

THE SALVATION ARMY
TERRITORIAL HEADQUARTERS

Directive

Re: 2010 Decennial Population Census - General

In the spring of 2010, the Census Bureau will conduct the Year 2010 Decennial Census of Population and Housing (the "2010 Census"). Every household will receive a census questionnaire (Form D-1) in the mail (or from personnel of the Census Bureau in some rural areas) in connection with the 2010 Census. The questionnaire will seek information about everyone living in the household, in addition to information about the household itself. The questionnaire form should be completed and mailed to the Census Bureau as soon as possible. If the questionnaire form is not returned, a census enumerator will visit the household to obtain the information. Individuals are required by law to cooperate with the Census Bureau and are subject to penalties if they do not. The Census Bureau is required by law to keep confidential all personal information reported on the questionnaire form.

An accurate census is important because it is the basis for political representation, for the distribution of Federal funds to State and local governments, and for the distribution of additional State funds to local areas. The census information is also used by Federal, State, county and city governments in planning a wide variety of programs, including many programs operated by The Salvation Army.

At the request of the Census Bureau The Salvation Army will be cooperating, along with other religious and charitable organizations, in the taking of the 2010 Census. The Salvation Army urges its Officers, employees and beneficiaries to complete and return the applicable census questionnaire forms, as discussed in more detail below.

All Salvation Army Officers will note that the voluntary cooperation of The

Salvation Army with the 2010 Census should not be construed in any way as affecting The Salvation Army's position that, as a religious organization, it is exempt from other censuses, specifically various business and economic censuses conducted by the Census Bureau. Officers at all headquarters and institutions will follow the national policy of refusing to complete Census Bureau forms other than those for the Year 2010 Decennial Census of Population and Housing. Any communication from the Census Bureau regarding other censuses should be acknowledged with advice (a) that compliance by all Salvation Army headquarters and institutions with the various censuses is being considered by National Headquarters, through national legal counsel, with the Census Bureau in Washington, (b) that all Salvation Army headquarters and institutions have been instructed to withhold all census forms, and (c) that any further inquiry with respect to the matter should be addressed to National Headquarters through the customary chain of command.

A special effort should be made by Salvation Army Officers to assure the completion of the 2010 Census questionnaire form by employees and beneficiaries, particularly resident employees, and by resident beneficiaries of "group quarters" as defined below. Particular attention should be given to transients, including non-resident aliens, who might otherwise resist their identification to a government agency. Many social programs, including programs operated by The Salvation Army, are dependent upon an accurate census. Further, since the information must be kept confidential by the representatives of the Census Bureau, a breach of the confidentiality subjecting the representative to criminal penalties, the transient should be assured that they will not be prejudiced by completing the questionnaire form.

The Census Bureau has adopted special enumeration procedures for "group quarters" involving living arrangements different from the usual types of residences such as houses, apartments, mobile homes, etc. With respect to the various residential programs

conducted by The Salvation Army, "group quarters" will include Adult Rehabilitation Centers, Harbor Light Centers, transient lodges, residential facilities for children and other temporary housing facilities such as shelters for men, women and/or families, in which the confidentiality of the beneficiaries is important to, and will be maintained by, The Salvation Army.

Residences for senior citizens or working women would not be included as "group quarters" because the confidentiality of the residents is not essential to the program. Such residences would be treated the same as any apartment building. Enumerators from the Census Bureau will be given access to such residences, will be supplied with the names of the residents, will be given access to the residents, and will otherwise be assisted in the enumeration.

In a separate Directive, Territorial Headquarters will be advising its various residential institutions which are "group quarters" with regard to their cooperation with the 2010 Census with respect to their beneficiaries. Officers and employees in charge of such residential facilities will be guided by this separate Directive.

The Census Bureau will also be seeking to count individuals served at non-residential facilities who serve the homeless, particularly at "soup kitchens" and "mobile food vans". However, due to concerns for the privacy and confidentiality of individuals served at Salvation Army soup kitchens and mobile food vans, census forms will not be distributed at such locations and The Salvation Army will not allow Census Bureau representatives to enter its feeding facilities or otherwise facilitate the enumeration of individuals served at these locations. If necessary, Census Bureau representatives seeking to conduct the enumeration at Salvation Army "soup kitchens" or "mobile food vans" will be referred to National Headquarters or national legal counsel to confirm the foregoing.

THE SALVATION ARMY
TERRITORIAL HEADQUARTERS

Directive

Re: 2010 Decennial Population Census – Residential Institutions

For Officers and employees involved in the administration of residential institutions, this Directive supplements the Territorial Headquarters Directive entitled “2010 Decennial Population Census – General” which relates generally to the cooperation of The Salvation Army in the conduct by the Census Bureau of the Year 2010 Decennial Census of Population and Housing (the “2010 Census”).

The Census Bureau has adopted special enumeration procedures for “group quarters”, involving living arrangements different from the usual types of residences such as houses, apartments, mobile homes, etc. With respect to the various residential programs conducted by The Salvation Army, “group quarters” will include Adult Rehabilitation Centers, Harbor Light Centers, Transient Lodges, residential facilities for children and other temporary housing facilities such as shelters for men, women and/or families, in which the confidentiality of the beneficiaries is important to, and will be maintained by, The Salvation Army.

Residences for senior citizens or working women would not be included as “group quarters” since the confidentiality of the residents is not essential to the program. Such residences would be treated the same as any apartment building. Enumerators from the Census Bureau will be given access to such residences, will be supplied with the names of the residents, will be given access to the residents, and will otherwise be assisted in the enumeration.

The first step of the special enumeration process to be followed by the Census Bureau for “group quarters” is the “Group Quarters Validation” which will take place between

September 28 and October 23, 2009. Through the use of its Group Quarters Validation Questionnaire, Form D-351 (GQV), the Census Bureau intends to develop a list of the "group quarters" operated by The Salvation Army as defined above. Representatives of the Census Bureau will visit each such Salvation Army "group quarters" and will complete the Questionnaire based on an interview of appropriate Salvation Army personnel. At each residential institution of The Salvation Army classified as a "group quarters" a representative should be identified, possibly the administrator or manager, as the "contact person" to provide information to the staff members of the Census Bureau.

The representatives of the Census Bureau will be advised that The Salvation Army desires to preserve the confidentiality of the residents of the residential institutions identified above as "group quarters". To preserve such confidentiality, the administrator or manager will prepare a list of the names of the beneficiaries residing in the residential institution on the date of the enumeration and assign to each name a unique code number. Such code numbers will be utilized by the Census Bureau to conduct the enumeration for the 2010 Census. Because the confidentiality of the names of resident employees of such "group quarters" may also be important, code numbers can also be assigned to the resident employees. When code numbers are assigned, the names of the residents, whether beneficiary or employee, will not be released to the Census Bureau.

The second stage of the special enumeration process to be followed by the Census Bureau is the "Group Quarters Advance Visit". Between February 1 and March 19, 2010 representatives of the Census Bureau will conduct an advance visit to each Salvation Army residential institution identified as a "group quarters". During this advance visit, representatives of the Census Bureau will verify the facility information and finalize enumeration procedures

with The Salvation Army representative, and will establish an agreed date and time to conduct the enumeration at the group quarters.

The Census Bureau will conduct the 2010 Census at group quarters by using an Individual Census Record ("ICR") form, Form D-20 (ICR), copies of which will be delivered to each Salvation Army residential institution identified as a "group quarters". A sample copy of the form is attached. The ICRs will be identified by the special code number assigned to each of the residents, will be completed by the resident, if necessary with the assistance of the staff of the residential institution, for return to the enumerator from the Census Bureau. Note that a separate ICR must be completed for each family member residing in the institution, including children, regardless of age.

The group quarters enumeration for the 2010 Census will take place between April 1 and May 21, 2010. As noted above, because the residents of the residential institutions of The Salvation Army identified as "group quarters" are mostly short-term transients, the code numbers will be assigned at the time of the actual enumeration when the ICRs are available for completion. The list of code numbers will be maintained through December 31, 2010 to provide for the follow up contemplated by the next paragraph. Only the administrator or manager should have access to the list of code numbers.

At a specified date and time, the enumerator for the Census Bureau will return to pick up the completed ICRs, identified by the code number assigned to the individual residents. In the event that a particular ICR is incomplete and there is additional information required by the Census Bureau, the code number will be used to identify the resident and The Salvation Army will attempt to obtain such additional information. If the resident is no longer at the

institution at the time of any follow-up, the enumerator would be so advised and no further information would be available with respect to such individual.

The residents of The Salvation Army institutions identified as “group quarters” who are asked to complete the ICRs should be assured that the information collected is confidential and that all employees of the Census Bureau are sworn to protect that confidentiality. They should also be advised that they are required by law to respond completely and accurately in filling out the ICR for the 2010 Census.

Salvation Army Officers and employees should note that the Census Law provides that “whoever, being the owner, proprietor, manager, superintendent, or agent of any hotel, apartment house, boarding or lodging house, tenement or other building, refuses or willfully neglects . . . to give free ingress thereto and egress therefrom to any duly accredited representative of [the Census Bureau] . . . shall be fined not more than \$5,000”. However, these fines will not apply in the case of Salvation Army “group quarters” if the procedures in this Directive are followed.