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Washington

July 26, 1943

ADMINISTRATIVE INSTRUCTION NO. 103

Subject: Clothing Allowances

This Instruction brings together in one place the material contained in the following supplements to Administrative Instruction No. 27: Supplement 2, Section VIII; Supplement 3; Supplement 5 (Rev.) and Supplement 8. Those supplements are therefore being cancelled.

I. ELIGIBILITY

- A. Each evacuee who is employed or who is eligible for unemployment compensation shall receive a supplementary allowance for clothing for himself and each of his dependents. Clothing allowances shall be in the form of grants.
- B. An evacuee shall be eligible for a clothing allowance at the end of each monthly pay period, if he has been employed or has received unemployment compensation during at least 15 days of that month.
- C. 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.
- D. 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

- E. 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

II. Procedure for Certification of Clothing Allowances

- A. The Welfare Section in each Relocation Center shall prepare Basic Family Card, WRA-95, according to the instructions in Section III 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 the Center.
- B. After the face of the form has been completed the back shall be properly set up, and the cards filed alphabetically.
- C. The Finance Section will provide the Welfare Section with a copy of payrolls and all grant vouchers for each month and these shall be posted on the backs of the cards. The Employment Division will route a copy of WRA-92, "Application for Unemployment Compensation," to the Welfare Section for all persons eligible for unemployment compensation. Information from these forms shall be noted 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 Section I 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, Section IV). These orders shall then be routed to the Finance Section following proper approval by the Welfare Section.
- 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 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 Finance Section giving an explanation of the circumstances.

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

III. Basic Family Card

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.

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 $\frac{1}{2}$ " 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.

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.

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. Where the normal head of the family is absent, another member shall be designated as head.

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.

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.

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.

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

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.

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.

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 of 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.

IV. Issuance of Clothing Allowance Order

- A. At the end of each month the Welfare Section shall prepare in triplicate (from Family Record Cards) Clothing Allowance Order, Form WRA-93. The original and first copy will be forwarded to the Project Finance 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.

B. Preparation

1. Clothing Allowance Orders should cover a group of eligibles (not necessarily one order for each family) and may contain any number of pages.
2. Totals should be shown only on the last page of each order.
3. 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.

4. 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: Finance Section
FROM: Welfare Section
 CLOTHING ALLOWANCE FOR

(Evacuee's Name)
 ORDER NO. _____
PAGE NO. _____
LINE NO. _____
 By _____

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

V. Audit and Payments

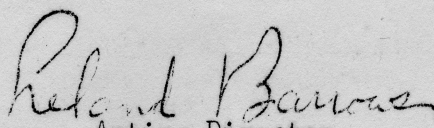
1. The Finance Section will be responsible for determining the accuracy of all extensions and totals.
2. The Finance Section will prepare Grant Vouchers on the basis of Clothing Allowance Orders. If payment is to be made in cash, the Clothing Allowance Orders will be considered as sub-vouchers to the 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.
5. The Project Director, in his discretion, may have clothing allowances paid by checks issued by the Regional Assistant Disbursing Officer rather than in cash paid by the Agent Cashier. This may be done only if the evacuees are able to cash the checks easily and without the payment of a service charge in excess of five cents (5¢) per check. If clothing allowances are paid by checks, the name of each payee to whom a check is to be issued shall be shown on the grant voucher and the voucher shall be sent to the disbursing office without supporting subvouchers (Clothing Allowance Orders).

VI. Surplus Clothing

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.


Acting Director