

WAR RELOCATION AUTHORITY
Washington

October 29, 1942

ADMINISTRATIVE INSTRUCTION NO. 27
Supplement 3

Subject: Employment and Compensation

The following sections XI and XII are hereby added to
Administrative Instruction No. 27:

XI. Procedure for Certification of Clothing Allowances

- A. The Welfare Section in each Relocation Center shall prepare Basic Family Card form No. WRA-95 according to the instructions in Section XII following. One of the purposes of this card is to make available to the Welfare Section necessary information for fulfilling its responsibility for preparation of clothing allowance orders and certification thereof. These cards shall be prepared for all basic family units now in Relocation Centers, and a new card shall be made as new families or individuals arrive at Centers. *or new families by marriage or otherwise according to definition*
- B. After the face of the form has been completed the back shall be properly set up, and the cards filed alphabetically.
- C. The Budget and Finance Section will provide the Welfare Section with a copy of payrolls for each month and these shall be posted on the backs of the cards. The Employment Division will route a copy of Form WRA-92, "Application for Unemployment Compensation," to the welfare Section for all persons eligible for unemployment compensation. Information from these forms shall be posted immediately on the back of the card.
- D. Computations shall then be made of the amount of clothing allowances due to individuals, or to heads of families with dependents, in accordance with the conditions of eligibility specified in Supplement 2 of this instruction.
- E. When the computations have been completed on the backs of the Basic Family Cards the pertinent information shall be transcribed to Clothing Allowance Order (See instructions for filling out Clothing Allowance Order Form WRA-93 in Administrative Instruction No. 27, supplement 2). These orders shall then be routed to the Budget and Finance Section following proper approval by the Welfare Section. *See Sprinkle about use of payroll form instead of above!*
- F. It is imperative that the Basic Family Cards be kept current. If there are omissions or other errors they shall, upon the securing of adequate information, be corrected in the next

Important

allowance. However, corrections cannot be made if the error is not discovered within a two month period. In case of errors discovered within the two months period, a memorandum shall be addressed to the Budget and Finance Section giving an explanation of the circumstances.

- G. Basic Family Cards shall be kept in the alphabetical file at all times when not in actual use.
- H. Copies of the payroll shall be maintained in a chronological file.

XII. Basic Family Card.

are guides and not to be considered all-inclusive

A. Definitions. In order to have uniformity in terminology and in application of policy, the following guides should be used.

- 1. A family in most instances consists of father, mother, and unmarried children. For all such units a Basic Family Card should be prepared.
- 2. In instances where there are deviations from the normal family group the following suggestions are made:

A married son of an evacuee, his wife, and children if any, should be considered a basic family unit and a card should be prepared for them.

A married daughter of an evacuee, her husband, and children if any, should be considered a basic family unit and a card should be prepared for them.

A married son who is a widower, and his unmarried children, should be considered a basic family unit and a card should be prepared for them.

A married daughter who is a widow, and her unmarried children, should be considered a basic family unit, and a card should be prepared for them.

Children who are without parents and who are living with relatives should be considered a part of the basic family unit of the relative.

Children who have been adopted, whether legally or otherwise, even though their own families may be living should be considered a part of the basic family unit of the foster parents.

Could also apply to children not adopted.

Would depend on family relationship. When considered by family as part of family

Approach as a family unit

single unattached individuals should in most instances be considered a basic unit.

In the case, however, that an elderly relative of either the man or woman of a basic family unit is living with the basic family, he or she should be considered a part of the basic family unit. This might be a parent, grandparent, aunt, uncle, or some other close relative.

B. Instructions for Filling out the Face of Card.

Section 1. "Name". This block shall be used for the last name only.

Section 2. "Alias". If the head of the family has ever used or currently uses a last name different from his or her correct name it shall be entered in this space. In this event a blank blue card 8" x 10 1/2" shall be prepared with the alias written in the upper left hand corner, the family number in the upper right hand corner, and a notation "See _____" giving the correct name on the Basic Family Card. This will serve as a cross reference and prevent possible duplications. Blue cards should be used only for cross reference purposes.

Section 3. The "Family Number", shall be entered in this space. *V 16026, v.g.*

Section 4. "Family Members". In this space there shall be entered the first name and middle initial of each member of the basic family unit. If the man in the family is deceased, his name should be recorded and "(dec.)" placed after it. The same procedure should be followed for any other deceased member of the family group. If a death occurs subsequent to the making out of the card, "(dec.)" should be entered after the appropriate name and the date of death entered. This should be done when individuals either in Section 4 or Section 12 are involved.

As births occur, the names should immediately be added in this section.

Place number under remarks

Do not go beyond _____ date entered here.

, if any

If a member of the family marries, a notation should be made in Section 11 on the appropriate line giving date of marriage, name of husband or wife, and a new Basic Family card should be prepared for the new family unit.

From among members of the family group one shall be designated as Head. In most instances it will be the man unless he is incompetent. The headship may then devolve upon the woman, or in the case of her incompetence upon an older son or daughter. However, in cases where there is question, the desires of the family should be followed.

Beside the name of the person designated as "head" a capital "H" shall be placed, and the first name shall be added to Section 1.

Section 5. A check mark should be placed opposite the names of those persons who are dependent upon the Head. This would ordinarily include children under 18, or a member over that age if he or she is unemployable. Persons who are employed shall not be checked.

Section 6. Self-explanatory.

Section 7. Self-explanatory.

Section 8. Self-explanatory.

Section 9. "Birthplace". Record city or town, county, and country.

Section 10. "Occupation or other status". Beside each name and in this column enter "E" for employed, "U" for unemployed, "Sch." for school, or other pertinent notation. It is suggested that notations in this column be made in light pencil so that as changes occur erasures can be made and current notations recorded.

M for minors

Section 11. "Remarks". Pertinent but brief remarks should be made in this column as needed. For example, if the man in the family is unemployed because of a heart condition a U would be placed in Column 10 and "heart condition" in Column 11.

Woman assumes husband's name. When persons leave, draw colored line through name.

Cards to be kept with pencil

Probably should not be erased.

If one of the children leaves the Project to attend school or to enter private employment the appropriate notation should be made in this column. It is suggested that entries in this column be made in light pencil so that necessary changes can be made as circumstances require.

Section 12. "Others in Household." There should be entered the names, sex, relationship to family head, birth date, occupation or other status, and remarks for those persons who are members of the family group but not of the basic family unit, and for those persons who are members of the basic family unit but who have different surnames.

Cross reference card for different surnames

Section 13. "Address". The address of the family should be recorded in this space and new addresses noted as soon as known.

Housing Department

Section 14. "Date". In this column should be recorded the dates upon which families move to new addresses.

C. Instructions for Filling out Reverse of Card.

1. For easy reference, the family number should be put in the upper left hand corner and the fiscal year in the upper right hand corner.
2. The upper half of the card is to be used in computing the amounts due for clothing allowances and noting whether they are to be paid to heads of families with dependents or to individuals. Therefore, it is imperative that this section be accurate.

1943

Dependents shall be listed first and appropriate notations placed in the columns at the right. There will be no entries in the columns entitled "Total Payment to Family Head" or "Payment to Individual" for dependents.

To be done in pencil. Will change frequently

After the dependents have been listed the family head shall be entered and in the column "Total Payment to Family Head" shall be entered the total of the allowances for himself and his dependents.

Next shall be listed the other members of the family who are employed or eligible for unemployment compensation. No entry shall be made in the column "Total Payment to Family Head", but the amount of the allowance shall be entered in the column entitled "Payment to Individual."

Accurate entries are imperative since they will facilitate the preparation of the Clothing Allowance Orders which are prerequisite to payment allowances.

3. The lower half of the card will be filled in from copies of the payrolls which will be provided by the Budget and Finance Section.

Upon receipt of the payrolls Basic Family Cards should be pulled and appropriate sections filled in for the appropriate month.

The column "days worked" is especially important since it determines whether an individual is eligible for a clothing allowance for that particular month.

D. S. Myer (Signed)
Director

*Payrolls will be turned over 10th
of month - can be turned over
sheet for sheet from 1st of month.*