

WAR RELOCATION AUTHORITY

Washington

July 27, 1943

INSTRUCTIONS FOR MONTHLY STATISTICAL REPORTS FROM WELFARE SECTION

A report on Form 243 is to be made monthly by the Welfare Section at each center. The report covers the calendar month. Three copies should be sent to Washington not later than the 5th day of the month following that covered by the report.

The items included in the report and the terminology used are based on the attitude that each request for assistance or service from an evacuee is considered and that such consideration is the performance of a service. Although the granting of a request may be precluded by policy of the Authority, the explanation or interpretation of the reason for denial and the attempted adjustment in the particular situation is considered a service which should be included in the monthly statistical report. Likewise, a service which consists simply of referral to another section or division of the Authority or to another agency should be included in the monthly report.

The unit of count for the report is the family which may consist of one individual or a group of individuals ordinarily living together. Where two or more distinct family units are living in the same household, each family unit requesting assistance or service should be counted.

Section A. Summary of all types of service.

This section is a summary count of all types of service (including assistance other than clothing) by family units. "Services" includes counseling, referral to another agency, division, or section, and financial assistance. The activity of the Welfare Section in connection with the issuance of clothing allowances, whether on the basis of employment or public assistance, is to be recorded in Section C of this report.

1. Continued from previous month. Enter the number of units receiving service (including assistance) at the end of the previous month. The entry in item 1 of this report should be the same as the entry in item 5 of the report for the preceding month.

2. Added this month. Enter the number of family units in which the family or individual received service during the month, not included in item 1.

Enter in item 2a the number of family units in which the family or individual has not previously received service in this center.

Enter in item 2b the number of family units whose records were reopened during the month, who were served previously at any time and whose records were closed prior to the month covered by the report.

3. Open during month. The entry in item 3 is the sum of the entries in items 1 and 2. Enter in item 3a the number of family units receiving financial assistance for whom such assistance was authorized during the month, regardless of whether payment was actually made during the month.

Enter in item 3b the number of family units given service but no financial assistance during the month. Do not include those units to whom financial assistance was authorized.

Enter in 3c the number of family units (including individuals) whose records were not closed but for which no assistance or other service was provided during the month. (The sum of entries in 3a, b, and c should equal the entry in item 3.)

4. Closed during the month. Enter in item 4 the number of family units whose records were closed during the month. A record is closed when need no longer exists according to the standards of the Authority, when the service is completed, when the service is not available, or, when because of a change of circumstances, such as relocation, the family unit is no longer within the jurisdiction of the center.

5. Continued to next month. Enter in item 5 the total number of family units whose records were open at the end of the month. The entry will be equal to the entry in item 3 minus the entry in item 4. It becomes the entry in item 1 in the following month's report.

B. Summary Analysis of Grants Authorized (other than clothing).

6. Total. Enter in this item the total number of grants, other than those for clothing, authorized for payment this month. Enter in the first column the number of family units (including individuals) for whom grants were authorized. Enter in the second column the number of different individuals represented by the number of family units in the first column. Enter in the third column the total amount of grants authorized.

Under 6a, enter in the first column the number of family units (including individuals) for whom general assistance grants were authorized, in the second column the number of different individuals represented by the number of family units in the first column and in the third column the amount of grants authorized for general assistance. "General assistance" is defined as assistance necessary to meet current living expenses - such as soap, tooth paste, essential household equipment, etc.

Under 6b enter in the first column the number of family units for whom special assistance grants were authorized. "Special assistance" is defined as assistance necessary to meet such needs as appliances, glasses, etc. Enter in the second column the number of different individuals represented by the number of family units in the first column. Enter in the third column the amount of grants authorized for special assistance.

Under 6c enter in the first column the number of family units for whom travel grants were authorized under Administrative Instruction No. 46. Do not include grants authorized under Administrative Instruction No. 45. Enter in the second column the number of different individuals represented by the number of family units in the first column. Enter in the third column the total amount of grants authorized under Administrative Instruction No. 46.

Under 6d enter in the first column the number of family units for whom grants were authorized for purposes which cannot be classified under 6a, b, or c. Enter in the second column the number of different individuals represented by the number of family units in the first column. Enter in the third column the amount of such grants.

C. Administration of Clothing Allowance Program.

The information requested regarding clothing allowances covers those issued during the month regardless of the period covered by the allowances.

7. Total allowances issued. Enter in the first column the number of family units (see definition of family unit in page 1) for whom clothing allowances were issued during the month. Enter in the second column the number of different persons represented by the family units in the first column. Enter in the third column the total amount of clothing allowances issued.

Items 7 a, b, c, and d self-explanatory.

Under 7e enter similar information regarding clothing allowances issued to any groups not covered by 7a, b, c, or d, and specify the group.

Under 8 enter the period covered by the allowances issued during the month.

D. Evacuee Personnel.

Under this section enter the total number of evacuees employed in the Welfare Section as of the last day of the month - entering those earning \$12 per month in the first column, those earning \$16 in the second column, and those earning \$19 in the third column.

Under (d) enter in the applicable wage group, the number of terminations and additions made during the month.

SUMMARY ANALYSIS OF SELECTED ITEMS

E. Responsibility first assumed this month - Source and type of service.

Total. Enter in column I the total number of family units for whom responsibility was first assumed this month for any type of service

(including assistance) other than the administration of the clothing allowance program. This total should be the same as item A-2-a on page 1. Enter in Column II the number of such family units for whom financial assistance was authorized. Enter in column III the number of such family units receiving service only (no financial assistance). The sum of columns II and III should equal column I.

1. Individual or family member. Enter in column I of this item the total number of new requests received this month directly from the individual or a member of his family and for which responsibility for assistance or service only was accepted. Of this total enter in column II those requests for which assistance was authorized and in column III those receiving service only.

2. By referral. In the total and sub-totals for this item enter the new requests received this month by referral from other divisions or sections of the center, Block Managers, sources outside the center (such as State departments of public welfare), etc. Make entries in columns I, II, and III in accordance with instructions above in Section E of this report.

F. Bases for Granting Financial Assistance.

This section of the report is designed to provide a summary analysis of certain factors or conditions present in those family units for whom some form of money grant (other than clothing) was authorized on the basis of need for the first time this month. The total should be the same as column II of Section E of this report.

Although it is readily apparent that the factors listed in this section of report are not mutually exclusive and that two or more items might be recorded for the same family unit as the basis for authorizing a money grant, nevertheless, by listing for each family unit only one of the characteristics listed in this series in accordance with the following instructions, comparable information valuable to the Authority's program can be secured.

1. Unemployment of wage earner. Include only family units for whom financial assistance was first authorized this month. Self-explanatory.

2. Inadequate income (or other resource). Self-explanatory.

3. Illness or disablement. Enter number of family units for whom a money grant was authorized on the basis of need due to illness or disablement of wage earner. Do not include family units in which the wage earner is 65 years of age or over.

4. Age. Enter the number of family units for whom a money grant was authorized on the basis of need in which the individual or the wage earner is 65 years of age or over. (This is an arbitrary age limit and has no relation to employability.)

5. Absence of wage earner. Self-explanatory.

6. Death of wage earner. Self-explanatory.

7. Other. Enter the number of family units whose need is primarily due to factors other than those listed above, and specify the factor in the family situation which was considered the basis for authorizing financial assistance.

G. Bases for discontinuing financial assistance or service only.

This section of the monthly report is designed to reveal comparable information among centers with respect to changes in family situations which result in closings month by month.

Total. Enter the total number of family units whose records were closed during the month. This entry should equal item A-4 on page 1.

1. No longer in need of financial assistance. Enter the number of family units no longer in need of assistance, according to the standards of the Authority. Under 1(a) enter the number of family units in which the wage earner obtained employment in the center. Under 1(b) enter the number of family units whose needs were met through resources other than by employment on the center.

2. No longer at center. Enter the number of family units whose records were closed because they had left the center. Do not include those who transferred to another center or who relocated. (This entry will cover those whose departure is due to institutionalization, incarceration, internment, etc.)

3. Service completed. Enter the number of family units whose records were closed during the month because service was completed.

Items 3(a) through 3(d) provide for recording certain characteristics of some situations in which service was completed. However, since more than one of them may occur in a given family unit, the total of these sub-items may not be the same as item 3.

4. Other. Enter the number of family units whose records were closed during the month for reasons other than those listed above and specify the particular factor in the family situation which was the basis for closing.

INSTRUCTIONS FOR MONTHLY NARRATIVE REPORT FROM WELFARE SECTION.

A monthly narrative report for the Welfare Section should be submitted on plain bond paper. This should be considered as separate and distinct from the statistical report on Form No. 243, even though some of the items covered in the statistical report are discussed in the narrative report.

Five copies of the report should be made. The original and the first two copies should be sent to the Washington office. The third copy should be sent to the Field Assistant Director, and the fourth copy retained for the Project files.

The report should contain a description of the activities of the Welfare Section during the month. The Washington office needs to have information regarding the types of problems handled; the ways in which solutions are being worked out; of the need as evidenced by concrete situations to develop services to aid in solving problems; the progress of staff development; a description of cooperative relations between other sections or other divisions who are helpful; trends in the Welfare program; problems arising from existing procedures and suggestions for improvement in procedures; plans for the future.

The report should specifically state problems needing the attention of the Washington office; difficulties encountered in securing qualified staff - appointive, counseling aides or clerical; and a statement concerning the major items for which grants were made during the month.

The form and order of items to be included are left to the discretion of the Welfare Section. However, topical headings should be used in order that each item included may be readily identified.

