



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

Control Number: FIA/OPRS 99-23

Effective Date: January 1, 1999

Issuance Date: December 14, 1998

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS**

**FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR**

**RE: CENSUS INCOME**

**PROGRAMS AFFECTED: TCA, FS, MA**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS**

In 1990, states were granted waivers to disregard the earnings from short-term, temporary employment with the 1990 Census Bureau. The waivers allowed recipients of cash assistance, food stamps and medical assistance who were employed by the Census not to report either their employment or their income to their case managers. There will be no federal waivers for this Census.

In keeping with the Family Investment Administration's philosophy that all work is valued, **customers must report Census employment and income, as with any other job.** This income is considered countable earned income when determining benefits for cash assistance, food stamps or medical assistance.

The Census Bureau has begun to recruit for "Census 2000." The Census will canvas Baltimore City from March 1, 1999 through April 4, 1999. The rest of the State will be canvassed from January 18, 1999 through February 26, 1999. Here is a list of the Census 2000 employment information provided by the Philadelphia Regional Census Center that you will find attached to this Information Memo:

- Office Address Log (Attachment 1)
- Block Canvass Waves Map (Attachment 2)
- Pay Scale for Census Positions (Attachment 3)
- Employment Test Information (Attachment 4)
- Earn Extra Money Handout (Attachment 5)

Local department staff can inform customers of the potential job opportunities with Census 2000 by calling 1 888 325-7733. Anyone calling this toll free number will be told where and how to apply for census jobs.

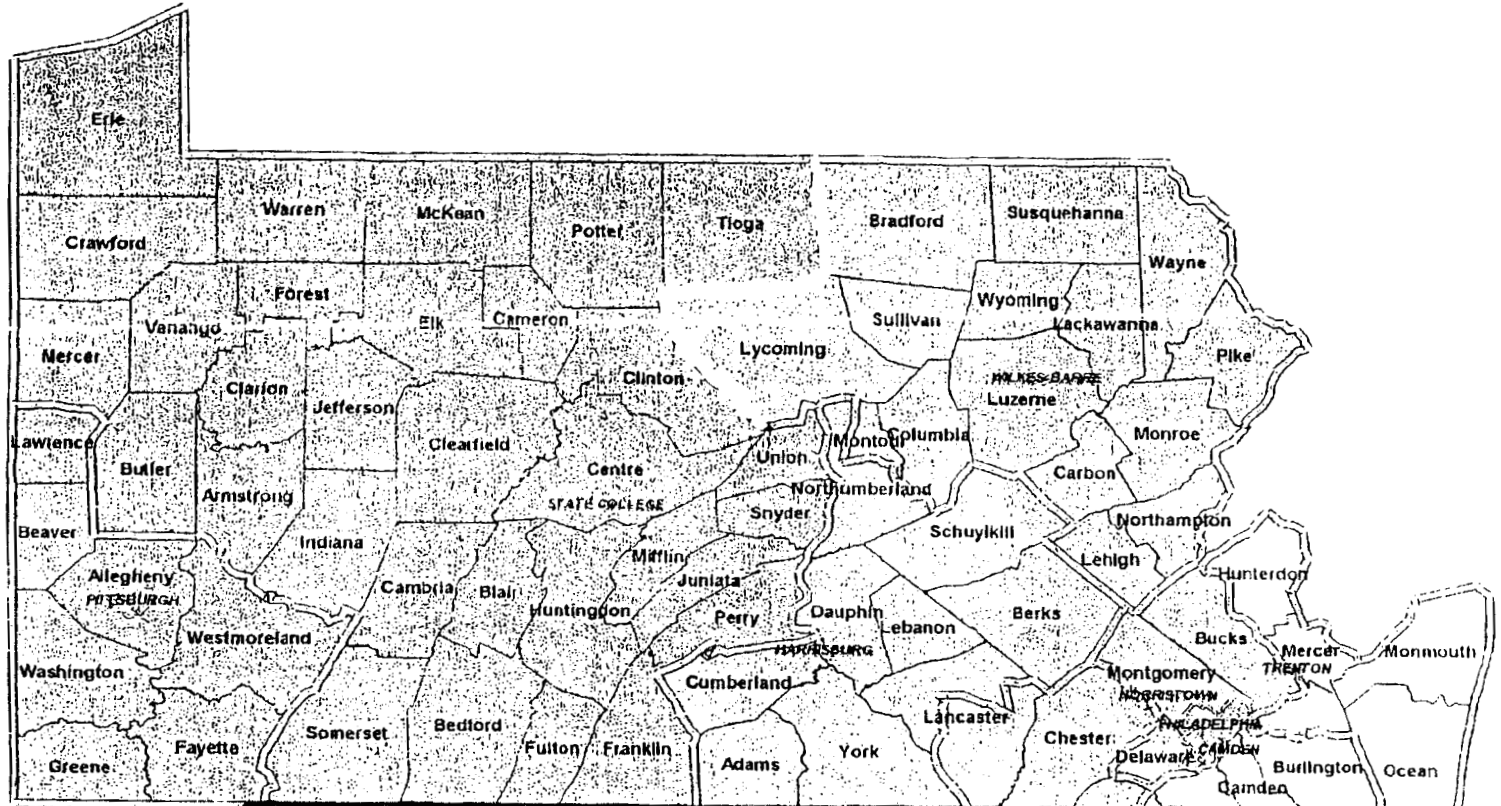
**INQUIRIES:** Please direct questions or comments to Edna McAbier, Bureau of Policy and Training, at 410-767-8805.

#### ATTACHMENTS

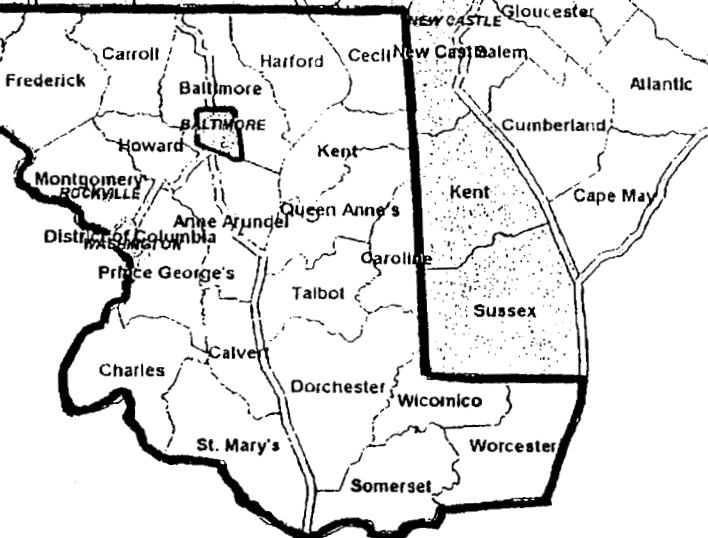
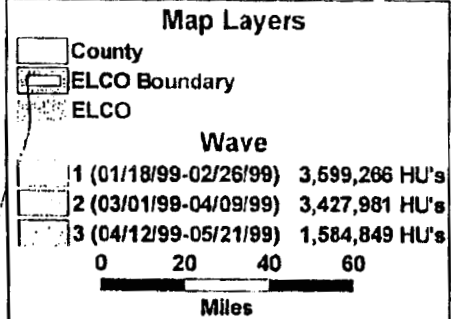
c: DHR Executive Staff  
FIA Management Staff  
Constituent Services

ELCO  
Office Address Log  
Block Canvassing Areas, MD  
October 29, 1998

Office #	Location	Address
2316	Baltimore, MD	Environmental Elements Bldg Corp 3700 Koppers St. 2 <sup>nd</sup> Flr. Baltimore, MD 21227
2318	Rockville, MD	12720 Twinbrook Parkway T-3 Rockville, MD 20852
	Upper Marlboro, MD	1 Washington Plaza 8903 Presidential Parkway Suite 206 Upper Marlboro, MD 20772



# Block Canvass Waves



Hiring Starts 1-2 wks. before 1/18/99

ATTACHMENT 3

Philadelphia Region  
Block Canvass Areas, MD  
Wave 1 (January 18, 1999-February 26, 1999)

Block Canvassers

County	FOS	Crew Leaders	Enumerators
Washington D.C.	6 \$16.00	51 \$14.50	816 \$13.00
Allegany	1 \$11.50	4 \$10.00	66 \$11.50
Anne Arundel	4 \$13.00	29 \$11.50	456 \$10.00
Baltimore City	7 \$14.00	56 \$12.50	894 \$11.00
Baltimore County	6 \$14.00	51 \$12.50	816 \$11.00
Calvert	1 \$13.00	1 \$11.50	18 \$10.00
Caroline	1 \$13.00	1 \$11.50	6 \$10.00
Carroll	1 \$11.50	8 \$10.00	120 \$ 8.50
Cecil	1 \$13.00	5 \$11.50	78 \$10.00
Charles	1 \$13.00	5 \$11.50	54 \$10.00
Dorchester	1 \$13.00	2 \$11.50	24 \$10.00
Frederick	1 \$11.50	10 \$10.00	156 \$ 8.50
Garrett	1 \$11.50	1 \$10.00	6 \$ 8.50
Harford	2 \$13.25	12 \$11.75	192 \$10.25
Howard	2 \$13.25	13 \$11.75	204 \$10.25
Kent	1 \$13.00	1 \$11.50	6 \$10.00
Montgomery	7 \$15.00	54 \$13.50	864 \$12.00
Prince Georges	6 \$13.75-\$15.00	50 \$12.25-\$13.50	792 \$10.75-\$12.00
Queen Anne's	1 \$13.00	1 \$11.50	12 \$10.00
Somerset	1 \$13.00	1 \$11.50	6 \$10.00
St. Mary's	1 \$13.00	1 \$11.50	30 \$10.00
Talbot	1 \$13.00	1 \$11.50	18 \$10.00
Wicomico	1 \$13.00	3 \$11.50	60 \$10.00
Worcester	1 \$13.00	6 \$11.50	102 \$10.00

## Part V-Organizational Skills

(This section determines your ability to use logical reasoning in order to analyze, summarize, and/or organize information to solve a problem or follow an instruction.)

Read the following paragraph and answer the question below it.

Each county is divided into a number of census tracts. The tracts are, in turn, subdivided into blocks. Groups of blocks within a tract are then combined into assignment areas (AA).

Which of the following shows the four geographic units discussed above, in order of size, from largest to smallest?

- (A) county, tract, AA, block
- (B) county, block, tract, AA
- (C) county, AA, tract, block
- (D) AA, block, tract, county

ANSWER A

## The Bureau of the Census is an Equal Opportunity Employer

Toll Free call 1-888-325-7733 to find out how and where to apply.

## What Census positions are available?

Taking a Census requires us to fill a wide variety of positions, but by far the largest number of positions that we need to fill are census takers (enumerators).

### Census Takers

Locally hired people who work in their own neighborhoods, locating addresses and interviewing household members.

### Crew Leaders

Also work in the field to train, observe, review, and supervise the work of enumerators engaged in data collection or quality control.

### Office Clerks

Perform a wide variety of clerical functions associated with office processing, field operations, and administrative operations, including personnel and payroll.



## Employment Test Information for Census Job Applicants

Each applicant for Census Bureau employment must take a written test to assess basic skills. This brochure describes the test, and gives examples of the kinds of questions found in each section of the test. (None of these questions are on the actual test.) It also provides information on the various jobs for which the Census Bureau will be hiring.

The test consists of 28 questions designed to measure the skills, abilities and knowledge required to perform a variety of census jobs. There are five parts to the test: reading, clerical, numerical, evaluative, and organizational skills. You will have 30 minutes to complete the test. You may retake the test as often as required.

The questions are multiple choice. Record your answers on the test answer sheet. To receive veterans preference for hiring purposes, applicants must bring a DD-214, Armed Forces Service Record, or equivalent to the testing site for proof of qualifying service.

In areas with large Spanish-speaking populations, the test will be given in Spanish.

U.S. Department of Commerce  
BUREAU OF THE CENSUS

ATTACHMENT 4  
PAGE 1

# Sample Questions

## Part I-Clerical Skills

(This section tests your ability to alphabetize, serialize, and match.)

Review the numbers in Column A to those in Column B. Then answer the question below.

Column A	Column B
75823	87537
82537	85537
73358	75823
85537	73358
87537	82357

Which number in Column A has no match?

- (A) 82537
- (B) 85537
- (C) 87537
- (D) None of the above

ANSWER A

## Part II-Reading

(This section tests how well you read. The items include vocabulary, comprehension and following instructions.)

Read the following statement and choose the answer which BEST supports the statement.

Enumerators canvass their assigned areas, one block at a time, looking for every structure in which people live or could live, and comparing what they find in the area with what is listed in their address registers. The address register is supposed to show the address of each structure within an assigned area where people live or could live, but it has to be updated. As the enumerators travel through each block, they list in their registers the address for each structure

that is not already on the list, and delete any listings for structures which cannot be located.

As described above, enumerators must —

- (A) correct the address registers based on their findings in canvassing each block.
- (B) record in the address registers the addresses of every structure where people live or could live.
- (C) delete those addresses from the address registers at which no person lives.
- (D) make certain that every block in their assigned areas is listed in the address registers.

ANSWER A

Choose the one answer which BEST fits the meaning of the work in capital letters.

TRANSCRIBE —

- (A) to transport
- (B) to copy
- (C) to repeat
- (D) to exchange

ANSWER B

## Part III-Number Skills

(This section includes addition, subtraction, multiplication and division problems. Some problems involve no computations, just an understanding of numerical concepts.)

Multiply the numbers below:

$$1.5 \times 6.3$$

- (A) .945
- (B) 9.45
- (C) 94.5
- (D) 945

ANSWER B

## Part IV-Interpreting Information and Evaluating Alternatives

(This section tests your ability to interpret information in order to determine the best of several possible alternatives.)

Refer to the table below to answer the question.

Log of Census Operations

Questionnaire number	Review operations					
	1		2		3	
	S	C	S	C	S	C
0015	3/14	3/15	3/16	3/18		
0016	3/13	3/14	3/15	3/15	3/17	3/18
0116	3/12	3/12	3/14	3/16		
0118	3/17					
0119	3/11					

S=Start

C=Completion

On what date was the second review completed for Questionnaire 0116

- (A) 3/13
- (B) 3/14
- (C) 3/15
- (D) 3/16

ANSWER D

## When are the jobs available?

Most Census jobs will be available to qualified applicants for 4 to 6 weeks beginning in August 1998.

## What kind of jobs are available?

Taking a census requires us to fill a wide variety of positions, but by far the largest number of positions we need to fill are census takers (enumerators).

## How does the Census 2000 benefit your community?

Census information:

- determines political representation among states
- helps your community get financial assistance for roads, hospitals, schools, and more
- helps your community plan for child care, education, health services, and recreation
- helps your community plan for the future

## An Exciting Opportunity!

Be part of the Census Team!

- *Earn competitive pay*
- *Help your community plan for the future*
- *Serve in this important national event*



The U.S. Census Bureau is an Equal Opportunity Employer.

**Apply today!**

Call or write to schedule to take a test and apply for a job:

or  
**1-888-325-7733 (toll-free)**

TDD

# Earn Extra Money

**Temporary Job  
Openings in  
1998, 1999  
and 2000**

U.S. Census 2000

**Apply today!**

U.S. Department of Commerce  
Economics and Statistics Administration  
BUREAU OF THE CENSUS

ATTACHMENT 5  
PAGE 1



## What is the pay?

Census jobs will pay a competitive wage in your area. Also Census workers will be reimbursed for authorized expenses, such as mileage.

## What will I do?

Census jobs are all about making sure everyone is counted accurately.

Most jobs are in the field, checking addresses and conducting interviews with residents. The ability to speak a foreign language is a plus in some areas.

***The Bureau of the Census is an Equal Opportunity Employer***

***All Census positions are temporary and short-term.***

## How can I qualify?

*You can qualify if...*

- You are 18 years or older. (Persons 16 or 17 years old can qualify if they have a high school diploma or equivalency and meet state employment conditions.)
- You take a written test of basic skills (in some areas, the test may be taken in Spanish).
- You agree not to engage in any partisan political activity within 24 hours of performing work.
- For males age 18 or older, born after December 31, 1959, you must be registered with selective service.
- Even though preference is given to U.S. citizens, qualified non-citizens may be considered if enough qualified citizens are not available.

## What is the test like?

The test consists of 28 multiple choice questions designed to measure the skills and abilities required to perform a variety of Census jobs, like reading, math, following instructions, and map reading skills. You will be given 30 minutes to complete the test. You may re-take the test when it is offered in your area.

## What identification do I need?

***Bring to the testing session one form of identification from List A, OR one from List B and one from List C.***

### List A

- U.S. Passport (Unexpired or expired)
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94, employment authorization
- Alien Registration Receipt Card with photograph
- Unexpired Temporary Resident Card

### List B

- Driver's license or State ID
- School ID with a photograph
- Voter's registration card
- U.S. Military Card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

### List C

- U.S. Social Security card
- Certification of birth abroad issued by the Department of State (Forms FS-545 or DS-1350)
- Birth Certificate with official seal of issuing authority
- Native tribal document
- U.S. Citizen ID card (INS Form I-197)
- ID card for use of Resident Citizen of the U.S.
- Unexpired employment authorization document issued by the INS (other than those in List A)