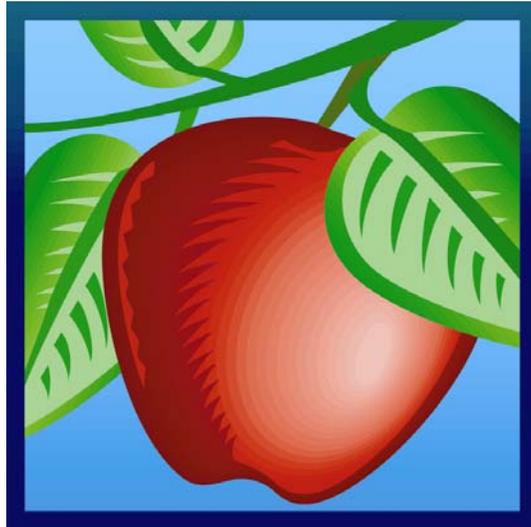


Steps for the Demographics Questionnaire



E F N E P

Steps for the Demographics Questionnaire

For the best results, two staff should work together to administer the demographics questionnaire. One staff will lead the process (Leader) and the other will assist (Assistant). Staff may read the questions to the participant and write their responses on the form if the participant cannot read.

Administer following the completion of the 24-hour food recall.

The paperwork is required, but it is also important for us to be able to show your teaching results in changes in knowledge and behavior. Please take the time to do it correctly for best results.

For Entry (First Session) Demographics Questionnaire	
What to Say:	What to Do:
	<p>[Leader or Assistant]</p> <p>Before clients arrive:</p> <ul style="list-style-type: none"> - Have demographics forms ready for clients. - Display the demographics form poster.
<p>[Leader]</p> <p>“The last item for today is to complete one last form with questions about you and your family. We will fill out the form together.”</p> <p>“Please look at the top of the form. I have already written my name as the Program Assistant and today’s date.”</p>	<p>[Leader or Assistant]</p> <p>Hand out the demographics questionnaire to the clients in the class.</p> <p>[Leader or Assistant]</p> <p>Help clients fill out the top page of the form.</p>
What to Say:	What to Do:
<p>[Leader]</p> <p>“Please print your name and contact information so I know how to reach you.”</p> <p>“Next, write your age and check the Female or Male box.”</p> <p>“If you are female, check either Yes or No for the next two questions. The first question is, are you pregnant right now? The second question asks, are you breastfeeding right now?”</p>	<p>[Leader]</p> <p>Refer to the section of the poster that you are describing.</p> <p>If the person is male, they do not complete these two questions.</p>

“Great! Next, where do you live? Check the box that best describes where you live. Do you live on a farm, in a small town, medium sized town/city, large suburb or large city?”

“What is the highest grade in school that you completed? Check the box for the highest grade in school you have finished.”

“Write down your monthly household income. Try to write the average monthly household income to the best of your ability. If you are not sure or are not comfortable writing the exact number, **please** check a range. It’s important to write down something for this question. The answer is not going to be shared with any other agency. This means that nobody from WIC, ODJFS (food stamps) or any other local or state government office will know how much you make. The amount you report will not and cannot be used to increase or decrease benefits or child support payments. This amount includes only earned cash and assistance received as cash for the month. If you receive vouchers, don’t include those.

“Okay, next, list the ages of the children **living in your home**. If there aren’t any children **living in your home**, leave this part blank. If you have a baby less than 1 year of age, write 0 as their age. How many adults live in your home? Do not count yourself.”

“Do you identify with the ethnicity Hispanic or Latino? Check the box for Hispanic or Latino or Non-Hispanic or Non-Latino. Someone who identifies as Hispanic or Latino is usually from Spain, Mexico or another Spanish speaking country. Hispanic or Latino refers to culture and

[Leader or Assistant]

Suggest which box to check if known where the participants live.

[Leader]

Refer to the section of the poster that you are describing.

{Participants MUST have either income or participation in assistance programs for a participant to qualify for EFNEP classes}

{If your group has teen agers living at home, they only have to report their income, not the entire family’s income}

[Leader]

Refer to the section of the poster that you are describing.

[Leader]

Refer to the section of the poster that you are describing.

<p>Spanish language.”</p> <p>“Next, check the box for the race you identify with. You can check more than one box.”</p> <p>“What assistance programs does your family use right now? Check the box next to each program that your family uses.”</p> <p>“Thank you very much. This will be a big help!”</p> <p>“Please hand me your completed forms. I will see you at our next session!”</p>	<p>[Leader]</p> <p>Refer to the section of the poster that you are describing.</p> <p>[Leader]</p> <p>Refer to the section of the poster that you are describing.</p> <p>Circulate around the room. Spot check recalls for completeness.</p> <p>Collect demographics forms. Remind people of next session time and date.</p>
<p><i>For Exit Demographics Questionnaire</i></p>	
<p>[Leader]</p> <p>“This is our last form! We will now fill out the Exit form together. There are only 2 pieces of information. First, print your name at the top of the form. I have already written my name as the Program Assistant and today’s date.”</p> <p>“Now look at the list of Assistance Programs. Since you began this series of classes, what new programs has your family used? Have you signed up for Food Stamps or WIC? Do your children now get free or reduced breakfast and lunch at school? Check the boxes for <i>new</i> programs your family uses.”</p>	<p>[Leader or Assistant]</p> <p>Refer to the section of the poster that you are describing.</p> <p>Collect exit demographics forms. Congratulate participants on completing the program!</p>