



## Be Counted Berrien

**Census Volunteer Training** 

March 2020





#### Agenda

What will residents receive in the mail?

What does the Census ask?

Who should be counted?

Do's and Don'ts

What does the Census look like? (paper and online)

Questions?





#### What will residents receive in the mail?

Green areas receive a paper survey in the first mailing.

Census tracts:

3	4	5	6	19
21	22	23	24	104
105	116			

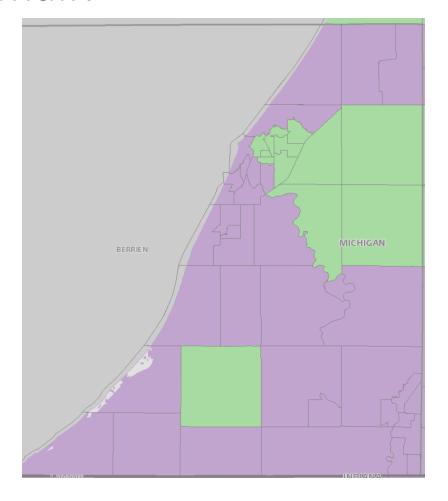
Benton Harbor, Benton Heights, Bainbridge Township, Pipestone Township, Sodus Township, Weesaw Township

 Purple areas receive a letter in the first mailing. The third reminder mailing will be a paper survey.

**Every** household can complete the survey online, by phone or by returning a paper survey.

#### https://gis-

portal.data.census.gov/arcgis/apps/webappviewer/index.html?id=7ef5c37c68a64ef3b2f1b17eb9287427







#### What does the Census ask?

- Name of each person in household
- Does person live/stay somewhere else? (student, military, etc.)
- Age
- Date of Birth
- Sex
- Ethnicity (Hispanic, Latino or Spanish Origin)
- Race
- Relationship (to person completing the form)
- Own or Rent
- Phone Number





#### Who should be counted?

#### Count everyone living under your roof on April 1, 2020

- Family members and friends living or sleeping there most of the time
- Children of all ages
  - Newborn babies, even those born on April 1 or who are still in the hospital on April 1
  - Foster children, grandchildren, nieces, nephews, children of friends (even if they are living with you temporarily)
  - Children who split their time between homes if they are living with you on April 1, 2020
- College students
  - Count college students living at home
  - If college students live away from home, they are counted at the on or off campus residence where they live and sleep most of the time.
  - U.S. college students who are living and attending college outside the U.S. are not counted in the U.S.





#### Count everyone living under your roof on April 1, 2020

- Roommates
- Someone who is staying in your home on April 1 and has no usual home elsewhere
- Anyone who is renting a space in your home
- Citizens of foreign countries who are living in the U.S. should be counted (green card holders, legal and illegal immigrants)
- Foreign students living and attending college in the U.S. should be counted where they live and sleep most of the time.
- Military personnel
  - If temporarily deployed overseas, count at their usual home address in the U.S.
  - If living in housing units, barracks, military campgrounds, etc. count where they live.





#### Other circumstances

- Patients
  - In hospitals and in-patient hospice facilities should be counted at the residence where they live and stay most of the time.
  - Those counted at a health care facility include:
    - Those with no usual home
    - People in psychiatric hospitals or units for long-term
    - People in nursing facilities
- Homeless individuals can be counted using the online form or the phone.
- Visitors should be counted in the place where they live and sleep most of the time (not at your home).
- People in shelters that provide sleeping facilities are counted at the shelter.
- People in prisons and correctional facilities on April 1 are counted in those facilities.





#### Do's

- Start at: my2020census.gov
- Let residents use the computer to complete the form on their own if they are comfortable. Provide privacy but encourage them to ask you questions.
- Give information so they can make the decision.
   (Example: My nephew is living with me. Should I count him? Your answer: If that's where your nephew lives and stays most of the time, then you should count him. If he doesn't have a regular home such as a couch surfer, then you should count him. If he stays with you once in a while, then he should be counted at where he lives most of the time.)
- Be sure they click "SUBMIT QUESTIONNAIRE." Then, go back to the home page for the next person.

#### Don'ts

- Don't answer for them.
- Don't read their answers. If you happen to see them or need to help due to ability to understand the questions, don't share the information with anyone.
- Don't provide a gift card or food for completing the Census. Do provide a gift card or food or other incentive for attending an event.





For Good. For Ever:"

## What does the Census look like? Paper Version

1 ( ) ) V

Start here OR go online at [un removed	to complete your 2020 Census questionnaire.
Use a blue or black pen.  Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.  Count all people, including babies, who live and sleep here most of the time.  If no one lives and sleeps at this address most of the time, go online at jurk removed} or call the number on page 8.  The census must also include people without a permanent place to live, so:  If someone who does not have a permanent place to live is staying here on April 1, 2020, count that person.  The Census Bureau also conducts counts in institutions and other places, so:  Do not count anyone living away from here, either at college or in the Armed Forces.  Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2020.  Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.	2. Were there any additional people staying here on April 1, 2020 that you did not include in Question 1?  Mark   all that apply.  Children, related or unrelated, such as newborn babies, grandchildren, or foster children  Relatives, such as adult children, cousins, or in-laws  Nonrelatives, such as roommates or live-in babysitters  People staying here temporarily  No additional people  3. Is this house, apartment, or mobile home — Mark ONE box.  Owned by you or someone in this household with a mortgage or loan? Include home equity loans.  Owned by you or someone in this household free and clear (without a mortgage or loan)?  Rented?  Occupied without payment of rent?  4. What is your telephone number?  We will only contact you if needed for official Census Bureau business.
How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?  Number of people =	Telephone Number
Number of people =	

	Person 1			
5.	Please provide information for each person living here. If		at is Person 1's race?	
	there is someone living here who pays the rent or owns this residence, start by listing him or her as Person 1. If the	Mar	k 🗴 one or more boxes AND prin	t origins.
	owner or the person who pays the rent does not live here,		White - Print, for example, German	. Irish. English. Italian.
	start by listing any adult living here as Person 1.		Lebanese, Egyptian, etc. д	
	What is Person 1's name? Print name below.			
	First Name MI			
			Didde of remodifirm. Thin, for the	
	Last Name(s)		Jamaican, Haitian, Nigerian, Ethiop	ian, Somali, etc. д
	Last Ivalie(s)			
		П	American Indian or Alaska Native – principal tribe(s), for example, Nava	Print name of envolled or
6	What is Person 1's sex? Mark ONE box.		Mayan, Aztec, Native Village of Bar	row Incoiat Traditional
٠.	Male Female		Government, Nome Eskimo Cornm	any, eps 7
	mare remaie			<u> </u>
7.	What is Person 1's age and what is Person 1's date of		Chinese Vietnamese	Native Hawaiian
	birth? For babies less than 1 year old, do not write the age in months. Write 0 as the age.	Ш	Filipino Korean	Samoan
	Print numbers in boxes.	4	Asian Indian   Japanese	Chamorro
	Age on April 1, 2020 Month Day Year of birth	$\searrow \mu$	Other Asian –	Other Pacific Islander -
	years	$(\bigcirc)$	Print, for example, Pakistani, Cambodian,	Print, for example, Tongan, Fijian,
	years		Hmong, étc. ⊋	Marshallese, etc. 📈
<b>→</b>	NOTE: Please answer BOTH Question 8 about Hispanic origin and Question 9 about race. For this census, Hispanic	_		
	origins are not races.		Some other race - Print race or orig	gin. 🔀
8.	Is Person 1 of Hispanic, Latino, or Spanish origin?			
	No, not of Hispanic, Latino, or Spanish origin			
	Yes, Mexican, Mexican Am., Chicano			
	Yes, Puerto Rican			
	- VINAIN			
	Yes, Cuban			
	<ul> <li>Yes, another Hispanic, Latino, or Spanish origin – Print, for example, Salvadoran, Dominican, Colombian, Guatemalan,</li> </ul>			
	Spaniard, Ecuadorian, etc. 戻			
			ore people were counted i	
			front page, continue with	Person 2 on the
		next	page.	





#### Repeats for person 3, 4, 5, and 6

1	Print name of Person 2		7. What is this person's race?		
	First Name	MI	Mark 🗷 one or more boxes AND print origins.		
			White – Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.   T		
	Last Name(s)				
			Black or African Am. – Print, for example, African American,		
2.	Does this person usually live or st	ay somewhere else?	Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc. д		
	Mark 🗷 all that apply.				
	□ No		American Indian or Alaska Native – Print name of enrolled or		
	Yes, for college	Yes, with a parent or other relative	☐ American Indian or Alassa Native − Firin fame or enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Azlec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc. <sub>2</sub>		
	Yes, for a military assignment	Yes, at a seasonal or second residence	Government, Notice Estano Community, etc.		
	Yes, for a job or business	Yes, in a jail or prison			
	Yes, in a nursing home	Yes, for another reason	☐ Chinese ☐ Vietnamese ☐ Native Hawaiian		
3.	How is this person related to Pers	_	☐ Filipino ☐ Korean ☐ Samoan		
	Opposite-sex husband/wife/spouse	Father or mother	☐ Asian Indian ☐ Japanese ☐ Chamorro		
	Opposite-sex unmarried partner	Grandchild	Other Asian — Other Pacific Islander — Print, for example, Print, for example,		
	Same-sex husband/wife/spouse	Parent-in-law	Print, for example, Pakistani, ⊘ambodian, Tongan, Fijian, Hmoing, etc. ⊋ Marshallese, etc. ⊋		
	Same-sex unmarried partner	Son-in-law or daughter-in-law	maintainese, etc. g		
	Biological son or daughter	Other relative			
	Adopted son or daughter	Roommate or housemate	Some other race – Print race or origin.		
	Stepson or stepdaughter	☐ Foster child			
	Brother or sister	☐ Other nonrelative			
4.	What is this person's sex? Mark	ONE box			
	☐ Male ☐ Female	Allin			
5. What is this person's age and what is this person's date of birth? For babies less than 1 year old, do not write the age in months. Write 6 as the age					
		ers in boxes.			
	Age on April 3, 2020 Month Day Year of birth				
	years				
<b>→</b>	NOTE: Please answer BOTH Ques origin and Question 7 about race. origins are not races.				
6.	Is this person of Hispanic, Latino,	or Spanish origin?			
No, not of Hispanic, Latino, or Spanish origin					
Yes, Mexican, Mexican Am., Chicano					
	Yes, Puerto Rican				
	Yes, Cuban				
	Yes, another Hispanic, Latino, or S	Spanish origin – Print, for			
	example, Salvadoran, Dominican, Colombian, Guaternalan,				
			→ If more people were counted in Question 1 on the front page, continue with Person 3 on the next page.		

	omplete information for nal information about the		st of the people you	counted in Question	on 1 on the front page.
Person 7					
First Name		MI	Last Name(s)		
			Date of Birth		
Sex	Age on April 1, 2020		Month Day	Year of birth	Related to Person 1?
☐ Male ☐ Female	years				☐ Yes ☐ No
	yours				
Person 8					
First Name		MI	Last Name(s)		1
			Date of Birth		
Sex	Age on April 1, 2020		Month Day	Year of birth	Related to Person 1?
Male Female	years				Yes No
Person 9				$\overline{}$	
First Name		MI	Last Name(s)		
			Date of Birth		
Sex	Age on April 1, 2020	-4	Month Day	Year of birth	Related to Person 1?
Male Female	years	R			☐ Yes ☐ No
Person 10	R	$\leftarrow$	<del>\</del>		
First Name		MI	Last Name(s)		
First Name	MIN	IVII	Last Name(s)		
	(0/1)				
Sex	Age on April 1, 2020		Date of Birth Month Day	Year of birth	Related to Person 1?
Male Female	years				☐ Yes ☐ No
					FOR OFFICIAL USE ONLY
Thank you for co	ompleting your	2020	0 Census qu	estionnaire.	JIC1 JIC2
If your enclosed postage-paid envelo	pe is missing,	U.S.	Census Bureau		
please mail your completed questions	naire to:		nal Processing Center ess removed]		
If you need help completing this	questionnaire call Hell	fron re-	mbor romound Cure	lay through Saturday fo	rom 7-00 a.m. to 2-00 a.m. ET
ii you need help completing this	questionnaire, can [ton-	-iree nu	imber removedj, adiil	ady tillough Saturday ii	10111 7.00 a.111. 10 2.00 a.111. E1.
TDD — Telephone display device for	or the hearing impaired. C	Call [toll-	free number removed]	, Sunday through Satu	rday from 7:00 a.m. to 2:00 a.m. ET.
The U.S. Census Bureau estimates that of this burden to: Paperwork Reduction <[email address removed] >. Use "Paper	completing the questionnaire Project 0607-1006, U.S. Cens	will take	10 minutes on average. { au [address removed] V	Send comments regarding Vashington, DC 20233. Yo	this burden estimate or any other aspect u may email comments to
This collection of information has been	approved by the Office of Ma	nagemer			
approval. If this number were not displa-	wed, we could not conduct the	e census	1		

3

## What does the Census look like?

Letter and online version



#### U.S. Census Bureau

Washington, DC 20233-0001 Office of the Director

March 12, 2020

A Message from the Director, U.S. Census Bureau

Dear Resident:

This is your invitation to respond to the **2020 Census**. We need your help to count everyone in the United States by providing basic information about all adults, children, and babies living or staying at this address.

Results from the 2020 Census will be used to:

- Direct billions of dollars in federal funds to local communities for schools, roads, and other public services.
- . Help your community prepare to meet transportation and emergency readiness needs.
- Determine the number of seats each state has in the U.S. House of Representatives and your political representation at all levels of government.

Respond by April 1st at: XXXX.XXXX.gov	Your Census ID is:

The Census Bureau is using the internet to securely collect your information. Responding online helps us conserve natural resources, save taxpayer money, and process data more efficiently. If you are unable to complete your 2020 Census questionnaire online, we will send you a paper questionnaire in a few weeks for you to complete and mail back.

The census is so important that your response is required by law, and your answers are kept completely confidential. If you do not respond, we will need to send a Census Bureau interviewer to your home to collect your answers in person. If you need help completing your 2020 Census questionnaire, please call toll-free 1-844-330-2020.

Thank you in advance for your prompt response.

**Enclosures** 

Mensaje importante: Para completar su cuestionario del Censo del 2020, visite xxxx.xxxx.gov o llame gratis al 1–844–468–2020.

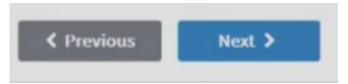
census.gov





#### Navigating the Census Form

- Use latest versions of Chrome, Firefox, Internet Explorer or Safari. Enable cookies.
- In the survey, use the PREVIOUS and NEXT buttons instead of the browser back button.
  - If you use the browser back button, you're likely to have to start the survey over.



- The form must be completed in one sitting.
   If there is no activity for 13 minutes, a reminder will pop up to complete the form.
   If there is no activity for 15 minutes, the session will end, and the respondent will have to start from the beginning.
  - If this happens, log in again and complete the form.

It's best to use the unique ID code in the letter. It **is** possible to complete the Census without the ID code.

my2020census.gov





In the letter: Note the mention that paper forms will be mailed a few weeks after the initial letter, as well as a phone number to call for assistance.

The Census Bureau is using the internet to securely collect your information. Responding online helps us conserve natural resources, save taxpaver money, and process data more efficiently. If you are unable to complete your 2020 Census questionnaire online, we will send you a paper questionnaire in a few weeks for you to complete and mail back.

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## The Landing Page



FAQ

INSTRUCTIONS



**ENGLISH** 

**ESPAÑOL** 

中文(简体)

TIẾNG VIỆT

РУССКИЙ

한국어

العربية

TAGALOG

POLSKI

**FRANÇAIS** 

KREYÖL AYISYEN

PORTUGUÊS

日本語

#### Welcome to the 2020 Census

- It's quick and easy. The 2020 Census questionnaire will take about 10 minutes to complete.
- · It's safe, secure, and confidential. Your information and privacy are protected.
- Your response helps to direct billions of dollars in federal funds to local communities for schools, roads, and other public services.
- Results from the 2020 Census will be used to determine the number of seats each state has in Congress and your political representation at all levels of government.

#### Getting started:

- You must complete your questionnaire once you begin. If you leave the questionnaire and return later, you will have to start over.
- Do not use the web browser buttons (back, forward, or close browser). Use the buttons within the questionnaire to navigate.
- For best results, use the latest version of Chrome, Firefox, Internet Explorer, or Safari.
   Enable cookies.



Census 2020

**Start Questionnaire** 

## (12 non-English languages available)

Census 2020 كعليمات الأسطة المتدارلة

PORTUGUES

KREYÖL AYISYEN

FRANÇAIS

**POLSKI** 

TAGALOG

الريبة

РУССКИЙ

한국어

TIẾNG VIỆT

中文(简体)

**ESPAÑOL** 



#### Shape your future START HERE >

#### مرحبا بكم إلى التعداد السكاني لسنة 2020

- هي سهلة وسريعة. إن استبيان التعداد السكاتي لسنة 2020 سيحتاج لحو الي 10 ثقائق لملثة.
  - هو امن، ومحمى و سرى معلوماتك وخصو صبيتك محمية.
- إجابتك تساعد على توزيع المليار ات من الدو لار ات من الأموال الفدر الية إلى المجتمعات المحلية للمدارس والطرق و الخدمات العامة الأخرى
- سوف تستخدم نتائج التعداد السكاني لسنة 2020 لتحديد حدد المقاعد لكل و لاية في مجلس النواب الأمريكي و المساحدة في ضمان التمثيل السياسي لمجتمعك على جميع مستويات الحكومة.

يدء تشغيل الاستبيان

#### للبدء:

- يجب إكمال الاستبيان الخاص بك بمجرد أن تبدأ. إذا تركت الاستبيان، ثم تعود إليه في وقت لاحق، ستجبر على البدء من جدید.
  - لا تستخدم أزر ار متصفح الويب (الرجوع أو الأمام أو إغلق المتصفح). إستخدام الأزر ار داخل الاستيبان للتنقل.
    - للحصول على أفضل النتائج، استخدم أحدث إصدار من كروم أو فيريقوكس أو إنترنيت إكسبلورر أو سفاري (Chrome, Firefox, Internet Explorer, or Safari). تمكين ملفات تعريف الارتباط.

FRANÇAIS

**POLSKI** 

TAGALOG

المربية 日本語 РУССКИЙ PORTUGUÊS 한국어

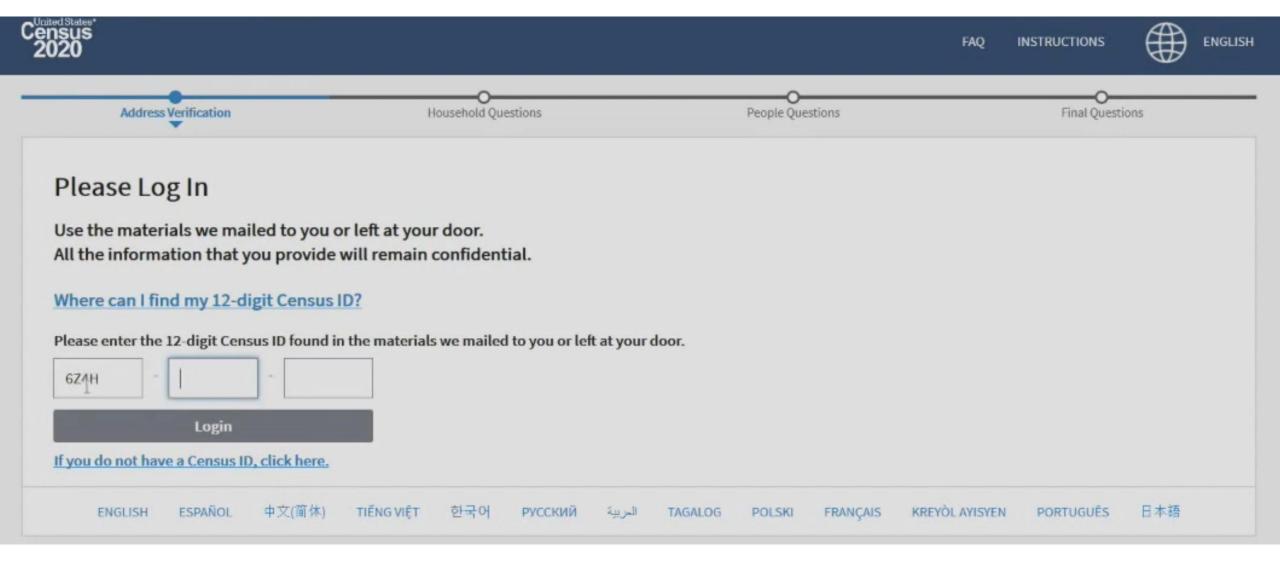
TIẾNG VIỆT KREYÖL AYISYEN

中文(简体)

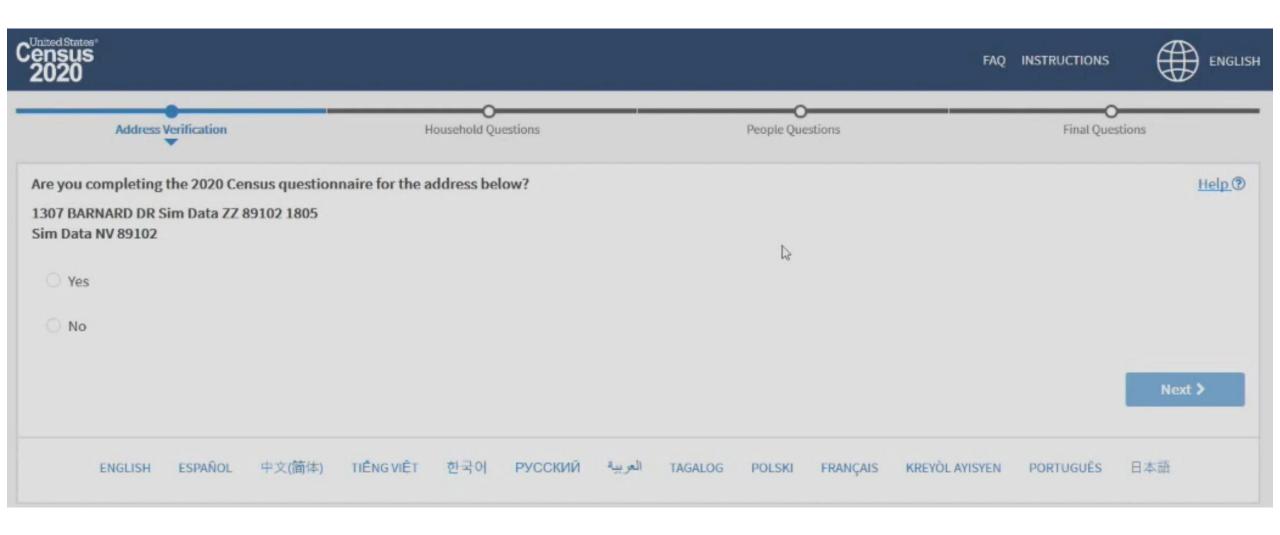
**ESPAÑOL** 

**ENGLISH** 

# The ID Response: Enter 12 Digit ID and Login



## **Verify Your Address**

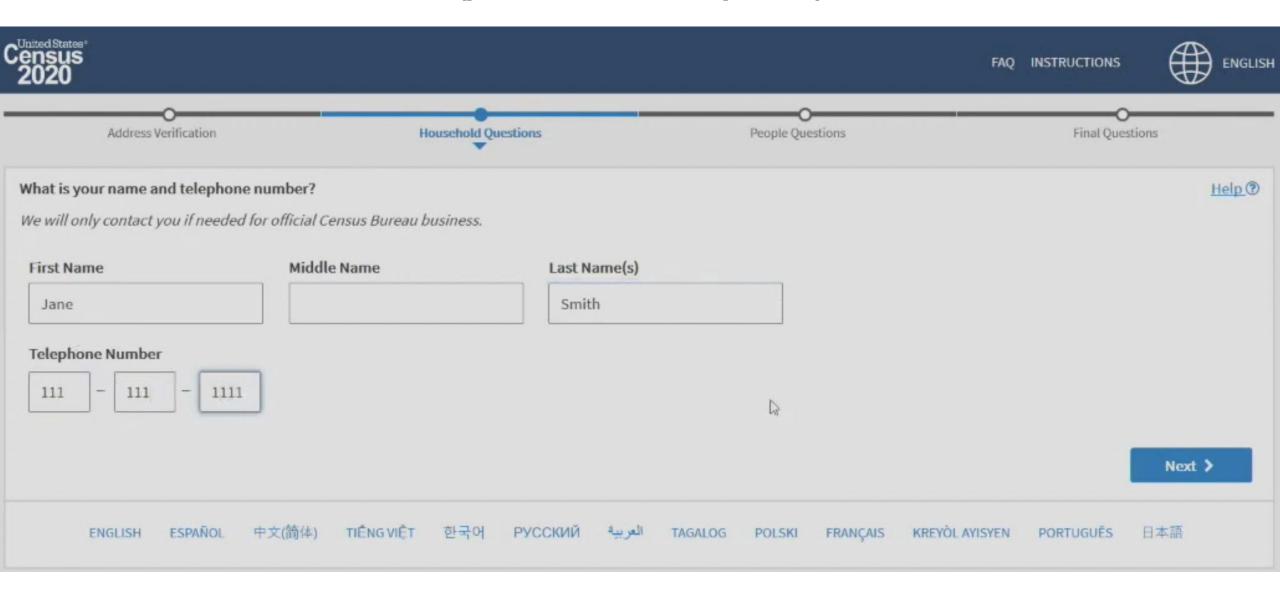


## Confirm Address on April 1, 2020



#### **Enter Name and Phone Number**

(phone number is optional)



# Have a Question? Use the FAQs!

#### Help

Enter the number of people that will be living or staying at 1307 BARNARD DR Sim Data ZZ 89102 1805 most of the time, as of April 1, 2020.

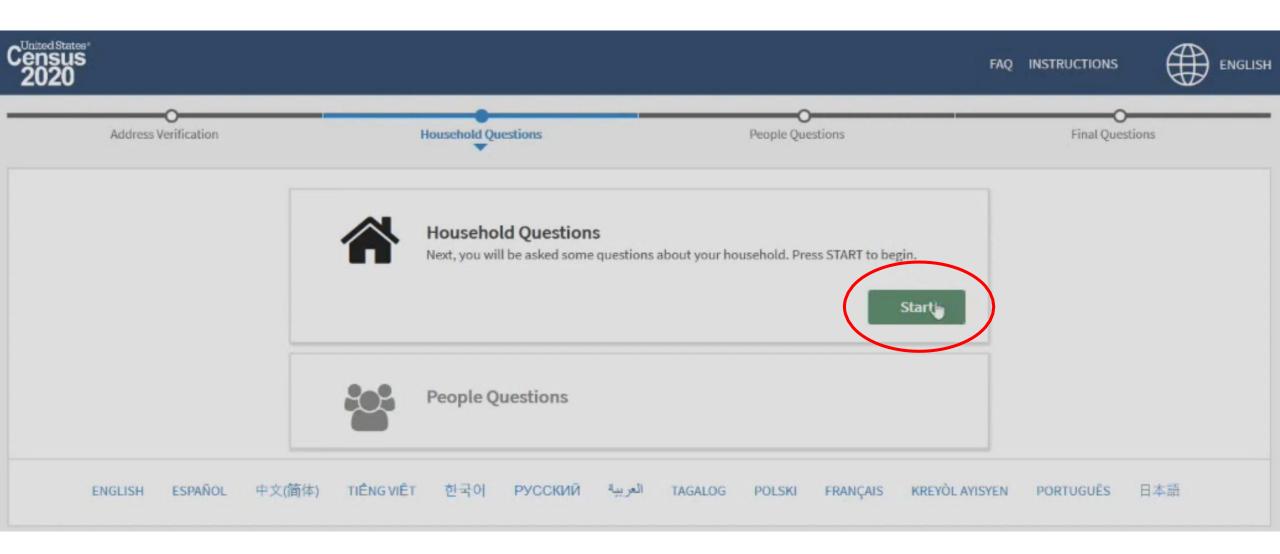
Our goal is to count people once, only once, and in the right place, according to where they will be living on April 1, 2020. Keeping this goal in mind, we ask you to use our guidelines to determine who to count at 1307 BARNARD DR Sim Data ZZ 89102 1805.

- · Count people where they usually live and sleep.
- For people with more than one place to live, count them at the place where they sleep most of the time.
- For people who will be moving from one residence to another, count them at the residence where they will be living on April 1, 2020.
- For people who do not have a usual residence, or who cannot determine a usual residence, count them where they will be staying on April 1, 2020.

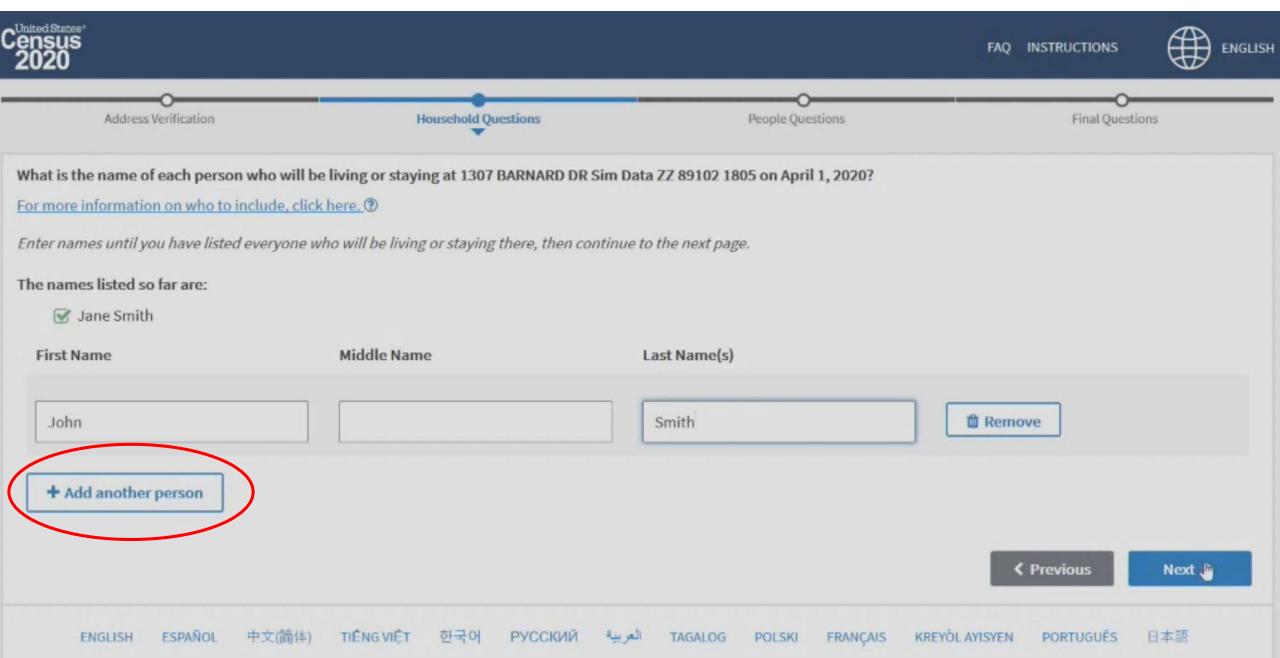
Using those guidelines, be sure to INCLUDE the following types of people if they will be living or staying at 1307 BARNARD DR Sim Data ZZ 89102 1805 most of the time around April 1, 2020:

 Babies and children of all ages (even newborns and infants), including biological, step, and adopted children, as well as grandchildren, foster children, and children in joint custody arrangements.

## **Begin with Household Questions**



#### **Enter the Names of Everyone in the Household**



**Final Questions** 



Address Verification Household Questions People Questions

We do not want to miss any people who might be staying at 1307 BARNARD DR Sim Data ZZ 89102 1805 on April 1, 2020.

#### For example:

- Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- Relatives, such as adult children, nieces, nephews, cousins, or inlaws
- · Roommates or other nonrelatives
- · People without a permanent place to live

The names listed so far are:

- ✓ Jane Smith
- John Smith

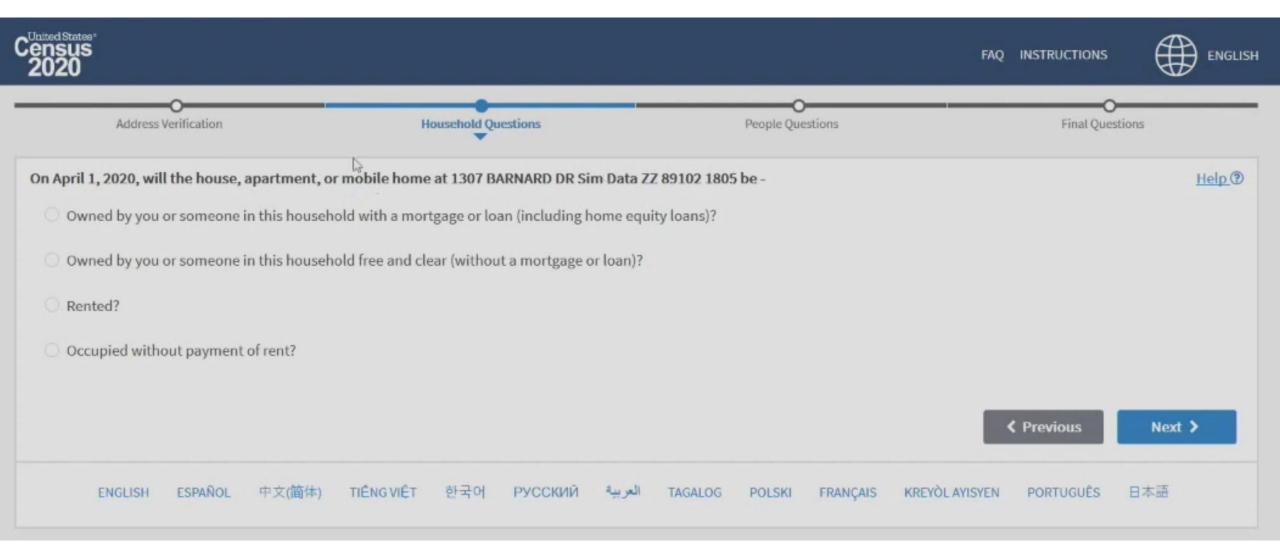
Will there be any ADDITIONAL people that you did not already list?

For more information on who to include, click here. ?

- Yes
- O No

A Reminder to Include Everyone!

## **Select Type of Housing Unit**

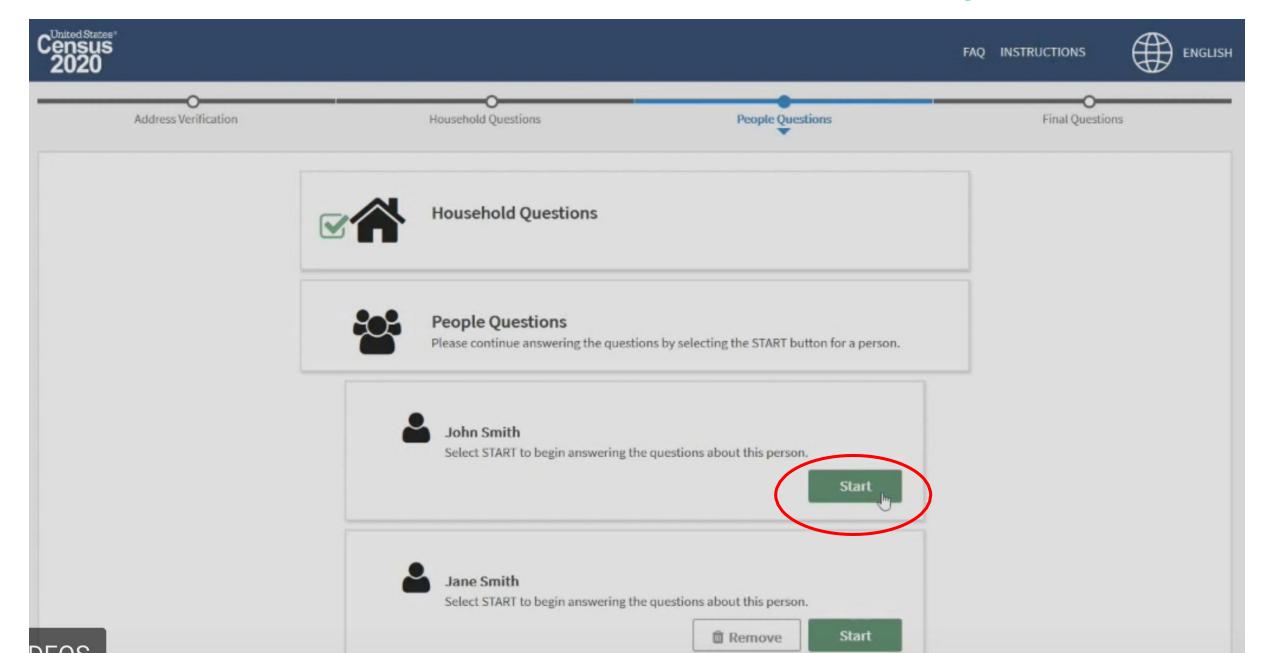


Land contract is considered a loan, even if the resident thinks of it as "rent-to-own". Select the first option, "Owned by you or someone in this household with a mortgage or loan"

## Select Home Owner (if applicable)



## **Next is Questions about People**

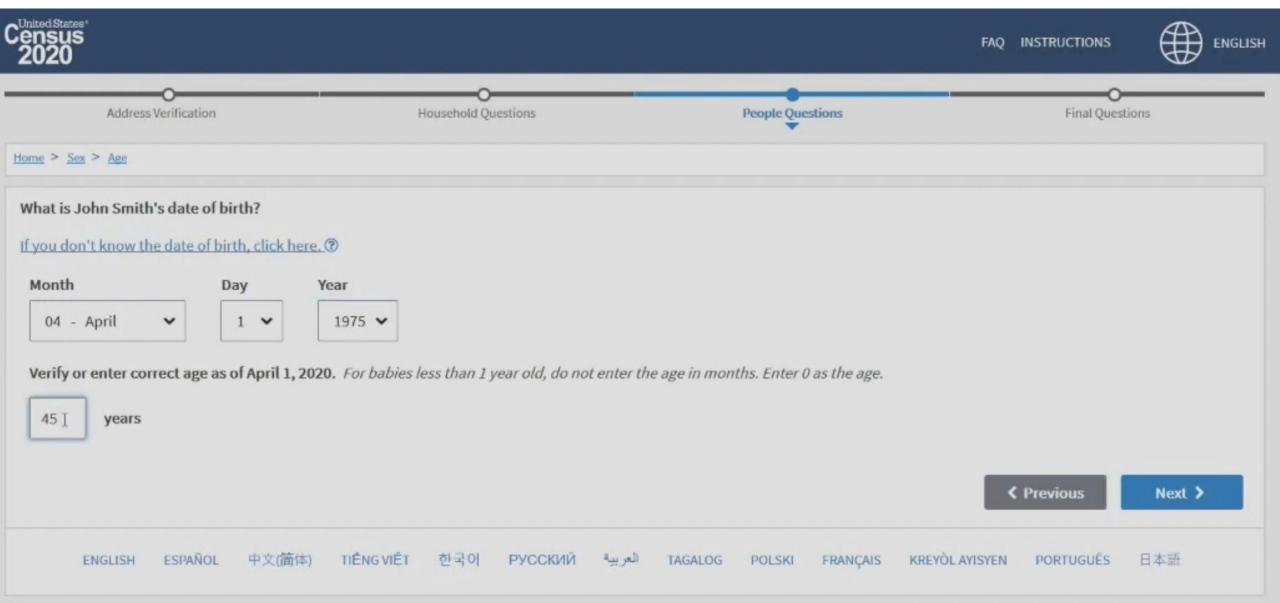


#### **Select Sex**

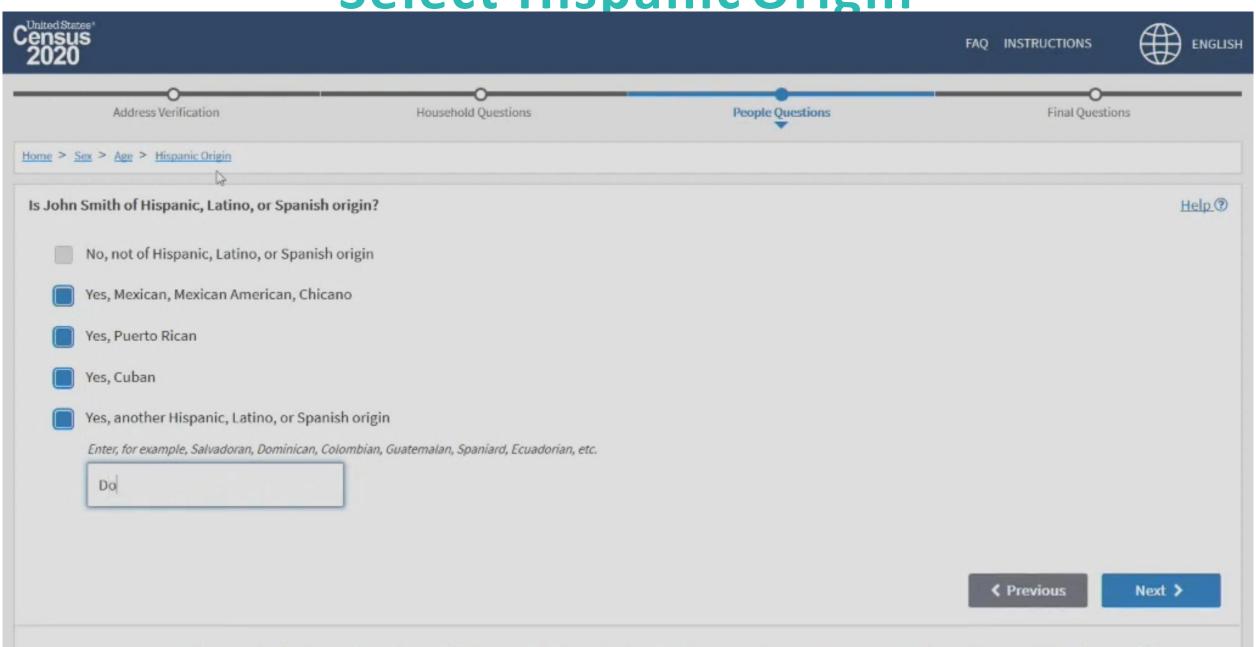


#### **Enter Date of Birth**

(age is automatically calculated but can be manually changed)



Select Hispanic Origin



TAGALOG

POLSKI

РУССКИЙ

KREYÖL AYISYEN

FRANÇAIS

日本語

PORTUGUÊS

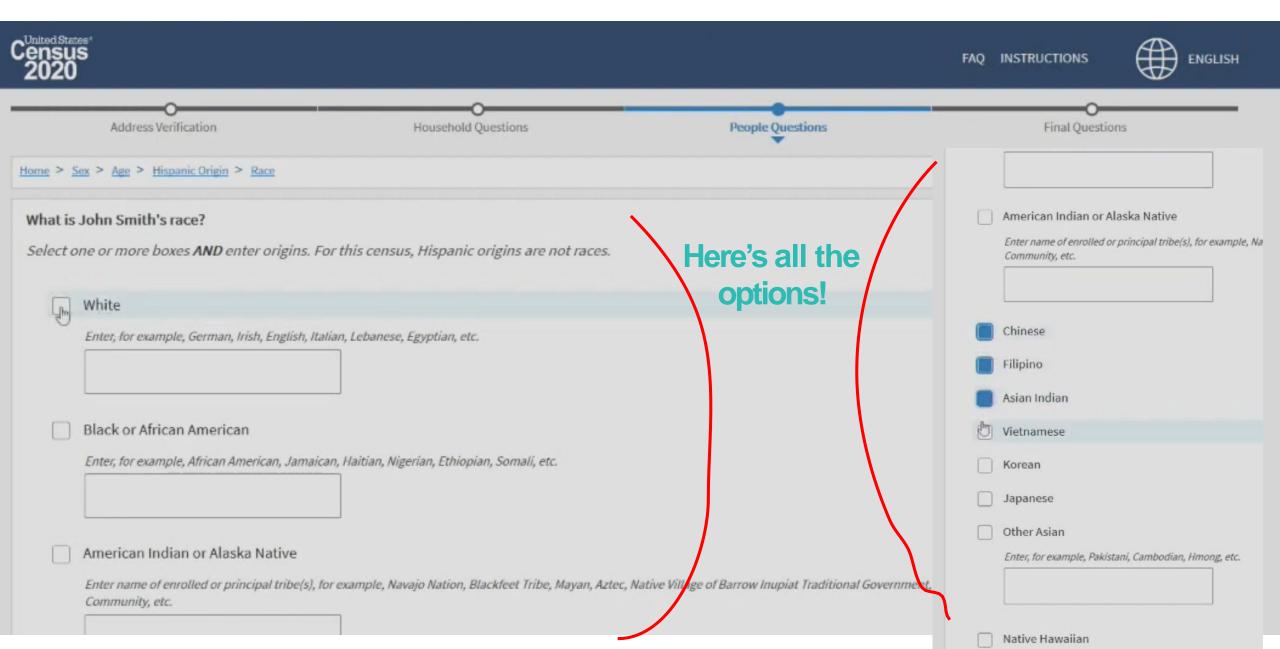
ESPAÑOL

**ENGLISH** 

中文(简体)

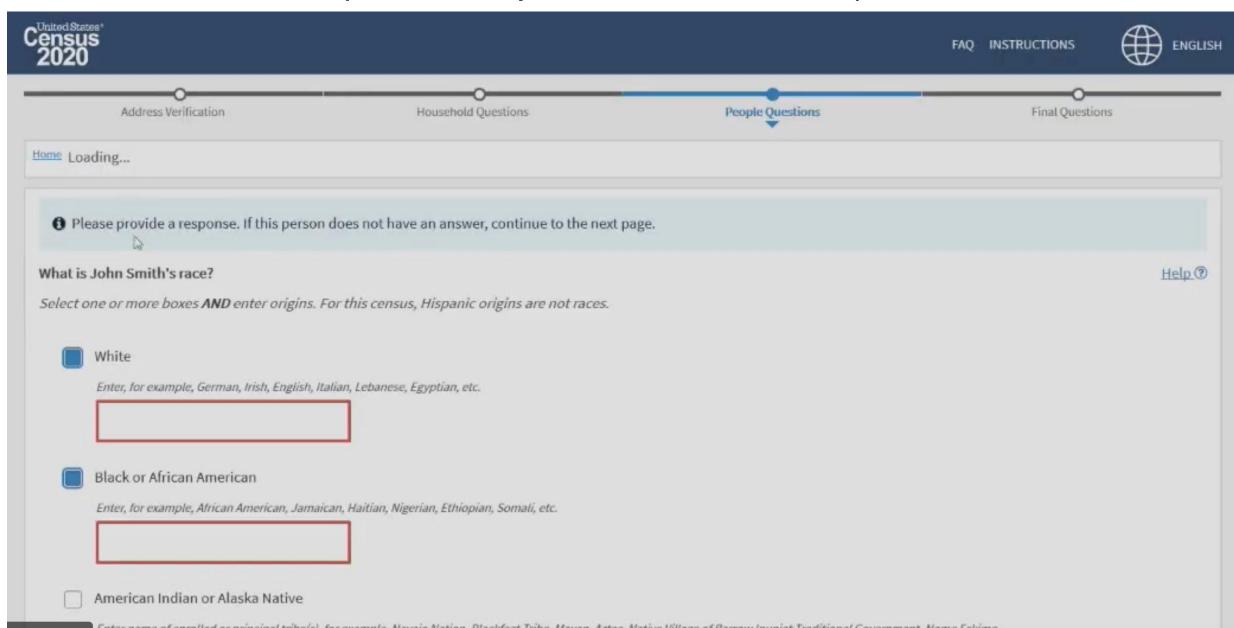
TIẾNG VIỆT

#### **Select Race**

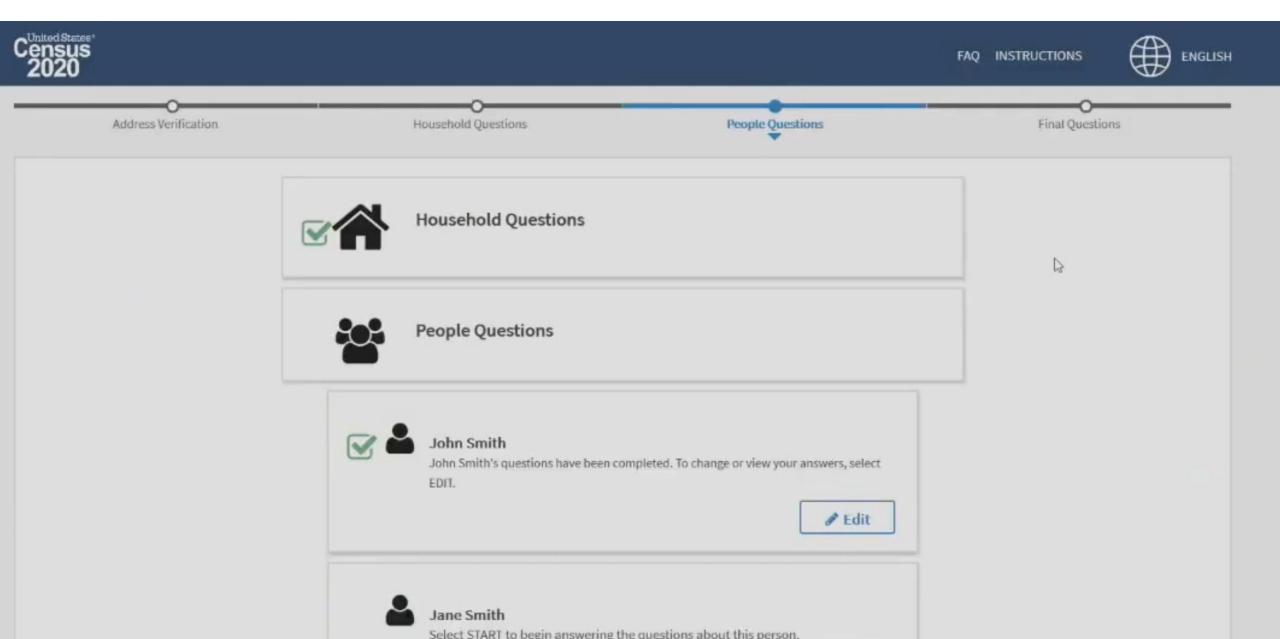


## **Optional: Include Origin Details**

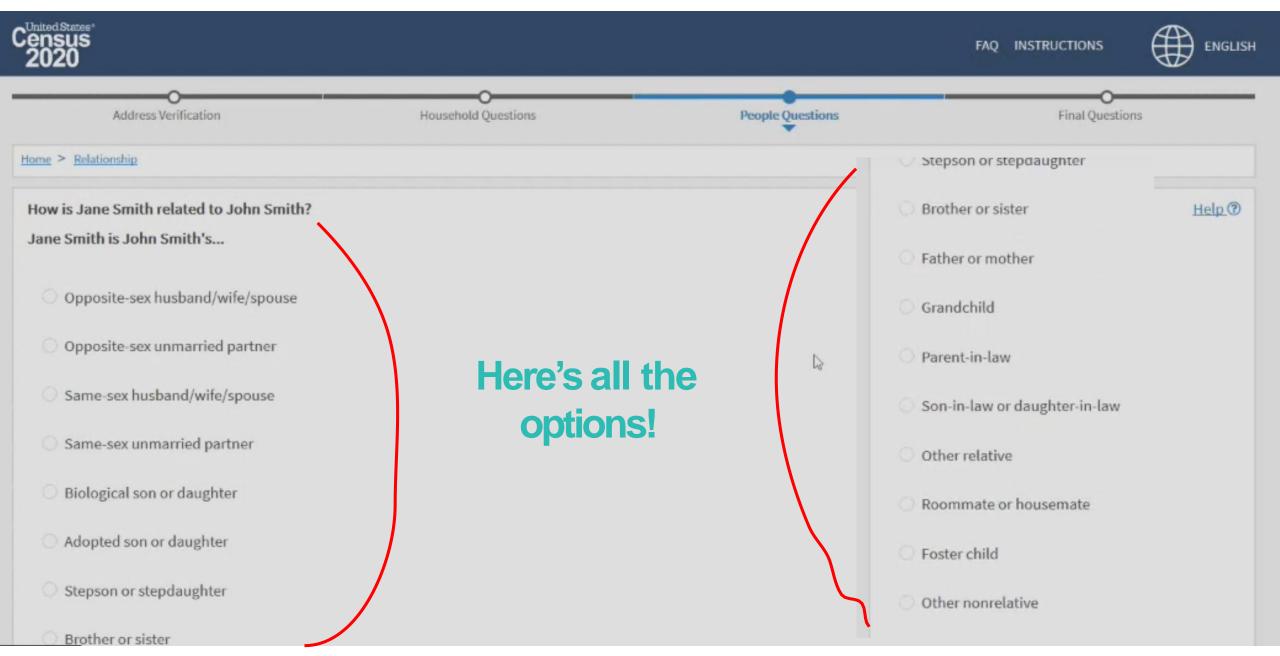
(text boxes will expand to include more information)



#### Make Edits or Start with the Next Person



## **Select Relationship to Person 1**



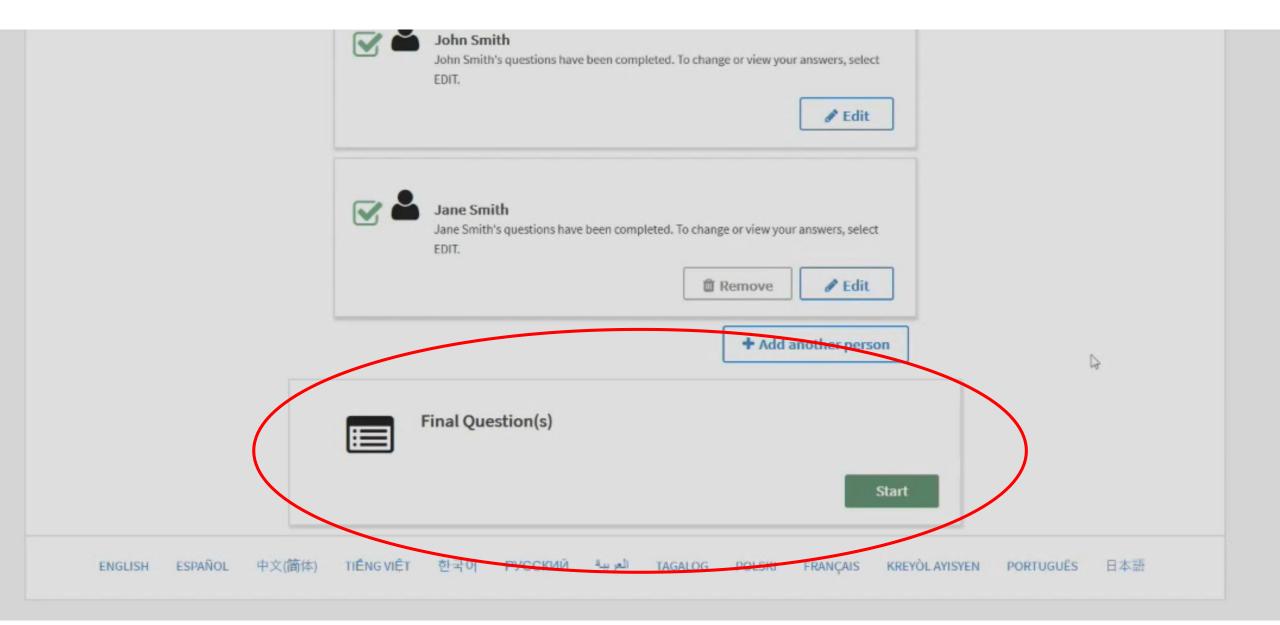
## **Questions About Person 2**



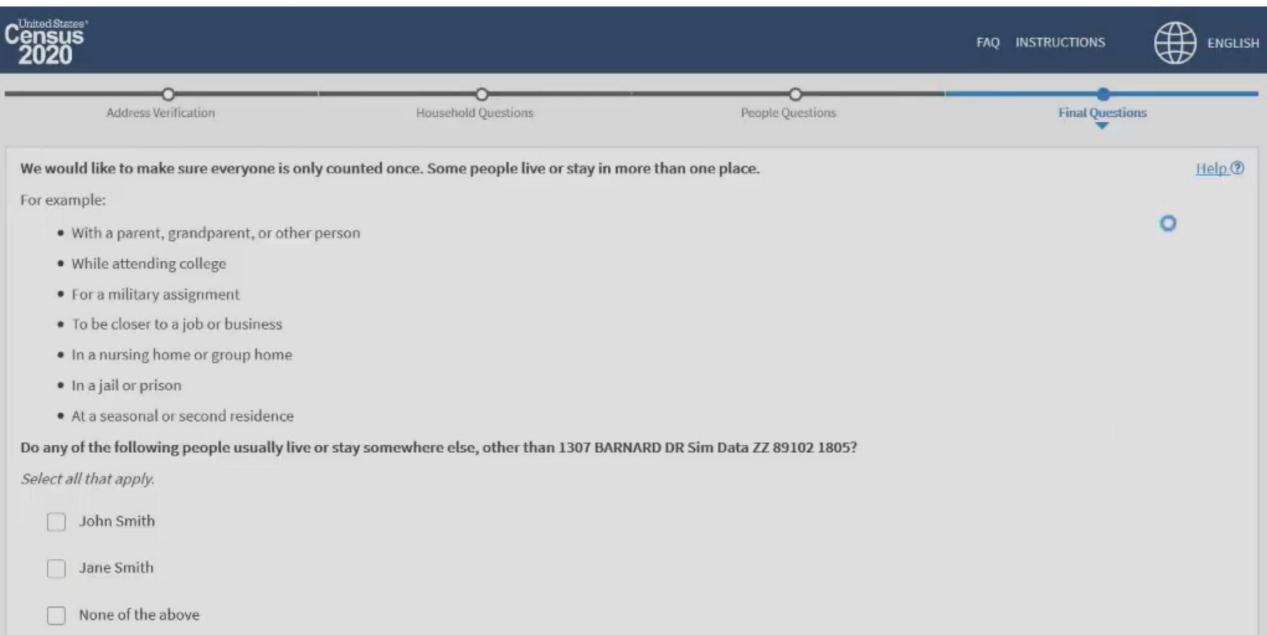


What is	Jane Smith's race?
Select o	ne or more boxes AND enter origins. For this census, .
	White
	Enter, for example, German, Irish, English, Italian, Lebanese, Eg
	I
	Black or African American
	Enter, for example, African American, Jamaican, Haitian, Nigeri
	Haitian
	American Indian or Alaska Native
	Enter name of enrolled or principal tribe(s), for example, Navaj Community, etc.
	Chinese
	Chinese

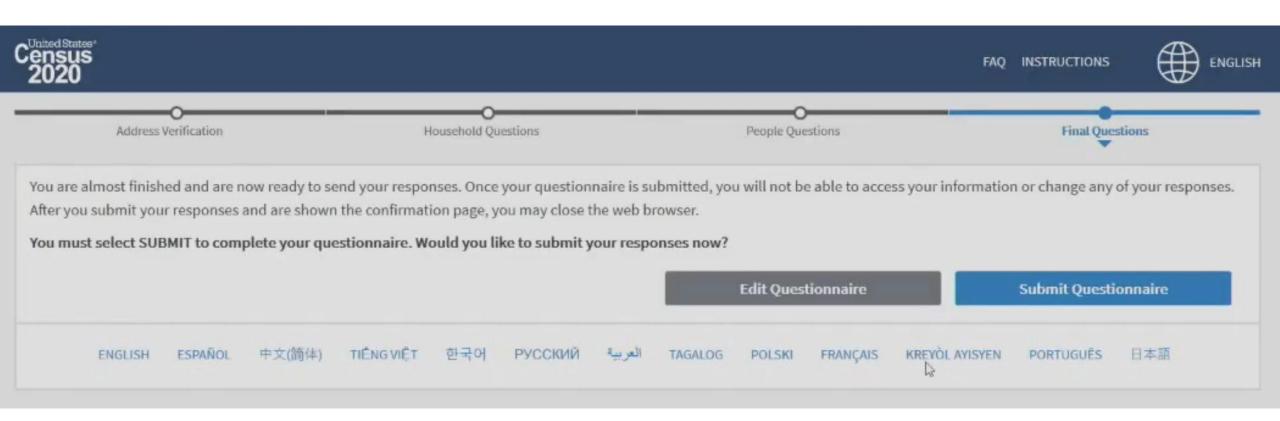
### When All People Are Entered, Go to Final Questions



## **Ensuring Everyone is Counted Only Once**



## **Last Chance to Make Changes**



#### A Confirmation that Form is Submitted



Address Verification Household Questions People Questions Final Questions

#### Thank you for completing the 2020 Census questionnaire for:

1307 BARNARD DR Sim Data ZZ 89102 1805 Sim Data NV 89102

November 8, 2019 10:56:02 AM EST

If you receive other mail from the Census Bureau about the 2020 Census in the next few days, please disregard it. That mail may have been sent out before today.

If you have any questions, please call the phone number printed in your materials or listed below.

1-844-330-2020

Confirmation #: 176039113

Visit 2020Census.gov

Save or Print this Screen

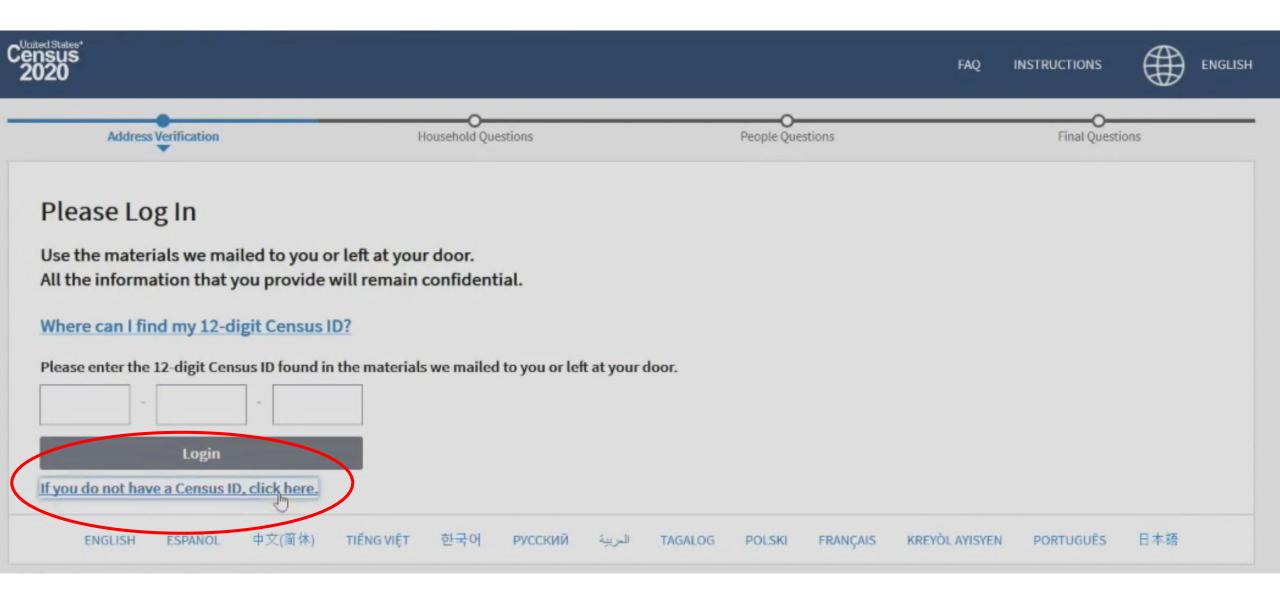
You may close the browser.

#### Don't Have an ID?

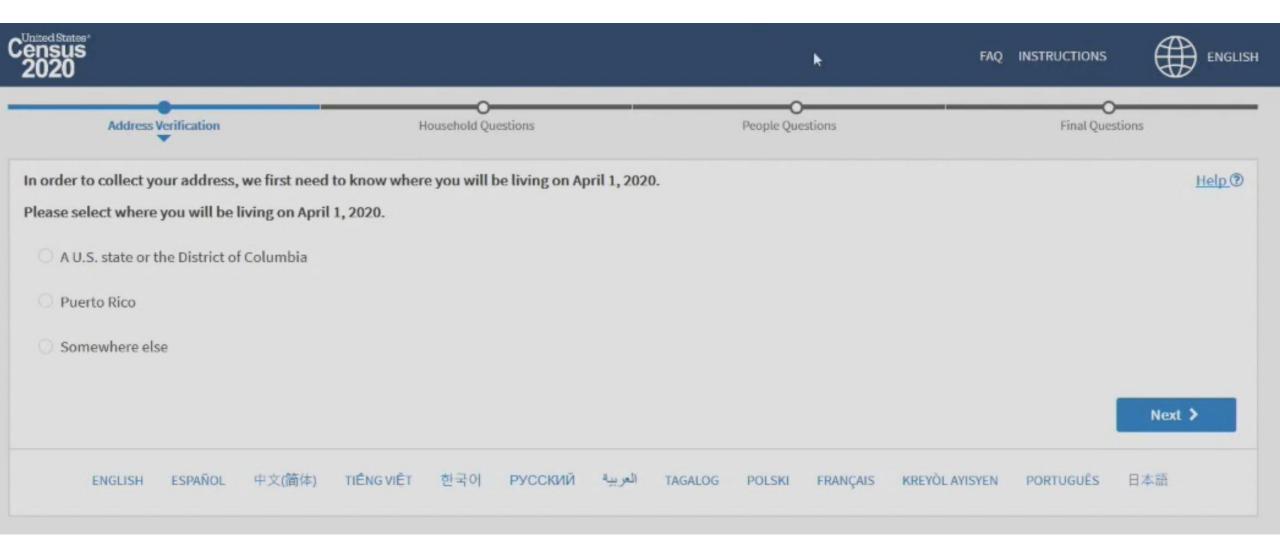
No Worries!

The Start of the Form is Slightly Different...

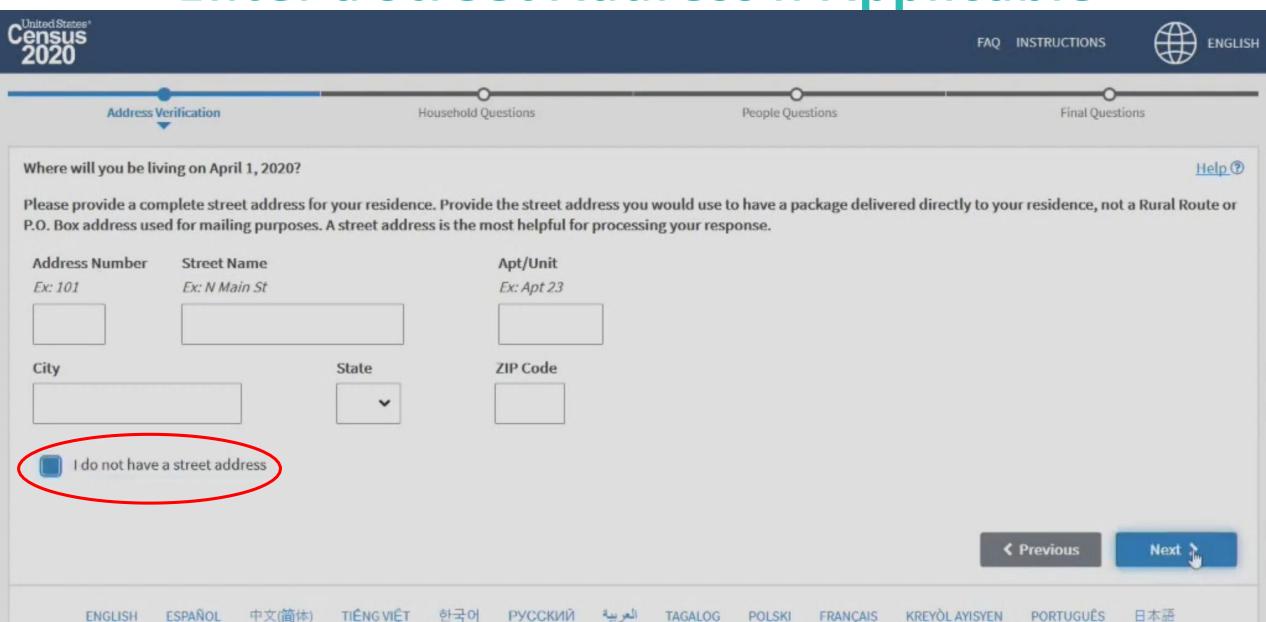
### Select "...do not have a Census ID..."



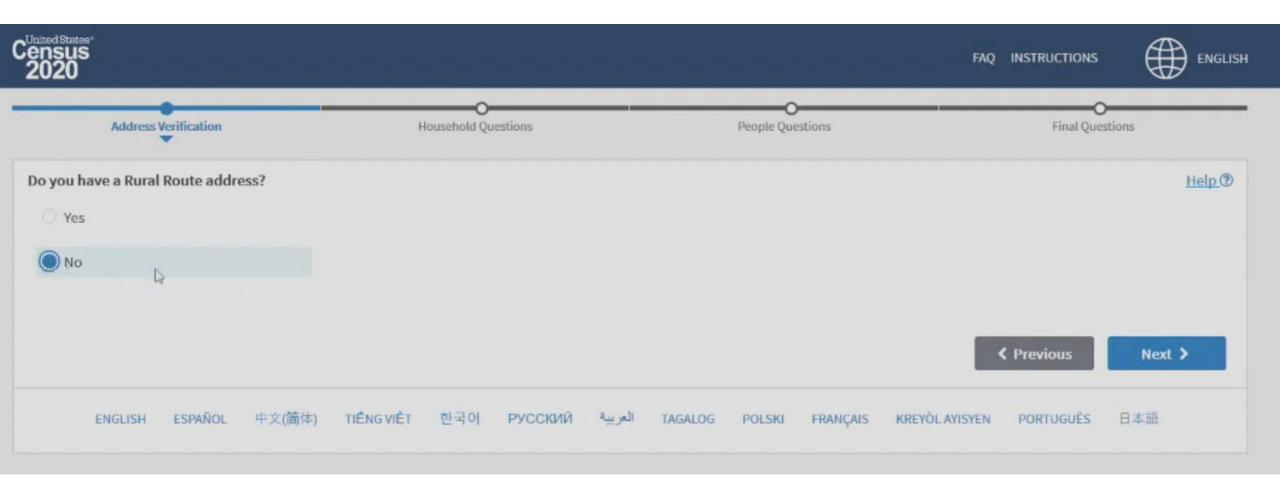
## Select Where You Will Live on April 1, 2020



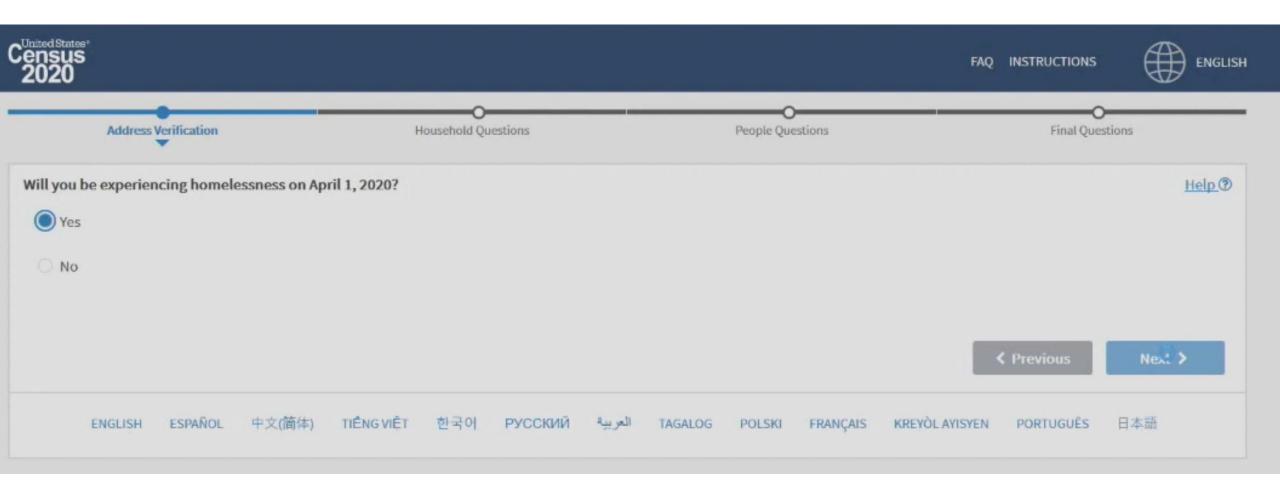
## **Enter a Street Address if Applicable**



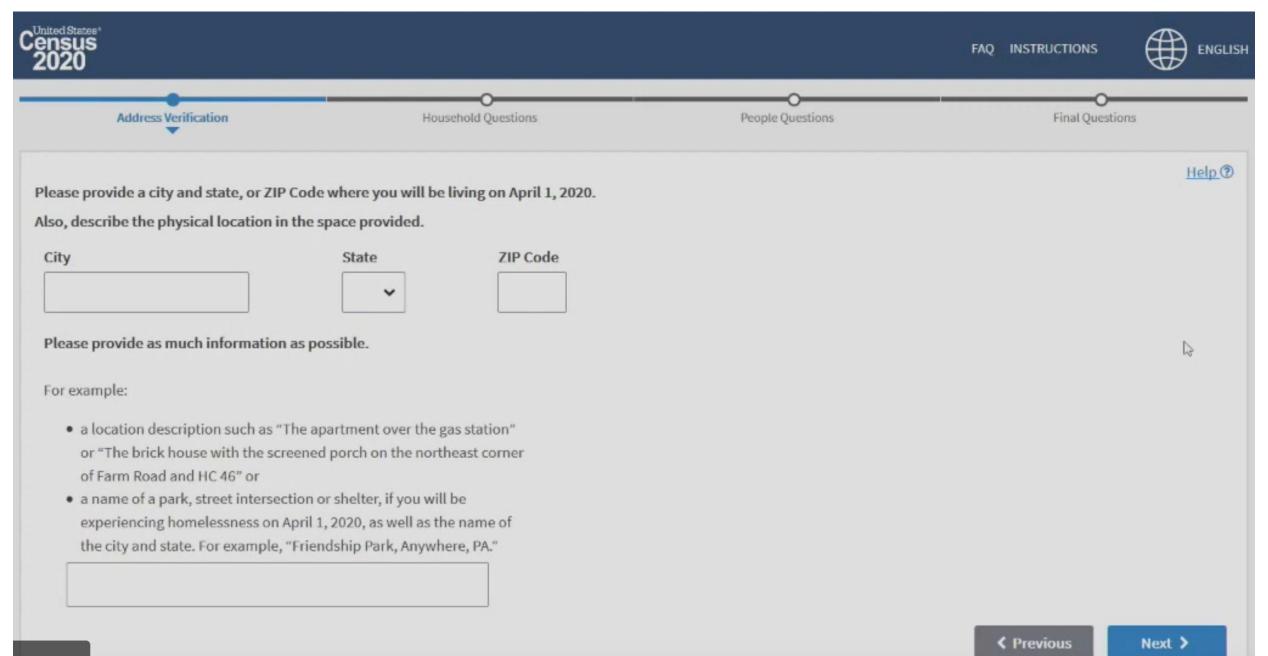
#### **Select Rural Address**



#### **Select Homelessness**



### Enter as Much Detail as Possible



## Be Counted Berrien.org