

WAR RELOCATION AUTHORITY

WASHINGTON

Mr. Floyd Tokus

ADMINISTRATIVE INSTRUCTION NO. 27
Supplement No. 2

Subject: Employment and Compensation

Sections VII and VIII of Administrative Instruction No. 27, dated September 1, 1942, are hereby amended to read as follows:

VII. Unemployment Compensation

A. Eligibility for Unemployment Compensation

1. In so far as possible, employment shall be provided for all evacuees desiring to work and capable of work.
2. An evacuee who has been registered for work for 15 days and has not been offered employment shall be eligible for unemployment compensation unless:
 - (a) He has refused to accept suitable employment offered to him and there were, in the opinion of the Employment Officer, no valid grounds for the refusal, or
 - (b) He has been discharged for cause, and, after a hearing by the Fair Employment Practice Committee, the employment Officer believes the grounds for discharge were reasonable and the discharge was due to the fault of the evacuee, or
 - (c) The Employment Officer certifies that the evacuee is unqualified for employment because of physical incapacity, or
 - (d) The Welfare Section certifies the evacuee is unqualified for employment because of family situations.

The 15 day period shall run from the time of the original registration for work, or from the date of

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termination of a previous job, or from October 1, 1942, whichever is later.

3. Unemployment compensation is intended to cover minimum essentials for the individual and his dependents. It shall be at the rate of 60 percent of the primary classification for which the applicant is registered for work, i.e., \$7.20, \$9.60 or \$11.40 per month.
4. Unemployment compensation shall be paid only after application to, and certification by, the Employment Division.
5. Upon certification by the Employment Division, unemployment compensation shall be paid from the date the applicant became eligible. As soon as possible, the payment of unemployment compensation shall serve as the basis for payment until the Employment Division directs the termination of payments because the applicant has been employed or has refused to accept employment offered to him. A copy of the direction of the Employment Division to terminate unemployment compensation shall be sent to the Welfare Section for use in making up clothing allowance schedules.

B. Application for Unemployment Compensation

1. The following form will be used for application for unemployment compensation:

WAR RELOCATION AUTHORITY

_____ Relocation Center

Application for Unemployment Compensation

I, the undersigned, hereby make application on this _____ day of _____, 19__ for unemployment compensation.

_____ (Family No.)

_____ (Applicant's signature)

Applicant's primary occupational classification _____

Cash advance category of applicant's primary occupation _____

Unemployment compensation rate \$ _____

Date applicant becomes eligible for unemployment compensation _____

_____ Date

_____ (Signature of Placement Officer)

- Original (signed) by applicant - Budget and Finance Section
- Duplicate - Welfare Section
- Triplicate - Placement Office
- Quadruplicate - Worker

: Audited _____
:

2. Application forms for unemployment compensation will be prepared in quaduplicate. The original only of the application form will be signed by the applicant. All copies will be signed, initialed, or rubber-stamped by the Placement Officer.
3. The Placement Officer in the Employment Division will retain the triplicate copy for his files and will transmit the signed and approved original to the Administrative Division. The duplicate copy will be sent to the Welfare Section for use in making certifications for clothing allowances. The applicant will retain the quaduplicate copy.
4. The Placement Officer will serially number all copies of each application for unemployment compensation.

C. Payment of Unemployment Compensation.

1. The Administrative Division will audit the Applications for Unemployment Compensation, and prepare a grant voucher on Form WRA-77. Public Voucher for Direct Relief, Stricken Agricultural Areas, Form FSA-F1 58-Revised, may be used for that purpose, pending approval of WRA-77 by the Comptroller General.
2. Public Voucher for Direct Relief, Form FSA-F1 58-Revised, will be prepared by typing the applicant's name and identification number in column (2) entitled "Name and Address of Recipient"; the application number in column (3) entitled "Case Number"; and the amount in column (6) entitled "Amount". An extra copy of these vouchers as well as those covering Public Assistance Grants should be prepared and furnished to the Welfare Section. (This does not include grants for travel and clothing allowances.)
3. Columns (4) and (5) will be used for the signature of the applicants.
4. The Agent-Cashier will make payments of unemployment compensation to the applicant, who will sign the voucher in the space under column heading (4) and (5) which should be retitled "Received in Cash (Signatures)".

VIII. CLOTHING ALLOWANCES.

A. Eligibility and Issuance.

1. Each evacuee who is employed or who is eligible for unemployment compensation shall also receive a supplementary allowance for clothing for himself and each of his dependents. Clothing allowances shall be in the form of cash grants.

2. An evacuee shall be eligible for a clothing allowance at the end of each monthly pay period, if he has been employed or eligible for unemployment compensation during at least 15 days of that month.
3. The clothing allowance shall be paid to the head of the family for himself and all dependents who are not employed or receiving unemployment compensation. All other members of the family who are employed or who are receiving unemployment compensation shall receive their clothing allowances as individuals.
4. The following schedule for clothing allowances shall apply to the Tule Lake, Minidoka, Heart Mountain, Central Utah, Manzanar, and Granada Relocation Centers:

	<u>Annually</u>	<u>Monthly</u>
Persons 16 yrs. of age or over	\$45.00	\$3.75
Persons 8 to 16 yrs. of age	39.00	3.25
Persons under 8 yrs. of age	27.00	2.25

5. The following schedule for clothing allowances shall apply to the Colorado River, Gila River, Rohwer, and Jerome Relocation Centers:

	<u>Annually</u>	<u>Monthly</u>
Persons 16 yrs. of age or over	\$42.00	\$3.50
Persons 8 to 16 yrs. of age	36.00	3.00
Persons under 8 yrs. of age	24.00	2.00

B. Issuance of Clothing Allowance Order

1. At the end of each month the Welfare Section shall prepare in triplicate (from Family Record Cards) Clothing Allowance Order, Form WRA-93 (see attached specimen exhibit). The original and first copy will be forwarded to the Project Fiscal Section; the second copy will be retained in the files of the Welfare Section. Form WRA-93 will be signed by the Project Director unless he delegates the authority to sign to the head of the Welfare Section. A temporary supply of Forms WRA-93 should be mimeographed at the projects. An additional supply of forms will be subsequently furnished by the Washington Office.
2. Preparation
 - a. Clothing Allowance Orders should cover a group of eligibles (not necessarily one order for each family) and may contain any number of pages.
 - b. Totals should be shown only on the last page of each order.

- c. Dependents should be shown first and then the head of that family in order that the amount shown as payable to the family head will be a sub-total of the allowances for his dependents and himself. A member of the family who is not the head of the family but is eligible for clothing allowances as a result of his own employment or for other reasons shall not be included in the payment to the family unit (dependents and head) but should be paid as an individual (see attached specimen exhibit).

- d. The Welfare Section shall issue reference mimeographed forms to the evacuees to provide ready reference to the Clothing Allowance Order on which the evacuee appears in order that cash payments may be expedited as follows:

TO: Fiscal Section
FROM: Welfare Section
Clothing Allowance for

(Evacuee's Name)
IS COVERED BY:
ORDER NO. _____
PAGE NO. _____
LINE NO. _____
By _____

This memorandum (to be presented by the evacuee when requesting payment at the fiscal office) is not to be considered as an identification but merely as a memorandum to expedite reference to the proper Clothing Allowance Order.

C. Audit and Payments

1. The Audit Unit of the Fiscal Section will be responsible for determining the accuracy of all extensions and totals.

2. The Audit Unit will prepare Grant Vouchers on the basis of Clothing Allowance Orders. The Clothing Allowance Orders will be considered as sub-vouchers to the Grant Voucher.

That is, each Clothing Allowance Order will be assigned a sub-voucher number (starting with 1 for each Grant Voucher) and each line of the Grant Voucher will cover one sub-voucher, thus: "Clothing Allowances - Sub-Voucher#1," etc. After preparation of the Grant Voucher, it will be approved by the Project Director or Head of the Welfare Section and then forwarded to the Agent-Cashiers for payment.

3. Agent-Cashiers will pay clothing allowances on the basis of approved, audited clothing allowance orders. Evacuees will be required to sign the Clothing Allowance Order in column 11 upon receipt of the cash.
4. Agent-Cashiers will pay only amounts shown in columns 8 and 9.

D. Surplus Clothing.

1. Surplus clothing may be issued to evacuees from stocks which may be on hand. However, surplus clothing issued must be deducted from the amount of cash clothing allowances. The value of surplus clothing should be governed by the valuation provided thereon by the Army or, if no such valuation is available, the current market price should be used.

E. Initial Payments

1. It has been administratively determined that clothing allowances shall be made retroactive to July 1, 1942. Therefore, the first payments on November 1, 1942 shall cover the first quarter of this fiscal year (July, August, and September). It has been further determined that the initial payments (first quarter) will be made only on the basis of work performed. Evacuees eligible for Clothing Allowances because of being entitled to unemployment compensation or public assistance will receive such clothing allowances in the form of Public Assistance Grants. Those who are to receive Public Assistance Grants for clothing will be determined by the Welfare Section. Clothing Allowance Orders will not be prepared for these Public Assistance Grants but rather Grant Vouchers will be prepared payable to the individuals. These Public Assistance Grants for clothing only apply to the payments on November 1, 1942. Subsequent clothing allowances to those unemployed eligibles will be handled on Clothing Allowance Orders by the Welfare Section.

Attachment

Director