Voluntary Sector 5. Environmental task force
F5	F4	'RetReas'	<i>icurst</i>	{CARD NUMBER CHANGED}
G1	G1	'EType'	<i>ijobdes</i>	KEEP
G2	G2	'WatDid'	<i>ijobdes</i>	KEEP
G3	G3	'InclPay', 'InclPay1'	<i>iempjob</i>	KEEP
G4	G4	'HHInc'	<i>iempjob</i>	Items paid for by employer {WORDING OF CATEGORY CHANGED } Items relating to this accommodation only: <ul style="list-style-type: none"> • Rent • Mortgage payments

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
				<ul style="list-style-type: none"> • Council Tax • Water/sewerage rates • Buildings insurance • Gas • Electricity • Telephone • Any other <u>business</u> expenses relating to this accommodation (please specify)
G5 (part 1)	G5	'ExpBen'	<i>iempjob</i>	{CARD NUMBER CHANGED}
G5 (Part 2)	NEW	'ExpBen'	<i>iempjob</i>	Other Benefits in kind {ADD NEW SHOWCARD} Other benefits in kind: <ul style="list-style-type: none"> • Subsidised canteen meals provided for an employer's staff generally, • Car parking at or near an employee's place of work, • Medical check-ups and health screening (including eye tests), • Home telephone, • Credit cards, • Beneficial loans (i.e. cheap or interest free loans provided by the employer to an employee), • Entertainment provided for employees (including annual parties and functions), • Subscriptions, • Provided accommodation, • Cycles and cycle safety equipment, • Free or subsidised bus services and tickets, • Sporting or other recreational facilities on employer's premises.
G6	G6	'OwnSum'	<i>iselfjob</i>	KEEP
H1	H1	'TaxCred' 'TCEver' 'TCThsYr'	<i>itaxcred</i>	KEEP
H2	H2	'WTCLum'	<i>itaxcred</i>	KEEP
H3	H3	'CTCLum'	<i>itaxcred</i>	KEEP
I1	J1	'Ben1Q'	<i>ibenef1</i>	{CARD NUMBER CHANGED}
I2	J2	'Ben2Q', 'B2QFut'	<i>ibenef1</i>	Care Component and Mobility component of Disability Living Allowance {CATEGORY WORDING AMENDED} {CARD NUMBER CHANGED} <ol style="list-style-type: none"> 1. Care component of Disability Living Allowance ONLY 2. Mobility component of Disability Living Allowance ONLY 3. BOTH Care Component and Mobility component of Disability Living Allowance 4. Attendance Allowance

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
I3	J3	'Ben3Q', 'B3QFut'	<i>ibenef1</i>	{CARD NUMBER CHANGED}
I4	J4	'Ben4Q'	<i>ibenef1</i>	Health in Pregnancy Grant {NEW CATEGORY ADDED} {CARD NUMBER CHANGED} 1. A grant from the Social Fund for funeral expenses 2. A grant from the Social Fund for maternity expenses/ Sure Start Maternity Grant 3. Health in Pregnancy Grant 4. A Social Fund Loan or Community Care grant
I5	J5	'Ben5Q'	<i>ibenef</i>	{CARD NUMBER CHANGED}
J1	K1	'GOVPay' 'NIGovPay'	<i>benblock</i>	{CARD NUMBER CHANGED}
J2	K2	'Ben7Q'	<i>ibenef4</i>	{CARD NUMBER CHANGED}
K1	L1	'AnyPen'	<i>iothinc1</i>	{CARD NUMBER CHANGED}
K2	L2	'Royal'	<i>iothinc1</i>	{CARD NUMBER CHANGED}
K3	L3	'PropRent'	<i>iothinc1</i>	{CARD NUMBER CHANGED}
K4	NEW	'MntRec'	<i>iothinc2</i>	Informal maintenance payments {ADD NEW SHOWCARD} Informal payments may be received as an item or as money to buy or contribute to particular items. Examples of items include: <ul style="list-style-type: none"> • Food (including school meals) • Mortgage, rent, bills or other household costs • Transport costs • Childcare costs • Clothes or shoes (including school uniform) • Substantial items (including car, sofa, washing machine etc.) • School trips • Activities/outings/socialising • Holidays • Pocket money for child • Savings account for child • Mobile phone (including paying phone bills and top-ups) • Toys, games or books
K5	L5	'MntArr'	<i>iothinc2</i>	Maintenance Arrangements {CATEGORY WORDING AMENDED} {CARD NUMBER CHANGED} 1. Child Support Agency (CSA) making arrangements for maintenance payments on my behalf 2. A court order requiring previous partner to make payments 3. A voluntary agreement between myself and previous partner 4. Other arrangement
K6	L4	'Allow'	<i>iothinc2</i>	{CARD NUMBER CHANGED}

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
K7	L6	'OddJob'	<i>iothinc2</i>	{CARD NUMBER CHANGED}
L1	I1	'EmpPen'	<i>ipension</i>	{CARD NUMBER CHANGED}
L2	I2	'EmpArr'	<i>ipension</i>	{CARD NUMBER CHANGED}
L3	I3	'EPLong' 'PPDat' 'SPDat'	<i>ipension</i>	{CARD NUMBER CHANGED}
L4	I4	'EpType'	<i>ipension</i>	{CARD NUMBER CHANGED}
M1	M1	'AddHol' 'AdDmel' 'AdShoe' 'AdDDec' 'AdDIns'	<i>afford</i>	KEEP
M2	M2	'AdDMon' 'AdepFur' 'Af1'	<i>afford</i>	KEEP
M3	M3	'AddHol' 'AdDmel' 'AdShoe' 'AdDDec' 'AdDIns' 'AfDep2' 'AdDepLes'	<i>afford</i>	KEEP
M4	M4	'AdDmon' 'AdepFur' 'Af1'	<i>afford</i>	KEEP
M5	M5	'CDepHol' 'CDepBed' 'CDepEqp' 'CDepCel'	<i>afford</i>	KEEP
M6	M6	'CDepSum' 'CDepLes' 'CDepTEa' 'CPlay' 'CDepTrp'	<i>afford</i>	KEEP
M7	M7	'Debt'	<i>afford</i>	KEEP
M8	M8	'OAHowPy'	<i>afford</i>	KEEP
M9	M9	'MealNt' 'OutNt' 'FrndNt' 'HolNt' 'CookNt' 'HomeNt' 'HeatNt' 'DampNt' 'WarmNt' 'BillNt' 'PhonNt' 'TaxiNt' 'HairNt' 'CoatNt'	<i>afford</i>	KEEP
M10	NEW	'HelpRec'	<i>afford</i>	Help Received {ADD NEW SHOWCARD} 1. buying or bringing you food or meals 2. paying towards bills (excluding food bills) 3. helping you to manage your money or deal with your benefits 4. helping with home repairs or

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
				decoration 5. helping with household chores (such as cleaning, gardening) 6. giving you lifts to places or paying for travel costs 7. paying for trips/holidays 8. buying or giving you clothes 9. buying clothes, toys or other equipment for your child(ren) 10. buying a big electrical item like a cooker, boiler, fridge or washing machine? 11. Other help received
M11	NEW	'HelpGvn'	<i>afford</i>	Help Given {ADD NEW SHOWCARD} 1. buying or bringing them food or meals 2. paying towards bills (excluding food bills) 3. helping them to manage their money or deal with their benefits 4. helping them with home repairs or decoration 5. helping with household chores (such as cleaning, gardening) 6. giving them lifts to places or paying for travel costs 7. paying for trips/holidays 8. buying or giving them clothes 9. buying clothes, toys or other equipment for their child(ren) 10. buying a big electrical item like a cooker, boiler, fridge or washing machine 11. Other help given
N1	N1	'Accounts'	<i>iadint</i>	KEEP
N2	N2	'Invests'	<i>iadint</i>	Investments {CATEGORY REMOVED} 1. Government Gilt-edged stock (inc. War Loans) 2. Unit Trusts / Investment Trusts 3. Stocks, shares, bonds, debentures or any other securities 4. Profit Sharing 5. Company Share Option Plans 6. Member of Share Club
N3 Part1 & Part2	N3	'OtInvA'	<i>iadint</i>	KEEP
N4	N4	'GivCFnd	<i>ichint</i>	KEEP
N5	N5	'Totsave'	<i>ichint</i>	KEEP
N6	N6	'TotSav'	<i>isave</i>	KEEP
N7	NEW	'CBAAmt'	<i>isave</i>	Current Account Balances {ADD NEW SHOWCARD} 1. £ 0 - 50 2. £51 - 100 3. £101 - 250 4. £251 - 500

2009-2010	2008-2009	Question name	Source code file	AMENDMENT (in bold)
				5. £501 - 1000 6. £1001 - 2000 7. £2001 - 3000 8. £3001 - 5000 9. £5001 - 10,000 10. £10,001 - 20,000 11. £20,001 - 30,000 12. £30,001 or over
N8	N7	'IncChnge'	<i>isave</i>	{CARD NUMBER CHANGED}
N9	N8	'IncHiLow'	<i>isave</i>	{CARD NUMBER CHANGED}
N10	N9	'IncOld'	<i>isave</i>	{CARD NUMBER CHANGED}
N11	N10	'NSAmt'	<i>isave</i>	{CARD NUMBER CHANGED}