March 15, 2020

Dear [Name]

With the start of the 2020 Census only weeks away, we must think about who we need to count in our households. It can be difficult to know who should be counted in more complex households or when child placement is temporary.

**Guidelines for counting children**

All children should be counted where they live most often. If the child spends an equal amount of time between homes, count the location on April 1. Don’t forget to coordinate with other caregivers. Below are some general guidelines:

* **Kinship care providers:** If you are raising a relative’s child (such as a grandchild or a niece/nephew), the child should be counted in your household if they live with you full-time even if the situation is temporary. In situations where the child splits time between homes, count the child where they live most often. If the child spends an equal amount of time between homes, count the location on April 1.

* **Foster parents:** Even though foster care placements are temporary, if you have a child in your home on April 1, count that child as part of your household.

* **Adoptive parent:** Please count ALL children in your home, including the child(ren) you adopted.

**Remember:** Your census reponses are private. The U.S. Census Bureau does not share information with anyone, including landlords. You are protected by strict laws that include severe penalties and jail time.

**How do you fill out the Census?**

Every household will receive mailing in March asking you to fill out the brief Census questionnaire. The letter will give you instructions for the three different options for completing the questionnaire (online, by phone, or by mail).

**What’s the timeline for the 2020 Census?**

**Mid-March**: Initial invitations to respond online and by phone will be delivered by the U.S. Postal Service. Areas that are less likely to respond online will receive a paper questionnaire along with the invitation to respond online or over the phone.

**March and April:** Reminder letters will be delivered in late March and early April, followed by reminder postcards to households that have not responded. Two final reminders, along with paper questionnaires, will be delivered to in April to remaining households that have not yet responded.

**May through July**: If a household does not respond to any of the invitations, a census taker will follow up in person. If you do not want a census taker to come to your door, please complete the 2020 Census right away. It’s a simple form to complete and should only take 10 minutes. Please contact the census help desk if you have any questions about responses.

Thank you,

[Signature]