

Admin. Instruction 45.

One Way Coach Fares:

Colorado Springs, Colorado	4.37
Denver, Colorado	6.16
La Jara, Colorado	6.70
Boulder, Colorado	6.93
Laramie, Wyoming	11.14
Kansas City, Missouri	11.45
Des Moines, Iowa	16.87
St. Louis, Missouri	18.23
Minneapolis, Minnesota	23.31
Chicago, Illinois	22.57
Rockford, Illinois	23.41
Milwaukee, Wisconsin	24.01
Indianapolis, Indiana	24.33
Detroit, Michigan	29.47
Cincinnati, Ohio	26.71
Dayton, Ohio	26.99
Cleveland, Ohio	30.89
Columbus, Ohio	37.39
Washington, D. C.	40.15

4/6/43 = Check work record of all applying
892 Inf. cannot effect grant. - Record in folder

WAR RELOCATION AUTHORITY
Washington

March 24, 1943

ADMINISTRATIVE INSTRUCTION NO. 45 (Revised)

Subject: Assistance to evacuees granted indefinite leave
for the purpose of accepting employment.

Administrative Instruction No. 45, issued September 18, 1942,
and later cancelled, is hereby reissued as follows:

1. Purpose

It is the policy of the War Relocation Authority to assist evacuees in meeting costs of transportation and initial subsistence expenses, where this is necessary in order to enable the evacuee to accept an employment opportunity for which an indefinite leave has been granted under the terms of Administrative Instruction No. 22 (Revised).

11. Conditions of Assistance

- A. Assistance will be given, where needed, only to evacuees who have been granted indefinite leave after the date of this Instruction for the purpose of accepting employment. Assistance will be given only when indefinite leave is first issued, an evacuee who has been granted indefinite leave, who returns to the Center, and who leaves a second time will be given no assistance under this Instruction when he leaves the second time.
- B. Assistance will be given for a wage earner and for members of his family as defined in Administrative Instruction No. 27, Supplement III, Section XII, Paragraph A.
- C. The total cash resources of the family at the time the wage earner is granted leave should be sufficient to cover coach fare for each member of the family, \$3.00 per person per day of travel for meals enroute, and cash to meet initial subsistence expenses at the place of employment.

calculated as follows: \$50.00 for the wage earner plus \$25.00 for one dependent or plus a total of \$50.00 for two or more dependents that will accompany or follow him on indefinite leave. If the family's cash resources do not equal this amount, assistance will be given to the extent needed to raise their cash resources to this total.

111. Procedure

- A. If, after receiving an indefinite leave for the purpose of accepting employment, the wage earner does not possess the minimum cash resources indicated in 11 - C, above, he may apply in writing to the Project Director for assistance. He should certify in writing his total cash resources and his total cash income for the preceding six months. His certification will be accepted by the Project Director as sufficient evidence of his financial condition.
- B. If the family's cash resources are less than the total prescribed in 11 - C, above, a grant to make up the difference may be made by the Project Director. If any of the wage earner's dependents do not intend to accompany him when he leaves the project, but intend to follow him later, that part of the grant attributable to them shall be deferred until they leave the project. The amount of the grant should be computed at the time the wage earner leaves, however, and should not be recomputed at the time the dependents follow him.
- C. The wage-earner subsistence allowance of \$50.00 shall be made only to one wage earner in the same family.
- D. The grant may be paid in cash by the agent cashier, or by check issued by the Treasury Disbursing Officer.

Director

WAR RELOCATION AUTHORITY

Memorandum

April 3, 1943

To: Office Staff

Subject: Instructions

Concerning Instruction 45:

Eligibility for a grant under Instruction No. 45 depends upon three things: (1) a job, (2) the need for money, (3) leave granted.

Concerning No. (3): "Evidence that leave has been granted" for our purposes may be "Form 132" issued by Mr. Hanson's office notifying that his application has been approved. However, the date of approval is the date on the little Green Card also issued by Mr. Hanson. If the person has not received this green Card, he does not yet have his leave granted and is, therefore, eligible for the allowance so far as the date of his leave affects this eligibility.

Concerning No. (2): If a person is receiving his clothing allowance, this should not be counted as a cash resource since it is assumed that it is simply replacement of clothing. If he has accumulated a small amount of money for clothing expenditures prior to his departure, my suggestion would be that he purchase clothing with this money before making application for the grant.

In regard to No. (1): Offer of a job will consist of a letter or certification by some responsible person here or at the place of his job to this effect. An invitation to the Brethren Hostel in Chicago is equivalent to a job. However, this invitation consists of a telegram stating definitely that the person is to come.

Until instructed otherwise, we are interpreting the Instruction to mean that that man who has gone out prior to the date of the Instruction and who comes back after his family after the date of the Instruction will not himself be eligible for the grant but will receive it for his family.

Concerning Cases:

It is the responsibility of the Case Worker to see that cards are made out for the Master Card File as quickly as possible after a case has come in. Do not accept a referral that has not been checked against the Master File. We must not duplicate work. Also, please be sure that you see the ~~495~~-"95" card on all cases.

About the Office:

Everybody has cooperated in a grand way in making this office function under difficult circumstances. We need, however, to be specially considerate in the

weeks immediately ahead and careful at this point.

Will you please remember:

1. To start work promptly and work a full eight hours.
2. If you need time off, take the minutes in the afternoon, and go outside; but work while you're here.
3. If you must have your "horse-play", (Mr. Moore), please do it outside during work hours. Loud talking and laughing give the wrong impression about the office; and also make it impossible to carry on interviews.
4. To modulate your voice. Don't call across the building to another person (Mr. Moore). Walk over.
5. To cultivate scrupulous accuracy. We are responsible for handling thousands of dollars.

WAR RELOCATION AUTHORITY

GRANADA PROJECT
Public Welfare Section

Persons requesting financial assistance in accepting outside employment, (according to Administration Instruction No. 45 (Revised)), must apply for such assistance at the Public Welfare Section.

Application must be made 48 hours before money is needed unless it is impossible to do so, in which case an emergency grant may be made.

When applying for assistance, please be prepared to present the following:

1. Indefinite Leave Card.
2. Proof of employment.
3. Signed statement of cash on hand.
4. Signed statement of income and expenditures for past 6 months.

John J. O. Moore, Counselor
Public Welfare Section

WAR RELOCATION AUTHORITY

Washington

April 14, 1943

ADMINISTRATIVE INSTRUCTION NO. 45 (Revised)

Supplement I

Subject: Assistance to evacuees granted indefinite leave for the purpose of accepting employment
Families of Soldiers

Administrative Instruction No. 45 (Revised) issued on March 24, 1943, makes provision for War Relocation Authority assistance for transportation and initial subsistence expenses to enable evacuees with limited cash resources to take employment on indefinite leave. To implement the commitment made by the War Relocation Authority through the War Department in Question No. 27 in the questions and answers read by the Army recruiting teams in February and March 1943, which read as follows:

"27. What will be done by WRA to look after the families of soldiers?

- A. The War Relocation Authority will make all families of soldiers special cases of project interest to the project director and his staff. This will mean health and protection to the families while they remain at the center, and in the event they wish to leave, priorities of employment and every possible assistance in relocation, including cash drafts when necessary."

the following Section IV is hereby added to Administrative Instruction No. 45 (Revised):

IV. Families of Soldiers

Wives and children of soldiers in the United States Army shall be given the financial assistance provided in this Instruction when they leave a relocation center on indefinite leave regardless of whether they are leaving to accept employment, or whether application is made for the entire family group at one time or individual members of the family make application at different times.

E. M. Rowalt
Acting Director

April 6, 1943

To all case workers:

Mr. Lindley has requested that we check the work record of all persons applying for assistance under Instruction No. 43, Revised.

This information cannot affect the making of the grant. However, he desires it to be in the individual's folder for future information.

INCOMING

TELETYPE

14 GR FM DN 4/12/43 311P / RELAY FM WAR /

J G LINDLEY

WRA

REURLET MARCH 31 SECTION 2A OF ADMINISTRATIVE INSTRUCTION 45
REVISED SHOULD BE CONSTRUED TO MEAN " THAT ASSISTANCE WILL
BE GIVEN, WHERE NEEDED, ONLY TO EVACUEES WHO DEPART FROM THE
CENTER PURSUANT TO INDEFINITE LEAVE AFTER THE DATE OF THIS
INSTRUCTION FOR THE PURPOSE OF ACCEPTING EMPLOYMENT". EVACUEES
WHO WERE GRANTED LEAVE PRIOR TO MARCH 25 BUT WHO DID NOT LEAVE
BEFORE THAT DATE ARE ELIGIBLE FOR ASSISTANCE. WILL HAVE DECISION
ON OTHER CASE IN FEW DAYS

E M ROWANT WRA WA.

INCOMING

TELETYPE

3 GR DN 501-43

J G LINDLEY WRA

REGARDING INSTRUCTION NO 45, IF AN EVACUEE LEFT CENTER BEFORE
MARCH 24 TH THE FAMILY WHICH STILL REMAINS AT THE CENTER IS
ELIGIBLE FOR ASSISTANCE UNDER THESE INSTRUCTIONS WHEN THEY ARE
READY TO LEAVE THE CENTER. THE GRANTS SHOULD BE DETERMINED ON
THE BASIS OF AN ANALYSIS OF THE NEEDS OF THE FAMILY REMAINING WITH NO
REFERENCE TO THE MEANS OF THE PERSON WHO HAS ALREADY LEFT THE CENTER.

D S MYER WRA WA
CONFM 45 24

WAR RELOCATION AUTHORITY

Granada Project

May 11, 1943

MEMORANDUM

To: Mr. W. Ray Johnson
Mr. Walter Knodel

From: James G. Lindley

In accordance with the meeting recently held in my office, it has been determined that relocation grants made in accordance with Administrative Instruction No. 45, Revised, dated March 24, 1943, shall hereafter be originated by the Leave Officer. Applicant shall file "Request For Relocation Assistance" in original and two copies. The Leave Officer shall complete the reverse side of the application, and shall indicate his approval or disapproval.

In those cases where approval is granted, the Leave Officer shall prepare voucher for Public Assistance grant, Form WRA-77, as outlined in Section VII-B of Administrative Instruction No. 35. He will endorse on the original and all copies of the voucher, plus the original and one copy of the application will then be forwarded to the Project Director who will indicate approval by signing in the blank entitled 'Approving Officer' on the voucher. The file will then be referred to the Finance Officer. When payment is made, the Finance Officer will return one copy of the application to the Leave Officer and will distribute the copies of the voucher and the original of the application as heretofore.

The distribution outlined above will result in the original of the grant application being forwarded to the Welfare Section. That section will record the grant on Basic Family Card, Form WRA-95.

This procedure shall be effective Monday, May 17, 1943. However, any cases pending which have been handled directly through the Welfare office will be completed by that office.

It is suggested that the Leave Officer give this change in procedure such publicity as might be necessary in order that applicants will know where to apply.

Such minor revisions as may be necessary in procedure after this change is effected, should be worked out by the principals involved.

cc: Mr. J. J. O. Moore
Mr. Willis Hanson
Mr. T. R. Hanson