

WAR RELOCATION AUTHORITY

WASHINGTON

August 24, 1942

ADMINISTRATIVE INSTRUCTION NO. 35

Subject: Public Assistance Grants

1. Policy

- A. Project Directors are authorized to make public assistance grants to eligible evacuees in such amounts and under such terms and conditions as are herein prescribed. Public assistance grants will be in addition to subsistence.

11. Eligibility

- A. Those persons shall be eligible for grants who are without adequate means of support for themselves and their dependents and who are in need of public assistance, including the following:
1. Single individuals and heads of families who are unable to work because of illness or incapacity. Eligibility under this classification shall not exist until after all rights to sick leave and all rights to unemployment compensation payments under regulations of the War Relocation Authority, shall have expired.
  2. Children without support under 16 years of age.
  3. The heads of families which have a total net income (from all sources) that is inadequate to meet their needs.
- B. Eligibility shall not exist for employable persons who refuse to work.

111. Amounts of Grants

- A. The amounts of grants for needs other than clothing shall not exceed the following except as provided in 111 D:
1. For men - \$4.75 per month
  2. For women - \$4.25 per month
  3. For Children (13 - 17) - \$2.50 per month
  4. For children (under 13) - \$1.50 per month

- B. The nearest age at the beginning of the fiscal year shall determine the age throughout the ~~year~~, for the purposes of the preceding paragraph.
- C. The grant for any family shall be the total of the grants for which the individual members are eligible.
- D. In addition to the amounts stated above in lll A, the Project Director is authorized to make special grants to meet cases of critical need. Each such case shall be approved by the Project Director.
- E. Grants for clothing.  
  
Grants for clothing may be made in particular cases, in addition to other public assistance grants, in accordance with need.
- F. The total grant in any instance shall not exceed the applicant's needs.

#### IV. Approval of Vouchers for Grants

- A. Grants will be payable on the basis of vouchers approved by the Project Director or his authorized representative, and certified by the Project Certifying Officer.

#### V. Responsibility for Receipt and Investigation of Applications for Assistance.

- A. It shall be the responsibility of the Division of Community Services to receive and investigate all applications for public assistance grants, and to render such follow-up service and perform such ~~other services~~ as are necessary to good family case work.

#### VI. Regulations

- A. No assistance shall be extended for a longer period than 30 days at one time. The circumstances of each recipient shall be reviewed or reinvestigated at least once each 30 days before further assistance is approved. For continuing cases, however, a new application will not be required for each grant payment. The original application will be sufficient unless the case has been inactive for at least 30 days.
- B. Public assistance grants must be used for the purposes for which they have been made. Any misuse of public assistance funds shall be sufficient reason for discontinuance of further assistance.

- C. No assistance grant shall be made where the applicant is eligible for the same or equivalent assistance from another agency, or where another type of assistance will better enable the applicant to meet his real needs.

VII. Procedure

- A. All applications for public assistance grants shall be made on Form WRA-76, entitled "Application for Public Assistance Grant," a copy of which is attached.
1. This form shall be prepared in duplicate. The original shall be retained in the Community Services Division, and the copy shall be forwarded immediately to the project files.
- B. The Community Services Division shall promptly investigate the need of each applicant for assistance. On the basis of such investigation the Division shall determine whether a grant is necessary and the amount of grant required.
- C. If it is determined that a grant is necessary, the community Services Division shall assign a case number to the application from a register kept for that purpose, and shall prepare Form WRA-77, entitled "Voucher for Public Assistance Grant," a copy of which is attached. (Until such time as this form has been approved by the General Accounting Office and a printed supply is received, Project offices are authorized to use FSA--FI 58/Revised/ as issued by the Farm Security Administration.) It shall fill out each voucher completely with the exception of the WRA and D. O. Voucher Number. (When using form FSA-FI 58, the space indicated for the FSA voucher number shall be used for the WRA voucher number.) Vouchers shall be prepared in quintuplicate for distribution as hereinafter prescribed. (Note that more than one grant can be listed on one voucher form.) The person designated by the Head of the Community Services Division shall sign the original of each voucher in the space indicated for verification. The voucher shall then be forwarded with the original application (or applications) containing the facts concerning the case and the recommendations to the Chief of the Division of Community Services for approval. (If the Project Director so desires, he may require each voucher to be approved by himself.)
- D. Approved vouchers shall be forwarded to the Project Fiscal Officer who shall examine them to determine that they have been correctly prepared. He shall not make any determinations regarding the eligibility of the recipient or the need for assistance. If the voucher has been

correctly prepared and approved, he shall assign a WRA Voucher Number, initial the voucher and forward it with the original application (or applications) to the Regional Office for transmission to the Regional Fiscal Officer, OEM, who will certify it and schedule it through regular channels to the Treasury Disbursing Officer for payment, distributing the copies as follows:

1. Original and first and fourth (with the original application or applications) copies to the Treasury Disbursing Officer, second copy retained by Regional Fiscal Officer, OEM, and the third copy to the Regional Administrative Officer, WRA. When the voucher is paid, the Treasury Disbursing Officer will stamp the fourth copy showing the date paid and forward it with the original application (or applications) to the Project Director. The Project Director will forward the fourth copy and the application (or applications) to the Community Services Division. The Division will note in the appropriate space on each application the date and amount of the payment. The application will be retained in the Division and the fourth copy of the Voucher forwarded to the Project Fiscal Officer for his files.
- E. The Treasury Disbursing Officer will forward grant checks directly to the payee by first-class mail.

#### VIII. Reporting

- A. The Community Services Division of each project shall determine, as of the last day of each month, the number and amount of grants issued during the previous monthly period on each project. This information will be obtained from the entries made on the approved original applications retained in the Division.
- B. The Community Services Division shall prepare, as of the last day of each month, a report showing the number of grants and the amount thereof for the monthly period ending as of the dates of the report. These reports will be prepared on Form WRA-78, entitled "Monthly Grant Report," a copy of which is attached. This report will be prepared in triplicate and will be routed to the Project Director for his approval. When approved, the original shall be forwarded to the Regional Office. The first copy shall be routed to the project files, and the second copy shall be retained by the Community Services Division. The report shall be submitted not later than five days after the close of the reporting period.