

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 21, 1991

ALL-COUNTY LETTER NO. 91-112

TO: ALL COUNTY WELFARE DIRECTORS  
ALL-COUNTY GAIN COORDINATORS

SUBJECT: JOBS SAMPLE-BASED REPORTING

In July of 1991, the Department of Social Services (DSS) sent All-County Information Notice (ACIN) I-57-91 which provided counties with a copy of the Job Opportunities and Basic Skills Training (JOBS) sample-based reporting form (FSA-108) and related instructions.

At the time the ACIN was issued, California had a request pending with the Administration for Children and Families (ACF) to delay the implementation of JOBS monthly sample-based reporting until October 1, 1992. This request was denied. As a result, California proposed a second alternative to the immediate implementation of these federal requirements.

California's second alternative proposed delaying JOBS monthly sample-based reporting by one year and substituted bi-annual sample-based reporting for federal fiscal year (FFY) 1992 (October 1, 1991 through September 30, 1992). The sample months for the FFY 1992 were proposed to be March 1992 and September 1992. A sample size of 900 cases for each sample month would allow for a yearly sample of 1800 which should provide the same statistical precision and the same level of confidence required by ACF for monthly sample-based reporting. Although this seems to be a feasible alternative to monthly sample-based reporting for FFY 1992, recent conversations with ACF indicate our waiver request will not be approved. Therefore, California must implement JOBS monthly FSA-108 (GAIN 61) sample-based reporting beginning October 1991. A reproducible copy is attached. If you need a camera-ready copy, please contact Forms Management at (916) 657-1907 or CALNET (916) 437-1907.

County cooperation is critical if California is to meet October 1991 and subsequent monthly submission deadlines. It is imperative that the State meet these monthly sampling requirements in order to meet federal compliance with JOBS reporting regulations and to have any chance of receiving approximately \$12 million in enhanced federal funding in

FFY 1993. Enhanced funding (federal reimbursement at the enhanced rate of 90% and 60% for certain expenditures) for FFY 1993 is contingent upon the State demonstrating in the FFY 1992 sample that 11% of JOBS mandatory registrants are "participating" in the Program, as defined in CFR Section 250.78(a) and 250.78(b)(4).

The ACF's timeframe for submitting JOBS monthly sample-based data is 45 days after the end of the sample month. In order to meet these federal timeframes, DSS will be using a sampling methodology different from that used for prior GAIN surveys. Counties must be able to identify and count the number of individuals who meet ACF's sample frame definition: "The sample frame must consist of all unduplicated JOBS individuals scheduled to participate in a component, actively engaged in assessment or employability planning in the month, or who have a job entry in the sample month or the month previous to the sample month" (JOBS-FSA-AT-91-7). Following are the six steps which will be used for this sample-based reporting system:

Step 1:

Each county will be required to identify the exact number of individuals who meet the sampling requirements described above. Once that number is obtained, the county will telephone Dennis Winscott of the Statistical Services Bureau (SSB) at (916) 445-1926 and provide him with the total number of individuals. This step should be completed by the fifth working day of the month following the sample month. Along with providing this number, counties will be required to construct a list that is representative of that sample frame, which specifically identifies each unduplicated individual within that sample frame.

Counties should develop this list on the earliest possible date after the end of the sample month. The list must be in numerical order by either SSA number or county case number.

Step 2:

Once SSB has received the total counts from all counties, one continuous statewide sample frame listing will be constructed. The sample frame will start with the number one and end with the statewide total (for example, 50,000).

Each county's total will then be separately identified within the merged sample frame listing. The SSB will use systematic random sampling techniques to select the statewide sample of approximately 150 cases. This will involve using a random start point and selecting every "n"th entry based on a calculated sample interval. For example, if the statewide caseload were 50,000, the sample interval to obtain 150 cases would be approximately 300. Using a random start point of 10, SSB would select the 10th entry, the 310th, the 610th, and so on until the total of 150 have been selected.

Step 3:

The third step will require SSB to identify the statewide sample by county. For example, if Alameda County is the first county on the statewide sample frame and has a total of 2,100 entries, and Alpine County were the next county with 25 entries, then using the example figures in Step 2, SSB would select the 10th, 310th...1810th entries from the master list, all from Alameda County. However, when SSB selected the 2110th entry from the master list, that would be Alpine's 10th on their county list. The process would continue until all the sample entries had been identified. Then SSB would notify each county of how many cases must be selected and which entries on the county list must be used. For example, Alameda County would be instructed to complete GAIN 61 documents for seven cases, the 10th, 310th, 610th, 910th, 1210th, 1510th, and 1810th entries on their sample list. Alpine County would be instructed to complete one GAIN 61 for the 10th entry on their county's sample list.

Step 4:

The fourth step will be completed by the counties. They will identify the individuals who correspond to the selected entries on the county's sample list. By the 15th working day of the month following the sample month, counties must send the list with the sampled individuals denoted to the DSS so that the federally required audit trail can be established. The counties will have until the end of the month following the sample month to complete GAIN 61 documents on the selected individuals and send the GAIN 61's to SSB.

Step 5:

The fifth step will be completed by SSB. When SSB receives all the GAIN 61's, it will review, reconcile, edit, and input the documents into the prescribed electronic media required by ACF. SSB will then submit that data to ACF.

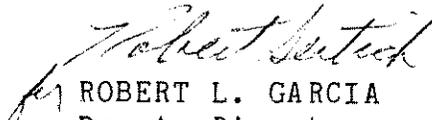
Step 6:

The sixth and final step will be completed by SSB. Statistical Services Bureau will randomly verify the number of individuals in county sample frames to ensure that the correct individuals are being sampled.

Since it is a virtual certainty that ACF will deny the waiver request, counties should start JOBS-FSA-108 (GAIN 61) monthly sample-based reporting for October 1991 and continue the above described process for each and all subsequent months.

For the October 1991 sample, counties must be ready to provide the exact number of individuals who meet the sampling requirements described above by November 7, 1991. All required FSA-108 (GAIN 61) data elements for sampled cases must be received by SSB by November 30, 1991. The SSB will submit the State's data to ACF by December 15, 1991.

If you have any questions regarding this All-County Letter, please contact Mr. Dennis Winscott of the Statistical Services Bureau at (916) 445-1926.

  
for ROBERT L. GARCIA  
Deputy Director  
Administration

Attachments

cc: CWDA





# **GAIN PARTICIPANT DATA COLLECTION**

(GAIN 61)

## **Instructions & Definitions**

GAIN PARTICIPANT DATA COLLECTION  
(GAIN 61)

GENERAL INFORMATION AND FORMAT GUIDELINES: The following guidelines provide definitions and instructions for coding and reporting GAIN program participant information. The data collection form is divided into three (3) sections requesting information about the sampled GAIN participant. The three sections are (I) GAIN Participant Data, (II) AFDC Family (Filing Unit) Data, and (III) Dependent Children & Child Care Assistance Data. These guidelines are provided to standardize the collection of data about sampled GAIN participants and their families and to support uniformity in reporting this data. Use the following formats for consistency in coding dates and financial information. NOTE: *The information requested on GAIN 61 (GAIN Participant Data Collection) is for the sample month except where indicated otherwise.*

- **Rounding Amounts:** Any dollar amount \$ .50 or more should be rounded up to the next dollar and any amount \$ .49 or less should be rounded down to the next dollar. Example: for \$ 350.50 code 0351; for \$350.49 code 0350 (except Hourly Wage code the exact amount, see item 13b).
- **Leading Zeroes:** When an amount or identification number is less than the spaces provided, enter the amount or number from the right-hand side and fill in the remaining spaces to the left with zeroes. Example: for \$ 350.50 code 0351.
- **Dates:** When coding a calendar date (four or six digit space allocation), enter the two digit codes to specify each period, i.e., month = mm; day = dd; year = yy. In some instances, only the month and year are requested. Example: for October 21, 1989, code 102189 or 1089.

**GAIN PARTICIPANT DATA COLLECTION (GAIN 61)  
Instructions & Definitions**

SECTION I. PARTICIPANT DATA: The following group of elements (items 1-13) refer to the individual GAIN participant selected in the sample.

1. **SAMPLE DATE:** State will complete.
2. **GAIN PARTICIPANT IDENTIFIER:** Enter the County AFDC case number assigned by the County to each GAIN participant. *The County must maintain a link in its files between the County AFDC case number and the SSN.*
3. **DATE OF BIRTH:** Enter the GAIN participant's birthdate.
4. **SEX (Gender):** Enter the one digit code for the sex of the sampled GAIN participant.

5. RACE (Ethnicity): Enter the two digit code for the ethnic origin of the participant. Refer to ACL 90-93 for ethnic origin definitions.

01 --	White, not of Hispanic origin	11 (K)	Korean
02 --	Hispanic	12 (M)	Samoaan
03 --	Black, not of Hispanic origin	13 (N)	Asian Indian
04 --	Other Asian or Pacific Islander	14 (P)	Hawaiian
05 --	American Indian or Alaskan Native	15 (R)	Guamanian
07 --	Filipino	16 (T)	Laotian
08 (C)	Chinese	17 (V)	Vietnamese
09 (H)	Cambodian	18	Other (Anyone who does not fit into categories 01-17)
10 (J)	Japanese		

6(a-b) FORMAL EDUCATION LEVEL: Enter the two digit code which represents the highest grade level achieved by the participant from attendance at: (i) an elementary or secondary school as defined under State law; or (ii) an institution of higher education or post-secondary vocational, occupational, trade, or technical school operating legally within a State. Example: If the participant completed the 4th grade, enter 04, or the 12th grade enter 12, etc.

NOTE:

- Attainment of General Education Development certificate (GED) should be coded 13.
  - If the participant has no formal schooling or a follow-up evaluation was not completed, enter 00 in the appropriate boxes on the GAIN 61.
- (a) Initial information provided at the onset of the GAIN program regarding the highest grade (formal education) achieved by the participant.
- (b) Follow-up evaluation at any time during or at the completion of a component or activity to determine any changes in grade level.

Codes: 00 -- No formal schooling/no follow-up evaluation

01-12 -- Grade level completed in primary/secondary school.

13 -- Completed GED

14 -- Post-secondary vocational/skills training

15 -- One year of college completed

16 -- Two years of college completed

17 -- Three years of college completed

18 -- College graduate

19 -- Postgraduate

7(a-b) LITERACY ASSESSMENT: Enter the three digit score from the CASAS reading test.

(a) Initial assessment of the participant's reading level at the onset of the GAIN program.

(b) Follow-up assessment to measure any changes since entry into GAIN program.

8. DATE OF ENTRY INTO GAIN: Enter the six digit code (in the format: mmddyy) for the date on which the individual attended orientation/appraisal or began job search as an applicant.

9. TARGET GROUP: Enter the one digit code identifying the target group of which the individual was a member, if any, at the time of entry into GAIN. If the participant could belong in more than one target group, use the code which comes first in the following list of coding options. (Reference ACL 89-58)

Codes:

1 -- Is not a target group member

2 -- Is a member of a family in which the youngest child is within 2 years of being ineligible for AFDC because of age

3 -- Is a custodial parent under the age of 24 who has not completed a high school education and, at the time of application for AFDC, is not enrolled in high school (or a high school equivalency course of instruction)

4 -- Is a custodial parent under the age of 24 who has had little or no work experience in the preceding year

5 -- Is an applicant or recipient who has received AFDC for any 36 of the preceding 60 months

6 -- Not applicable for California.

10. GAIN PROGRAM STATUS: Enter the one digit code which indicates the reason the individual is participating in GAIN. Choose the first code which applies.

Codes:

1 -- Exempt (not required to participate in GAIN) but volunteered to participate

2 -- Required to participate because the custodial parent is under age 20 and has not completed high school or the equivalent

3 -- Not applicable for California.

4 -- Not applicable for California.

5 -- Mandatory participant who volunteered for GAIN prior to receipt of notification requiring participation

6 -- Required to participate and no special circumstances apply; i.e, the individual is a mandatory participant who did not volunteer

11. SATISFACTORY PARTICIPATION: Enter the one digit code which indicates whether the participant attended at least 75% of the hours scheduled for all component activities in the sample month.

12. AMOUNT OF SUPPORTIVE SERVICES: Enter the dollar amount (*rounded to the nearest dollar and, if necessary, using leading zeros*) expended for actual supportive services (including value of bus passes) other than child care and administrative expenditures for the sample month. Include any expenditures for transportation and ancillary expenses, including one-time, work-related expenses. If a lump sum payment is involved covering more than one month, pro-rate by dividing the total amount by the number of months and record the amount applicable to the sample month. Code "0000" if there were no supportive services paid for the sample month. *NOTE: Include only program costs. Administrative costs must be included on the financial management expenditure form.*

13(a-g) ASSIGNMENT STATUS: The following information details each component/job entry to which the participant was assigned during the sample month, to include: scheduled hours, beginning and ending dates, occupation, wages, and transportation and ancillary expenditures for each GAIN program component/job entry. In the case of job entries, see instructions under 13a regarding how job entries occurring in other than the sample month should be included or excluded from this report. The beginning date (item 13e) may be prior to the sample month if it refers to a component in which participation is continuing from a previous month. Enter the information for up to three (3) separate GAIN components and employment activities which the participant attended during the sample month.

13(a) Component or Job Entry: Enter the two digit code which designates where the participant was placed or assigned during the sample month. First, list all job/employment information. Second, list component service/activity data by the greatest number of scheduled participation hours. Third, *enter the component code only once* if the participant is engaged in more than one activity in the same component and *enter the total hours of scheduled attendance (under item 13d) for all activities within the same component.*

Codes: 01 -- Job Entry: The participant is (i) assigned to a GAIN component or activity (or received job development and placement services) during the month of the job entry or in the preceding calendar month; or (ii) in continuous employment during the sample month (and remains in employment through the sample month) from a job entry in the month immediately preceding the sample month

02 -- High school, GED (General Educational Development certificate program), Adult Basic Education, or ESL (English as a Second Language) program. Participation is not to be counted for periods between school years (i.e., summer breaks) except for high school students who were enrolled and in attendance during the last semester of the school year and are expected to return to high school for the next school year

03 -- Post-secondary education as assigned under GAIN and not self-initiated

04 -- Self-initiated education in an institution of higher education

05 -- Self-initiated vocational or technical training

06 -- Vocational training and education (non-SIPs)

07 -- Job readiness activities (job club - pre/post assessment)

08 -- Receiving job development and/or job placement services

09 -- Orientation/appraisal, assessment

10 -- Supervised job search preassessment, all other job search services

- 11 -- On-the-job training (OJT)-non grant diversion
- 12 -- Work supplementation (OJT- grant diversion, supplemental work-grant diversion, transitional employment-grant diversion)
- 13 -- Short- and long-term PREP

13(b) Hourly Wages: If for the sample month there is a GAIN-related job entry, continued employment (as defined in the instructions for 13a), or paid participation in on-the-job training, etc., enter the four digit code (in the format: \$\$ and using leading zeros if necessary) for the hourly wages earned by the participant as a result of GAIN employment. Example: \$7.58 should be coded 0758. If no income was earned through GAIN activity or a job entry for the sample month, code "0000".

13(c) Occupation Code: If there is a GAIN-related job entry or continued employment (as defined in the instructions for 13a) for the sample month or paid participation in on-the-job training, etc., enter the two digit occupation code based on occupational groups from the attached summary listings of the U. S. Department of Labor Dictionary of Occupational Codes (Attachment I).

13(d) Scheduled Hours: Enter the two digit code for the number of hours scheduled (e.g., 09, 40) per week for each applicable component activity or job entry. NOTE: Enter 00 if item 13a is coded 08.

13(e) Beginning Date: Enter the six digit code for each applicable component activity or job entry (using the format: mmddyy) for the beginning date (i.e., first day of scheduled attendance) of each component activity or job entry. This may be a date prior to the sample month.

13(f) Ending Date: Enter the six digit code for the ending date (i.e., final day of scheduled attendance) of each applicable component activity or job entry if it ended in the sample month (using the format: mmddyy). If the component activity or job has not ended in the sample month, leave blank.

13(g) Completion Status: If a GAIN component or activity ended during the sample month (item 13f), enter the one digit code indicating the reason for the completion or termination of the activity.

Codes: 1 -- Completed training or educational activity as defined by the facility providing the service, i.e., passed examinations, earned a certificate, demonstrated adequate proficiency in area of study or training, earned ESL or GED certification, received union card, met licensing requirements, etc. NOTE: This applies to any training and education related activities including self-initiated activities which affect the participant's vocational technical or general qualifications (such as English speaking or writing proficiency or mathematical skills), provide degree equivalency or skills certification, or have enabled the participant to acquire a professional or trade license or permit.

2 -- Assigned to another GAIN component or achieved job entry. Example: The participant completed a given component (as listed under 13a) and is undertaking a new component in the GAIN program. NOTE: Participation in GAIN activities includes job readiness activity, counseling, job search, job development or job placement, OJT, entry into PREP, work supplementation, regular employment/job entry, etc.

- 3 -- Lost child care
- 4 -- Lost means of transportation
- 5 -- Incomplete activity because of own illness, physical incapacity, or injury
- 6 -- Did not complete activity because of substance abuse or dependence
- 7 -- Did not complete activity because of illness of dependent child or other dependent person requiring the participant's care
- 8 -- Moved to another State or within the same State to an area where cost reduction is in effect
- 9 -- Ended activity for reasons other than those above or dropped out of activity without explanation

**SECTION II. AFDC FAMILY (FILING UNIT) DATA:** The following group of elements (items 14 - 19) refer to information about the AFDC family (filing unit) of which the sampled GAIN participant is a member. Information regarding other adults in the family unit is also included.

14(a-b) **FEDERAL INFORMATION PROCESSING STANDARDS (FIPS) CODE:** See Attachment II.

15. **AFDC CASE STATUS:** Enter the one digit code which designates the sampled GAIN participant's AFDC family status.

Codes:

- 1 -- AFDC applicant
  - 2 -- Receiving AFDC-Basic (FG)
  - 3 -- Receiving AFDC-UP (U)
  - 4 -- Not applicable for California.
  - 5 -- No longer receiving AFDC as a result of increased hours of, or increased income from, employment or the loss of income disregards due to the time limitations. (This category is for individuals in a GAIN work program, such as OJT or job entry, where the earned income is sufficient to be no longer receiving AFDC.)
16. **DATE OF MOST RECENT AFDC OPENING:** Enter the four digit code (in the format: mmyy) for the payment month for which the first money payment was made under the most recent AFDC case opening. Payment lapses of one payment month (or less) must be ignored. For AFDC applicants with a previous history of AFDC, code date of most recent closing. Enter "0000" for AFDC applicants with no previous history of AFDC receipt.
17. **RECEIPT OF CHILD SUPPORT:** Enter the one digit code to indicate whether or not the AFDC filing unit received child support for the sample month.
18. **EARNED INCOME:** If child care is provided (item 21 does not equal 0), enter the one digit code which indicates if gross earned income was reported by the AFDC filing unit for the sample month. Leave blank if no child care was provided. *NOTE: Do not include any earnings resulting from GAIN-related employment, OJT, etc.*

Codes:

- 1 -- Yes
- 2 -- No

19(a-c) OTHER ADULT MEMBERS IN THE AFDC FAMILY (FILING UNIT): The following information is about the other adults in the sampled participant's AFDC family (filing unit). "Adult" means an individual other than a dependent child (unless such dependent child is the custodial parent of another dependent child) who is included in the filing unit.

19(a) Other Adults in AFDC Unit: Enter the number of adults (other than the sampled participant) in the same AFDC family (filing unit) as the sampled GAIN participant. NOTE: If there are no other adults, enter 0 and go to Section III.

19(b) Other Adults Participating in GAIN: Enter the number of other adults in the sampled participant's filing unit who are participating in the GAIN program. NOTE: If there are no other adults participating in the GAIN Program, enter 0 and go to Section III.

19(c) GAIN Identifier Number (Second Parent or Other Adult Participant): Enter the GAIN identifier number for only one other adult in the family (filing unit) who is participating in the GAIN program (item 19b). NOTE: If item 15, AFDC Case Status, equals 3 code the second parent; if not, code another adult participant in the family unit.

SECTION III DEPENDENT CHILDREN & CHILD CARE ASSISTANCE DATA: Child care is available to dependent children who are under age 13; or physically or mentally incapable of caring for themselves; or under court supervision (and children receiving SSI benefits or foster care under Title IV-E), to the extent that such care is necessary to permit an AFDC eligible family member to participate in the GAIN program. This group of elements (items 20- 24) refer to the dependent children in the AFDC family (filing unit), specifies the children's dates of birth and identifies which children are receiving (paid/unpaid) child care.

20. NUMBER OF DEPENDENT CHILDREN IN AFDC FAMILY (FILING UNIT): Enter the number of dependent children in the family unit.

21. NUMBER OF DEPENDENT CHILDREN RECEIVING CHILD CARE: Enter the number of dependent children that are receiving child care.

22. DEPENDENT CHILDREN'S DATES OF BIRTH: Enter the four digit date of birth for up to four (4) dependent children. Record the information for the youngest child in the unit first, then list up to three additional children in the following order: (i) those who are receiving child care paid (in full or in part) by IV-A, (ii) those who are receiving child care at no cost to IV-A, and (iii) those who are not receiving child care.

23(a-f) CHILD CARE ASSISTANCE (Primary: 23a-c/Secondary: 23d-f): Child care is provided to families receiving or applying for AFDC to allow participation in the GAIN program. Record child care assistance information for the sample month for each child listed under item 22. Enter the child care with the greatest number of hours under *Primary (items 23a-c)* and the next highest number of child care hours under *Secondary (items 23d-f)* NOTE: While payment for child care provided by parents, legal guardians, or members of the assistance unit is not permitted, such care should be coded under this item.

23(a/d) Type of Child Care: Enter the primary and the secondary one digit code for each child receiving child care listed under item 22. The following codes specify who cared for the child and where such care took place during the sample month.

Codes:

1 -- Center care (including commercial, church, school, employer or GAIN site)

- 2 -- Group family day care provided by relative (paid or unpaid) in the relative's own home
- 3 -- Group family day care provided by non-relative in non-relative's own home
- 4 -- Family day care provided by relative (paid or unpaid) in the relative's own home
- 5 -- Family day care provided by non-relative in the non-relative's own home
- 6 -- In-home care provided by relative (paid or unpaid, including parents, legal guardians, or members of the assistance unit) in the child's own home
- 7 -- In-home care provided by non-relative in the child's own home
- 8 -- Unknown

23(b/e) Source of Child Care Funding: Enter the one digit code identifying the Primary and Secondary IV-A or other agency (funding resource) which provided the child care specified in item 23a/d for each child receiving child care listed under item 22.

Child Care Cost to IV-A

Codes:

- 1 -- Child care funded by IV-A payments other than earned income disregard, including IV-A paid relative care.
- 2 -- Child care funded through the IV-A earned income disregard

Care at No Cost to IV-A

Codes:

- 3 -- Child care by a relative
- 4 -- Child care through an employer
- 5 -- Head Start
- 6 -- Chapter I of the Education Consolidation and Improvement Act of 1981, State, and/or local public and/or private education agencies at no cost to IV-A Example: general child care programs, State-preschool, campus child care programs, etc.
- 7 -- Child care through Social Services Block Grant (Title XX)
- 8 -- Child care through other sources (Federal, State, local or private sources)
- 9 -- Unknown

23(c/f) Amount Or IV-A Child Care Payment: Enter the total dollar amount (round to the nearest dollar and use leading zeros as necessary) paid under IV-A during the sample month for each type of child care. Include the amount of the AFDC child care disregard. If no IV-A funds were expended for child care assistance, enter "0000".

24(a-c) DURATION OF IV-A-FUNDED CHILD CARE ASSISTANCE: This item applies to any and all children in the filing unit who are receiving IV-A funded child care -- not only those children listed under item 22.

- (a) Began Child Care : Enter the six digit code (in the format: mmddyy) for the date (after the family entered the GAIN program) on which any IV-A paid child care assistance began for any child in the AFDC filing unit (i.e., began for the first child who received any IV-A paid child care, including the IV-A earned income disregard). The beginning date may be prior to the sample month. If not applicable, enter "000000".
- (b) Stopped or Ended Child Care : Enter the six digit code (in the format: mmddyy) for the date on which all IV-A paid child care assistance stopped or ended for all children in the AFDC filing unit (i.e., the last day of care for the last child receiving IV-A paid child care, including the IV-A earned income disregard). If any IV-A paid care was continuing up to and through the sample month, enter "000000".
- (c) Resumed Child Care: Enter the six digit code (in the format: mmddyy) for the date on which child care resumed to indicate that child care was stopped or ended during the month.

**SUMMARY LISTING OF OCCUPATIONAL  
CATEGORIES, DIVISIONS, AND GROUPS**  
**Occupational Categories**

- 0/1 Professional, technical, and managerial occupations
- 2 Clerical and sales occupations
- 3 Service occupations
- 4 Agricultural, fishery, forestry, and related occupations
- 5 Processing occupations
- 6 Machine trades occupations
- 7 Benchwork occupations
- 8 Structural work occupations
- 9 Miscellaneous occupations

**TWO-DIGIT OCCUPATIONAL DIVISIONS**  
**Professional, Technical, and Managerial Occupations**

- 00/01 Occupations in architecture, engineering, and surveying
- 02 Occupations in mathematics and physical sciences
- 04 Occupations in life sciences
- 05 Occupations in social sciences
- 07 Occupations in medicine and health
- 09 Occupations in education
- 10 Occupations in museum, library, and archival sciences
- 11 Occupations in law and jurisprudence
- 12 Occupations in religion and theology
- 13 Occupations in writing
- 14 Occupations in art
- 15 Occupations in entertainment and recreation
- 16 Occupations in administrative specializations
- 18 Managers and officials, n.e.c.
- 19 Miscellaneous professional, technical, and managerial occupations

**Clerical and Sales Occupations**

- 20 Stenography, typing, filing, and related occupations
- 21 Computing and account-recording occupations
- 22 Production and stock clerks and related occupations
- 23 Information and message distribution occupations
- 24 Miscellaneous clerical occupations
- 25 Sales occupations, services
- 26 Sales occupations, consumable commodities
- 27 Sales occupations, commodities, n.e.c.
- 29 Miscellaneous sales occupations

### **Service Occupations**

- 30 Domestic service occupations
- 31 Food and beverage preparation and service occupations
- 32 Lodging and related service occupations
- 33 Barbering, cosmetology, and related service occupations
- 34 Amusement and recreation service occupations
- 35 Miscellaneous personal service occupations
- 36 Apparel and furnishings service occupations
- 37 Protective service occupations
- 38 Building and related service occupations

### **Agricultural, Fishery, Forestry, and Related occupations**

- 40 Plant farming occupations
- 41 Animal farming occupations
- 42 Miscellaneous agricultural and related occupations
- 44 Fishery and related occupations
- 45 Forestry occupations
- 46 Hunting, trapping, and related occupations

### **Processing Occupations**

- 50 Occupations in processing of metal
- 51 Ore refining and foundry occupations
- 52 Occupations in processing of food, tobacco, and related products
- 53 Occupations in processing of paper and related materials
- 54 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products
- 55 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products
- 56 Occupations in processing of wood and wood products
- 57 Occupations in processing of stone, clay, glass and related products
- 58 Occupations in processing of leather, textiles, and related products
- 59 Processing occupations, n.e.c.

### **Machine Trades Occupations**

- 60 Metal machining occupations
- 61 Metalworking occupations, n.e.c.
- 62/63 Mechanics and machinery repairers
- 64 Paperworking occupations
- 65 Printing occupations
- 66 Wood machining occupations
- 67 Occupations in machining stone, clay, glass, and related materials
- 68 Textile occupations
- 69 Machine trades occupations, n.e.c.

### **Benchwork Occupations**

- 70 Occupations in fabrication, assembly, and repair of metal products, n.e.c.
- 71 Occupations in fabrication and repair of scientific, medical photographic, optical, horological, and related products
- 72 Occupations in assembly and repair of electronic equipment
- 73 Occupations in fabrication and repair of products made from assorted materials
- 74 Painting, decorating, and related occupations
- 75 Occupations in fabrication and repair of plastics, synthetics, rubber, and related products
- 76 Occupations in fabrication and repair of wood products
- 77 Occupations in fabrication and repair of sand, stone, clay, and glass products
- 78 Occupations in fabrication and repair of textile, leather, and related products
- 79 Bench work occupations, n.e.c.

### **Structural Work Occupations**

- 80 Occupations in metal fabricating, n.e.c.
- 81 Welders, cutters, and related occupations
- 82 Electrical assembling, installing, and repairing occupations
- 84 Painting, plastering, waterproofing, cementing, and related occupations
- 85 Excavating, grading, paving, and related occupations
- 86 Construction occupations, n.e.c.
- 89 Structural work occupations, n.e.c.

### **Miscellaneous Occupations**

- 90 Motor freight occupations
- 91 Transportation occupations, n.e.c.
- 92 Packaging and materials handling occupations
- 93 Occupations in extraction of minerals
- 95 Occupations in production and distribution of utilities
- 96 Amusement, recreation, motion picture, radio and television occupations, n.e.c.
- 97 Occupations in graphic art work

County Name	FIPS Code	County Name	FIPS Code
Alameda	001	Orange	059
Alpine	003	Placer	061
Amador	005	Plumas	063
Butte	007	Riverside	065
Calaveras	009	Sacramento	067
Colusa	011	San Benito	069
Contra Costa	013	San Bernardino	071
Del Norte	015	San Diego	073
El Dorado	017	San Francisco	075
Fresno	019	San Joaquin	077
Glenn	021	San Luis Obispo	079
Humboldt	023	San Mateo	081
Imperial	025	Santa Barbara	083
Inyo	027	Santa Clara	085
Kern	029	Santa Cruz	087
Kings	031	Shasta	089
Lake	033	Sierra	091
Lassen	035	Siskiyou	093
Los Angeles	037	Solano	095
Madera	039	Sonoma	097
Marin	041	Stanislaus	099
Mariposa	043	Sutter	101
Mendocino	045	Tehama	103
Merced	047	Trinity	105
Modoc	049	Tulare	107
Mono	051	Tuolumne	109
Monterey	053	Ventura	111
Napa	055	Yolo	113
Nevada	057	Yuba	115