

**Diary Procedural Changes**

FRs will call respondents, introduce themselves to the person answering the phone, and explain why they are calling instead of visiting in person. The FR will then verify the address and solicit participation in the CED Survey. If the respondent agrees, the FR will then complete the computer assisted personal interview (CAPI) Diary placement interview by phone instead of personal visit; and either 1) send the respondent a web link to the diary on the BLS website by text or email or 2) ship a paper Diary to the respondent.

**CED Template with Link to PDF of a PAPI Diary**

Dear Mr./Mrs. (Insert Respondent Name),

Thank you for your interest in the Consumer Expenditure Diary Survey. Here is a link to the form I mentioned during our call <https://www.bls.gov/cex/ced/2019/ced-diary-form.pdf>.

If you should have any additional questions about the survey, please contact me at (INSERT PHONE NUMBER).

Regards,  
(INSERT FR NAME)

IMPORTANT NOTE: To protect your privacy, please do not respond to this email with any personal information about you or your household. I am not authorized to conduct this survey by email or answer any detailed questions about the survey or our protocols using email. Please contact me by phone if you have any questions or to complete the survey.