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WAR RELOCATION AUTHORITY  
Central Utah Project

July 10, 1943

COMMUNITY WELFARE SECTION

P E R S O N N E L

1. Administration B.  
Travel Supervisor -- Shizu Hikoyeda  
Relocation Michi Okamoto
- Clerical  
Kimiyo Miyata  
Sachi Tajima  
Michi Tao
2. Family Unit:  
Administrative Assistant  
Susumu Yamashita  
Ei Bando
- Violet Takeshita
- P. A. Unit:  
Supervisor Faith Terasawa
- Sayoko Yoshifuji  
Yuki Mikami
- Himeyo Saito  
Kiyoshi Kinjo  
Shime Miho  
Chiyoeko Suehiro  
Kiyo Hamada
- Personal Services:  
Supervisor Amy Kajiwara
- Mitsu Nakayama  
Midori Matsushita  
Betty Matsueda
- Transfers & Visits:  
Shigeko Ishikawa  
Masako Minami  
Naoy Yamamoto
- Funerals:  
George Aso  
Albert Yoshida
- Special Services:  
Yoshi Morioka
- Adult Probation:  
Sadae Hamada
- Miscellaneous:  
Eiichi Sato  
Kichinosuke Takeuchi

Clerical

Family Relocation:

Supervisor  
Bob Hanamura  
Yoshi Tamura  
Pete Sugiyama  
Hideji Nakamizo  
Kuni Ono  
Yuri Yamashita

Kuwa Yoshida

Suga Fukuoka  
Terry Mistuyasu  
Setsuko Kimura

Short-term Leaves:  
Lucy Adachi

Student Relocation:  
Masao Ashizawa

Ration Office:  
Fumi Ebihara

3. Office Manager  
Senior Clerk  
File Clerk  
Receptionist  
Messenger  
Telephone girl

Tosh Nabeta  
Ruby Kawamoto  
Rose Shinoda (sick leave)  
Haruko Tawa  
Susumu Tomine  
Hanah Abe

*Fumi Maruyama  
& Rose Sugiyama*

4. Youth Section:  
Counselor  
Supervisor:

Mrs. Louise Watson  
June Morita  
Fumi Takemoto

Lily Ishikawa  
Ray Nakahara  
Marion Nishimura

Youth Guidance:  
George Takeda

Child Welfare:  
Junko Hedani

5. Housing:

Acting Superintendent: Miss Altvater  
Supervisor: Matsuko Kawasaki  
Adj. Consultants: Chojo Mitoma  
" " Sanji Ishigami

Naoko Kawabe  
Etsumi Sakaki

6. Clothing:

Ration Office:  
Admin. Assist.  
Auditors  
Social Worker

Miss Altvater  
Mrs. Murray  
George Hoshide  
Charles Sakaki  
Toshinaga Shimomura  
Margaret Ota

Helen Sasajima  
Asako Nishizono  
Tamaye Imada  
Daisy Takahashi

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

Community Welfare  
May 12, 1944

MEMORANDUM TO: Mr. LeGrande Noble  
Acting Assistant Project Director  
Community Management Division

SUBJECT: Orientation of Personnel in the Welfare Section

The orientation of appointive staff in the Community Welfare Section is conditioned to a large degree by the previous training and experience of the personnel. Persons with professional training for social work do not require the same introduction to the program as those drawn from other fields for positions in social work. Likewise an experienced stenographer would require less orientation than one without previous employment. Therefore, the following plan of orientation must be adapted to each individual situation.

Orientation in the Welfare Section involves giving the staff members a thorough understanding of their particular positions. Basic to this, however, is a general knowledge of the total WRA program -- its purposes, functions and services -- and a more detailed knowledge of the Central Utah Project. It is important that the employee be acquainted with the community and the essential services and facilities provided for the health, welfare and education of the residents. In order to understand his work in relation to the total program, it is necessary for the worker to know the functions of the various administrative and operating divisions and the relationship of the Welfare Section to each.

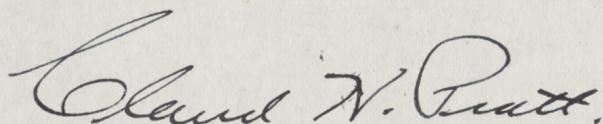
With this general background the worker should be given material through conferences and assigned reading designed for the position he holds and adapted to his training and experience. This material, while primarily related to the duties of the position, should include some underlying principles and theory. The head counselor is responsible for the compilation and presentation of the material, but the entire staff should participate in its development.

The new employee in a social work position should be given sufficient time to become familiar with the fundamental aspects of his work before being assigned cases. Counselors

in the Community Welfare Services should know the requirements for granting public assistance, making a clothing allowance, arranging housing, authorizing transfers and other specific duties of the section; and the counselors in the Family Relocation Discussion Program need to thoroughly understand the objectives of that program, the resources available and the conditions under which a resident may relocate. All counselors should have some knowledge of related programs and services outside of the center such as Red Cross, Social Security, state welfare institutions, district and juvenile courts, social agencies and vocational rehabilitation.

Following this period of intensive study actual duties should be assigned with sufficient supervision so that questions can be cleared and help given as needed. Intensive supervision should be given until the worker is able to function as a regular staff member.

The direction and supervision of the staff is a continuing process which must be closely integrated with the work and adapted to changes in the program. There should be regular staff meetings planned to improve the services and maintain interest in the work of the section.



Claud H. Pratt  
Acting Head Counselor  
Community Welfare Section

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

October 12, 1944

ORIENTATION FOR NEW WELFARE EMPLOYEES

The orientation of a new employee starts with the Personnel Officer and proceeds to the division, section, and unit to which the person has been assigned. During this orientation period, the new employee should be left with the following impressions:

1. That the Project is glad to have the services of the new appointee and not that the Project is accommodating the new employee by giving him a job.
2. That the orientation period is a definite part of the responsibility of those giving the orientation information and not that this orientation period is time stolen from other essential duties.

The Welfare Section Head will use the following outline:

1. General activities of the Welfare Section.
  - a. Family counselling.
  - b. Public assistance.
  - c. Relocation discussion.
  - d. Clothing allowance.
  - e. Housing.
2. The working relations among members of the Welfare Section.
  - a. The new employee's relation to the Welfare Program.
3. The relation of the new employee with the employees in this division and with the employees of other divisions.
  - a. Education Section
  - b. Health Section
  - c. Internal Security Section
  - d. Finance Section
  - e. Block Managers.
4. The new employee's job description.
  - a. Specific work to be performed. (To be given by the new employee's immediate supervisor.)
5. Arrange schedule of conferences.
  - a. Daily for approximately one week.

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WAR RELOCATION AUTHORITY  
Central Utah Project

July 1, 1943

MEMORANDUM TO: Mr. Sus Yamashita      Miss Kuwa Yoshida  
                  Mr. Hi Bando                Mrs. Louise Watson  
                  Miss Amy Kajiwara      Miss Adrian Altvater  
                                         Miss Faith Terasawa ✓

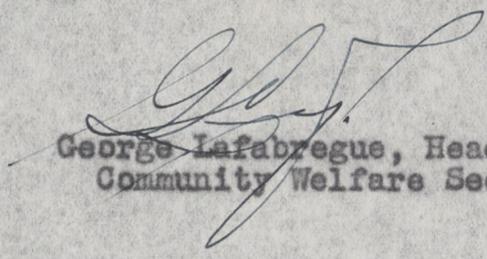
SUBJECT:                    Monthly Report

The Washington Offices have approved a plan to carry forward the reports of progress in divisions and Section in Topaz on a monthly and quarterly basis hereafter.

On July 1st and October, 1st, the third and fourth quarterly report for 1943 will be due. These will be prepared in more elaborate detail, as in the past, covering all developments of importance within the Center during the previous three months. This monthly report will be due in the office of the Community Management Division on the 27th of each month.

In order to be in step with this new instructions, each Unit Head will complete the report and forward it to the Head Counselor not later than the close of business on the 24th of each month.

Attached find copy of the latest instructions of the outline you are to follow in preparing this report.

  
George Lafabregue, Head Counselor  
Community Welfare Section

INSTRUCTIONS FOR MONTHLY SUMMARY REPORT

July 1, 1943

1. Personnel employed and Relocation Progress:
  - A) Permanent (Indefinite CS Appointment)
  - B) Temporary (Per Diem)
  - C) Residents
  - D) Indefinite Leaves for this period
  - E) Adequacy of present personnel
2. Current Work:

List in A,B,C, order. In replying to this question, there should be a complete list of accomplishments for for the month.
3. Supplies and Materials Needed:

(List here in A,B,C, order those things which are proving a problem to obtain and where discussion may speed up procurement.)
4. Problem Agenda:

List here briefly in A,B,C, form, subjects you would like to have discussed in meetings.
5. Recommendations or General Suggestions:

In your report and in replying to this item, please list the specific problems in your Section in which you need the help of the Project Director or the Assistant Directors. This might mean presenting some matters to the WRA office in Washington or it might mean suggestions regarding changes in existing policy
6. Projected Activities:

List briefly as in above form, major projects contemplated or dates when projects will be finished. In addition, list scheduled activities, program, projects, operating development, plans for the month ahead. Indicate in some manner, those activities projected operating plans which you feel should be brought before the Planning Board and in which you feel there should be an understanding as to policy and procedure.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

HOUSING POLICY

November 18, 1943

I. RESPONSIBILITY

- A. To make the initial assignment of all resident apartments and to make all adjustments thereafter.
- B. To keep a current record of the location of all persons in the Center.
- C. To keep a current record of all vacancies.
- D. To always be cognizant of the population capacity of the Center.
- E. The Housing staff is directly responsible to the Junior Counselor in charge of the Housing Unit, who is directly responsible to the Chief of the Community Welfare Section.

II. AUTHORITY

- A. The Housing Unit is the sole authority for making moves within the Center. All other division, sections and individuals have the prerogative of making recommendations, but the Housing Unit is the only recognized authority for making assignments.
- B. The Housing Unit is authorized to refuse or delay transfers from other Centers or inductions if space is not available.
- C. The Housing Unit may freeze all moves in the Center whenever conditions warrant.

III. LARGE GROUP INDUCTIONS (50 or more persons)

Preparations for the reception and induction of all new residents is a primary responsibility of the Housing Unit of the Community Welfare Section. It would not be feasible to maintain a staff of sufficient size to service all phases, however, so certain responsibilities in large inductions are delegated to Divisions in which that type of service ordinarily is carried out. Such responsibilities are set down in this instruction:

A. Preparations for induction

To be in complete readiness at least three days before the scheduled induction day.

1. Analysis of Roster by the Housing Unit

Upon receipt of the Official Roster an analysis of the family compositions and of individual characteristics (such as age, sex, relatives, health, etc.) will be made by the Housing Unit. Forms necessary to the induction will be prepared:

Housing Policy--2

- a. The Registration Form will be typed up for each family unit showing all available information. After being typed, the forms will be filed under these breakdowns: families of 7 or more; families of 5 or 6; families of 4; families of 2 or 3.

The Registration Form will also be typed for single individuals and will be filed according to sex and age: under 20; 20 to 30; 30 to 40; 40 to 50; over 50.

- b. Housing assignment forms will be typed up for every available apartment and for each unit of available space in bachelor quarters. These forms will be filed under A-B and E-F combinations; A and F apartments; B and E apartments; C and D apartments; and further broken down by blocks.
- c. If possible, assignments of housing space will be made prior to induction, the completed forms described above matched and filed alphabetically to facilitate the actual induction process.

If in the analysis of the Roster it is discovered that individual or special medical care will be needed, a list of such persons will be sent to the Chief Medical Officer.

A list of families with small children, a list of motherless or fatherless families will be sent to the Head Counselor.

A list of school children will be sent to the Education Section.

2. Supplies

The Housing Unit will send a list showing the number of incoming family units and individuals together with the list of vacancies in each block to the Property Control Section, and a duplicate copy of each list to the Chairman of the Block Managers. The Block Managers and the Property Control Section will work out the procedure for making cots, mattresses, and blankets available in the apartments to be occupied.

The Housing Unit will send a copy of the list of vacancies to the Operations Division and any information available regarding the condition of these apartments. The Operations Division will put the apartments in order for occupancy, and will work with the Block Managers so that the apartments may be repaired, cleaned, and furnished with cots and bedding by the time the new residents arrive.

The Block Managers will be ready to receive requests from new residents for lumber with which to put up shelves and build basic furniture.

3. Transportation

The Operations Division will ordinarily receive copies of the Official Roster and Baggage List with which to make arrangements for the transportation of new residents and their belongings. If a copy of the Roster is not received, the Housing Unit will furnish one.

Transportation should be planned so that adequate care can be given elderly persons, small children, pre-natal and post-natal cases, and persons who might have become ill during the trip.

Arrangements will be made for the orderly transportation of hand baggage from the station to the place of induction, and from the place of induction to assigned apartments.

4. Safety

The Internal Security Division will plan and carry out the details of safety, direct traffic, and supervise such inspection as may be in order.

5. Place of induction

The Deputy Project Director will designate a building or buildings of sufficient size and with facilities adequate to accommodate the functions of the induction. He will notify the Housing Unit of this designation as soon as possible. The Housing Unit will then notify all other Divisions or Sections of the space available for their work in the induction process.

6. Guide service

The Chief of Community Management will designate two groups to act as guides:

- a. One group will act as a reception committee and will arrange for seating accommodations for the new residents while they wait their turns to be registered. This group will make arrangements and carry out the details of entertainment and refreshments, if any, and will generally make the new residents feel welcome. (Suggested groups: Church organizations, YWCA, etc.)

## Housing Policy--4

- b. The second group will conduct the new residents to their apartments and assist them in becoming familiar with numbering of blocks, in locating their hand baggage, etc. (Suggested groups: Boy Scouts, etc.)

At the discretion of the Chief of the Operations Division, Carrier Service may be arranged.

### 7. Eating arrangements

The Housing Unit will notify the Project Steward of the approximate number of new residents to expect in each block so that adequate eating arrangements can be made.

### 8. Medical examination

The Medical Officer will set up an Examination and First Aid Station at or near the place of induction.

## B. Induction day

1. The inductees will be transported from the station to the place of induction in small groups, if possible.
2. The place of induction will be roped off into five sections:
  - (1) The Reception Section: The new residents will be received by the group described above under III-6.
  - (2) The Housing Assignment Section: Here, the heads of families and single individuals will register and receive apartment assignments.
  - (3) The Medical Examination Section: After induction, all new residents will report to the Medical Officer for examination.
  - (4) The Baggage Section: Hand and checkable baggage will be unloaded at this section where it will be identified and claimed by the new residents.
  - (5) The Transportation Section: Under the supervision of the Operations Division, new residents and their baggage will be transported to assigned quarters.

## C. Coordination

In order to coordinate all activities described under Part III of this instruction, it is necessary that each Division or Section mentioned be responsible for making arrangements to have on hand all necessary articles (chairs, tables, signs, drinking cups, etc.) that will be used in their part of a large group induction.

The Housing Unit will be responsible for planning the sequence of their operations, for overall coordination, and following through with each Section and Division.

IV. SMALL GROUP INDUCTIONS

A. Transfers

The Housing Unit shall be notified by the Special Services Unit of the Welfare Section as soon as it is known that a transfer will take place. The Housing Unit will then tentatively assign the space for the transferee. When the transferee arrives and is admitted to the Center, Internal Security will immediately notify the Housing Unit by the most expedient means available. Ordinarily this will be done by Carrier Service. The Housing staff member will fill out the registration forms and the space assignment forms and will conduct the transferee to his assigned quarters and contact the Block Manager. The Block Manager will issue cots and bedding and make arrangements for securing lumber with which to build closets, shelves, and basic furniture.

B. Re-inductions

The Housing Unit will be furnished with a copy of the approved Resident Permit (WRA-101) when an evacuee returns to the Project as a resident. The Housing Unit will then officially register the person(s) as described under Transfers, (IV-A).

C. Small group (under 50 persons) and individual inductees

For individual inductees, i.e. persons who are entering the Center for the first time and small groups of families and individuals, the procedure will be the same as described under Transfers (IV-A).

D. Night inductions

The same procedure will be followed for night inductions as described under Transfers, except that Internal Security will contact some designated member of the Housing staff at his home.

E. Visitors

Ordinarily visitors will be housed in their families' or friends' apartments. In cases where the visitor does not have such space available, Internal Security will notify the Housing Unit and space will be made available. A visitor's permit will be issued:

Original--Housing file  
Copy --Visitor  
Copy --Block Manager

Housing Policy--6

V. INDUCTIONS FORMS AND REPORTS

- A. The Registration form will contain the name, family and ID numbers, the sex, age, family composition, and the Housing Assignment. (Exhibit 1)

Distribution:

Original --Housing  
Copy --Statistics  
Copy --Hospital  
Copy --Block Manager of block where family or individual has been assigned

- B. Housing Form No. 7 will be issued showing the permanent address of the family. (Exhibit 2)

Distribution:

Original --to the family  
Copy --filed with the Registration Form in the Housing Unit

- C. Information regarding birthdate, birthplace, former residence, family head and who is being joined for the use of the Welfare Section in setting up case files.

- D. After each induction a list of new inductees will be made up in memorandum form and distributed as follows:

Original --Statistics  
Copy --Hospital  
Copy --Internal Security  
Copy --Front Gate  
Copy --Project Reports  
Copy --Post Office  
Copy --Express Warehouse  
Copy --Placement  
Copy --Welfare  
Copy --Fiscal  
Copy --Timekeepers  
Copy --Leave Office  
Copy --Housing File

- E. The new inductee will be requested to report as soon as possible to the Hospital for entrance physical examination, except in large group inductions when the examination takes place immediately upon arrival.

VI. ADJUSTMENTS

- A. Applications for adjustments of housing assignments will be received from family heads, single individuals, the Welfare Section, Medical Section, or interested individuals and will be serviced by an Adjustment Counselor on the Housing Staff.

## Housing Policy--7

Adjustments will be made on the basis of the individual merit of the request. Requested adjustments involving separation of families will be referred to the Family Counseling Unit or the Youth Guidance Unit for recommendation before any adjustment is made.

- B. Priority will be given emergency adjustments based on social or medical recommendations.
- C. Single persons will be required to live in bachelor quarters. Individual rooms will not be assigned to single persons.
- D. The army standard of housing 3-6-5-5-6-3 will be used as the maximum. Wherever space permits, the maximum will be reduced. Special attention will be given families with small children between the ages of three and eight and teen-age children.
- E. A Permit to Move will be issued and distributed:

- Original --Housing file
- Copy --Individual or family head
- Copy --Former Block Manager
- Copy --New Block Manager

- F. Change of address

A change of address list will be made up bi-weekly in memorandum form and distributed:

- Original --Statistics
- Copy --Hospital: (1) Record Room (2) Public Health
- Copy --Placement
- Copy --Post Office
- Copy --Project Reports
- Copy --Express Warehouse
- Copy --Welfare
- Copy --Leave Office
- Copy --Clothing
- Copy --Internal Security
- Copy --Timekeepers
- Copy --Fiscal
- Copy --Housing file

- G. Transportation

To facilitate the movement of persons from one apartment to another, the Housing Adjustment Counselor will set the date and the time for the movement and will notify the Trucking Service. The Trucking Service will report the completion of the move to the Housing Unit.

- H. Holding of space

A reserve of approximately 10% of the apartments available for residential housing will be held for possible emergencies. Families

## Housing Policy--8

who are on seasonal leave may retain their apartments if they so desire. Such families must assume responsibility for leaving personal effects in an apartment and must make their own care-taking arrangements. Space will be held for single individuals on seasonal leave, but the Housing Unit may use this space if necessary, and will assume responsibility for moving and safeguarding property left in the apartment. Personal effects or other property left in apartments by persons who have left the Center on indefinite leave may be removed by the Housing Unit and placed in the Warehouse for storage.

### VII. SERVICES

#### A. Partitions

The Housing Unit will receive requests for partitioning from the Block Managers, Hospital, Family Counseling Unit and heads of families. If after inspection the Housing Unit finds the request justified, a requisition for partitioning will be placed with the Operations Division. The requisition will be based upon plans E,C,D,E which have been standardized by the Operations Division. At all times the Housing Unit will keep in mind the restrictions of the War Production Board in using building material.

#### B. Inspections

The Housing Unit will make a monthly inspection of vacancies, reporting to the Operations Division any damage to apartments, any cleaning or other maintenance work necessary.

### VIII. RECORDS AND STATISTICS

#### A. The Housing Unit will maintain and keep up to date daily:

1. A card file directory showing the names, ages, sex, ID and family numbers of all families and individuals in the Center.
2. An individual card file on each apartment in the Center showing assignments, vacancies and condition.

#### B. The Housing Unit will receive:

1. From Internal Security a daily record of incoming persons which includes short-term leaves, seasonal leaves, indefinite leaves and visitors.
2. From the Hospital notices of births, deaths, entrances and discharges.
3. From the Leave Office lists of seasonal and indefinite leaves.

COMMUNITY WELFARE SECTION

PROCEDURES FOR ADMINISTRATIVE INSTRUCTION NO. 35

SUBJECT: Public Assistance Grant

POLICY: 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.

I. Requirements:

- A. Those persons without adequate means of support for themselves and their dependents.
  - 1. Single individuals, heads of families who are unable to work because of illness or incapacity.
    - a. All rights to sick leave and all rights to unemployment compensation periods shall have expired.
    - b. If a medical certificate is necessary from the Hospital, it should be secured from the Topaz Hospital Medical Social Worker. Liaison officer between the Community Welfare Section and the Hospital Medical Social Worker is the Social Service Supervisor of the Family Section.
  - 2. Children without support under 16 years of age.
  - 3. Heads of families which have 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.

II. Grants:

- A. Amounts of grants
  - 1. Amounts shall not exceed the following:
    - a. Men.....\$4.75 per month
    - b. Women.....4.25 per month
    - c. Children 13 through 17 years.....2.50 per month
    - d. Children under 13 years.....1.50 per month
  - 2. Grants for family shall be total of all eligible individual member's grants. Total grant shall not exceed applicant's needs.
    - a. On the applications, the family composition shall consist of only those presently in the home; i.e., if a member is on indefinite leave, working outside of the Center, he should not be included in the present family.
    - b. In the lower space on the back of the application, worker should state individual name, age, and the amount of the cash grant as well as the clothing grant (if requested or determined to be necessary) and the total for the family. This itemization is for verification purposes for our Section as well as the Fiscal Section.
- B. Critical need--Project Director may make special grants in cases of immediate needs. Justification must be attached. These special grants will be for families where an actual justifiable emergency exists.
- C. Grants for clothing may be made in particular instances.
- D. A monthly grant may be issued for those families wherein the head is not able to work and a member (son, daughter, etc.) of the family is employed.

We should, however, in such cases state the condition and document in our files the need for a monthly grant for such families.

### III. Procedure:

- A. It shall be the responsibility of the Community Welfare Section to receive and investigate all applications for public assistance grants and to render such follow-up service as are necessary to good family case work.
  1. After needs, etc., are determined and grant found to be necessary, block worker will assist with:
    - a. Application Form WRA 76 in quadruplicate.
    - b. Obtain case number for application from register kept for that purpose by head of clerical division.
    - c. Submit applications to his Unit Supervisor for approval.
  2. After approval of Unit Supervisor, Family Supervisor, and Senior Counselor, all four copies will be forwarded to Head of Community Welfare Section for approval and signature.
    - a. Upon approval all copies will be forwarded to Clothing Unit for vouchering.
  3. Clothing Unit will voucher the application or applications on WRA 77, 1 original and 6 copies for Fiscal, and 1 copy for Family Division and Clothing.
    - a. More than one grant can be listed on a voucher form.
    - b. Each voucher must be completely filled out except for WRA and DO voucher numbers.
    - c. Clothing will
      - (1) retain 1 copy of application (form 76) and 1 copy of voucher
      - (2) forward original copy of application and original and 4 copies of voucher to Head of Community Welfare Section for approval and transmittal to Fiscal Section
      - (3) return 2 copies of application to Family Division for filing in respective family folders and in Central File Folder, and 1 copy of voucher.
- B. Fiscal Section will return 2 copies of voucher with information as to disposition of applications noted on lower part of voucher, for routing to Family Division and to Clothing Unit.

### IV. Regulations:

- A. No assistance shall be extended for longer period than 30 days at one time.
  1. Circumstances of each recipient shall be reviewed at least once each 30 days before further assistance is approved.
    - a. For continuing cases, however, the original will suffice unless case has been inactive for at least 30 days.
    - b. Recertification form (Recertification for Public Assistance Grants) to be used for such purpose.
- B. Any misuse of public assistance funds for purposes other than specified shall be sufficient reason for discontinuance of further assistance.
- C. No assistance grants shall be made where an applicant is eligible for same or equivalent assistance from another agency or where another type of assistance will better enable applicant to meet his needs.

APPLICATION FOR PUBLIC ASSISTANCE GRANT

Project \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Family Composition

List Head of Family and Other Members Of Household	Relation To Head	Age	Sex	Working		Not Working		Reason Unable To Work	Children in School	
				Yes	No	Seeking Work	Unable To Work		Yes	No
				1.	Head					
2.										
3.										
4.										
5.										
6.										
7.										
8.										

Financial Statement

Assets .....	\$ _____	Liabilities.....	\$ _____
.....	\$ _____	.....	\$ _____
.....	\$ _____	.....	\$ _____
Total .....	\$ _____	.....	\$ _____

Cash income during past 90 days \$ \_\_\_\_\_

(Over)

I hereby certify that the above information is true and correct to my best knowledge and belief and that my resources are not adequate to meet the essential needs of myself and my family

Signature: \_\_\_\_\_

---

Report

Applicant's Needs are:

Recommendation:

Application rejected: \_\_\_\_\_ (Cross out  
(inapplicable  
Grant approved in the amount of \$ \_\_\_\_\_ (statement.

Date \_\_\_\_\_  
(Head, Public Welfare Section)

Grant Paid \_\_\_\_\_  
(Date)

Voucher No. \_\_\_\_\_

Amount \$ \_\_\_\_\_

WRA - 77

WRA Voucher No. \_\_\_\_\_

D.O. Voucher No. \_\_\_\_\_

Page No. \_\_\_\_\_

Voucher for Public Assistance Grant

State \_\_\_\_\_ County \_\_\_\_\_

Appropriation \_\_\_\_\_  
(Symbol) (Title)

Project Name \_\_\_\_\_ No \_\_\_\_\_

Date \_\_\_\_\_

Paid By

Name and Address of Recipient	Case No	Cause for Public Assistance	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

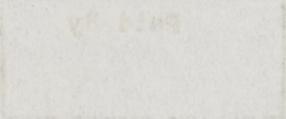
Total \$ \_\_\_\_\_

Account verified correct \_\_\_\_\_  
(Signature of person preparing voucher)

\_\_\_\_\_

I certify that the above voucher is correct; that it appears from the records of my office that the persons named thereon are legally entitled to public assistance payments in the amount specified; that the case number shown indentifies the family eligible for public assistance, of which the recipient is the responsible head, and that each has been duly investigated and found to be eligible for the assistance specified.

By authority of the  
Director, War Relocation Authority



\_\_\_\_\_  
(Signature of approving official)

\_\_\_\_\_  
(Title)

Approved for \$ \_\_\_\_\_

\_\_\_\_\_  
(Signature of Certifying officer)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature of certifying officer)

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UNITED STATES  
DEPARTMENT OF THE INTERIOR  
War Relocation Authority  
CENTRAL UTAH PROJECT  
Topaz, Utah

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WELFARE SECTION

WORKING SUPPLEMENT ON PUBLIC ASSISTANCE

I General Statement

Chapter 30.4.10 of the War Relocation Authority Manual provides that the Project Director is authorized to make public assistance grants to eligible evacuees in such amounts and under such conditions as are therein prescribed. Public assistance grants will be in addition to subsistence. In general, public assistance is given upon application, to those evacuees whose income is determined to be inadequate to meet their minimum requirements.

II Eligibility

For the purpose of determining eligibility for public assistance, those persons who are found to be without adequate means of support for themselves and families are classed as follows:

1. The Aged

For the purpose of determining eligibility, a person in this category is an individual who has reached his 65th birthday. Age may usually be verified by project records or through other reliable sources. If a person is determined to be 65 years of age or over, no medical statement is necessary in determining eligibility.

2. The Ill and Infirm

In this category will fall those persons and their dependents, who are certified by the Chief Medical Officer to be unable to work because of illness, permanent or temporary disability. In case of permanent disability, it is necessary to have only the original certification as to such disability unless there is subsequent evidence or information to indicate that the disability no longer exists. In case of temporary illness or disability, the Chief Medical Officer shall certify to the disability of any person receiving assistance for himself and/or his dependents for the period during which assistance is granted. All temporary cases should be rechecked by the certifying physician as frequently as is deemed necessary by him. Applicants and their dependents in this category will not be eligible for public assistance until all rights to

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illness compensation under the regulation of the War Relocation Authority have expired. Expiration of rights to illness compensation should be verified in writing by the Project Employment office.

### 3. Dependent Children

In this category will be included those children who are in need of public assistance because of the death, or absence from the home of one or both parents. This includes only children under 16 years of age excepting those over 16 attending school at the project. When one of the parents or a dependent child or children, or any other dependents of the family head are living in the home they should be included in the grant.

In cases where assistance to a family has become necessary because of divorce or separation of the parents, reasonable steps should be taken to locate the parent responsible for the support of the family and to determine his ability to assume this obligation.

The dependents of a wage earner who is engaged in off-project employment through seasonal, trial-period indefinite, or indefinite leave, may be eligible for public assistance if an investigation shows an sufficient need. Assistance in this category, however, should seldom be extended for more than 30 days in the case of seasonal or trial-period indefinite leave, and not more than three months in the case of indefinite leave. In each of the three types of leave situations heretofore mentioned assistance should not be given until a report has been secured from the Project Relocation office giving any information it may have about the employment, or employment prospects of the wage earner. If, in any case, it is necessary to extend assistance for more than three months to the family of a person engaged in off-project employment, the field relocation office should be asked to investigate the financial ability of the family head or other responsible members engaged in off-project employment and report the findings to the Project Relocation office.

### 4. Unemployed

Included in this category are single persons and the heads of families in need of public assistance for themselves and their dependents who are registered for employment, but find employment unavailable. Employable persons under 65 years of age who refuse to work at project employment for which they are determined to be qualified by the Project Employment office shall not be eligible for Public Assistance.

In case of a woman under 65 years of age the Project Employment office shall determine from her past employment experience whether she is suitable for available project employment. If it is found that such an individual is not suited or qualified for available project employment she may be eligible for public assistance.

## 5. Other

A single individual or the head of a family whose total net income is inadequate to meet his needs and the needs of his dependents may be eligible for public assistance. In unusual circumstances public assistance may be given to a family to supplement wages from project employment, including clothing allowance, is less than the maximum amount that such a family might be eligible to receive as a public assistance grant.

## III Need

Need shall be determined on an individual basis taking into consideration the usual and basic needs of such individuals in a family group, or the single individual living alone. Ordinarily, needs for public assistance shall not be deemed to exist if a person's total income, as hereinafter defined, is greater than the total amount a single individual or family may be eligible to receive as provided for in 30.4.12A of the Administrative Manual, plus the maximum clothing allowance provided for in 30.4.51A of the Administrative Manual.

## IV Income and Resources

In determining eligibility for public assistance, the applicant should be asked to make a declaration of all resources and income available to him, both within and without the project and his total net income shall be taken into consideration in determining his eligibility to receive such a grant. Where it is determined that a person applying for or receiving public assistance has money in banks, or owns stocks or bonds which are readily negotiable (except for U. S. War Bonds not to exceed a total of \$500 purchased under normal schedule and in such manner as not to result in the circumvention of this provision) or other liquid resources, he or she should be required to use such resources to meet his or her needs before qualifying for a Public Assistance grant, except that a family may retain not to exceed \$100 in cash or in other negotiable resources, exclusive of U. S. War Bonds, under the term above mentioned, for each of its members.

## V Procedure

1. Application should be made at the office of the Public Assistance Unit in the Welfare Section, except in those cases where the person is physically or mentally unable. In the event that a person wishing to apply for public assistance is unable to come into the office, a worker will be sent to the home to take the application.
2. Application will always be made on Form WRA 76, which must be signed in quadruplicate by the applicant.
3. The applicant will be asked to give a full financial statement as prescribed under section IV above on income and resources, and also to furnish a statement of his employment prior to evacuation in order to determine if any possibility for Old Age and Survivors Insurance benefits exists.

4. The application form shall be approved by the counselor unless this authority is delegated to an assistant counselor.
5. The Public Assistance Unit shall check with the appropriate division or section to verify information regarding all applications.
6. Medical certification shall be secured as prescribed under the section II-2 above relating to the Ill and Infirm.
7. A narrative record shall be maintained for each family unit or single person applying for, and/or receiving public assistance. The record shall contain the date of each application together with the reason; a report of each investigation made and a statement of further investigation needed; show the action taken; and if the case is approved for a grant show the need for continuing the grant as well as any changes in the family situation. If services other than financial assistance are given this also should be shown in the record.

#### VI Amount of Monthly Grants

The amount of the monthly grant for needs other than clothing shall not exceed the following except, when the Project Director is authorized to make special grants to meet cases of critical need.

1. For Men --- \$4.75
2. For women --- \$4.25
3. For children (13-17) --- \$2.50
4. For children (under 13) --- \$1.50

The nearest age at the beginning of the fiscal year shall determine the age throughout the year.

Clothing allowances should usually be given in addition to the amount allowed for other needs, and should be included in the grant.

#### VII Special Public Assistance Grants

Special public assistance grants in addition to or independent of the maximum amounts provided for in section VI above, may be authorized to provide for certain items of expense in cases of critical need. In addition to other items of expense in cases of critical need. In addition to other items of special need, not herein named, these may include grants for baby layettes, eye glasses, and medical appliances or aids, (upon proper certification as to need) when such appliances or aids are necessary for the recovery, maintenance or protection of health, and providing that such appliances or aids cannot be provided by the health section.

The same rules of eligibility as are covered in section IV above relative to income and resources shall apply in determining eligibility for special grants.

The following rule should be used in determining eligibility for a special public assistance grant. If the total needs of a single individual or family, computed on a public assistance basis, for a

three months period (plus the amount of the special items of critical need) are greater than the total income available to the applicant for the three months period immediately preceeding the date of application, the applicant may be eligible for a special assistance grant. The amount of this grant will be limited to the difference between the total needs, computed on a public assistance basis (including the amount of the critical need) and the total income from all sources during this period, providing such sum does not exceed the amount of the critical need. If, for example, a family of four whose only income is from project employment, applies for a layette, the maximum amount it would be eligible to receive as a regular public assistance grant, under the probisions of section VI above, if there were no income in the family, would first be determined. This might be \$26.50 a month or a total of \$79.50 for a three months period. The income for the three months immediately preceeding the date of application would then be computed, which for a family of four might be \$29.50 per month or a total of \$88.50 for three months. The total income for the three months would then be considered in relation to the total needs and in this case the needs would be \$16.06 greater than the income, which would be the amount authorized for the special grant.

/s/ Claud Pratt

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Claud H. Pratt  
Welfare Counselor

Original Signed by  
L. T. Hoffman

Approved: \_\_\_\_\_

L. T. Hoffman  
Project Director

MEMORANDUM TO: Family Counseling Staff  
Community Welfare Section

RE: Procedure for Administrative Instruction No. 45 (Rev.)

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

POLICY: 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).

I. Requirements:

- A. Assistance will be given where needed only to evacuees who have  
been granted indefinite leave for the purpose of accepting employ-  
ment.
  - 1. Assistance will be given only when indefinite leave is first  
issued. If a person returns from an indefinite leave, he  
will not be able to receive this assistance when he goes the  
second time.
  - 2. Assistance will be given only to those leaving after March  
24, 1943.
- B. Assistance will be given for a wage earner and for members of his  
family as defined in Administrative Instruction No. 27, Supp. 3  
Section XII, paragraph A which was followed in setting up the  
basic family card.
- C. If a person leaves the Center to accept hostel or hospitality ar-  
rangements with the intent of taking private employment, this  
assistance will be given.
- D. This assistance can also be extended to persons leaving the Center  
on indefinite leave even if they haven't a definite job if the  
WRA Relocation Office in the city to which the person is going  
has previously placed a blanket request with the local placement  
office for residents to come out to look for work.
- E. Wives and children of soldiers in the United States Army shall be  
given this assistance provided for in this Instruction when they  
leave a relocation center on indefinite leave regardless of  
whether they are leaving to accept employment or whether appli-  
cation is made for the entire family group at one time or indi-  
vidual members of the family make applications at different times.

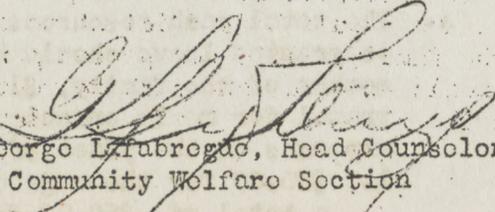
II. Procedures:

- A. 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, \$1.00 per person per meal of each day of  
travel for meals enroute, and cash to meet initial subsistence  
expenses at the place of employment, calculated as follows:
  - 1. \$50.00 for the wage earner, plus \$25.00 for one dependent or  
a total of \$50.00 for two or more dependents that will  
accompany or follow him on indefinite leave.

2. 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.
- B. If after receiving an indefinite leave for the purpose of accept-  
int employment, the wage earner does not possess the minimum cash  
resources indicated in II A above:
1. He applies at the Leave Office for recommendation for reloca-  
tion expense on memorandum form, addressed to the Transporta-  
tion Supervisor.
    - a. This will be forwarded to the Community Welfare Section in duplicate, and taken to the Travel Supervisor.
  2. The Travel Supervisor will
    - a. Assist the applicant in filling out WRA-CU 39 "Applica-  
tion for Relocation Expense" in sextuplicate.
      - (1) Original and 2 copies of WRA-CU 39 and the carbon copy referral for relocation expense of the Leave Office will be forwarded to Fiscal.
      - (2) One copy to Clothing of WRA-CU 39.
      - (3) Two copies retained by Welfare--one to Case File and one to Office File.
  3. Transportation Supervisor will
    - a. Check the total cash income for the family during the past six months.
    - b. Compute amount of grant to be provided to wage earner and his dependents.
    - c. Make itinerary to place of proposed employment.
    - d. Post on public assistance voucher WRA 77 total amount to be paid to applicant, signed by Head Counselor, and forwarded to Fiscal Division.
  4. Fiscal Division will review case submitted by Welfare and make payment.

### III. Regulations:

- A. 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 payable to them shall be deferred until they leave the project.
1. The amount of grant should, however, be computed at the time the wage earner leaves and must not be recomputed at the time the dependents follow.
  2. The amount of coach train fare is computed according to individual destination.
- B. The wage earner subsistence allowance of \$50.00 shall be made only to one wage earner in the same family.
1. A written approval that the person can have the money, must be obtained from the head of the family.

  
George Lafabregas, Head Counselor  
Community Welfare Section

MEMORANDUM TO: Family Counselling Staff  
Community Welfare Section

RE: Procedure for Administrative Instruction No. 46  
(Revised)

SUBJECT: Visits between Centers

POLICY: It is the policy of the War Relocation Authority to permit visits to other centers when the interests of the residents and those of the WRA are served thereby. However, in line with limitations of travel facilities and the need to limit civilian travel, all reasonable care should be exercised in granting such permission.

I. Requirements:

- A. Visits to other relocation centers at government expense or at resident's expense will be recommended by the Community Welfare Section to the Project Director when they pertain to the following categories of eligibility:
  1. To attend funeral of member of immediate family--defined as father, mother, and children. Consideration may be given in unusual circumstances, to extending this to grandparents, brother, or sisters of individual members of the immediate family.
  2. To visit a close relative who is ill if in the opinion of the attending physician such a visit will serve the best interest of the patient.
- B. Visits cannot be recommended for authorization at government expense if they are:
  1. Social visits (Social visits to relocation centers located in evacuated areas, i.e., Tule Lake, Manzanar, cannot be authorized either at government expense or at resident's own expense.)
  2. Funeral of other than members of immediate family unless other factors necessitate attendance.

II. Procedures:

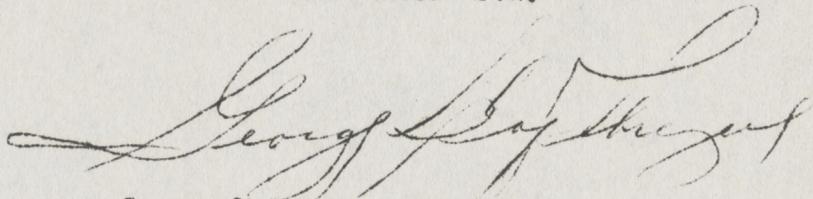
- A. Request to visit another center
  1. At the time a Topaz resident makes a request to visit another center, Worker shall determine if the visit falls under IA or IB of above eligibility classifications.
    - a. If the visit can be authorized, Worker shall prepare a letter requesting visit in quintuplicate or a wire for teletyping if the situation so warrants, to be signed by the Project Director and addressed to the Director of the project to which resident wishes to visit, stating the nature and affirmative recommendation for the visit.
      - (1) Submit all copies of letter to Unit Supervisor for review.
      - (2) If Unit Supervisor approves, they shall be forwarded to the Family Supervisor, Senior Counselor, and Head Counselor for approval. They shall be routed thus:

- (a) Original to Project Director for signature and mailing
  - (b) One copy to the Travel Supervisor in the Administration Building B Community Welfare office
  - (c) One copy to Welfare Office in Rec 23
  - (d) Two copies to Mail and Files
- (3) When a favorable reply is received from the other center approving the visit, Worker shall so notify the resident and Travel Supervisor. Arrangements for sending a wire notifying the other center as to the time of leave, etc., will be made by the Travel Supervisor.
- b. After all the above preliminaries are completed, a memo shall be prepared by Travel Supervisor in duplicate for Head Counselor's signature to the Leave Officer, recommending that a short-term leave be granted the resident, which must include a brief resume of why the leave is being requested.
- B. Request made at another center to visit Central Utah Relocation Project.
1. At the time a letter or wire is received from another center requesting approval for a visit into this Center, Worker shall:
- a. Make home visit to family or friends to whom visit is being made
    - (1) Confirm nature of visit
    - (2) Check up on Housing arrangement
      - (a) If necessary that visitor be assigned quarters other than with persons he is visiting, Housing should be so notified and clearance made.
  - b. If home visit verifies need for or desirability of visit, a letter or wire must be prepared in quintuplicate, giving approval of visit and requesting approximate time of visitor's leave and arrival to this Center.
    - (1) Letters submitted to Unit Supervisor for review
    - (2) If approved by Unit Supervisor, is forwarded to the Family Supervisor, Senior Counselor, and Head Counselor for final forwarding to Project Director.

### III. Regulations:

- A. If a paroled alien desires to visit the members of his family or friend at another relocation center, it is necessary that clearance be obtained from WRA, Washington, D.C. Address such requests via tele type to Dillon S. Myer, Barr Building, 17th and I Streets, Washington, D. C., stating name, age, sex, status (parolee), and reason for the trip.
- B. If a visit cannot be authorized under the provisions of this Instruction, resident shall be so notified by the Welfare Section.

1. Resident shall have the right of appealing to the Head Counselor if he feels his case merits further consideration. Therefore, if the applicant can give additional information to further clarify and justify his request, Worker should assimilate the additional findings and again submit the request.
- C. Escorts and military passes--arranged by Travel Supervisor
1. In order to comply with regulations of the Western Defense Command when travel is authorized under this Instruction to or from projects located in the restricted area, passes will be secured from the Western Defense Command through WRA Field Administrator, Whitcomb Hotel, San Francisco, California, and escorts are required for travel in Military Area No. 1 and that part of Military Area No. 2 which is in the State of California.
    - a. Escorts may be also provided in other cases when the Project Director believes it advisable to do so.
  2. Escorts must be Caucasian members of the War Relocation Authority.
  3. If it is necessary for evacuees from other projects to travel in the Western Defense Command where the escorts are required, arrangements should be made through the projects and through the San Francisco office to have an escort from one of the western projects meet the evacuee before he reaches the evacuated area.



George Lafabregue, Head Counselor  
Community Welfare Section

## CLOTHING ALLOWANCE

### I. ELIGIBLES:

- A. Those persons who are shown on the payroll as having worked one half or more of the total working hours during a month.  
  
e.g. October, 1943 has 188 hours to be worked; November, 1943, 192 hours; and December, 1943, 200 hours.
- B. Those persons who have received Extended Illness Compensation (Unemployment Compensation) for 15 days or more during a month.
  1. If a person is absent from work for a long period because of <sup>illness, he is eligible for extended</sup> Illness Compensation 15 days after stopping work, and may receive the Compensation for 3 months if the illness continues.
  2. Such person must be in a doctor's care.
  3. Full wages will be paid during the first 15 days before the Extended Illness Compensation becomes effective.
- C. Those persons who were shown on the payroll and also received Extended Illness Compensation for a total of 15 days or more during a month.
- D. Dependents to heads of families if the heads are eligible under one of the three items above (A,B,C.).
- E. Those head who are unable to work may apply for Public Assistance for clothing as well as for the cash grant.

### II. NON-ELIGIBLES

- A. Those employable persons who are not shown on the payroll with the exception of wives.
- B. Those persons who worked voluntarily without pay, whose time is not recorded with the time-keeper.
- C. Those persons who might have been eligible for Extended Illness Compensation but who did not apply.
- D. If a head of a family becomes ineligible, his dependents automatically do not receive clothing allowances.

## CLOTHING ALLOWANCE

### III. DEPENDENTS

- A. Children 17 years of age and younger.
- B. 65 years old persons.
- C. Invalids who cannot work.
- D. Children attending school at Topaz who are 18 years or over.
- E. Housewives

### IV. SHORT TERM, SEASONAL AND INDEFINITE LEAVE

- A. Employable persons who leave the Center on Short Term Leave are also entitled to receive clothing allowances if eligible under I, ELIGIBLES above.
- B. Dependents who leave the Center on Short Term Leave are entitled to receive clothing allowances.
- C. Those persons who leave the Center on Seasonal or Indefinite Leave are not eligible for clothing allowance.

### V. HEAD CHANGES

- A. If a head of the family should relocate himself or be absent from the family for any reason, another member of the family should be designated as head immediately in order to receive clothing allowance at the relocation office.
- B. Those persons who desire to have the head of the family changed for other reasons must apply at the Welfare Section at Rec. 23.
- C. Clothing allowance for dependents to the head may not be obtained if the head change is neglected, since the allowance is attached to the heads' eligibility.

### VI. PAYMENT

- A. Clothing allowances were paid in one lump sum for each month to the head of a family for himself and his dependents if the head is eligible under I, ELIGIBLE above in the following scales.

0 - 7 yrs.	—\$2.25
8 - 15 yrs.	—\$3.25
16 yrs. and over	—\$3.75

- B. Individual members of a family with the exception of dependents receive clothing allowances as individuals if eligible under I, ELIGIBLE, above.

## CLOTHING ALLOWANCE

- C. If the housewife qualifies to receive clothing allowances and the head does not, she will be paid the allowances as an individual whereas the head and his other dependents will not be paid.
- D. Clothing allowance for persons who are 17 years of age or younger will be paid to the head of the family as dependents whether they worked one half or more of the total working hours during a month.
- E. Those students who are 18 years or over do not receive their clothing allowances during school vacations extending over 15 days of a month unless they are shown on the payroll.
- F. Payments are made in alphabetical order.
- G. Because clothing allowances are based on so many records, i.e., payrolls, extended illness compensation, incoming and outgoing people, births, deaths, marriages, moves, bills, for clothing obtained at the warehouse, etc. allowances for any month cannot be paid until the subsequent month.
- H. The individual received the notice must go in person to the pay station, present the notice and sign for the check. The pay station is located at the north side of Block 19, Bldg. 1.
- I. Checks will be forwarded to those who have left the Center.

## VII. DEDUCTIONS

- A. The clothing allowance for those who obtained clothing from the W.R.A. warehouse will be reduced by the cost of clothing in accordance with the established price. The deductions are made during the month in which clothing was obtained.
- B. If the cost of the clothing is more than the allowance in a month, the balance will be deducted from the allowance in the subsequent months, until the account will become clear.
- C. If any balance remains when a person leaves the Center a request for payment will be made to him at the time of his departure.

EXTENDED ILLNESS COMPENSATION  
(Unemployment Compensation)

I. Eligibles:

- A. Those who are actively engaged in WRA Project employment, who are unable to report to work due to illness.

Note: Placement will send an application for extended illness compensation to the persons to be filled out and to be returned to Placement.

- B. The Compensation shall be paid only after application to, and certification by, the Employment Division.
- C. Those who are eligible for the Compensation automatically received clothing allowance. (See clothing allowance)

II. Non-Eligibles:

- A. Those persons who are able to work, but do not have jobs.
- B. The original application for Extended Illness Compensation shall serve as the basis for payment until the employment Division directs the termination of payments because the evacuee:
1. had reported that he is physically able to work.
  2. has received the compensation for 90 days.

Note: In case of termination for illness, the parties will be notified by Placement.

III. Compensation:

- A. Rate of compensation, 60% of monthly wages, i.e. \$720, \$9.60 or \$11.40 per month.
- B. The compensation shall be paid from the date the applicant became eligible.
- C. 15 days sick leave benefit shall be extended (15 days' wage shall be paid to sick person).

NOTE: For any questions concerning extended illness compensation, please contact Placement Office in the Relocation Building.

## INJURED AND DISABLED COMPANSATION BENEFITS

- I. Those who sustain injuries in the performance of duty are entitled to the following compensation:
  - A. Necessary medical treatment including hospitalization.
  - B. Compensation payment during a period of total disabilities in the amount of two thirds  $2/3$  of the worker's monthly wages as of the date of the accident.
  - C. Compensation awards for permanent pertain disability resulting from the loss of limbs, eyes, fingers, etc.
  - D. In case of death, burial expenses not in excess of \$200.00.
  - E. Compensation awards to dependents if the injuries caused death.
- II. Injured and disabled persons may receive either extended illness compensation (unemployment compensation) or Injured and Disabled Compensation.
- III. 15 days sick leave benefit shall be extended to the injured and disabled worker.
- IV. Eligibility for Public Assistance Grant -- If their compensation is insufficient to support themselves and their families, he may apply and receive public assistance grant.

Note: Injured and Disabled Compensation does not include the clothing allowance; therefore, the clothing allowance may be given to them through the public assistance grant.

V. IMPORTANT --

All report of injury shall be given to the Section Head by the injured workers within 48 hours after the injury has occurred. A claim which is not reported within 60 days may be disallowed.

VI. Notice of injury shall be prepared although the injury is very slight.

VII. This Injured and Disabled Compensation Benefit may be obtained outside of the Relocation Centers.

## PUBLIC ASSISTANCE GRANT

### I. Eligibles:

- A. Single individuals and head of families who are unable to work because of illness or incapacity.
  - 1. After all rights to sick leave and all rights to Extended Illness Compensation have expired.
  - 2. Hospital statement should be secured.
  - 3. Men or women over 65 years of age.
  - 4. Care of children
    - a. Where heads are interned
    - b. Widows and widowers
    - c. Divorced or separated family.
    - d. Head or wage earner is in service.
- B. Children without support under 16 years of age.
- C. Heads of families which have total net income (from all sources) that is inadequate to meet their needs.
- D. Eye-glasses: where no adequate funds to buy eye-glasses.
- E. Hospitalized evacuees are also eligible for the grant for necessary clothing and other necessity such as toilet articles and bathrobes.
- F. Those dependents to head who are eligible.

NOTE: In order to receive public assistance grant one must apply for it at Community Welfare Section at Rec. Hall 23 before 24th of each month.

All requests depend on individual needs and subject to wages earned in the past three months.

### II. ~~XXXXXXXXXXXX~~ NON\*ELIGIBLES:

- A. Those employable persons who refuse to work.
- B. If one or more member of families are working in this center, the families are not qualified to receive Public Assistance. (Unless their existing total net income is inadequate to meet their needs.)
- C. Those who are eligible but failed to apply for Public Assistance Grant.

## III. AMOUNTS OF GRANTS

A. Amount of cash grant shall not exceed the following:

- |                            |        |
|----------------------------|--------|
| 1. For men                 | \$4.75 |
| 2. For women               | \$4.25 |
| 3. For children (13-17)    | \$2.50 |
| 4. For children (under 13) | \$1.50 |

B. In addition to above Cash Grant, the Clothing Allowance may be made in accordance of needs. Amount of monthly Clothing Allowance are:

- |                      |        |
|----------------------|--------|
| 1. 16 years and over | \$3.75 |
| 2. 8 - 16 years      | \$3.25 |
| 3. Under 8 years     | \$2.25 |

C. The nearest age at the beginning of the fiscal year shall determine the age throughout the year.

D. Critical need: Project Director may make Special Grants in cases of immediate needs. Justification must be attached--must have actual justifiable emergency existed.

## IV. PAYMENT

After the application is approved, checks will be forwarded directly to the applicants by first class mail.

## RELOCATION EXPENSE GRANT

- I. For travel to your job on indefinite leave, it is suggested that you apply for Relocation Expenses Grant at the Relocation Office at the west side of the Fire Station and Post Office Bldg.
- II. Those who are granted indefinite leaves may receive the following assistance:

- a. Fare for common carriers such as train and bus from Topaz to destination.
- b. \$3.00 for meals per day, per person en route.
- c. Initial subsistence expenses are calculated as follows:
  - \$50.00 for Head
  - \$25.00 for one dependent.
  - \$50.00 for two or more dependents who will accompany the Head or follow him later on.

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. Suppose you are the head of a family and have two dependents. If you claim your total cash resources' is forty dollars in your application for Assistance, you will receive \$60.00 in order to raise it to the initial subsistence expenses which is \$100.00 for the family.

- d. Freight up to 500 lbs. will be paid.

- III. Evacuees on seasonal leave wishing to secure indefinite leaves in the same locality or some other locality may apply/assistance at the nearest Relocation Office. The Relocation Officer<sup>for</sup> will examine the applicant's statement of finances and if the applicant is eligible, the application will be sent to the respective

Projects. If assistance is granted by the project, it shall be sent to the Evacuee in care of the Relocation Officer transmitting the application.

IV. Students are NOT ELIGIBLE to receive any relocation grant.

Members of a family may receive \$50.00 allocated to the Head. The Head of the family will give consent to the members.

## TRAVELLING ALLOWANCE

### I. Eligibles

- A. Reuniting member of an immediate family who were separated during the course of the evacuation.

NOTE: Immediate family is defined as father, mother and children.

- B. Reuniting other members of a broader family group if such persons were at the time of evacuation living with and dependent upon the immediate family, or reuniting such groups if they were living together for social reasons and not purely economic reasons.
- C. Transferring to the resident of guardian or other persons or to institutions, orphans, minors, physically crippled persons or other persons not able to take care of themselves adequately.
- D. Transferring to other Relocation Centers professional or skilled persons when such professional service skill are needed at those centers.
- E. Transferring persons to such special centers as Tule Lake or Leupp Center, Arizona.
- F. Other unusual situation requiring action for the protection of the welfare of evacuees.

### II. Eligibles--Maybe?

- A. Visit from one Center to another for attending funeral of immediate member of family.
- B. Visiting from one center to another a close relatives who is ill, if in the opinion of the attending physician such a xxx visit will serve the best interest of the patient.
- C. Visiting in a member of immediate family who is in internment camp.
- D. Travel for visiting a member of immediate family who is serving in the armed force and who is ill, and to attend the funeral of such member of immediate family, if the family has no funds available to pay the cost and cannot secure fund from other sources such as local red cross unit.

### III. NON-ELIGIBLES

- A. Transfer of residents for personal reasons including marriage.
- B. Visiting other center for personal reasons.
- C. Short term leave.
- D. Seasonal leave for work

IV. Household effect and personal property of evacuee being transferred under No. I. Eligible ABCDEF. may be shipped at the Government expense.

V. Allowable expenses:

A. By common carriers such as train and bus

Transportation fares and \$1.00 per each meal en route.

B. By automobile

Lodging fare at the rate of \$2.50 per night and meals at the rate of \$1.00 per meal en route.

VI. Trips for WRA business:

Expenses incurred for trip for WRA business will be reimbursed by the WRA in the following scale:

Meal --not more than one dollar per meal

Hotel -- not more than two dollars and half

Note: 1. Those who are assigned for trip will be furnished with a receipt book with instruction to fill out.

2. Expenses will be reimbursed in accordance with the receipts ~~xxxxxxxxxx~~ obtained from vendors. (based on actual expenses).

TOPAZ COMMUNITY WELFARE DEPARTMENT

DISCUSSION GUIDE

Introduction

The War Relocation Authority has requested that the Welfare Section at each center initiate a program of family discussions in order to aid all families to think concretely in terms of their long-term future. This will include a statement as to the relocation plans of the individual families. In addition, the discussions will furnish information to the W. R. A. for overall program planning. The basic family data obtained from the discussions will be of such nature that it can be assembled for eventual transmission to the relocation office at the new community. The discussions are also to furnish information as to how to go about planning for relocation and utilizing resources available in resettlement communities in the form of assistance and services of public and private social agencies.

The purpose of the discussion is not to attempt to sell relocation, but to assist all residents in planning for the day they will leave the center however far in the future that day may be. The discussion will give the individuals the opportunity to express their interests and desires and point out their needs for the future. When people are given the opportunity to talk about the things that are bothering them and about which they are worried, they are able to leave these worries behind and move on to constructive planning for the future.

## SUGGESTIONS FOR CONDUCTING A DISCUSSION

- I. In conducting a discussion, it is advisable to start with as many positive elements as possible.
  - a. The person who is being interviewed should be able to feel that the interviewer has an attitude of service toward him. The interviewer should be courteous and kind regardless of the attitudes of the person who is being interviewed.
  - b. Appropriate environment is also important, and discussions should be held in as private a room as possible with a quiet atmosphere.
  - c. The person being interviewed feels more at ease if a definite time is set for his appointment and if he feels that the time belongs to him. The interviewer should not appear to be in a hurry, and the person should be able to feel that there is plenty of opportunity to tell about all of his problems.
  - d. It is essential for each interviewer to remember that he is not to decide what a family will do. We are trying to ascertain the plans for the future of the individual family, and the interviewer should only give the information and guidance which might help the family to formulate its plans.

## II. Techniques of the discussion

- a. Observation
- b. Listening
- c. Indirect questions
- d. Direct questions--use of outline

### III. Plan of discussions

Discussions will be conducted by the team method with the teams consisting of a resident and an appointive staff member. For the most part, discussions held in an office are preferable to those held in the home. The appointments will be sent to individual families. In unusual circumstances where health problems so indicate or where the family prefers to meet with the interviewers at home, arrangements will be made for the discussions to be conducted in the home.

Various approaches to the discussion can be made. The summarized material includes significant information from all project records available, which should be studied by the team prior to the discussion. Immediately following each discussion, the team should discuss the material and write up the record and remarks.

As the counselling program develops, there will be constant evaluation of the information secured; and from time to time there may be changes in procedures or approach.

### IV. Points to include in a discussion

Note: During the course of the interview, there should be as little writing as possible. Make a note only of factual material and be sure that the interviewee understands what is written down. An individual is often ill at ease and on his guard if he feels that everything he says is written down.

1. EMPLOYMENT What preparation, training and experience has the person had? What type of work is he interested in securing? What alternative does he have? What salary does he expect? Describe any further training or education which he desires or which would be desirable.
2. Describe the individual's ability to use the English language, first, as a means of ordinary conversation, and second, in relation to his future work adjustment.
3. What are the health conditions of various members of the family?
4. If the family plans on relocating, what destination are they considering? What specific arrangements would have to be made for them to establish themselves at this particular location?
5. What are the housing needs of the family both as to living quarters and household equipment?
6. What educational and social opportunities are desirable for the various members of the family?
7. What has been the experience of the individual in relation to discrimination, and what does he report regarding discrimination experienced by friends and relatives who have already relocated?
8. What suggestions does the individual have to make to the Administration regarding steps that could be taken within the relocation center to help him in his future adjustment? (This might include educational or social opportunities, in-service training, etc.)

9. ECONOMIC SITUATION In most discussions, the matter of finances will come up as a matter of course. In discussing relocation, the individual will bring out his financial needs or his plans for utilizing his present resources. It is of great importance that this information be carefully recorded. (Notations should be made of property owned, property losses or encumbered property.) If, however, the person does not offer any information regarding finances, it would be safe to assume that this does not present a problem to him. As it is a rather delicate subject, it would be advisable for the interviewer to refrain from asking any direct questions about the economic situation.

COMMUNITY WELFARE SECTION

MEMORANDUM TO: Members of CWS Staff

SUBJECT: Evaluation Procedure

I. Rating Officials

Under this title is outlined the clarification of evaluators (who evaluates whom). Those under the subheadings would be interviewed and evaluated by their respective supervisors--that is, in A. the Head Counsellor would evaluate a. secretary b. his 3 administrative assistants, and c. the travel supervisor. The secretary would, in turn, evaluate the receptionist a(1) and the administrative assistants and travel supervisor their secretary. Similarly, in the Family Division the Senior Counsellor would evaluate a. his secretary, and b. his administrative assistant who, in turn, would evaluate (1) the Family Supervisor, (2) office manager, (3) head of stenographic-clerical unit, (4) Special Service Supervisor, (5) Adult Probation Supervisor, and (6) Funeral worker. The Family Supervisor would then write the evaluation for a. 3 Unit Supervisors who in turn would do the same for their -1- block field workers, -2- and unit clerks. The stenographic-clerical head would evaluate her a. steno-clerks, b. clerks, c. receptionist. The other supervisors would also evaluate their respective steno-clerks and unit clerk, and so on chronologically.

A. Administrative Building personnel

1. Head Counsellor

a. Secretary

(1) Receptionist

b. 3 Administrative Assistants in Reports and Procedures, Research, and Personnel

c. Travel Supervisor

(1) Secretary for 3 Administrative Assistants and Travel Supervisor to be evaluated by all 4.

B. Family Division

1. Senior Counsellor

a. Secretary

b. Administrative Assistant

(1) Family Supervisor

(a) 3 Unit Supervisors

-1- Block field workers

-2- Unit clerk

-3- Typist

(2) Office Manager

(3) Head of stenographic-clerical unit

(a) Steno-clerks

(b) Clerks

(c) Typists

(d) Receptionist

- (4) Special Service Supervisor
  - (a) Steno-clerk
  - (b) Unit Clerk
  - (c) Typist
- (5) Adult Probation Supervisor
  - (a) Steno-clerk
  - (b) Unit Clerk
  - (c) Typist
- (6) Funeral Worker
  - (a) Assistant
- 2. Youth Counselling
  - a. Child Welfare Supervisor
    - (1) 2 workers
  - b. Student Relocation Supervisor
    - (1) 2 workers
    - (2) 2 stenographers
    - (3) receptionist
  - c. Youth Guidance Supervisor
    - (1) Worker
    - (2) Steno-clerk
- C. Housing
  - 1. Superintendent
    - a. Administrative Assistant
      - (1) Secretary--Supervisor and Administrative Assistant will both evaluate their secretary
        - (a) Steno-clerk (induction)
        - (b) 3 clerks in Directory and Files
      - (2) Consultant (assignment and adjustment)
        - (a) Assistant
        - (b) Field worker
- D. Clothing
  - 1. Counsellor
    - a. Supervising auditor of Clothing Office
      - (1) Posting Unit auditor
        - (a) 3 posting clerks
      - (2) 2 Records Unit clerks
      - (3) Ordering Unit auditor
        - (a) 3 Ordering Unit clerks
      - (4) Receptionist
    - b. Ration office typist-clerk

## II. Evaluation Period

### A. Quarterly

- 1. March, June, September, and December
  - a. Deadline--end of month

## III. Additional Instructions

- A. Evaluation form to be made out in duplicate
  - 1. Original in master file (in Administration Eldg. B office)
  - 2. Copy retained by evaluator.
- B. Additional findings or lengthy discussion should be made on another sheet of paper. It is anticipated that the present form does not provide enough space for a complete report.

- C. Discussion regarding the evaluation should be held with the "evaluator" and "evaluee."
  - 1. If evaluatee feels some points are unfair and after discussion, the evaluator is unwilling to modify the original remarks because he feels they are justified, the evaluatee may make an appeal in writing to the Head Counsellor, stating his disagreement and the reasons for same.

#### IV. Purpose of Evaluation

The importance and significance of these evaluations cannot be overstressed. They would be invaluable for making recommendations for indefinite leaves, they would serve as an excellent review of the particular department's development and perspective of work performed besides the individual analysis and review. In view of this, careful consideration should be made for each individual under every point of discussion. These evaluations should be complete, of course wholly objective, and the statements should be factual, simple, clear, and a basis made for all contentions. The evaluator should keep in mind the desire to help the person being evaluated in terms of encouraging and developing his good points and correcting his bad.

- A. Indefinite leaves evaluations
  - 1. would be helpful in giving a true and fair picture of resident.
  - 2. would be excellent in recommending a good worker for a job with findings relevant to same.
  - 3. could serve as reference material.
- B. Review of unit or department.
  - 1. Sum total of evaluations present a good over-all picture of department's strong and weak points and its successes and failures.
    - a. Further development or improvement
    - b. Reorganization, if necessary.
    - c. Change of personnel to more suited positions, if necessary.
    - d. Spotting "weak places" where need evident for training course and programs which can be initiated.
- C. Person being evaluated
  - 1. Review of work performance
    - a. Recognition of strong, weak points
      - (1) Correction of poor faults
    - b. Ability in relation to work and with other workers.
      - (1) Suitability to position.

## EXPLANATION OF EVALUATION FORM

- I. Attitude and approach. Worker's general outlook towards life and his attitude and approach towards the work itself should be noted in this paragraph.
- II. Effectiveness in meeting and dealing with others. The worker's relation with his co-workers as well as with residents or others with whom he comes in office contact or in relation to the work should be included.
- III. Ability to perform assigned work. Among the items that should be covered here we suggest:
  - A. Attention to broad phases of assignments.
  - B. Attention to pertinent detail.
  - C. Accuracy of final results, judgments, decisions.
  - D. Rate of progress on or completion of assignments.
    1. Progress of work in view of former occupation or background.
  - E. Ability to organize his work.
  - F. Skill in application of techniques and procedures.
  - G. Presentability of work.
- IV. Effectiveness in interpretation and development of policies, ideas. The worker's ingenuity and ability to inject a more than the minimum output of thinking in his work can be developed under this title. In respect to this the following might be helpful:
  - A. Ability to clearly grasp policies for effective interpretation.
  - B. Ability to develop sound policies, ideas.
  - C. Participation in discussions.
    1. Ability to contribute new ideas, thinking, suggestions.
    2. Ability to make constructive criticisms.
    3. Effectiveness in devising procedures.
  - D. Effectiveness in adapting work program to broader or related programs.
- V. Dependability. Dependability in the most complete and full sense of the word is implied and indicated here.
  - A. Initiative, resourcefulness, completion of assignment, work habits, ability to meet deadlines and adhere to time limit.
  - B. Supervisorial responsibilities. In evaluating a supervisor's work, we would note:
    1. Effectiveness in directing, reviewing, and checking the work of subordinates.
    2. Effectiveness in instructing, training, and developing subordinates in the work.
    3. Effectiveness in promoting high working morale.
    4. Effectiveness in laying out work and establishing standards of performance for subordinates.

PERSONNEL EVALUATION

NAME \_\_\_\_\_ SECTION \_\_\_\_\_ DEPT. \_\_\_\_\_ TITLE OF POSITION \_\_\_\_\_

DATE OF REPORT \_\_\_\_\_ PERIOD OF RATING: FROM \_\_\_\_\_ TO \_\_\_\_\_

I. Attitude and Approach

II. Effectiveness in meeting and dealing with others

III. Ability to perform assigned work

IV. Effectiveness in interpretation and development of policies, ideas

V. Dependability

Evaluation by:

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APPROVAL:

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Unit Head

"EVACUEE TRUST FUND"  
Community Welfare Section

Compiled by  
R. W. Bando

Outline

I. Introduction

- A. Nature of the problem is the equalization of wages among all resident workers, (1) Residents on furlough working inside or outside on private employment at prevailing wage (non-Japanese) scales and (2) War Relocation Work Corps members working at WRA wage scales.

The importance of this problem can be realized by looking at the statistics obtained from the Employment Department as of October 10, 1942. In the Work Corps, 754 are employed inside or outside the camp at non-Japanese evacuee wage levels. 3,447 residents are working at the \$16 or \$19 allowances. On a percentage basis, 17 9/10% are working at normal "outside" wage levels, while 82 1/10% are working here in camp at the Japanese evacuee allowances.

- B. The problem is conditioned by the conflicting objectives of the camp which are:

1. To relocate as many people as possible - as soon as possible - before the war end.
2. To maintain a smooth functioning community training workers to take the place of WRWC workers who leave this city for permanent relocation or who leave on temporary work furloughs.

- C. If the problem was merely one of relocation as soon as possible, this problem of equalization of wages among all workers would not arise, for it is obvious to us all that a person contemplating relocation outside will need all the money he or she can accumulate from temporary work furloughs or otherwise.

- D. But the fact remains that people going outside on temporary work furloughs are working on inequitable hardship in terms of dollars and cents among people who remain behind to work on WRA wage scales. The latter are the people who do the dirty work - who really ase-wo-tarasu (sweat) and who should be given every consideration.

- E. Therefore, it must be recognized that the individual who goes outside the camp to work owes a sum measurable in terms of the Almighty Dollar to the workers inside the camp.

- F. There is this additional thing the people who work outside should consider. They are not the only ones who will be asked to kick their profits to the "Evacuee Trust Fund."

## II. WRA administrative instructions

- A. Before proceeding any further, it will be profitable for all of us to acquaint ourselves with the recommendations or suggestions made by the WRA itself.
- B. The purpose of the War Relocation Corps is "to place in the hands of the evacuee an instrument of organization understood by the American people, and an organization which can focus attention on the work for public good and will give recognition to evacuees."
  1. To carry this objective out, the WRA has ordered to set up a Merit Rating Board to be appointed by the Community Council of seven residents who shall certify to the Project Director those who have completed three months of employment in the Work Corps satisfactorily as members of the Order of Merit.
  2. The important job of the Merit Rating Board does not end here. Its job shall also be to constantly seek incentives by planning awards and recognition and make appropriate recommendations to the Project Director.

The main thing we should remember here is that preferential consideration shall be given to members of the Order of Merit in connection with Leaves for private employment outside. From this we can work out a system which would require membership in the Order of Merit before we would even allow a fellow resident to leave camp for outside work. In this way we will protect ourselves in the future relocation which must inevitably come for all of us. A great deal of harm can be done for our cause of relocation if unrepresentative people from our group were to make fools of themselves on these work furloughs. One of the ways to determine how a worker will behave outside is to observe his work inside the camp through the eyes of the Merit Rating Board before certification.

- C. Now that we have the prospective outside worker checked by the Merit Rating Board, the problem arises as to how his income is to be handled. I think we are all agreed that some kick-back to the "Evacuee Trust Fund" is desirable. That is, we all recognize that a resident going outside to work temporarily owes something to the community which he leaves, because he shifts his own responsibility to his fellow residents.
- D. To go further, we must distinguish among the following types of outside workers:

1. The commuter worker who works outside but comes home daily to eat and sleep here.
2. The worker who labors inside the camp at outside wage scales.
3. The worker who leaves this camp temporarily on furlough to work, eat and sleep at outside wage levels and its accompanying outside living expenses.

E. The WRA provides that:

1. The commuter and the worker who labors inside the camp-both working at outside wage levels-shall do one of the two things: retain all the wages after subsistence for themselves and their dependents have been repaid the WRA or deposit their excess wages in the Evacuee Trust Fund.
2. The worker who leaves this camp entirely and labors, sleeps, and eats outside shall retain all earnings received but must forfeit his share in the distribution of the Evacuee Trust Fund. During this period of outside employment, the worker shall not receive any wage allowances from the WRA, but their dependents shall continue to be entitled to subsistence.

F. We are primarily concerned with the commuter and the worker who lives inside of the camp but receives wages of non-Japanese level. The Community Council shall recommend to the Project Director after public hearings and a special election among the members of the War Relocation Work Corps one of the following three procedures to be used in the disposition of the excess wages over and above subsistence and clothing allowances:

1. Such employees shall retain all wages and shall be required to repay WRA the cost of subsistence and of such of their dependents as remain in the center.
2. Such employees shall be required to deposit in a special fund to be known as the "Evacuee Trust Fund" to be held by three trustees chosen by members of the Work Corps in trust for those persons who are entitled to share in the distribution of the fund, an amount equal to the difference between their actual wages and the sum of the cash compensation and clothing allowances which they would receive if employed by the WRA on similar work, with the understanding that the profits of all evacuee-operated industrial enterprises producing goods for sale outside relocation centers will also be deposited in such Fund, and that all members of the Work Corps shall be entitled to share, in periodic disbursements in the proceeds of such Funds in proportion to their WRA work classification.
3. Or such other procedure as the Community Council may wish to recommend.

## II. The Compromise proposal

### A. This leads us to our final purpose:

The origination of some procedure which will recognize that these people who work outside have a further obligation to the community of workers as a whole than merely the paying of minimum subsistence charges of the WRA. On the other hand, it will be too much to ask the outside workers to pay all of their excess earnings into this Evacuee Trust Fund. We will have to provide some incentive for these resident commuter workers.

### B. To satisfy both sides, we have evolved through much discussion in the Community Welfare Department the following working principles:

1. Dependency must be given due consideration. A parent with five or six dependents almost must seek outside employment if he is to maintain any sort of a standard of living for his dependents. We will not debate the point here that the WRA wage allowances are absolutely inadequate for a large family. Unless the family head has substantial reserves, he is forced as the breadwinner of the family to look for greener pastures than Topaz.
2. We shall set up arbitrarily some minimum earned income sum which shall be exempt from the procedure to be outlined here.  
  
e.g. An arbitrarily sum of \$50 may be set as this figure.
3. Students who have applied with the Student Relocation Council should be exempt from this to encourage savings to provide funds for their college career.
4. Ability to pay shall be recognized in setting up a procedure for extracting any excess wages for the Trust Fund. It can be based on dependency or on gross income with a corresponding percentage scale.

C. Suggested Form incorporating the above principles involves the following mechanics:

1. These forms should be filled out in duplicate, one for the worker and one for the Trust Fund Office.
2. There must be some coordination between the Employment or Placement Office and the Trustees' Office so that the latter may have access to an up-to-date list of the workers and their earnings. It is suggested that another carbon copy of all work orders, termination notices, outside work notices, and other pertinent data be automatically sent to the Trustees' Office as a regular routine of the Placement Office.
3. With the information made available above, the trustees will be able to formulate a mailing list for these forms.
4. There will be needed an office staff of accountants, secretaries, and other workers to set up the Trust Fund department. Funds to pay this staff should be provided by the WRA administration and not out of the Trust Fund itself.
5. The WRA should recognize again as it often has already that this labor problem is the result of the very fundamental structure of the community itself. On one hand, there is the outgoing permanent and temporary outside workers; on the other is the community labor structure itself which must be preserved in some working order to serve its residents. Any expense arising out of such a situation should be borne by the WRA as a part of its Cost Accounting procedure, and the proper budget should be allowed for this important wage equalization.

D. The relationship of the Trust Fund Office with the other departments and groups in the Project.

1. The Trustees and the Trust Fund Office shall be directly responsible to the Project Director and not to any of his subordinates.
2. The Council shall only have the power of setting up:
  - a. The preliminary hearings
  - b. The holding of an election among the WRWC members for (1) determining which of the three procedures shall be adopted and (2) whether the adopted procedure shall be retroactive to a certain date.

- c. Report result of elections to Project Director.
  - d. The Ballot and the election itself.
  - e. The election of the three trustees of the Yacuzzi Trust Fund shall be held within thirty days following the above voting. Nominations for the trustee's position shall be in order immediately following the determination of procedure election, and the names of nominees shall be posted within fifteen days before the election for trustees.
  - f. Qualifications for trustee nominees
    - 1. Must be 21 years of age, M or F
    - 2. Must be a WRWC member
    - 3. Must have a petition signed by twenty-five fellow workers sponsoring the nomination.
  - g. All election shall be handled by the Project Attorney and Community Activities office at the recommendation of the Council.
  - h. The "Topaz Times" shall be the official medium of information for the elections.
- E. PROTECTION FOR THE WORKER COMING UNDER THE PROVISIONS OF THE TRUST FUND
- 1. This trust Fund is a system set up for equalization of income for members of the WRWC members only, and the residents themselves of Topaz have no claim on the Fund.
  - 2. The payment to the Fund shall at no time be construed to be a tax or an assessment. Rather, the Fund shall be considered inviolable and be held in trust intact. The Fund shall be distributed back to the members of WRWC on a strictly equitable basis calculated in direct proportion to their WPA work classifications.
  - 3. This trust Fund shall not be used to pay for any expenses of the Community's various activities, whether it be the Council, the WR<sup>1</sup> administration, Japanese or Caucasian, the Recreation Department, Community Enterprise or Service, or any other so-called legitimate expense eater.
  - 4. The fund shall be distributed for equalization to the workers in cash on a quarterly or semi-annual periodic basis. The Fund shall be completely emptied at the end of each of these periods. There shall be no reserve set up within the fund as the money belongs to the workers themselves and to no one else.

5. Franchises, Taxes, Assessments, or any other form of money extracting powers the Council or the WRA administration or any other person or body or other political group or persons ~~may have~~ shall not apply to this fund.
  6. The Project Director and the Community Council shall issue simultaneous resolutions on this protection measure for the Workers' Trust Fund.
  7. To take any other course than this protection measure for the workers is to break faith on the original purpose of the trust Fund, which is specifically equalizations.
- F. Advantages and Disadvantages of proposed trust Fund procedures
1. No trust Fund
    - a. Advantages
      1. Encourages Relocation, permanent and temporary.
      2. Gives the maximum of freedom to workers outside, thus emphasizing the qualities of self-reliance and individual initiative.
    - b. Disadvantages
      1. Encourages freedom for freedom's sake attitude - the spending of all earnings for shows, drinks, women, etc.
      2. Gives advantage to single and younger men to the exclusion of older people.
      3. Bad for internal morale of resident workers who remain in Topaz working at WRA Japanese wage levels.
      4. Bad for morals of people, giving free rein to excesses.
  2. Turn over all excess wages to trust Fund.
    - a. Advantages
      1. Strict control on equalization.
      2. Gives back all of the excess wages to all of the workers.

b. Disadvantages

1. Discourages workers from accepting outside work providing no incentive.
  2. Not flexible enough to encourage the really deserving who need the extra money for legitimate purposes such as college expenses and for dependents who need the extra help.
3. Compromise procedure recognizing above advantages and disadvantages and providing exemptions and allowances for students and family heads supporting dependents.

a. Advantages

1. Control at the source the type of people who will go out to work by exempting students and giving credit allowances for dependents to family heads.
2. This will at the same time discourage workers who want to go outside to have freedom for freedom's sake and spend just as much as they earn.
3. The morale effect will, of course, be constructive within the camp itself. Family heads with large families who have no financial reserve will be encouraged to work for the support of their families, while students will be given something to work for.

b. Disadvantages

1. There is no doubt that the single man--the shitori-mon--will be a disadvantage under this system, the minimum earned income exemption being his only friend.
2. Order of Merit would stimulate "apple-polishing" with both Japanese and Caucasian administrators to get preference for outside work.

Mark X opposite one of the following:

I

NO TRUST FUND

1. The worker shall retain all his "excess wages" over and above WPA subsistence charges for himself and his dependents plus clothing allowance.

ALL "EXCESS WAGES"  
TO THE TRUST FUND

2. The worker shall turn over all his "excess wages" to the trust Fund over and above his WPA work classification allowance plus subsistence and clothing allowance.

A PORTION OF THE  
"EXCESS WAGES"  
TO THE TRUST FUND  
BASED ON THE NEED  
OF THE INDIVIDUAL  
WORKER

3. The worker shall turn over a portion of his "excess wages" to the trust Fund on an equitable basis by filling out an "Equalization of Income Form" which will furnish facts of dependency, ability to pay, and other pertinent information.

II

SHALL the above be retroactive as of September 15, 1942?

YES

NO

-EVACUEE TRUST FUND INSTRUCTION-

EQUALIZATION OF INCOME FORM

1. WHO SHALL PAY: If you earn more than \$50.00<sup>+</sup> per month, you must fill out this form and pay the Trustees of the "Evacuee Trust Fund," the sum appearing on line No. 8.
2. IMPORTANT: This sum to be paid the Evacuee Trust Fund is NOT a tax nor an assessment; it is a diversion of excess wages to a common fund which will be distributed in proportion to your work classification at quarterly intervals.
3. EXEMPTION: Residents who have applied to the Student Relocation Council, 1930 Sutter Street, San Francisco, for relocation shall not be required to fill out this form. The purpose of this exemption is to encourage bona fide students to save for college careers.  
  
\*Community Welfare Department will certify students.
4. PROTECTION FOR MEMBERS OF WAR RELOCATION WORK CORPS: It is expressly understood that the meaning of words, "Evacuee Trust Fund" shall not be "twisted" to mean a general Community fund accessible to meet the expenses of any Community expense appropriation, no matter how legitimate, voted by the citizens or by the representative of those citizens or by any administrators, Caucasian or Japanese. The "Evacuee Trust Fund" must be distributed to WRWC members first in cash. Any attempt to violate the spirit of the word, "Trust" shall be prosecuted by the judicial committee under ordinances set up by the WRWC members.
5. WHO MUST FILE CLASSIFICATION: All workers of the WRWC who earn \$50.00\* or more must file even though they may be exempt, or their total allowance credits may be more than their earnings.
6. DISTRIBUTION OF TRUST FUND: In order to participate in the "Evacuee Trust Fund" redistribution, each WRWC member must present his WRA work order, and, if he has earned over \$50 he must show the "Evacuee Trust Fund Equalization of Income Form" as well as his WRA work order to the Cashier of the "Evacuee Trust Fund."
7. GRADUATED PERCENTAGE SCALE: To determine ability pay:
  - (1) Over \$300 per mo. \_\_\_\_\_%
  - (2) Over \$250 per mo. \_\_\_\_\_%
  - (3) Over \$200 per mo. \_\_\_\_\_%
  - (4) Over \$150 per mo. \_\_\_\_\_%
  - (5) Over \$100 per mo. \_\_\_\_\_%
  - (6) Over \$ 75 per mo. \_\_\_\_\_%
  - (7) Over \$ 50 per mo. \_\_\_\_\_%

From \_\_\_\_\_ 1942 to \_\_\_\_\_ 1942

2.

QUARTERLY

"EVACUEE TRUST FUND" EQUALIZATION OF INCOME COMPUTATION FORM

Filing Date \_\_\_\_\_

(1) Name \_\_\_\_\_  
(Last) (First) (Middle)

(2) Family No. \_\_\_\_\_ I.D. No. \_\_\_\_\_ Work Classification \_\_\_\_\_  
19

(3) Address: (a) In Topaz, Utah \_\_\_\_\_  
(Block) (Bldg.) (Room)

(b) Working Addresses:

(1) Residence (a) \_\_\_\_\_  
No. Street City State

(b) \_\_\_\_\_  
(c) \_\_\_\_\_  
(d) \_\_\_\_\_

(2) Employers (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_  
(d) \_\_\_\_\_

(4) Name of your Head of the family  
(If yourself, put your own name here)

Name \_\_\_\_\_  
(Last) (First) (Middle) Family No. \_\_\_\_\_  
I. E. No. \_\_\_\_\_

Topaz Address \_\_\_\_\_  
Block Bldg. Room

COMPUTATION

-INCOME-

1. GROSS INCOME
  - (a) Salaries \_\_\_\_\_ (per wk., month)
  - (b) Piece work \_\_\_\_\_ \$ per unit x \_\_\_\_\_ (no.)
  - (c) Other income \_\_\_\_\_ (overtime, bonuses, etc.)

2. TOTAL GROSS INCOME \_\_\_\_\_

-ALLOWANCES-

1. LIVING EXPENSES (For workers who lived outside Topaz only)  
Max. rate - \$2.00 per day \_\_\_\_\_  
Allowable no. of days \_\_\_\_\_
2. WPA WAGE ALLOWANCE  
(\$19 or \$16 or \$12 x \_\_\_\_\_ months

3. CLOTHING ALLOWANCE \_\_\_\_\_  
(\$3.75 per mo. )x \_\_\_\_\_  
Months

5.

4. DEPENDENTS - Under 18 yrs. only  
(a) List here:

	Name	First	Middle	Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(b) \$20 x \_\_\_\_\_ dependents \_\_\_\_\_  
Number

5. OTHER ALLOWABLE DEDUCTIONS  
List here:

1. Doctor bills \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

6. TOTAL ALLOWANCES \_\_\_\_\_  
7. NET "excess income" \_\_\_\_\_  
8. Amount to be paid into "EVACUEE TRUST FUND" \_\_\_\_\_

Calculation - see graduated percentage scale based on  
"ability to pay for your rate."

PAID STAMP \_\_\_\_\_  
\$ \_\_\_\_\_ (No. 7 above)

(1) Make all checks payable to:

TRUSTEES, EVACUEE TRUST FUND OF TORAZ

(2) KEEP A DUPLICATE OF THIS FORM, IT IS YOUR ONLY RECEIPT

OATH:

NOTARY STATEMENT

\_\_\_\_\_  
Signature of WAC member

\_\_\_\_\_  
Notary

A DEPUTY from the TRUSTEES' OFFICE may ADMINISTER THE OATH.

A DEPUTY from the TRUSTEES' OFFICE MAY ADMINISTER THE OATH,  
OTHERWISE, a postmaster, city clerk, or any other official  
or notary public may administer the oath.

file

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

N O T I C E

This apartment is being reserved for your neighbor moving into it in the near future. The residents are requested to maintain the premise and its contents intact and in an orderly condition so that your new neighbors will not suffer any great inconvenience.

For any information regarding this apartment, contact Housing Unit or your Block Manager.

Your cooperation is urgently requested.

謹告

此の室は近々移轉して来る貴下の隣人の爲に保留してあるのです。彼等が不便を感じないやうに此の室と其の造作物とを現狀のままに維持されん事を希望致します。室に關しては「ハウジング」の係り又は「ブロックマネージャー」まで御照會下さい。御協力の程 切に御願ひ致します。

REPORT FORM

F

Division and Section Community Services, Community Welfare

Job Title	Number now employed		Degree of Essentiality	Minimum No. with which could operate
	Male	Female		
Adm. B				
Travel Supvs.		1	1	
Relocation Consultant & Reports		1	2	2
Family Unit				
Adm. Asst.	1		1	
Soc. Supvsr.	1		1	
Unit Suprsr.		3	1	
P.A. Unit	2	4	1	
Pers. Service	6	3	1	
Fam. Relocation	4	4	28	20
Clothing & Ration				
Adm. Asst.	1		1	
Auditor	2		1	
Clerks		7	1	
Ration Clerk		1	11	11
Youth Section				
Stu. Relocation		2	1	
Youth Guid.	1		1	
Child Welf.		1	4	4
Housing				
Adj. Consult	2	1	1	
Clerks		2	5	5
Secretarial-Clerical				
Adm. B		3	1	3
Fam. Unit		13	2	10
Of. Mgr.	1		2	1
Messenger	1		2	1
Recept.		1	19	1
<b>Total</b>			<b>69</b>	<b>58</b>

REPORT FORM

Division and Section Community Services, Community Welfare

Job Title	Number now employed		Degree of Essentiality	Minimum No. with which could operate
	Male	Female		
Adm. B				
Travel Supvs.		1	1	
Relocation Consultant & Reports		1	2	2
Family Unit				
Adm. Asst.	1		1	
Soc. Supvsr.	1		1	
Unit Suprsr.		3	1	
P.A. Unit	2	4	1	
Pers. Service	6	3	1	
Fam. Relocation	4	4	28	20
Clothing & Ration				
Adm. Asst.	1		1	
Auditor	2		1	
Clerks		7	1	
Ration Clerk		1	11	11
Youth Section				
Stu. Relocation		2	1	
Youth Guid.	1		1	
Child Welf.		1	4	4
Housing				
Adj. Consult	2	1	1	
Clerks		2	5	5
Secretarial-Clerical				
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Messenger	1		2	1
Recept.		1	19	1
<b>Total</b>			<b>69</b>	<b>58</b>

JOB TITLES FOR WASHINGTON  
APPROVAL

COMMUNITY WELFARE

RECEPTIONIST: (\$16)

1. To receive all clients coming into the office and attempt to secure from them, a general idea of their problem.
2. To refer persons to the appropriate department or unit.
3. To arrange for appointments.
4. To acquaint the department or unit to which client is referred with general nature of the problem.
5. To make out the report on the Welfare personnel.
6. To keep a receptionist list showing the name of each person coming into the department and to whom he or she was referred for service.

OFFICE SECRETARY: (\$19)

1. To requisition and obtain equipment and supplies, mimeograph forms and to keep office equipment in a good state of repairs.
2. To deliver urgent messages and make emergency home calls.
3. To supervise the messengers and office receptionist.
4. To supervise the stenographic and clerical pool.

HEAD FILE CLERK: (\$19)

1. To organize and operate the Community Welfare Section's file.
2. To initiate procedures for the smooth functioning of office routine.

Community Welfare -- 2

3. To trace and clear all records.
4. To supervise the clerical workers in her unit.

MESSENGER: (\$16)

1. To deliver all inter-office memoranda and outside communications which are routed between the Mails and Files and Welfare Offices, and between the Welfare Offices themselves.

MOTHER'S AIDE: (\$16)

1. To be dispatched to homes in which the mother is absent because of death, or otherwise, or in homes where the mother is physically or mentally ill. She will assist, or take full charge of small children, or in administering to the household duties normally assumed by the mother in the home.

CENTRAL UTAH PROJECT

Community Management Division

Welfare Section

APPOINTIVE PERSONNEL

We are asking that approval be given to the continuation of the three appointive staff positions, as shown on the attached schedule, now set up for the Welfare Section. These three positions have all been filled during the greater part of the past twelve months, but at present, the position of Assistant Counselor remains unfilled; although we expect to fill it very soon. Probably, at no other time has there been any greater need for these appointive staff positions than at present. This is true because so many of our qualified resident staff personnel have relocated, and are relocating, which makes it necessary for the appointive staff to assume duties and responsibilities that have been assigned to them. Also, there is a great need for appointive staff persons to train and supervise the many new and inexperienced person being brought into the Section.

The Head Counselor has the overall responsibility for supervision and direction of the Welfare Section. The Assistant Counselor is responsible for the immediate supervision of the Family Unit and the Youth Unit. The Junior Counselor supervises the Clothing and Housing Units.