

WAR RELOCATION AUTHORITY

Washington

November 25, 1943

Subject: Manual Release No. 37

Distribution: A

Attached is a part of the Section on Welfare, Section
30.4.50 to 30.4.55

This incorporates the instructions on payment of clothing allowances first issued in Supplements to Administrative Instruction No. 27 and then in Instruction No. 103. Detailed procedures to be followed in the Finance Section will shortly appear in the Finance Handbook as an addition to page G-36. Instruction No. 103 may be destroyed.

Reiland Barrows

Executive Officer

.50

- A. Each evacuee who is employed or who is eligible for extended illness 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 for at least one-half the monthly scheduled hours or has received extended illness 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 extended illness compensation. All other members of the family who are employed or who are receiving extended illness compensation shall receive their clothing allowances as individuals.

**Eligibility
for
Clothing
Allowance**

.51

- A. 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	Clothing Allowance Rates
Persons 8 to 16 yrs. of age	39.00	3.25	
Persons under 8 yrs. of age	27.00	2.25	

- B. 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

.52

- A. The Welfare Section in each Relocation Center shall prepare Basic Family Card, WRA-95. One of the purposes of this card is to make available to the

**Certification
for Clothing
Allowance**

11/25/43

Supersedes A.I. # 103

(52A)

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 Personnel Management Section will route a copy of WRA-92, "Application for Extended Illness Compensation," to the Welfare Section for all persons eligible for extended illness 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 30.4.50.

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, Form WRA-93. These orders shall then be routed to the Finance Section following proper approval by the Welfare Section.

F. It is imperative that all of the data on the Basic Family Card be kept current. Changes in family composition and in dependency status due to birth, marriage, death, relocation, unemployment, or other reason must be promptly recorded.

G. 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 month period, a memorandum shall be addressed to the Finance Section giving an explanation of the circumstances.

11/25/43

Supersedes A.I. #103

Certification
for
Clothing
Allowance
(cont'd.)

(.52)

H. Basic Family Cards shall be kept in alphabetical file at all times when not in actual use.

I. Copies of the payroll shall be maintained in a chronological file.

.53 In order to have uniformity in terminology and in application of policy, the following guides should be used in determining basic family units.

A. A family in most instances consists of father, mother, and unmarried children. For all such units a Basic Family Card should be prepared.

B. In instances where there are deviations from the normal family group the following suggestions are made:

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) Children who are without parents and who are living with relatives should be considered a part of the basic family unit of the relative.

Guides
for
Determining
the Basic
Family
Unit

11/25/43

Supersedes A.I. # 103

(.53B)

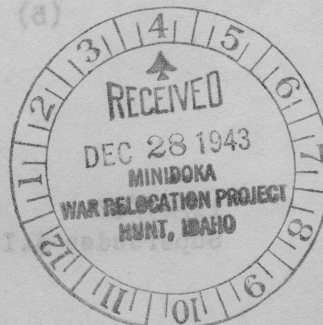
- (6) Children who have been adopted, whether legally or otherwise, even though their own families may be living should be considered a part of the basic family unit of the foster parents.
- (7) Single unattached individuals should in most instances be considered a basic unit.
- (8) In the case, however, 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.

.54 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.

.55 The Finance Section will be responsible for determining the accuracy of all extensions and totals, and will prepare Grant Vouchers on the basis of Clothing Allowance Orders. After preparation, the Grant Voucher will be approved by the Project Director or Head of the Welfare Section and then forwarded to the Agent-Cashiers for payment. Agent-Cashiers will pay clothing allowances on the basis of approved, audited clothing allowance orders, and only the amounts shown in columns 8 and 9. The Project Director, in his discretion, may have clothing allowances paid by checks issued by the Assistant Regional Disbursing Officer-in-Charge 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. (See Finance Handbook, page G-36).

Clothing
Allowance
Order

Issuance
of
Grants



11/25/43

Supersedes A.I. # 103