

**Family Resources Survey**  
**April 2010 – March 2011**  
**Guide to Question Changes**

***April 2010***

## Contents

<b>1</b>	<b>SUMMARY .....</b>	<b>4</b>
1A.	NOTE ON THE GUIDE TO CHANGES .....	4
1B.	WHAT'S CHANGED? .....	5
<b>2.</b>	<b>HOUSEHOLD SCHEDULE.....</b>	<b>6</b>
2A.	RELATIONSHIP GRID.....	6
2B.	MARITAL STATUS .....	6
2C.	ETHNIC GROUP.....	7
2D.	NUMBER OF ROOMS IN THE ACCOMMODATION.....	7
2E.	MORTGAGE PAYMENTS .....	8
2F.	MORTGAGE PROTECTION AND BUILDINGS INSURANCE.....	9
2G.	ROUTING CHANGE TO ALL IN ONE (CURRENT ACCOUNT) MORTGAGES.....	11
2H.	WHETHER RENTED BEFORE BUYING A HOUSE/FLAT .....	11
2I.	SECOND MORTGAGE .....	12
2J.	RENTING .....	12
2K.	LOW SEASON LET .....	12
2L.	VERIFICATION OF AGE AND TYPE OF EDUCATION ATTENDED .....	13
2M.	COUNCIL TAX .....	14
2N.	SCOTLAND ONLY – PRIVATE WATER AND SEWERAGE SUPPLY AND COUNCIL TAX.....	14
2O.	HOUSING BENEFIT AND LOCAL HOUSING ALLOWANCE.....	14
2P.	WATER METERS .....	15
2Q.	CHILDCARE .....	16
2R.	CHILDCARE COSTS AND HOUSING BENEFIT .....	17
2S.	HEALTHY START VOUCHERS.....	17
2T.	PRESCRIPTION CHARGES.....	20
<b>3</b>	<b>BENEFIT UNIT SCHEDULE .....</b>	<b>22</b>
3A.	EDUCATION AND TRAINING.....	22
	Education .....	22
	Education loans.....	23
	Adult Learning Grant .....	24
	Year course began and finished.....	25
	Government employment training scheme.....	25
	Education maintenance allowance.....	26
3B.	EMPLOYMENT .....	27
	Sector and size of organisation .....	27
	Where work conducted if childminding.....	30
	National Service .....	30
	Ever Worked.....	31
	Reasons why not in paid employment.....	31
	Working Hours.....	31
	Pay details: payslip.....	32
	Details of taxable gross earnings .....	33
	Reasons for pay not being usual .....	33
	Whether would change work hours if childcare available.....	34
	Salary Sacrifice .....	34
	Benefits from Employer .....	35
	Company cars .....	36
	Medical Insurance .....	37
	Self-employment earnings.....	38
3C.	TAX CREDITS.....	38
	TAX CREDIT AMOUNTS UPDATE .....	38
	Working Tax Credit and Child Tax Credit check .....	38
	Reference to tax credit at pay questions .....	39
3D.	BENEFITS.....	39

	State Pension age for women .....	39
	Check on retirement pension .....	40
	Retirement Pension components .....	41
	Work Search Premium and Work-Related Activity Premium removed.....	42
	Employment and Support Allowance .....	43
	Total income from benefits and tax credits.....	43
3E.	OTHER INCOME.....	44
	Income from pensions and trusts .....	44
	Allowances paid by absent partner .....	44
	Maintenance payments .....	47
3F.	SAVINGS .....	49
	Saving Gateway Account .....	49
	ISAs.....	49
3G.	MATERIAL DEPRIVATION.....	51
	Respondent selection .....	51
	New Adult and Child deprivation items.....	52
	Giving or loaning money to or from family or friends.....	53
3H.	PENSION QUESTIONS.....	54
	New check between pension contribution and benefits from the employer .....	54
3I.	CHILD INCOME .....	54
	Children's Income from Government employment Training Schemes .....	54
	Length of time and pay period of child's spare time job .....	55
	CHILD TRUST FUND.....	56
3J.	ASSETS.....	56
	Establishing financial year used to calculate tax credit award .....	57
	Total household income in last financial year.....	58
3K.	END OF INTERVIEW REQUESTS .....	58
	Follow-up request.....	58
	Capture full name for data linkage .....	59
<b>4</b>	<b>DETAILS OF CHANGES TO SHOWCARDS.....</b>	<b>60</b>

## 1 Summary

This booklet describes the main changes to the FRS questionnaire from April 2010.

The 2010 -11 survey year is the second in a two year extension to the contract from April 2006 to March 2009 which NatCen 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 2009-10 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:

- ◆ Relationship Grid and Marital status recording of civil partnerships
- ◆ Ethnicity
- ◆ Recording of number of rooms in the accommodation
- ◆ Mortgage payments (including mortgage protection and buildings insurance)
- ◆ Renting
- ◆ Checks between age and type of education attended
- ◆ Council Tax paid by others
- ◆ Scotland only – recording of water and sewerage
- ◆ Housing Benefit
- ◆ Healthy Start Vouchers
- ◆ Prescriptions paid for by working age respondents

### Benefit Unit Schedule:

- ◆ Education and training
- ◆ Sector and size of organisation
- ◆ Work hours and pay
- ◆ Company cars and fuel for private use
- ◆ Tax Credits
- ◆ State Pension age for women
- ◆ Pension components
- ◆ Allowances from absent partners
- ◆ Maintenance payments
- ◆ Saving Gateway Account
- ◆ Material Deprivation
- ◆ Child income
- ◆ Assets
- ◆ End of interview requests – follow-up and data linkage requests

## 2. Household Schedule

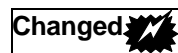
### 2a. Relationship Grid

#### Recording Civil Partnerships

The categories at the relationship questions have been changed to replicate National Statistics harmonised questions used on other Government studies. Civil partners will now be recorded separately at code 20 'Civil Partner', rather than at code 1 'spouse', as used to be the case.

#### Grandparents who are guardians to their grandchildren

To ensure that respondents are correctly assigned to the relevant Benefit Unit, the relationship between individuals needs to be recorded along certain principles. Interviewers have queried why the relationship of grandparents who are the sole carer for their grandchildren is not recorded as 'grandparent'. As, in these circumstances, the grandparent would receive Child Benefit for the grandchild they must be recorded as the child's legal guardian in the FRS. The grandparent and child will then be correctly assigned to the same Benefit Unit. A check prevents a grandparent guardian being recorded as anything other than 'guardian'. Following queries from interviewers, an instruction has been added to explain this situation.



R

Ask or record [Name's] relationship to [Name]

INTERVIEWER: Grandparents who are the **legal guardian** of their grandchild should be recorded as 7 'father/mother (or guardian)'. The grandchild should be recorded as 3 'son/daughter (incl. adopted/legal dependant'. This ensures that the adult and child are allocated to the correct Benefit Unit.

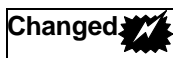
1. spouse
2. cohabitee
3. son/ daughter (incl. adopted /legal dependent)
4. step-son/ daughter
5. foster child
6. son-in-law/daughter-in-law
7. father/mother/or guardian
8. step father/mother
9. foster parent
10. father/mother-in-law
11. brother/ sister (incl. adopted)
12. step-brother/sister
13. foster brother/sister
14. brother/ sister-in-law
15. grand-son/daughter
16. grand-father/mother
17. other relative
18. other non-relative



20. Civil Partner
- (97) (THIS CODE NOT USED)

### 2b. Marital Status

The categories at the marital status question 'MS' have been changed to replicate National Statistics harmonised questions used on other Government studies. Civil partnerships will be recorded separately and not as an addition to married, separated, or divorced codes.



## MS

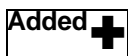
Help\_F9

Is [NAME] ...Running prompt...READ OUT...

Code first to apply...

1. ...single, that is, never married

2. ...married and living with husband/wife



3. ...a civil partner in a legally-recognised Civil partnership

4. ...married and separated from husband/wife

5. ...divorced

6. ...or widowed?



7. Spontaneous only – In a legally-recognised Civil Partnership and separated from his/her partner



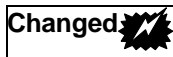
8. Spontaneous only – Formerly a civil partner, the Civil Partnership now dissolved



9. Spontaneous only – A surviving civil partner; his/her partner having since died

## 2c. Ethnic Group

The answer categories at the ethnic group question 'EthGrp' have been changed to replicate National Statistics harmonised questions used on other Government studies. A new category 'White Irish' has been added.



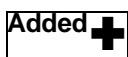
## EthGrp

SHOWCARD A3

To which of these ethnic groups does [NAME] consider [he/she] belongs?

INTERVIEWER: This is a question of respondent's (or proxy's) opinion.

1. White - British



2. White – Irish

3. Any other white background (please describe)

4. Mixed - White and Black Caribbean

5. Mixed - White and Black African

6. Mixed - White and Asian

7. Any other mixed background (please describe)

8. Asian or Asian British - Indian

9. Asian or Asian British - Pakistani

10. Asian or Asian British - Bangladeshi

11. Any other Asian/Asian British background (please describe)

12. Black or Black British - Caribbean

13. Black or Black British - African

14. Any other Black/Black British background (please describe)

15. Chinese

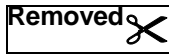
16. Any other (please describe)

## 2d. Number of rooms in the accommodation

Editors reported an increasing need to edit the number of rooms shared with anyone who is not a member of the household collected at the question 'RoomShar'. Despite a soft check to prevent misreporting there have been a number of reports of 2 rooms being shared where this was not applicable. It is assumed that interviewers recorded 2 to represent 'No rooms shared' as 2 is frequently used for a negative response (i.e. 'no')

throughout the questionnaire. However, the existing question requires '0' to be recorded to reflect no rooms shared.

To ensure the accuracy of recording of number of rooms and to reduce the editing burden at this question the question 'RoomShar' has been removed. 'RoomShar' has been replaced with two new questions 'RoomShr' and 'NmRmShar'. Firstly, whether rooms are shared is established at 'RoomShr'. Secondly, the number of rooms shared is recorded at 'NmRmShar' (if the rooms are reported to be shared at the first question).



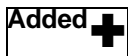
#### **RoomShar**

~~Are any of these rooms shared with anyone who is **not** a member of your household?~~

~~INTERVIEWER: If 'No' enter '0'.~~

~~If 'Yes', **ask**: How many? and enter number.~~

~~:0..10~~



#### **RoomShr**

Are any of these rooms shared with anyone who is **not** a member of your household?

1. Yes
2. No

*If RoomShr=1 'Yes'*



#### **NmRmShar**

How many rooms are shared with anyone who is not a member of your household?

:1..10

### **2e. Mortgage payments**

After a review of the use of data collected on the FRS, DWP have asked that the questions 'IntrUs', 'IntrU' and 'IntrPd' regarding mortgage payments be removed from the questionnaire.



#### **IntrUs**

~~Is this the amount you usually pay each time?~~

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



#### **IntrU**

~~How much are your usual payments on this mortgage or loan?~~

~~:0.00..9999.97~~



Removed 

#### **IntrPd**

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)~~

#### **2f. Mortgage protection and buildings insurance**

Interviewers reported in the 2009/10 Field Report that occasionally respondents queried being asked questions about mortgage protection and buildings insurance. Suspicions that the questions were being asked for a commercial purpose were sometimes raised. An explanation of the use of this information has been provided by DWP to alleviate any suspicions some respondents may have.

Questions about mortgage protection and buildings and contents insurance are treated as housing costs. The DWP use the mortgage protection and buildings and contents insurance details to calculate household income before and after housing costs. The DWP compare different households' income before and after housing costs as part of their monitoring of Government child and pensioner poverty targets.

An explanation of the use of the mortgage protection and insurance questions has been added to the helpscreens at the relevant questions for reference.

Changed 

#### **MortProt**

Helpscreen F9

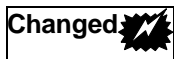
Apart from any endowment policies already mentioned, do you have a mortgage protection policy, that would pay this mortgage/loan in the event of sickness, accident [or redundancy or death]?

- 1. Yes
- 2. No

#### **Helpscreen includes the following information:**

Only include policies which specifically pay the **mortgage**. Do not confuse these with policies that simply pay out money in the event of redundancy or sickness (and could be used to pay for anything).

Information about mortgage protection policies is needed to calculate housing costs. Comparisons of different households' income before and after housing costs are used to monitor Government child and pensioner poverty targets. It is therefore important that mortgage protection policies are recorded on the FRS.



### StrMort

Helpscreen F9

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

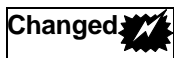
INTERVIEWER: **Buildings insurance** is insurance on the structure of the accommodation.

**Contents insurance** is insurance on the furniture or contents or any personal possessions.

1. Yes
2. No

#### Helpscreen includes the following information:

Structural insurance is treated as a housing cost. Comparisons of different households' income before and after housing costs are used to monitor Government child and pensioner poverty targets. It is therefore important that insurance is accurately recorded on the FRS.



### StrCov

Helpscreen F9

Was that for...Running prompt...

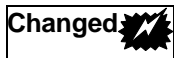
**Buildings insurance** is insurance on the structure of the accommodation.

**Contents insurance** is insurance on the furniture or contents or any personal possessions.

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

#### Helpscreen includes the following information:

Structural insurance is treated as a housing cost. Comparisons of different households' income before and after housing costs are used to monitor Government child and pensioner poverty targets. It is therefore important that insurance is accurately recorded on the FRS.



### StrOths

Helpscreen F9

Do you pay a buildings insurance premium on this accommodation?

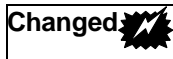
INTERVIEWER: **Buildings insurance** is insurance on the structure of the accommodation.

**Contents insurance** is insurance on the furniture or contents or any personal possessions.

1. Yes
2. No

#### Helpscreen includes the following information:

Structural insurance is treated as a housing cost. Comparisons of different households' income before and after housing costs are used to monitor Government child and pensioner poverty targets. It is therefore important that insurance is accurately recorded on the FRS.



## CovOths

Helpscreen F9

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

**Buildings insurance** is insurance on the structure of the accommodation.

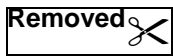
**Contents insurance** is insurance on the furniture or contents or any personal possessions.

1. ...buildings insurance only
2. ...or buildings and contents insurance?

### Helpscreen includes the following information:

Structural insurance is treated as a housing cost. Comparisons of different households' income before and after housing costs are used to monitor Government child and pensioner poverty targets. It is therefore important that insurance is accurately recorded on the FRS.

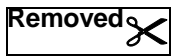
After a review of the use of data collected on the FRS, DWP have asked that the questions 'MenstYr' and 'IncMStYr' be removed from the questionnaire.



## MenstYr

~~In what year was this endowment policy taken out?~~

~~:1900..2010~~



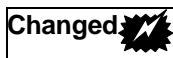
## IncMStYr

~~In what year was the mortgage protection policy taken out?~~

~~:1900..2010~~

## 2g Routing change to All in One (Current Account) mortgages

Respondents with All in One (Current Account) mortgages are not asked about their last mortgage payment, so they should not be asked the question 'IncMP', which asks whether the amount paid for the mortgage protection policy, is included in their last mortgage payment. The routing has been changed to 'IncMP' so that if the respondent says they have a Current Account Mortgage they will not be routed to this question.



### Routing to IncMP

Was this mortgage protection payment included in [the mortgage payment you mentioned earlier]?

1. Yes
2. No

## 2h Whether rented before buying a house/flat

After a review of the use of data collected on the FRS, DWP have asked that the questions 'ExRent' and 'RentFrom', regarding buying rented accommodation, be removed from the questionnaire.



## ExRent

~~Had you been renting this house/flat before deciding to buy it?~~

~~'You' = HRP/Householder, or spouse/partner~~

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



### **RentFrom**

~~Who was it rented from?~~

~~Prompt as necessary:~~

- ~~1. Local Authority or Council,~~
- ~~2. Housing Association, co-operative, charitable trust,~~
- ~~3. Employer,~~
- ~~4. Other organisation,~~
- ~~5. Other individual~~

## **2i Second mortgage**

After a review of the use of data collected on the FRS, DWP have asked that the question 'OthPur3', regarding reasons for taking out a second mortgage, be removed from the questionnaire.



### **OthPur3**

~~SHOW CARD B11~~

~~Which of these items best describe the reasons why you took out this other loan? [Any others?]~~

~~INTERVIEWER: Code all that apply.~~

- ~~1. To make improvements or extensions to this property~~
- ~~2. To help purchase a major item like a car, boat, caravan or second home~~
- ~~3. To get a better, or fixed, interest rate~~
- ~~4. In connection with a business~~
- ~~5. To buy out another person's share in the property~~
- ~~6. For essential repairs to make the property fit for occupation~~
- ~~7. Some other purpose (INTERVIEWER: Specify in a note.)~~

## **2j Renting**

It is possible that former employees could retain the accommodation that came with their job, as part of a retirement package. The question wording at 'AccJob' has been changed to refer to the respondent's past or present job to ensure that all instances of employer provided accommodation are accounted for.



### **AccJob**

Does this accommodation go with the ~~present~~ job (past or present) of anyone in your household?

1. Yes
2. No

## **2k Low season let**

After a review of the use of data collected on the FRS, DWP have asked that the question 'LowShort', regarding whether the accommodation is an out of season let be removed from the questionnaire.



### **LowShort**

~~Is this a low season let?~~

~~INTERVIEWER: This refers to an out of season let~~

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

<b>2I Verification of age and type of education attended</b>
--

Additional checks have been included at the education question 'TypeEd' to ensure that the type of educational establishment attended is correct for the respondent's age. Different checks appear depending on the nature of the inconsistency between the type of school or college recorded at 'TypeEd' and the age of the child.

The conditions for the checks are as follows:

- Only children aged 0-5 years would be expected to be at Nursery School.
- Only children aged 4-11 years would be expected to be at a State Run primary school
- Only children aged 4-18 years would be expected to be at a middle school (primary & secondary), private/independent school or special school.
- Only children aged 11-18 years will be expected to be at a secondary school
- Only children aged 16 years or over would be expected to be at a non-advanced further education/ 6<sup>th</sup> form/ tertiary/ further education college
- Only those aged 18 years or over would be expected to be at University/ polytechnic/ any other higher education

**TypeEd**

**SHOW CARD A1**

What type of school or college does [he/she] attend?

1. Nursery School/Nursery Class/Playgroup/Pre-school
2. State run Primary (including reception classes)
3. Special school state run (e.g. for children with disabilities and special educational needs)
4. Middle-deemed Primary School (State run or assisted)
5. Middle-deemed Secondary School (State run or assisted)
6. Secondary School (State run or assisted)
7. Non-advanced further education/6th form/tertiary/further education college
8. Any PRIVATE/Independent school (prep, primary, secondary, City Technology Colleges)
9. University/polytechnic/any other higher education
10. Home Schooling

Checks have also been added to ensure consistency of answers between questions 'TypeEd' and 'ChAtt'. For example, where the respondent reports at 'TypeEd' that their child attended Nursery School but did not report 'Nursery school' at the child maintenance question 'ChAtt' a check will prompt whether 'Nursery school' should have been recorded at both questions.

**ChAtt**

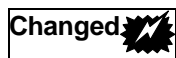
At any time during the seven days ending Sunday the [Date last Sunday], did [child's name] attend any of the places shown on this card?

INTERVIEWER: Code all that apply.

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
9. SPONTANEOUS ONLY – Boarding school
10. SPONTANEOUS ONLY – Other
11. None of the above

## 2m Council Tax

New categories have been introduced at question 'WhyNoCT', to reflect the fact that Council Tax is sometimes paid by an absent partner or by an employer.

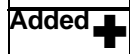


### WhyNoCT

INTERVIEWER: No council tax is paid, but no benefit received.

Ask or code: what was the reason for paying no council tax?

1. Bill not yet **received** and household not previously liable for C.Tax
2. Bill not yet **paid** and household not previously liable for C.Tax
3. Deliberate non-payment, in dispute, appeal, etc.
4. Household only recently moved into accommodation
5. Household has a 'formal exemption' from the Tax  
(all students; MoD property; severely mentally impaired.
6. Paid by absent partner
7. Paid by employer
8. Other reason (DESCRIBE IN A NOTE)

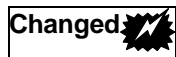


## 2n SCOTLAND ONLY – Private Water and Sewerage supply and council tax

To assist editors in accurately determining council tax payments, an instruction has added at the question 'CTAmt'.



**NOTE:** Please make a note of the amount paid for water and sewerage by Scottish households who do not pay for water and sewerage via council tax. Editors will use this information to accurately edit the council tax payments for these households.

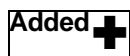


### CTAmt

Helpscreen F9

How much Council Tax do you/your household currently pay [including **Domestic water & sewerage charges**]?

INTERVIEWER: Accept either annual amount, or most recent instalment.



[SCOTLAND ONLY] INTERVIEWER: If the respondent has a private water supply or a septic tank and does not pay for water and sewerage with their council tax, **make a note** of whether water or sewerage are paid for separately and the amount currently paid for each.

#### Helpscreen information:

If the respondent has not paid any tax for any reason then enter 0 and the later questions will probe the reasons.

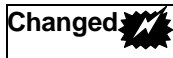
**Sources of private water supply** include surface water, such as streams or rivers as well as private impoundment reservoirs, and ground water such as wells and boreholes or springs.

: 0.00..9999.97

## 2o Housing Benefit and Local Housing Allowance

In all questions relating to Housing Benefit (HB), the reference to HB has been changed from just 'Housing Benefit' to 'Housing Benefit (or Local Housing Allowance)'. Local Housing Allowance is a type of Housing Benefit paid to recipients in the private rented

sector. It is important that the FRS captures LHA receipt and including this reference at the HB questions is hoped to ensure that respondents report this allowance too.



#### **HBothBU**

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

1. Yes
2. No

Questions introduced for 2009/10, to record details of the excess of Local Housing Allowance and rent, have been removed.



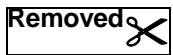
#### **LHAExs**

~~INTERVIEWER: Ask or record~~

~~Can I just check, your housing benefit is more than your rent, 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~~



#### **LHALess**

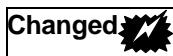
~~INTERVIEWER: Ask or record~~

~~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~~

### **2p Water Meters**

Interviewers reported that the questions on water bills, which are used to calculate housing costs, did not work well for those with a water meter where the respondent is asked about an annual bill. Water meter charges appear to be mostly charged in arrears at quarterly intervals. (Special arrangements can be made for making monthly or fortnightly/weekly payments but such arrangements are less usual.) An annual bill as such is not issued for those on a water meter. This was acknowledged in the instruction that the interviewer should record 'don't know' in these circumstances. From 2010/11, the routing to the water questions has been changed so that those with a water meter will not be asked about an annual bill at all.



*Asked if pay for water usage but not on a water meter*

#### **WatAnul**

How much is your **annual** bill?



~~INTERVIEWER: Code as don't know if respondent has not yet received their annual bill because they are on a water meter.~~

: 0.01..9997.00

## 2q Childcare

### Childcare instruction for recording of afterschool clubs

Information has been added to the helpscreen at 'ChAtt' regarding after school clubs and children's centres.

#### ChAtt

Help\_F9

SHOWCARD C1

At any time during the seven days ending Sunday the [DATE LAST SUNDAY], did [CHILD'S NAME] attend any of the places shown on this card?

INTERVIEWER: 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
9. SPONTANEOUS ONLY - Boarding school
10. SPONTANEOUS ONLY Other provider
11. **None of the above**

#### Children's Centres

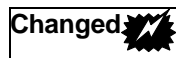
Count all after school activities as 'After school clubs'. Count anything organised by, or accessed via, the school. This could be on/off the school's site and could include activities at the weekend. This includes all study support or recreational activities before or after school hours. Private tuition lessons that have not been arranged via the school should not be included.

#### Children's Centres

Children's centres may also be known as Sure Start Children's centres.

### Childcare payments

Childcare payments can be paid per school term. Per term payments had been recorded as 97 'None of these' at the question 'ChPd' and a note made of the school term payment period. A weekly calculation for the childcare payment was later calculated during the edit process. The frequency of term payments was a significant editing burden and an alternative method of recording term payments was sought. DWP have advised that if the payment period for childcare is per school term then this should be recorded as code 13 'Three months/13 weeks'. The interviewer instruction has been amended to inform interviewers that this code should be used in these circumstances.



#### ChPd

And what period did that payment cover?

INTERVIEWER: If hourly rate code as 90 'Less than one week'.

If payment period is per school term code as 13 'Three months/13 weeks'.

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)

## 2r Childcare costs and Housing Benefit

After a review of the use of data collected on the FRS, DWP have asked that the question BenCCDis be removed from the questionnaire.



### **BenCCDis**

~~You said earlier that you get [Housing Benefit/Council Tax Benefit]. Does the benefit take account of the cost of [child name's childcare type]?~~

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

## 2s Healthy Start Vouchers

Healthy Start vouchers for free milk, fruit and vegetables are available to pregnant women and to families with children aged under four years, who are also in receipt of Income Support, Income-based Jobseeker's Allowance, Child Tax Credit or Working Tax Credit run-on. Vouchers are claimed via a health professional (e.g. midwife or health visitor etc.). Forms have to be completed and the application countersigned by the health professional. Healthy Start vouchers should not be confused with the Health in Pregnancy Grant (HIPG). HIPG should only be recorded in the benefits section.

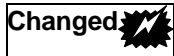
Healthy Start vouchers are worth:

- £3.10 per week if you are pregnant (one voucher).
- £6.20 per week for **each** baby aged under one year (two vouchers).
- £3.10 per week for **each** child aged over one year and under four years (one voucher).

Healthy Start vouchers replaced free welfare milk and so have replaced these at the question 'Freeltem'. A new question 'HSVPer' has been added to record details of who receives the voucher. The DWP will impute the value of the vouchers received by the household on the basis of the information collected at these questions.

### **Free School meals in Scotland**

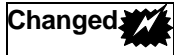
The Scottish Government has an agreement with local government to extend entitlement to free school lunches. Entitlement to free school lunches was extended to pupils whose parents or carers are in receipt of both maximum working tax credit and maximum child tax credit from August 2009. Legislation was passed in November 2008 to enable local authorities to provide free school lunches to all pupils in the first three years of primary school from August 2010. This information has been added to the helpscreen at the question 'Freeltem' for reference.



### Freeltem

INTERVIEWER: Questions about free school meals, **free school milk** and **Healthy Start vouchers for free milk, fruit and vegetables**.

In the last 7 days have ANY of you (including any of your children under 16) had ...



READ OUT: PROMPT EACH ITEM INDIVIDUALLY...

1. ...any Healthy Start vouchers for free milk, fruit or vegetables?
2. ...any free school milk?
3. ...any free school meals?
4. ...none of these



INTERVIEWER: See Helpscreen for further details of Healthy Start.

Healthy Start vouchers should not be confused with the Health in Pregnancy Grant (HIPG). HIPG should only be recorded in the benefits section.

Details of the Scottish Government's free school lunches programme are provided in the helpscreen.

#### **Helpscreen information:**

##### **Health Start Vouchers**

Healthy Start vouchers are available to pregnant women and to families with children aged under four, who are also in receipt of Income Support, income-based jobseeker's Allowance, Child Tax Credit or Working Tax Credit run-on. They are also available to any pregnant woman aged under 18. Vouchers are claimed via a health professional (e.g. midwife or health visitor etc.). Forms have to be completed and the application countersigned by the health professional.

Healthy Start vouchers are worth:

£3.10 per week if you are pregnant (one voucher).

£6.20 per week for **each** baby aged under one (two vouchers).

£3.10 per week for **each** child aged over one and under four (one voucher).

##### **Health in Pregnancy Grant**

Healthy Start vouchers should not be confused with the Health in Pregnancy Grant which is a lump sum payment of £190. Health in Pregnancy grant is claimed during contact with a health professional such as a mid-wife. Health in Pregnancy Grant receipt should be recorded at the relevant benefits question.

##### **Free School Meals in Scotland**

The Scottish Government has an agreement with local government to extend entitlement to free school lunches.

Entitlement to free school lunches was extended to pupils whose parents or carers are in receipt of both maximum working tax credit and maximum child tax credit from August 2009

Legislation was passed in November 2008 to enable local authorities to provide free school lunches to all pupils in the first three years of primary school from August 2010.



*If Freeitem=1 'Healthy Start vouchers'*

**HSvPer**

Who received the Healthy Start voucher/s?

INTERVIEWER: [{NatCen prompt} Who else? {ONS prompt} Anyone else?]

INTERVIEWER: Record the person on whose behalf the voucher was received. E.g. if the voucher was issued due to pregnancy, record the female household member who received the voucher. If the voucher was received on behalf of a young child record the child as the voucher recipient.

See helpscreen for more details of voucher entitlement.

**Helpscreen information:**

The full allowance of Healthy Start Vouchers is sent together in one letter every four weeks.

Healthy Start Vouchers are received as follows:

One voucher per week for a pregnant woman

Two vouchers per week for **each** baby aged under one

One voucher per week for **each** child aged one or over and under four

**Each voucher** is worth £3.10

Healthy Start vouchers should not be confused with the Health in Pregnancy Grant which is a lump sum payment of £190.



**NOTE:** DWP want to know who received the Healthy Start Voucher. Only the recipients eligible to receive Healthy Start vouchers will be made available to be recorded at 'HSVPer'. It is important that the person the vouchers are received for is recorded. For example if a woman receives the vouchers for her children aged under 4 then only the children should be recorded as a recipient of the vouchers (because only pregnant women are able to receive the voucher on their own behalf). If a pregnant woman with a 7 year old child receives the voucher then only she should be recorded as the recipient (because only children aged under 4 years are eligible to receive the voucher).



#### HSvIntro

INTERVIEWER: Has anyone else received Healthy Start vouchers?

1. Yes
2. No



**NOTE:** This question will loop you back to the next person who receives healthy start vouchers.

### 2t Prescription charges

The DWP are aiming to improve the method of measuring poverty and comparing household incomes by taking into account non-cash benefits received by the household members. DWP intend to treat free prescriptions as a non-cash benefit in household income calculations. New questions about paid prescriptions have been added to the FRS to identify those households who pay for prescriptions so that the amount paid can be deducted from their income before being compared with the income of households who do not pay for prescription charges. The DWP will use the information on prescription charges to incorporate this type of non-cash benefit in their comparative analyses of household income and poverty target monitoring.

Respondents **of working age in England and Scotland** only will be asked whether anyone in the household has paid for a prescription in the last 4 weeks. Wales has not had prescription charges since 2007. Northern Ireland will not have prescription charges from April 2010.

The household members who have paid for a prescription will be identified and then asked for some information about the number of items that were paid for on the prescription in the last 4 weeks. DWP need to know whether the respondent had paid for their prescription in advance with a pre-payment certificate (for a 3 month or 12 month period). DWP intend to impute the amount paid for prescriptions over the past 12 months from the answers to these questions. Questions to check whether the prescription received in the last 4 weeks was on a repeat prescription will help DWP more accurately impute the household expenditure on prescriptions.



*{People who have to pay for prescriptions in England and Scotland only}*

**MedPay**

In the past 4 weeks, has anyone in this household paid for something on prescription, including anyone who has a pre-payment certificate?

INTERVIEWER: Only record prescriptions that were paid for in the last 4 weeks or were covered by a pre-payment certificate. Include pre-payment certificates (PPC) where prescription charges are paid 3 months or 12 months in advance.

1. Yes
2. No



*If MedPay=1 'Yes'*

**MedWho**

Who paid for something on prescription?

INTERVIEWER: Include those who pay for pre-payment certificates (PPC) where prescription charges are paid 3 months or 12 months in advance.

:list **eligible** household members' person numbers & [NAME]

**{START LOOP FOR FIRST PERSON IDENTIFIED AT MedWho}**



{Loop for each person identified at MedWho}

**MedPrPy**

Can I just check, did [NAME] have a pre-payment prescription certificate (PPC) covering the last 4 weeks?

1. Yes
2. No



{Loop for each person identified at MedWho if MedPrPy=1 'Yes'}

**MedPrPd**

What period did the pre-payment prescription certificate cover?

INTERVIEWER: If more than one 3 month pre-payment certificate mentioned code as 1 '3 months'.

1. 3 months
2. 12 months



{Loop for each person identified at MedWho}

**MedNum**

How many items on prescription did [NAME] pay for (including any pre-payment certificate) in the last 4 weeks?

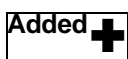
INTERVIEWER: Please record each item (e.g. medicine etc) on prescription not number of prescriptions. There could be more than one item per prescription.

:0..97

**MedRep**

[Were any of these items / Was this item] on a repeat prescription?

1. Yes
2. No

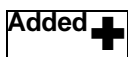


*If MedNum>1 and MedRep=1 'Yes'*

**MedRpNm**

How many of these items were on a repeat prescription?

0..97



*Repeat for each item noted at MedRpNm or ask only once if MedNum=1*

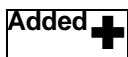
**Med12M**

How many times have you paid for [this / the first / the second etc...] item on repeat prescription in the last 12 months?

INTERVIEWER: Establish the duration of the repeated prescription item (e.g. prescription renewed and paid for every month) to help identify number of times the item has been paid for in the last 12 months.

0..97

A hard check has been added to ensure compatibility of answers at the prescription questions. If the respondent reports that they have paid for a prescription in the last 4 weeks but later says that they have had no items on prescription then a hard check will point you to change the answer. An inconsistency could be introduced at the initial question 'MedPay' or when recording details of household members who have paid for a prescription at 'MedWho'.



*If MedNum=0*

"Please check. Respondent is recorded as paying for no prescription items in the last 4 weeks. Please amend the answer to MedWho 'Who pays for prescriptions' or MedPay 'Whether anyone in the household paid for a prescription in the last 4 weeks as appropriate'"

{LOOP BACK TO MedPrPy for NEXT PERSON IDENTIFIED AT MedWho}

### 3 Benefit Unit Schedule

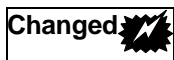
#### 3a. Education and Training

##### Education

The answer categories at the education question 'AnyEd' have been changed to replicate National Statistics harmonised questions used on other Government studies.



**NOTE:** The new question wording includes the new instruction to **exclude** leisure classes at this question, where previously they had been included.



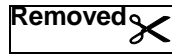
**AnyEd**

Are you at school or 6<sup>th</sup> form or at present enrolled on any full time or part-time education course excluding leisure classes? Include correspondence courses and open learning as well as other forms of full-time or part-time education.

1. Yes
2. No

## Education loans

After a review of the use of data collected on the FRS, DWP have asked that the questions 'EdInt', 'LnRpInt' and 'EdMonYr', regarding education loans, and 'EdTime', regarding the time of day the course is attended, be removed from the questionnaire.



~~EdInt~~

~~Does the loan... Running prompt...~~

~~1. carry interest,~~

~~2...or is it interest free?~~



**LnRplnt**

Was your last payment...Running prompt...

1...just interest",

2...or did it include some repayment of capital?



**EdMonYr**

When did you take out the loan?

Enter date (If day not known, enter 15th of month)



**EdTime**

Is that...Running prompt...

1...just in the daytime,

2...just in the evenings,

3...or both?

### Adult Learning Grant

To improve the accuracy of Adult Learning Grant amounts recorded, a check has been added at the question 'ALGAmt' to ensure that only the possible payments of £10, £20 or £30 per week are recorded.

**ALGAmt**

How much did you receive last time?

#### Information in helpscreen:

As of April 2008:ALG payment is £30 per week for single people who have income up to £11,800 and for couples who have income up to £20,817.

ALG payment is £20 per week 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 per week 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.

: 0.00..99997.00



**Check:** IF ALGAmt is not recorded as £10, £20 or £30 per week

"INTERVIEWER: Are you sure? Adult Learning Grant is usually £10, £20 or £30 per week depending on the respondent's circumstances. Please check and amend or, if correct, suppress check and make a note. See the helpscreen at question ALGAmt for help with identifying the correct amount."



## Year course began and finished

After a review of the use of data collected on the FRS, DWP have asked that the questions, 'StartYr' and 'EndYr', regarding the year the course began or ended, be removed from the questionnaire.



### **StartYr**

~~In which year did this course start?~~

~~INTERVIEWER: Enter year.~~

~~: 1996..2009~~



### **EndYr**

~~And in which year will the course end?~~

~~INTERVIEWER: Enter year.~~

~~: 2007..2016~~

## Government employment training scheme

The answer categories at the government employment training questions 'Train' and 'NITrain' have been changed to replicate National Statistics harmonised questions used on other Government studies. The categories at these questions have also been changed to reflect current employment training schemes that are currently available in Britain and Northern Ireland.



### **Train**

#### **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. New Deal for Partners
10. New Deal for Lone Parents
11. Entry to Employment
12. Any other training scheme
13. None of these





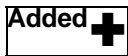
### NITrain

Help\_F9

SHOWCARD F3

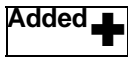
Were you on any of the government schemes for employment training shown on this card?

Code one only.



1. Steps to Work

2. Bridge to employment



3. Training for Success

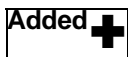
4. New Deal 25+

5. Graduate Development Programme

6. New Deal for Young People (18-24)

7. New Deal 50+

8. New Deal for Disabled People



9. New Deal for Partners



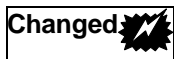
10. New Deal for Lone Parents

11. Any other training scheme

12. None of these

### Education maintenance allowance

The routing to the question 'ChEMA' has been revised so that it is no longer dependent on the answer to the question 'KidInc'. 'KidInc' is asked if there are one or more children in the benefit unit.



### Routing to ChEMA

Helpscreen F9

Does [CHILD'S NAME] receive an 'Education Maintenance Allowance' (EMA) as part of the new Government scheme?

#### Helpscreen information:

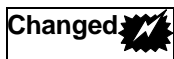
Education Maintenance Allowance (EMA) (up to £30-40 per week) can either be paid directly to the student or to a parent - generally the mother.

1. Yes

2. No

### Children's Income from Government employment Training Schemes

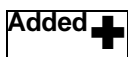
Changes have been made to the wording of 'KidInc' in line with changes made to 'ChEarnings' to ensure full recording of income received from employment training by 16-19 year olds.



### KidInc

#### Questions about children's earnings

[Do either of your children [children's names] receive] any income or earnings



either from a spare time job, employment training, 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

## 3b Employment

### Sector and size of organisation

The DWP require additional information about the organisation for which the respondent works in order to effectively monitor pensions and retirement savings policies.

New questions have been added to the employment section to record the size of the organisation and whether the organisation is a private sector or other type of organisation. If the organisation is not a private company, further details are requested on the type of organisation the respondent works for. These new questions will be vital to DWP in making policy decisions in relation to the Enabling Retirement Saving Programme (ERSP). DWP will use the information collected to evaluate the effectiveness of private pension reform. The FRS will help identify the groups of employees that have not benefited from the pension reform changes or have been disadvantaged, for example: ethnic groups, disabled individuals and employees working for small employers.

The FRS currently records the number of employees at the place (or local unit) where the respondent works. The existing question 'NumEmp' is used in combination with other industry and job details to establish a socio-economic classification for the respondent. A new question has been added to collect information about the size of the **organisation** for which the respondent works. Both the new and current questions need to be included in the FRS and will be used for different purposes.

It is expected that the number of employees in the organisation at 'OrgEmp' will be bigger than the number at the place where the employee works (although this may not be the case for smaller employers). Checks have been added to ensure that the number of employees reported at the local unit is not larger than the number reported for the organisation as a whole. The categories which group the number of employees is different at the questions 'NumEmp' and 'OrgEmp' and so a check between the organisation and local unit where the number of employees is under 25 cannot be programmed precisely in the questionnaire. The check will ask that the interviewer checks that the numbers correspond.

Checks have also been added to ensure consistency of reporting of whether the organisation is in the private or public sector.

#### NumEmp

Helpscreen F9

How many people [work/worked] for your employer at the place where you [work/worked]?

[AreWere] there...

Running prompt...

#### Helpscreen information:

We are interested in the size of the 'local unit of the establishment' at which the respondent works but we only want the number of employees working for the **same employer** as the respondent. Thus at sites shared by several organisations we would not include all employees - just those working for the respondent's employer.

The 'local unit' is considered to be the geographical location where their job is mainly carried out. Normally this will consist of a single building, part of a building, or at the largest a self-contained group of buildings.

It is the total number of employees at the respondent's workplace that we are interested in, not just the number employed within the particular section or department in which he/she works.

1. 1-24,
2. 25-499
3. or 500 or more?



*Ask after NumEmp*

**OrgEmp**

And including you, how many staff are there in total in the [organisation/company] where you work? That is, not just at the place where you work but in the [organisation/company] as a whole?

INTERVIEWER: We want to know the respondent's estimate of the total number of people who work in the organisation as a whole not just the number of employees at the place (i.e. local unit) where the respondent works.

The number of employees at the local unit and the organisation as a whole could be the same for people working for small businesses.

INTERVIEWER: Prompt with bands if necessary

1. One (respondent)
2. 2 - 9
3. 10 - 19
4. 20 - 49
5. 50 - 99
6. 100 - 249
7. 250 – 499
8. or 500 or more.



*Ask after FirmDo (industry title)*

**Sector**

And was that...

INTERVIEWER: Public Limited Company (PLC) = Code 1

Other Limited Company = Code 1

Self-employed = Code 1

1. A private firm or business, a limited company,
2. Or some other kind of organisation?



*Ask if Sector=2 'Or some other kind of organisation'*

**SectrNP**

INTERVIEWER: ASK OR RECORD

What kind of non-private organisation was it ...

INTERVIEWER: Individual prompt. Code first that applies.

1. A public limited company/plc?
2. A nationalised industry/state corporation?
3. Central government or civil service?
4. Local government or council (including police, fire services and local authority controlled schools/colleges)?
5. A university or other grant funded education establishment (include 'opted-out' schools)?
6. A health authority or NHS Trust?
7. A charity, voluntary organisation or trust?
8. The armed forces?
9. Or was it some other kind of organisation?

## Where work conducted if childminding

After a review of the use of data collected on the FRS, DWP have asked that the question 'Where', regarding whether childminding is conducted in the home or elsewhere, be removed from the questionnaire.



### **Where**

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

~~INTERVIEWER: If 'Both', code as 1 (Own home).~~

~~1. Own home~~

~~2. Somewhere else~~

## National Service

Interviewers queried how time spent in National Service should be accounted for at the questions about time spent in full-time and part-time work. DWP have confirmed that National Service should be counted as full-time work for FRS purposes. A note has been added to the screen as a reminder of this instruction.



### **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?

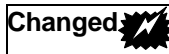
INTERVIEWER: Enter to the nearest whole year.



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

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

0..97



### **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.



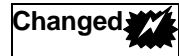
INTERVIEWER: Years spent in National Service count as **full-time** work.

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

0..97

## Ever Worked

The wording of the employment question 'EverWrk' has been changed to replicate National Statistics harmonised questions used on other Government studies.



### EverWrk

Have you ever (in your life) had paid work, apart from casual or holiday work (or the job you are waiting to begin)? Please include self-employment or a government scheme.

1. Yes
2. No

## Reasons why not in paid employment

After a review of the use of data collected on the FRS, DWP have asked that the question 'WatDid', regarding the main reason why the respondent is not in paid employment, be removed from the questionnaire.



### WatDid

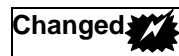
~~What was the main reason why you were not in paid employment at that time?~~

~~INTERVIEWER: If the respondent is not working because they are doing voluntary work, travelling, having a year out or career break then this should be coded as didn't need employment.~~

- ~~1. Unemployed/looking for work,~~
- ~~2. Student /training,~~
- ~~3. Looking after the family / home / children,~~
- ~~4. Caring for a disabled or elderly person,~~
- ~~5. Temporarily sick or injured,~~
- ~~6. Long term sick or disabled,~~
- ~~7. Didn't need employment,~~
- ~~8. Retired,~~
- ~~9. Made redundant~~

## Working Hours

In response to interviewer feedback in the 2009/10 Field Report, additional instruction has been added to the work hours question 'TotUs1' to advise how to record non-standard working patterns.



### Totus1

How many hours per week do you usually work in this job/business - please exclude meal breaks?



INTERVIEWER: If the work pattern is not based on a week, or hours worked per week vary, get an average over the last 4 weeks.

See Helpscreen <F9> for instructions on recording number of hours worked per week if respondent was on-call, had a period of sickness absence, just started a new job or is an apprentice/ trainee.

INTERVIEWER: 97 or more = 97.

: 0.00..97.00

**Helpscreen information has been increased to detail the full instructions on working hours:**

Accept respondent's view (but see 'ON CALL' below).

If last week not relevant, take most recent relevant period of 4 weeks.

**Variable working hours**

If the work pattern is not based on a week, or hours worked per week vary, get an average over the last 4 weeks.

**ON CALL:** average hours **actually worked**, i.e. called out, in last 4 weeks. This should include only those hours during which the respondent was actually working. E.g. if on call all night and called out to work two hours then actual working hours for this night would be two hours.

**Sickness absence**

If the respondent has been off sick for a long period, take the usual hours worked before going sick.

**New job**

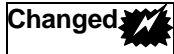
If the respondent has started a new job in the reference week the usual hours should relate to what the person expects them to be in the future.

**Apprentices and trainees**

For apprentices, trainees and other people in vocational training exclude any time spent in school or other special training centres outside their workplace.

**Pay details: payslip**

Editors reported that the type of payslip reported to have been consulted during the interview and the payment date are occasionally mismatched. To ensure that it is clear which type of payslip should be recorded, an instruction has been added to the question 'Payslip'. The responses to 'Payslip' are reported to DWP each month as an indication of the quality of the pay information collected. It is therefore important that the type of payslip used is accurately recorded.



**PaySlip**

INTERVIEWER: Code whether respondent is using payslip.  
Payslip must be within past 3 months.

INTERVIEWER: Use Code 1 if the payslip shows the latest pay received by the respondent.

Use Code 2 if the payslip shows pay received within the last 3 months but not the latest pay.

Use Code 3 if payslip is more than three months old.

1. Latest payslip consulted
2. Old payslip consulted
3. Payslip not consulted
4. No payslip provided by employer



### Details of taxable gross earnings

After a review of the use of data collected on the FRS, DWP have asked that the question 'GrSoFar', regarding taxable gross earnings, be removed from the questionnaire.



#### ~~GrSoFar~~

~~And what was the figure for taxable gross earnings so far this year, as shown on this payslip?~~

~~INTERVIEWER: This is normally shown in a column headed 'Totals to date'.~~

~~If not on payslip, code 'Don't know'."~~

~~: 0.00..999997.00~~

### Reasons for pay not being usual

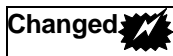
Reasons given for the last pay not being usual at the question 'WhyNoUsI' have been found to be mostly recorded as code 'other'. The notes made at this question have been reviewed for common answers which might be recorded to existing categories or new categories added to allow more answers to be recorded without the need for making a note.

Amongst the 'other' notes were sick pay and maternity leave payments which should have been recorded at Code 7. However, statutory sick pay and maternity pay were referred to at the category as 'SSP' and 'SMP' respectively. As these acronyms may not have been recognised the full reference to sick pay, maternity, paternity and adoption pay have been added to Code 7.

The answer categories had mostly dealt with additions to pay. New references to reductions in pay have been added to accurately reflect the current economic climate, where employees are experiencing a reduction of working hours and overtime and are experiencing other temporary changes in employment terms and conditions.

Working hours that have **temporarily** increased or reduced should be recorded at 'WhyNoUsI'. If the work hours have recently reduced or increased and are intended to remain at this level, respondents' work hours should be recorded as usual, therefore 'WhyNoUsI' will not apply.

For some respondents the work hours will always vary when there are not a contracted number of hours specified by the employer. Use code 13 'Work hours / pay ALWAYS varies' in these circumstances where it applies. Code 13 should only be used where the other options at 'WhyNoUsI' do not apply.



Changed

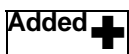
### WhyNoUsl

Why was your last pay not usual?

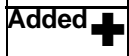
Probe: Which others?

Code all that apply.

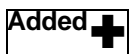
1. Included a Tax rebate
2. I am currently being emergency taxed
3. Inclusion of one-off bonus/profit/performance-related payment
4. Inclusion of back pay / **holiday pay**
5. Unusual payment of deductions/ expenses / **allowance**
6. New tax year
7. Just started or finished receiving statutory sick pay (SSP) /maternity/paternity/adoption pay (SMP/SPP/SAP) or change in amount
8. Wage/salary change
9. New job / Change of job (incl. promotion)
10. Received overtime / Work hours **temporarily** increased
11. Work hours **temporarily** reduced (incl. overtime reduced)
12. Deduction of pay due to absence from work (e.g. not paid for sick leave/holiday/industrial action)
13. Work hours / pay ALWAYS varies
14. Other (please code)



Added



Added



Added

### Whether would change work hours if childcare available

After a review of the use of data collected on the FRS, DWP have asked that the question 'NMChc', regarding decisions taken on hours worked, be removed from the questionnaire.



Removed

### NMChc

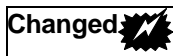
~~If some suitable form of childcare were available, would this enable you to work more hours?~~

~~1. Yes~~

~~2. No~~

### Salary Sacrifice

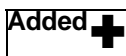
If the respondent has a salary sacrifice pension then this should **not** be recorded as a 'contribution by you to a pension or superannuation scheme' at the question 'OthDed'. The smart pension should be recorded as something received via the employer (at 'ExpBen') and as a salary sacrifice at subsequent questions 'SpnSac', 'SpnAmt' and 'SpnPd'. This instruction has been added to the question 'OthDed'. Soft checks have been added to ensure consistency of answers between these questions.



## OthDed

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

INTERVIEWER: Code all that apply.



INTERVIEWER: Exclude childcare vouchers and Smart Pension or Salary Sacrifice Pension schemes 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?
- 2 ... AVCs (Additional Voluntary Contributions)?
- 3 ... Union Fees?
- 4 ... Friendly Societies?
- 5 ... sports clubs or specialised pastimes?
- 6 ... repayment of a loan from your employer?
- 7 ... Private Medical Insurance?
- 8 ... Charities
- 9 ... any other deductions which we have not mentioned so far?
- 10 ..none of these

## Benefits from Employer

There has been a slight change to the answer categories at 'ExpBen', which asks about benefits received from the respondent's employer. 'Subsidised canteen meals' has become an answer category in its own right. 'Workplace nursery' has been moved to category 12 as one of the 'other' benefit in kind options.



## ExpBen

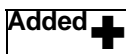
Help\_F9

SHOWCARD G4 part 1 and part 2

In the last 12 months, that is since [date last year], have you received any of the things on this card from your present employer?

INTERVIEWER: Code all that apply. Company vehicles do not include motorbikes/scooters.

1. Company car
2. Company van
3. Fuel for private use
4. Business mileage payments
5. Travel and business trip expenses
6. Smart pension or salary sacrifice pension arrangement (where the employee agrees to a cut in gross pay and in return the employer pays the employee's pension contribution)
7. Medical or dental insurance for self or family
8. Childcare vouchers/employer contracted childcare, including payments in place of wages (salary sacrifice)
9. Mobile phone
10. Vouchers



11. Subsidised canteen meals
12. Any other benefits in kind
13. None of these

**Helpscreen includes the following information**

**Category 12:** 'Any other benefits in kind' may include any items from the list below. Goods or services not listed should not be recorded as benefits in kind.

- Car parking at or near an employee's place of work,
- Medical check-ups and health screening (including eye tests),
- Workplace nursery
- 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 or train services and tickets,
- Sporting or other recreational facilities on employer's premises.

**Company cars**

The DWP are aiming to improve the method of measuring poverty and comparing household incomes by taking into account non-cash benefits. Company cars and vans and fuel for private use are considered to be a non-cash benefit. For example, households who have the private use of a company car will have the financial benefit that a household who has bought their own car does not. New questions about company cars and vans have been added to the FRS to identify those households who have this non-cash benefit. The DWP will use the information on company cars and vans and fuel for private use to incorporate this type of non-cash benefit in their comparative analyses of household income and poverty target monitoring. This methodology is employed in measurement of poverty across the EU. This information will allow better comparisons of poverty in the UK and other EU countries.



*Ask if ExpBen=1 'company car' or ExpBen=2 'company van'*

**CarVal**

**SHOWCARD G5**

Looking at this card, what is your estimate of the manufacturer's list price of this vehicle when new?

INTERVIEWER: The respondent's estimate of the vehicle list price is acceptable.

1. Up to £10,000
2. £10,001 to £13,000
3. £13,001 to £16,000
4. £16,001 to £ 19,000
5. £19,001 to £22,000
6. £22,001 to £25,000
7. £25,001 to £30,000
8. £30,001 to £40,000
9. £40,001 and over
10. Don't know



*Ask if ExpBen=1 'company car' or ExpBen=2 'company van'*

**CarCon**

Did (or do) you make a contribution to the cost of the company [car/van], including any amounts deducted from your salary?

INTERVIEWER: Include only costs incurred for the purchase of the company car. Exclude any running costs/repairs paid by the respondent.

1. Yes
2. No



*Ask if CarCon=1 'Yes'*

**CarAmt**

What is the total contribution you have made to the cost of the company [car/van]?

INTERVIEWER: If respondent makes a contribution from their salary record the total contribution that the respondent has made to date.

INTERVIEWER: Include only purchase cost of the company car. Exclude any running costs/repairs paid by the respondent.

0.01...99997.00



*Ask if ExpBen=3 'fuel for private use'*

**FuelTyp**

What fuel does your company car use?

1. Petrol
2. Diesel
3. Biofuel e.g. E85 fuel
4. Hybrid (use a combination of petrol and electricity)
5. Electric
6. Other
7. Don't know

<b>Medical Insurance</b>
--------------------------

After a review of the use of data collected on the FRS, DWP have asked that the question 'InsType', regarding medical insurance, be removed from the questionnaire.



**~~InsType~~**

~~Can I check, does your medical insurance include 'permanent health insurance' or 'critical illness cover'?~~

- ~~1. permanent health insurance~~
- ~~2. critical illness cover~~
- ~~3. both~~
- ~~4. neither~~
- ~~5. don't know~~

### Self-employment earnings

After a review of the use of data collected on the FRS, DWP have asked that the question 'WhyNoPro', regarding reasons why the respondent is unable to provide a profit or loss figure, be removed from the questionnaire.



#### ~~WhyNoPro~~

~~Why was respondent unable to give a profit or loss figure?~~

- ~~1. Does with accountant/HM Revenue and Customs (formerly Inland Revenue)~~
- ~~2. Other reason~~

### 3c Tax Credits

#### Tax Credit amounts update

Approximate Child Tax Credits and Working Tax Credit amounts have been updated for 2010/11 in the helpscreen at the tax credit question 'TaxCred'. Please be reminded that these amounts should not be copied. Only record tax credit amounts reported by the respondent. These figures can help as a guide to likely tax credit amounts that the respondent will be receiving.

#### Working Tax Credit and Child Tax Credit check

Some respondents are incorrectly reporting receipt of lump sums of both Working Tax Credit and Child Tax Credit. As this is not possible, a check has been introduced to highlight these cases of misreported tax credit receipt.

##### WTCLum

###### SHOWCARD H2

Please look at this card and tell me in which of these ways you are currently receiving your Working Tax Credit?

Prompt: Do you receive it in any other ways?

INTERVIEWER: If the respondent receives their tax credit as a regular payment then they should have received the latest payment within the last 4 weeks.

1. Lump Sum under £105 covering payments for the whole year
2. Regular payments via your bank, post office account or Giro

##### CTCLum

###### SHOWCARD H3

Please look at this card and tell me in which of these ways you receive your Child Tax Credit?

INTERVIEWER: If the respondent receives their tax credit as a regular payment then they should have received the latest payment within the last 4 weeks.

1. Lump Sum under £105 covering payments for the whole year
3. Regular payments via your bank, post office account or Giro



**Soft Check added:** if WTCLum=1 'Lump sum payment' and CTCLum=1 'Lump sum payment'

"Are you sure? It isn't possible to receive a lump sum payment for Working Tax Credit AND Child Tax Credit. Please check with the respondent and

amend the answer. Make a note of the circumstances if this check is suppressed and the answer not amended.”

#### Reference to tax credit at pay questions

As tax credits are no longer paid via the employer, all references to tax credit payments included in the respondent's pay have been removed.



#### GrWage

What was the gross wage/salary - i.e. the total, before any deductions?  
INTERVIEWER: If a payslip is not being consulted then gross wage can be collected for a different time period from last net pay.

:0.00..999997.00



#### UGross

What [do/did] you usually receive BEFORE all deductions?

: 0.00..99997.00

### 3d. Benefits

#### State Pension age for women

Currently, the State Pension age is 65 for men born before 6 April 1959. For women born on or before 5 April 1950, State Pension age is 60.

Changes to the State Pension age for women will come into effect from 6<sup>th</sup> April 2010. The State Pension age for women born on or after 6 April 1950 will increase gradually to 65 between 2010 and 2020.

Questions which are only asked of respondents at State Pension age or above on the FRS have been routed according to the age calculation 65 for men and 60 for women. Given the gradual change in State Pension age for women during 2010 the State Pension age for women will depend on their date of birth. The routing to questions intended to be asked of female respondents of State Pension age from 2010 will be calculated from the respondent's date of birth and the date of interview. For the very few female respondents who refuse to give their date of birth, a set State Retirement age of 60 will be applied until 2012.

The State Pension age will be calculated within the CAPI program. Details of the change in women's State Pension age are given here so that you are aware that from 2010 not all women aged 60 will be routed to the questions relating to older people that you might be used to asking.

From 6 April 2020, the State Pension age will be 65 for both men and women. Further changes to State Pension age are expected from 2024.

### Check on retirement pension

A check has been added to ensure that only people of State Retirement age are recorded as in receipt of Retirement Pension.

#### **Ben1Q**

##### **SHOWCARD I1**

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

1. Child Benefit
2. Guardian's Allowance
3. Invalid Care Allowance/Carer's Allowance
4. Retirement Pension (NI), or Old Person's Pension
5. Widow's Pension, Bereavement Allowance or Widowed Parent's (formerly Widowed Mother's) Allowance
6. Armed Forces Compensation Scheme (formerly War Disablement Pension) or War Widow's / Widower's Pension (and any related allowances) or Guaranteed Income Payment
7. Severe Disablement Allowance
8. None of these



**Check:** *If Ben1Q=4 'Retirement Pension (NI) or Old Person's Pension' and age is not state retirement age*

"You've recorded that this person receives Retirement Pension/Old Person's Pension but the respondent is not of retirement age. Are you sure that's right? Please amend as necessary."



## Retirement Pension components

After a review of the use of data collected on the FRS, DWP have asked that the questions 'PenLtr' and 'PenL', regarding collection of Retirement Pension component amounts, be removed from the questionnaire.

From 2010/11, DWP will only collect details of:

- whether retirement pension is received
- the amount received in total from the Retirement Pension
- whether any documentation (i.e. the pension letter) was checked.

DWP no longer require the value of the pension to be split into the components as listed on the pension letter.



### **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~~



### **PenL**

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

~~: 0.00..997.00~~

## Work Search Premium and Work-Related Activity Premium removed

References to Work Search Premium and Work-Related Activity Premium have been removed from the benefits question 'Ben5Q'. These benefits were removed because Work Search Premium was not rolled-out nationwide after being piloted and Work-Related Activity Premium no longer exists.



### Ben5Q

SHOW CARD I5

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

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'.

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

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~~

5. In-Work credit

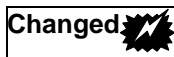


~~7. Work-related Activity Premium~~

6. Return to work credit

7. Any National Insurance or State benefit not mentioned earlier

8. None of these



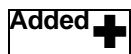
Information relating to In-work Credit has been revised as follows:

"In Work Credit is available to parents bringing up children alone, who have been getting IS or JSA for at least 52 weeks or more without a break. The Credit is a fixed tax free payment of £40 per week (£60 per week in London). It is payable for up to 52 weeks on top of earnings when a parent starts work of at least 16 hours per week and where the work is expected to last for at least 5 weeks."

## Employment and Support Allowance

Questions have been added to record the period of receipt of Employment and Support Allowance in the same way as details of period of receipt of Jobseeker's Allowance and Income Support are collected.

Employment and Support Allowance has also been routed to Social Fund Loan questions in line with Jobseeker's Allowance and Income Support and Pension Credit.



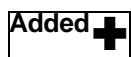
### ESAWks

#### EMPLOYMENT AND SUPPORT ALLOWANCE

For how long have you been receiving Employment and Support 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



### ESAWks2

#### EMPLOYMENT AND SUPPORT ALLOWANCE

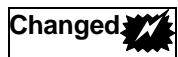
Please tell me how many weeks have you been receiving Employment and Support Allowance?

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

: 0..997

## Total income from benefits and tax credits

Interviewers reported that respondents had found it difficult to report a total weekly income from benefits and tax credits. The problems in reporting resulting from the differing payment periods of the variety of benefits received. Frequently this confusion resulted in interviewers calculating the weekly income for the respondent from earlier answers. Interviewers described how time-consuming and error prone that this process was. In response to these reports the existing instruction at this question to **not** go back and calculate the response has been strengthened. This question is intended to record an **estimate** only of weekly income. If the respondent has no idea what income they have per week from benefits and tax credits then record as 'don't know'. This question does not count towards the 12 don't know/refusals which result in a partial interview.



### 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. Only an estimate is needed.

**Do not refer back to or change benefit amounts already provided.** If the respondent cannot arrive at a figure immediately code as 'Don't know'.

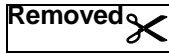
If necessary, explain to the respondent that this question will give the DWP added confidence in the tax credits and benefit amounts already provided.

0.00..99997.00

### 3e. Other Income

#### Income from pensions and trusts

After a review of the use of data collected on the FRS, DWP have asked that the questions 'POSour' and 'TRights', regarding income from pensions and trusts, be removed from the questionnaire.



#### ~~POSour~~

~~Was the deduction made at source?~~

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



#### ~~TRights~~

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

- ~~1. Absolute right to **income only**~~
- ~~2. Absolute right to **capital only**~~
- ~~3. Absolute right to **both**~~
- ~~4. Only at **discretion of trustees**~~

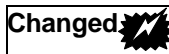
#### Allowances paid by absent partner

##### Reference period change

Editors noted that it was difficult to record the period that applied to an allowance paid in a partner's absence. The question referred to the full period that the partner had been absent, but the period codes account for a 12 month period. The wording at the absent partner questions has been amended to limit the reference period to the last 12 months. The wording of the period code question has been amended to reflect the sensitivity of the question but to more clearly link the period of payment of allowance over the last 12 months with the period of absence.

##### Partial payment of Council Tax

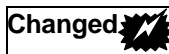
As changes were made to 'WhyNoCT' to record where council tax is paid by an absent partner, the question on allowances paid by an absent partner have been amended to reflect the change in the household questions. This will ensure that council tax payments made by the absent partner are not double-counted. If the partner only pays for part of the council tax then record these payments at the allowance question 'ApDir'.



#### **AbsPar**

**Thinking of the last 12 months**, have you received any allowances from your husband/wife while he/she has been away?

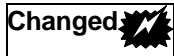
1. Yes
2. No



#### **ApAmt**

How much in total have you received in the last 12 months from your husband/wife while he/she has been away?

: 0.01..99997.00



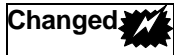
#### ApPd

INTERVIEWER: ASK OR RECORD

Can I just check, did the total amount received cover the whole of the last 12 months or a shorter period?

INTERVIEWER: Record total period of receipt of allowance which is likely to be the same as the duration of the partner's absence.

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)



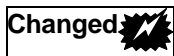
#### ApDir

In addition to the allowance you mentioned does your husband/wife pay direct for any household expenses, [excluding mortgage payments **or** **Council Tax** mentioned earlier]?



**INTERVIEWER:** If full Council Tax is paid by the absent partner and this was recorded earlier at WhyNoCT DO NOT record here. If part payment of Council Tax is paid by absent partner record details in the following questions.

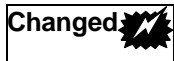
1. Yes
2. No



#### ApDAmt

How much did he/she pay in the last 12 months?

: 0.01..99997.00



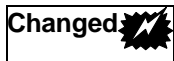
#### **ApDPd**

INTERVIEWER: ASK OR RECORD

Can I just check, did the total amount received cover the whole of the last 12 months or a shorter period?

INTERVIEWER: Record total period of receipt of allowance which is likely to be the same as the duration of the partner's absence.

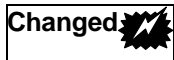
1. One week
2. Two weeks
3. Three weeks
4. Four weeks
5. Calendar month
7. Two Calendar months
8. Eight times a year
9. Nine times a year
10. Ten times a year
13. Three months/13 weeks
26. Six months/26 weeks
52. One Year/12 months/52 weeks
90. Less than one week
95. One off/lump sum
97. None of these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



#### **OtAbsPar**

Thinking of the last 12 months, have you paid any allowances to your husband/wife while he/she has been away?

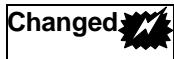
1. Yes
2. No



#### **OtApAmt**

How much in total have you paid in the last 12 months to your husband/wife while he/she has been away?

: 0.01..99997.00



#### **OtApPd**

INTERVIEWER: ASK OR RECORD

Can I just check, did the total amount paid cover the whole of the last 12 months or a shorter period?

INTERVIEWER: Record total period of payment of allowance which is likely to be the same as the duration of absence.

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)

## Maintenance payments

Changes were made to the maintenance payments questions in 2009/10. Further changes are required this year to ensure that all departments within DWP can make use of child maintenance data.

As well as monitoring child maintenance payments and receipt, the DWP use this data to monitor benefit take-up. They need to take account of maintenance payments received by adults when identifying benefit eligibility. New questions have been added to record whether the respondent receives maintenance payments.

Due to policy changes, question 'Maint' no longer applies and has been removed from the questionnaire.

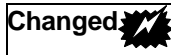


### **Maint**

~~Can I just check, does your [Benefit Name] include any payment from the Child Support Agency, for your child(ren)?~~

~~INTERVIEWER: This may be through a court order, C.S.A. assessment, or written maintenance agreement.~~

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



### **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 [child/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).



INTERVIEWER: Exclude any allowances or maintenance that the respondent receives on their own behalf, that is any payments that are not for the child/children. This will be collected later at Alimny.

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

All adults will be asked whether they receive maintenance in their own right at the new question 'AliMny'.

**AliMny**

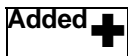
*{If MntRec=1 'Yes receives child maintenance' the sentence begins as follows} [Thinking just of yourself now, are] {otherwise the sentence begins with} [Are] you receiving any formal or informal money payments as maintenance or allowance from a previous partner on your own behalf?*

INTERVIEWER: Exclude payments received for any child/children. These should have been recorded earlier.

1. Yes
2. No



NOTE: Only maintenance payments made to an ex-partner on their own behalf as maintenance should be recorded at 'Alimny'. Maintenance received for the child(ren) should be recorded at the earlier child maintenance questions.



*If AliMny =1 'Yes'*

**AliAMt**

How much did you (on your own behalf) receive last time?

: 0.01..99999.00



*If AliAmt=response*

**AliPd**

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)



*If AliAmt=response*

**AliUs**

Is that the amount you usually receive?

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



*If AliUs=2 'No' (not usual amount)*

**AIUAmt**

How much do you usually receive?

: 0.01..99997.00




### **3f. Savings**

#### **Saving Gateway Account**

HM Revenue & Customs (HMRC) is committed to carrying out an evaluation of the nationally rolled out Saving Gateway Account. The Saving Gateway Account will be rolled out from April 2010 and is expected to operate for two years. The Saving Gateway Account is a cash saving account for working age people on lower incomes. These accounts were established by the Government as an incentive to save. The Government has pledged to contribute 50p for every pound saved when the account reaches maturity.

Those who are eligible to have a Saving Gateway Account should have received a letter of invitation and information booklet from the HMRC.

A 'Saving Gateway Account' answer category has been added at the question 'Accounts' to record whether the respondent has such an account.

 A soft check will appear each time this account is recorded to double-check that the respondent does have this type of account. We know from interviewer reports that occasionally respondents are confused about the type of bank account they have. This check has been added to assure DWP that the number of respondents recorded as having a Saving Gateway Account is correct. The information collected in the FRS will be important for evaluating the success and take-up of the Saving Gateway Account, so the check has been added to ensure accurate respondent reporting.


A new question asks for details of the amount currently held in the account. A limit of £25 can be deposited by the account holder each month. A maximum of £600 can be deposited in total by the account holder. A check will appear if the respondent reports an amount over £600 in the account.

The Saving Gateway Account can be opened with a number of providers. Each provider may offer a different way of accessing the account. It is left to the provider to arrange the type of statement or receipts for deposits to or withdrawals from the Saving Gateway Account. The minimum requirement is that the provider supplies a 6 monthly statement.

Because of the unique way in which the Saving Gateway Account operates respondents will not be asked the question 'Acclnt' about any interest received through a Saving Gateway Account. The likely government contribution to the account will be imputed by the DWP for analysis purposes.

#### **ISAs**

The saving limits that apply to all ISA investors increase from 6 April 2010. The ISA annual subscription limits are £10,200, of which up to £5,100 can be saved in cash. This information has been provided along with updated information about ISAs in the helpscreens of the relevant accounts and savings questions. There are now only two types of ISA available to respondents; a 'cash ISA' and a 'Stocks and shares ISA'.

Changed 


## Accounts

Helpscreen F9

SHOWCARD N1

Which of these accounts do you have now, or have you had in the last 12 months?

1. Current account with a bank, building society, supermarket/store or other organisation (incl. phone & internet banking)
2. Basic Bank Accounts including introductory / starter accounts (incl. phone & internet banking)
3. Post Office card accounts
4. National Savings Bank (Post Office) - Easy Access Savings or Ordinary Account (incl. phone & internet banking)
5. National Savings Bank (Post Office) - Investment Account (incl. phone & internet banking)
6. ISA (Individual Savings Account) (incl. phone & internet banking)
7. Savings account, investment account/bond, any other account with bank, building society, supermarket/store or other organisation (incl. phone & internet banking)
8. Credit Union
9. Internet or telephone banking - type of account not known
10. Saving Gateway Account
11. None of these

Added 

### **The following details have been added to the helpscreen.**

Saving Gateway Account – The Saving Gateway was introduced in 2010. It is a cash saving account for working age people on lower incomes. As an incentive to save the Government contributes 50p for every pound saved. A limit of £25 can be deposited by the account holder each month. A maximum of £600 can be held in the account in total. Those who are eligible to have a Saving Gateway Account should have received a letter of invitation and information booklet from the HM Revenue & Customs.

*If Accounts=10 (Saving gateway account) then the following question is asked.*

Added 

### **GtwyTot**

Helpscreen F9

How much do you have in total in your Saving Gateway Account at present? Please exclude any contribution to your account by the government.

INTERVIEWER: Please see helpscreen for details of amounts that can be held in the Saving Gateway Account and information on the government contribution.

### **The helpscreen details are as follows:**

The Saving Gateway Account was introduced in 2010. It is a cash saving account for working aged people on lower incomes. A limit of £25 can be deposited by the account holder each month. A maximum of £600 can be held in the account in total. As an incentive to save the Government contributes 50p for every pound saved. The government contribution will be made when the Saving Gateway Account reaches maturity in 2012.

0.01..997.97



*Soft check added if Accounts=10 'Saving Gateway Account'*

"INTERVIEWER: Please check whether respondent is certain that they have a Saving Gateway Account. A Saving Gateway Account is only available to people of working age on low incomes. The Government will add 50p for every £1 deposited. Up to a maximum £25 can be deposited each month by the account holder. If you suppress this check please make a note of the circumstances."

### 3g. Material deprivation

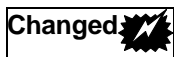
#### Respondent selection

The routing to the deprivation questions for older people has been changed. For benefit units which include a person aged 65 or over and a person aged under 65 the deprivation questions are only intended to be asked of the person aged 65 or over. The adult aged under 65 will not be required to answer the adult deprivation questions at all, even if the person aged 65 or over refuses to answer the older person deprivation questions.

In benefit units where all members are aged under 65 then the adult deprivation questions will be asked.

In Benefit units consisting of an adult aged 65 and over and an adult aged under 65 where the 65 and over adult refuses to or cannot answer the deprivation questions record at 'WhoDepQ' that the adult aged **under** 65 will be answering the questions. Be aware that you will then be correctly routed past **all** of the adult deprivation questions to the television and debt questions.

An interviewer instruction has been added to explain the routing for the deprivation questions.



#### WhoDepQ

Help\_F9

Ask or record

The next set of questions should be answered by [**selected respondent's name**]

If 2 adults in BU add 'You can answer the questions together' if you wish.

INTERVIEWER: Enter [selected respondent's name] below if [he/she] is available to answer these questions now. Otherwise enter [other respondent's name].

Use Code 3 **only** in cases where the interview is conducted entirely by proxy.

The questions must be asked of either of the named respondents if they are available.



Where one adult in the benefit unit is aged 65 or over and the other is aged under 65, the questions should **only** be answered by the adult aged 65 or over.

1. [Name1]

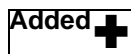
2. [Name2]

3. None of the named members of this benefit unit are present. Interview is **totally** by proxy

## New Adult and Child deprivation items

Following a review of the questions asked to measure material deprivation, the following new questions have been added.

### Adult deprivation question



#### ADbtBI

For the next question please just answer yes or no.

Do you (and your partner) keep up with bills and any regular debt repayments?

INTERVIEWER: This is respondent's own interpretation.

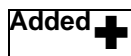
1. Yes
2. No

INTERVIEWER: If the respondent has difficulties with **either** keeping up with bills **or** debt repayments then use code 2 'No', i.e. cannot keep up with bills and any regular debt payments.



**NOTE:** The DWP need to ensure that information can be compared across years and alongside this new question the FRS will continue to include the question 'Debt' about specific items that the respondent has been having difficulty paying.

### Child deprivation questions



#### CDpCoat

SHOWCARD M5

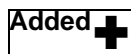
For each of the following please tell me the number from the showcard that best explains whether your [child has/ children have] it or not.

[Does your child/do your children] have ...

...a warm winter coat?

INTERVIEWER: This is respondent's own interpretation.

1. Child(ren) has / have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]



#### CDepVeg

SHOWCARD M5

[Does your child/do your children] ...

...eat fresh fruit and/or vegetables every day?

INTERVIEWER: This is respondent's own interpretation.

1. Child(ren) has / have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]



### **CDepAct**

#### **SHOWCARD M6**

[Does your child/do your children] ...

...attend at least one regular organized activity a week outside school, such as sport or a youth group?

INTERVIEWER: This is respondent's own interpretation. Include swimming activity (even if recorded at previous question).

1. Child(ren) do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]



**NOTE:** This question is asked after 'CDepSum' a question about swimming activity. The DWP need to ensure that information can be compared across years and so need to keep this question. Swimming activity should also be recorded at the new question 'CDepAct' where it applies. DWP are aware of the potential double-counting but will use the information collected to inform future decisions to replace the swimming question with this new question.

#### **Giving or loaning money to or from family or friends**

After a review of the use of data collected on the FRS, DWP have asked that the questions 'LoanGvn' and 'LoanRec', regarding giving or loaning money to or from friends or family, be removed from the questionnaire.



### **LoanGvn**

~~Over the past 12 months, have you ever given or lent your family or friends money?~~

- ~~1. Regularly give money,~~
- ~~2. Sometimes give money,~~
- ~~3. Lend money,~~
- ~~4. None of these~~



### **LoanRec**

~~Over the past 12 months, have your family or friends ever given or lent you money?~~

- ~~1. Regularly give money,~~
- ~~2. Sometimes give money,~~
- ~~3. Lend money,~~
- ~~4. None of these~~

### 3h. Pension questions

#### New check between pension contribution and benefits from the employer

If the respondent has a salary sacrifice pension then their scheme is considered to be non-contributory. Salary sacrifice pensions should be coded as 3 'The scheme is non-contributory. No-one takes money off my pay each week or month', at the question 'EPTYPE'. An instruction has been added at this question as a reminder that this rule applies. Soft checks have been added to ensure consistency of answers between the questions 'EPTYPE' and 'ExpBen'.



#### EPTYPE

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.



INTERVIEWER: If the respondent is a member of a smart pension or salary sacrifice pension scheme use Code 3.

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.

A check has been added to ensure that where the respondent reports that they contribute to a pension in the pay deductions question 'OthDed' that the respondent does not declare that they have no pension or a frozen pension at the question 'ChkNoP'.



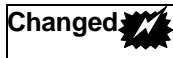
**Check added:** "Earlier the respondent said they contribute to a pension or superannuation scheme through their wage/salary, but do not appear to currently have a pension. Check answers with respondent and amend the pay or pension details accordingly. Please make a note of the circumstances."

### 3i. Child Income

#### Children's Income from Government employment Training Schemes

So that they have a complete picture of income from employment training, DWP wish to capture income received by 16-19 year olds on government training schemes. This information will be added to income data already collected for adults (those aged 19 and over) in employment training.

Income received from employment training by 16-19 year olds will be recorded separately at the child income section. A new category has been added to 'ChEarnings' specifically to record income from employment training. Previously this had been recorded as income from a spare time job. Details of the income received from employment training will be recorded at two new questions 'ChAmtTrn' (amount received) and 'ChPdTrn' (period covered).



Changed

### ChEarns

INTERVIEWER: Ask or code:  
Does [child's name] receive an income...



Removed

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

INTERVIEWER: Code all that apply

1. from a spare time job
2. from employment training
3. from a Trust?
4. none of these



Added

### ChAmtTrn

INTERVIEWER: Employment training:  
How much did [he/she] get last time?

: 0.01..99997.00



Added

### ChPdTrn

INTERVIEWER: Employment training:  
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)

### Length of time and pay period of child's spare time job

After a review of the use of data collected on the FRS, DWP have asked that the questions regarding the duration of a child's income from a spare time job, be removed from the questionnaire.



Removed

### ChWkErn

INTERVIEWER: Spare time job:

For how many weeks has [He/She] had it?

: 0..52



**ChWkTst**

INTERVIEWER: Spare time job:

For how many weeks has [He/She] had it?

: 0..52



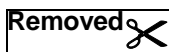
**ChYrErn**

INTERVIEWER: Spare time job:

Has [He/She] had this income throughout the last 12 months?

1. ~~Yes~~

2. ~~No~~



**ChYrTst**

INTERVIEWER: Trust:

Has [He/She] had this income throughout the last 12 months?

1. ~~Yes~~

2. ~~No~~

### Child Trust Fund

#### Child Trust Fund changes for Wales only

The Welsh Assembly Government are offering an additional £50 to Child Trust Fund accounts on application. All Government contributions to the Child Trust Fund should be excluded from the FRS Child Trust Fund questions. This will be made clear to the respondent in the wording of 'GivCFnd'.

**GivCFnd**

SHOWCARD N4



Apart from the Child Trust Fund voucher received from the Government

**{WORDING ADDED FOR WALES ONLY}** (and any additional contribution by the Welsh Assembly Government), during the last 12 months who contributed to the Child Trust Fund?

INTERVIEWER: Code all that apply.

Depending on the age of the child, a Child Trust Fund voucher may or may not have been received from the Government in the last 12 months.

1. Child's Parent inside household
2. Child's Parent outside household
3. Child's Grandparents
4. Child's Other relatives
5. Friend of the family
6. Other
7. No Contribution

### 3j. Assets

After a review of the use of data collected on the FRS, DWP have asked that the question 'IssDate', regarding the date the assets were acquired, be removed from the questionnaire.



**IssDate**



~~When did you acquire that issue?~~

~~INTERVIEWER: Enter date (If day not known, enter 15th of month).~~

~~:DATETYPE~~

#### Establishing financial year used to calculate tax credit award

After a review of the use of data collected on the FRS, DWP have asked that the questions 'NTCDat' and 'NTCInc' regarding the financial year used to calculate tax credits be removed from the questionnaire.

Removed 

#### **NTCDat**

~~From the award notice can you tell me the year from which income was used to calculate your tax credit award?~~

~~INTERVIEWER: Tax credit awards for 2009-10 will initially be based on income in 2008-09 or 2007-08. However, recipients can report 2009-10 income to HM Revenue and Customs (formerly Inland Revenue) within the year, and a new award notice is issued. The information asked about in this question will be in the second column on page 2.~~

- ~~1. 2009-10,~~
- ~~2. 2008-09,~~
- ~~3. 2007-08,~~
- ~~4. One or more applicants receive IS/JSA/Pension Credit so info not on Award Notice)~~



### **NTCInc**

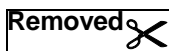
~~From the award notice what was the total income (of you and your partner) which was used to calculate your tax credit award?~~

~~INTERVIEWER: This figure will be the 'Total Income' figure at the bottom of the 'Your Income' section on page 2.~~

~~:0.00..99997.00~~

## **Total household income in last financial year**

After a review of the use of data collected on the FRS, DWP have asked that the question 'IncOld', regarding amount of total income received during the last financial year, be removed from the questionnaire.



### **IncOld**

~~SHOW CARD N10~~

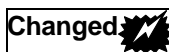
~~I would like you to think about your total household income between April [financial year] and March [financial year]. Which one of the categories on this card best describes your annual income?~~

- ~~1. £0 – £5,000,~~
- ~~2. £5,001 – £11,000,~~
- ~~3. £11,001 – £13,000,~~
- ~~4. £13,001 – £15,000,~~
- ~~5. £15,001 – £19,000,~~
- ~~6. £19,001 – £23,000,~~
- ~~7. £23,001 – £50,000,~~
- ~~8. £50,001 – £58,000,~~
- ~~9. £58,001 – £66,000,~~
- ~~10. £66,001 or above~~

## **3k. End of interview requests**

### **Follow-up request**

The follow-up request question 'FollowUp' has been re-worded slightly to make it clear to the respondent which research organisation is making the initial request for permission to re-contact for a follow-up study. The research organisation conducting the FRS interview will be named in the question rather than using the vaguer reference 'we'.



### **FollowUp**

Sometime in the future there may be a follow-up study to this. Such a [survey/study] would be agreed with the Department for Work and Pensions.

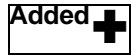
Would you be willing to be contacted again, so either [NatCen/ONS/NISRA] or another approved social research organisation can carry out the study?

We may not contact you again but, if we do, you will still be free to decide whether you wish to participate in any follow-up study.

1. Yes
2. No

## Capture full name for data linkage

The DWP have asked that the first name and surname of respondents who agree to data linkage be recorded to assist in ensuring an accurate match of FRS respondents with the records they hold. Currently the name details recorded at the beginning of the interview and in the Admin Block are used for matching purposes, where respondents have agreed for these details to be passed to DWP. As collection of name is voluntary at the beginning of the interview and just an initial and surname are recorded in the Admin Block there is concern that the accuracy of the matched data may be compromised by missing name details. As a result two new questions have been added to collect the name details afresh for matching purposes.



*If LnkDWP=1 'Yes'*

### **LnkFNm**

INTERVIEWER: please enter first name. Interviewer: Ensure that if respondent is known by their second/middle name that they give you their 'official' first name here. An 'official' name is needed so that an accurate match with DWP records can be made.

: [100 characters]



*If LnkDWP=1 'Yes'*

### **LnkLNm**

INTERVIEWER: enter last name (surname) so an accurate match with DWP records can be made.

: [100 characters]

#### 4 Details of changes to showcards

2010-2011	2009-2010	Question name	Source code file	AMENDMENT (in bold)
A1	A1	'TypeEd'	<i>HHGrid</i>	KEEP
A2	A2	'NatId' 'NINatID'	<i>ethnic</i>	KEEP
A3	A3	'Ethgrp'	<i>ethnic</i>	<b>{NEW CATEGORY ADDED}</b> <ol style="list-style-type: none"> <li>1. White - British</li> <li>2. <b>White – Irish</b></li> <li>3. Any other white background (please describe)</li> <li>4. Mixed - White and Black Caribbean</li> <li>5. Mixed - White and Black African</li> <li>6. Mixed - White and Asian</li> <li>7. Any other mixed background (please describe)</li> <li>8. Asian or Asian British - Indian</li> <li>9. Asian or Asian British – Pakistani</li> <li>10. Asian or Asian British – Bangladeshi</li> <li>11. Any other Asian/Asian British background (please describe)</li> <li>12. Black or Black British – Caribbean</li> <li>13. Black or Black British - African</li> <li>14. Any other Black/Black British background (please describe)</li> <li>15. Chinese</li> <li>16. Any other (please describe)</li> </ol>
B1	B1	'Tenure'	<i>owns1 address.</i>	KEEP
B2	B2	'Landlord'	<i>rents</i>	KEEP
B3	B3	'TenType'	<i>rents</i>	KEEP
B4	B4	'OthType'	<i>rents</i>	KEEP
B5	B5	'RMPur'	<i>owns1</i>	KEEP
B6	B6	'MortType'	<i>owns1</i>	KEEP
B7	B7	'EndwPrin'	<i>owns1</i>	KEEP
B8	B8	'MorAll'	<i>owns1</i>	KEEP
B9	B9	'MorAll'	<i>owns1</i>	KEEP
B10	B10	'SerInc'	<i>rents</i>	KEEP
B11	B11	'OthPur'	<i>owns1</i>	KEEP
B12	B12	'CTDisc' 'CT25D50D'	<i>countax</i>	KEEP
B13	B13	'Charge'	<i>owns2</i>	KEEP
C1	C1	'Chatt'	<i>chcare</i>	KEEP
C2	C2	'ChPeo'	<i>chcare</i>	KEEP

2010-2011	2009-2010	Question name	Source code file	AMENDMENT (in bold)
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>	KEEP
F2	F2	'HiQual2'	<i>icurst</i>	KEEP
F3	F3	'Train' 'NITrain'	<i>icurst</i>	<b>{CATEGORIES CHANGED}</b>  <b>TRAIN</b> 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. New Deal for Partners 10. New Deal for Lone Parents 11. Entry to Employment 12. Any other training scheme  <b>NITRAIN</b> 1. Steps to Work 2. Bridge to employment 3. Training for Success 4. New Deal 25+ 5. Graduate Development Programme 6. New Deal for Young People (18-24) 7. New Deal 50+ 8. New Deal for Disabled People 9. New Deal for Partners 10. New Deal for Lone Parents 11. Any other training scheme
F4	F4	'NewDType'	<i>icurst</i>	KEEP
F5	F5	'RetReas'	<i>icurst</i>	KEEP
G1	G1	'EType'	<i>ijobdes</i>	KEEP
-	G2	'WatDid'	<i>ijobdes</i>	<b>{REMOVED}</b>
G2	G3	'InclPay', 'InclPay1'	<i>iempjob</i>	<b>{CARD NUMBER CHANGED}</b>
G3	G4	'HHInc'	<i>iempjob</i>	<b>{CARD NUMBER CHANGED}</b>
G4 (part 1)	G5 (part 1)	'ExpBen'	<i>iempjob</i>	<b>{CARD NUMBER CHANGED AND CATEGORIES CHANGED}</b>

2010-2011	2009-2010	Question name	Source code file	AMENDMENT (in bold)
				<ol style="list-style-type: none"> <li>1. Company car</li> <li>2. Company van</li> <li>3. Fuel for private use</li> <li>4. Business mileage payments</li> <li>5. Travel and business trip expenses</li> <li>6. Smart pension or salary sacrifice pension arrangement (where the employee agrees to a cut in gross pay and in return the employer pays the employee's pension contribution)</li> <li>7. Medical or dental insurance for self or family</li> <li>8. Childcare vouchers/employer contracted childcare, including payments in place of wages (salary sacrifice)</li> <li>9. Mobile phone</li> <li>10. Vouchers</li> <li>11. Subsidised canteen meals</li> <li>12. Any other benefits in kind</li> </ol>
G4 (Part 2)	G5 (Part 2)	'ExpBen'	<i>iempjob</i>	<p><b>Other Benefits in kind {CATEGORIES CHANGED AND CARD NUMBER CHANGED }</b></p> <ul style="list-style-type: none"> <li>- Car parking at or near an employee's place of work,</li> <li>- Medical check-ups and health screening (including eye tests),</li> <li>- Workplace nursery</li> <li>- Home telephone,</li> <li>- Credit cards,</li> <li>- Beneficial loans (i.e. cheap or interest free loans provided by the employer to an employee),</li> <li>- Entertainment provided for employees (including annual parties and functions),</li> <li>- Subscriptions</li> <li>- Provided accommodation,</li> <li>- Cycles and cycle safety equipment,</li> <li>- Free or subsidised bus or train services and tickets,</li> <li>- Sporting or other recreational facilities on employer's premises.</li> </ul>
G5	-	'CarVal'	<i>iempjob</i>	<p><b>{NEW CARD}</b></p> <ol style="list-style-type: none"> <li>1. Up to £10,000</li> <li>2. £10,001 to £13,000</li> <li>3. £13,001 to £16,000</li> <li>4. £16,001 to £ 19,000</li> <li>5. £19,001 to £22,000</li> </ol>

2010-2011	2009-2010	Question name	Source code file	AMENDMENT (in bold)
				6. £22,001 to £25,000 7. £25,001 to £30,000 8. £30,001 to £40,000 9. £40,001 and over
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	I1	'Ben1Q'	<i>ibenef1</i>	KEEP
I2	I2	'Ben2Q', 'B2QFut'	<i>ibenef1</i>	KEEP
I3	I3	'Ben3Q', 'B3QFut'	<i>ibenef1</i>	KEEP
I4	I4	'Ben4Q'	<i>ibenef1</i>	KEEP
I5	I5	'Ben5Q'	<i>ibenef</i>	<b>{CATEGORIES CHANGED}</b>  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. In-Work credit 6. Return to work credit 7. Any National Insurance or State benefit not mentioned earlier
J1	J1	'GOVPay' 'NIGovPay'	<i>benblock</i>	KEEP
J2	J2	'Ben7Q'	<i>ibenef4</i>	KEEP
K1	K1	'AnyPen'	<i>iothinc1</i>	KEEP
K2	K2	'Royal'	<i>iothinc1</i>	KEEP
K3	K3	'PropRent'	<i>iothinc1</i>	KEEP
K4	K4	'MntRec'	<i>iothinc2</i>	KEEP
K5	K5	'MntArr'	<i>iothinc2</i>	KEEP
K6	K6	'Allow'	<i>iothinc2</i>	KEEP
K7	K7	'OddJob'	<i>iothinc2</i>	KEEP
L1	L1	'EmpPen'	<i>ipension</i>	KEEP
L2	L2	'EmpArr'	<i>ipension</i>	KEEP
L3	L3	'EPLong' 'PPDat' 'SPDat'	<i>ipension</i>	KEEP
L4	L4	'EpType'	<i>ipension</i>	KEEP
M1	M1	'AddHol' 'AdDmel'	<i>afford</i>	KEEP

2010-2011	2009-2010	Question name	Source code file	AMENDMENT (in bold)
		'AdShoe' 'AdDDec' 'AdDIns'		
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' 'CDpCoat' 'CDepVeg'	<i>afford</i>	KEEP
M6	M6	'CDepSum' 'CDepAct' 'CDepLes' 'CDepTEa' 'CPlay' 'CDepTrp'	<i>afford</i>	KEEP
M7	M7	'Debt'	<i>afford</i>	KEEP
M8	M8	'OAHwPy'	<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	M10	'HelpRec'	<i>afford</i>	KEEP
M11	M11	'HelpGvn'	<i>afford</i>	KEEP
N1	N1	'Accounts'	<i>iadint</i>	<b>{NEW CATEGORY}</b>  1. Current account with a bank, building society, supermarket/store or other organisation (incl. phone & internet banking) 2. Basic Bank Accounts including



2010-2011	2009-2010	Question name	Source code file	AMENDMENT (in bold)
				introductory / starter accounts (incl. phone & internet banking) 3. Post Office card accounts 4. National Savings Bank (Post Office) - Easy Access Savings or Ordinary Account (incl. phone & internet banking) 5. National Savings Bank (Post Office) - Investment Account (incl. phone & internet banking) 6. ISA (Individual Savings Account) (incl. phone & internet banking) 7. Savings account, investment account/bond, any other account with bank, building society, supermarket/store or other organisation (incl. phone & internet banking) 8. Credit Union <b>10. Saving Gateway Account</b>
N2	N2	'Invests'	<i>iadint</i>	KEEP
N3 Part1 & Part2	N3 Part1 & Part2	'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	N7	'CBAAmt'	<i>isave</i>	KEEP
N8	N8	'IncChnge'	<i>isave</i>	KEEP
N9	N9	'IncHiLow'	<i>isave</i>	KEEP
-	N10	'IncOld'	<i>isave</i>	<b>{REMOVED}</b>
N10	N11	'NSAmt'	<i>isave</i>	<b>{CARD NUMBER CHANGED}</b>