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Minidoka Project

INTER- OFFICE MEMO

Date 10-24-42

FROM Carl V. Sandoz DEPT Counselor
TO Mr. Geo. L. Townsend DEPT Chief, Community Service

Attached is a letter which was referred to me for reply by your office. I did not receive it until yesterday and since you are returning so soon, I am sending it back to you as I believe that you can answer it much better than I.

You will note that they offer clothing and layettes. I believe we can use any number of complete layettes. As we agreed before, however, I think that it would be quite questionable to ask for clothing. We have been distributing the supply of second-hand clothing for children which was brought from Puyallup. As this has been the only supply of clothing for children and women, it has been accepted readily. When clothing coupons and cash for clothing become available I hope we can get away from the use of second hand clothing.

Reply Requested _____ Signed _____

copy

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

WAR RELOCATION AUTHORITY
COMMUNITY ANALYSIS SECTION

M E M O R A N D U M

June 4, 1943

TO:

I have been asked by the hospital to assist in helping them recruit a Women's Hospital Auxiliary. Below are given a list of activities of the Auxiliary and the qualifications for membership. Would you be kind enough to write down the names and addresses of any persons whom you believe meet the qualifications and who might be interested if invited to join this Auxiliary.

I am securing names from various sources to turn over to the hospital and have them make the selection. You may wish to confer with some of your constituents or friends in preparing a list. I would appreciate having the list in my hands by June 8.

MEMBERS OF AUXILIARY: One woman from each block.

ITS ACTIVITIES AND PURPOSE:

- (1) To boost and assist hospital
- (2) Through discussions at regular meetings of members of the Hospital Auxiliary and some member of the hospital staff, a better understanding of the mutual problems of the residents of the community and the hospital administration can be reached. We can attain better cooperation and service to the people.
- (3) This Auxiliary will assure a contact in each block between the Hospital and residents.
- (4) Help squelch hospital rumors and expedite the truth to the people.
- (5) Assist the Hospital personnel in any way possible such as:
 - (a) Work on sponges, applicators and supplies during meetings.
 - (b) Gather newspapers for the hospital.
 - (c) Help find unemployed workers in each block who will be willing to be assigned regularly to the Hospital Staff in any great labor shortage such as Nurses' Aides at present.

QUALIFICATIONS:

- (1) Outstanding woman of the block who has personality, character and influence with the people.
- (2) A person who is willing to devote some time for meetings and voluntary service work in the block.
- (3) A person who is interested in the Hospital, the sick of the community and the promotion of general good health conditions.

George L. Townsend, Chief
Community Services

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June 12, 1943

RE: Functions of Welfare Section

This material is being submitted at Mr. Townsend's suggestion. It is hoped that by giving brief statement of the functions of the Welfare Section, the other sections of the Community Services Division may have a better understanding of the services that we have to offer and that it will assist them in referring to us those persons in need of this service. We will be happy to discuss any questions at the Community Services staff meeting on Tuesday, June 15th.

The Welfare Section, at the present time, consists of the Clothing Allowance Office, the Ration Office, the Housing Office, and the Social Service Office. It is intended here to discuss more fully the functions of the Social Service Office and to merely mention the functions of the other offices.

It is the responsibility of the Clothing Allowance Office to determine eligibility for, and to compute the amounts of clothing allowances due, those persons who work fifteen days or more during the month, or who receive Unemployment Compensation a like period of time. Those who meet these qualifications are entitled to cash clothing allowances for themselves and their dependents. In order to determine who are dependents, it is necessary that the Clothing Allowance Office maintain an up-to-date card file, giving the composition of each family on the Project. All persons under eighteen and all persons in school are considered dependents for the purpose of clothing allowances. The following information may be obtained by phone from the Clothing Allowance Office:

1. The composition, address, and family number of each family on the Project.
2. Name, age, and birthplace of each persons on the Project.
3. Whether or not any individual is employed.
4. The members of the family who have left or returned to the project including dates.

The Ration Office is responsible for issuing Ration Books to everyone leaving the Project. Since the residents

of the Project are not entitled to hold Ration Books while living here, the Ration Office issues special Shoe Stamps in lieu of those stamps in Ration Book #1 designated as Shoe Stamps to those persons in need of shoes. This office collects the Ration Books of all persons who return to the Project.

According to recent regulations, any one living on the Project and who eats eight meals or more a week at a dining hall is required to turn in his Ration Book, if he has one. This applies also to the appointed personnel who live on the Project.

The Housing Office is responsible for the assignment of apartments to Project residents, and is accountable for all property such as beds and blankets being used by them. In the past, the Block Managers have also been a part of the Housing Office Staff.

The Social Service Office performs a variety of functions. In general, we are interested in doing everything possible to help the residents to make the best possible adjustment to life on the Project. This includes not only their relationships to each other but also their adjustment to the physical surroundings. In connection with this, one of our most important jobs is that of case work with families and individuals who need assistance of various kinds. This includes working with individuals who have personality problems as well as those who, for some reason, do not fit in well with the rest of the group.

We are particularly interested in the Welfare of orphans, the aged, dependent persons, and juvenile delinquents. We are now in a better position than formerly to give case work service to persons referred by the Internal Security Department or the schools. It is possible that we can be of help to the school system in working with individual children who are having difficulty getting along in school or at home. We would be glad to be called upon in such cases, as well as those cases involving children who are failing to attend school.

This office is assisting the Leaves Office in determining the necessity for certain types of short-term leaves for social reasons such as requests for leaves to visit sick

relatives on the outside. In addition, we are assisting, to a limited extent, in attempting to work out plans for relocation of whole family groups, and in special cases such as handicapped persons. We are particularly interested in those applications for leave in which young children may be left behind. We are also interested in assisting in the determination of whether or not young children should be relocated apart from their families, thus breaking up family groups.

In connection with the leaves program, this office has been given the responsibility of processing applications for Travel Grants. Money for coach fare, meals, and subsistence, not to exceed \$100.00 to any one family, is available to those families leaving the Project on indefinite leave for the purpose of employment, if they do not have this amount of cash available themselves. At the present time, this money can be given only to those persons who are leaving for employment. It is considered, however, that those who are going out to hostels or to stay temporarily with private families while they are seeking work are leaving the Project for employment and they are therefore eligible to make application.

The Social Service Office has the responsibility, also, of administering a public assistance fund from which small cash grants are available to persons who are in financial need and who are unable to work because of age or disability. In addition to the usual allowance, the Project Director has authority to authorize the expenditure of money from this fund, in case of emergency or critical need. This enables us to meet unusual situations. It is through this fund that we are able to assist those persons who are in need of glasses but who are unable to pay for them.

This office has the responsibility of processing applications to transfer from this Project to other Projects, in accordance with regulations set down by the Washington Office. When applications are made, they are submitted to the Project Director with recommendation for approval or rejection, depending upon whether or not they meet the regulations covering transfers. If approved, they are sent on to the other Project for approval. Applications coming from other Projects pass through the Social Service Office for recommendation. Somewhat the same procedure is followed when residents wish to visit other Projects.

When it is necessary for an evacuee to return to the evacuated area, it is necessary that he have a military pass. This office has been handling all requests for such permits. They are submitted to the San Francisco Office for approval by the Army. In general they are granted in emergencies only.

The Social Service Office has been processing applications of persons wishing to repatriate to Japan as well as handling cancellations of such applications for those who wish to withdraw. If and when an exchange of repatriates is made with Japan, we will be called upon to assist them in getting ready for the trip.

This office also has been handling applications of those families who wish to go to the Family Internment Camp.

We have been acting as the representative of the Jerome County Red Cross in all matters ordinarily handled by their Home Service Department, such as taking messages for transmission to Japan, securing information for welfare reports at the request of the International Red Cross, and processing Dependency Allotments for families of soldiers.

This office is assisting a number of persons in making applications for Social Security and Railroad Retirement benefits. Both of these agencies send representatives to the Project periodically. We have been successful in securing benefits for several people.

When a death occurs on the Project, this office assumes the responsibility for making all arrangements between the family and the undertaker for funeral services and assists in arranging for burial in the local cemetery or shipment of the body to Ogden, Utah, for cremation.

At the present time, this office is assuming the responsibility of assisting families in making applications for rehearings for interned relatives and are acting in their behalf in securing the transfer to this Project of those who are eligible for release or parole.

Throughout the year, interested persons and organizations have been sending clothing and other articles to the Project. This office has given these donations to those persons who are in need of them.

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Evacuees Take Plenty of Clothing: When the general issue

of clothing was started, evacuees took all they could although it was plainly understood that all they received would be deducted from clothing allowances.

This philosophy seemed to grow out of past experiences of the evacuees when they were promised things which they never received. Now they seem to favor taking all the clothing they can get without regard for the future since there is an immediate need for winter clothes.

*minidoka
Report
No. 24*

Bl. Mary Murphy
2/1/43

Mr. Craig of the Disbursement Office was introduced to the Block Managers next. He is in charge of the Payroll, clothing allowances and compensation checks which keep his department quite busy. Block Mgr. 42 asked why a representative could not come down to Section VI and VII with the checks instead of the residents going down for the. Mr. Craig replied that this was rather impossible since the checks from ~~the~~ Portland never came back in the one batch in which they were submitted and because they were allotted by divisions and not by blocks. Also any favoritism must not be shown to any certain blocks or individual and since the government requires that every person receiving a check personally sign for it, the only solution would be to have these people come into the disbursement office for the. To convenience a few blocks, the entire time checking and book-keeping system would have to be destroyed and although Mr. Craig appreciate the fact that the block managers are wholeheartedly cooperating with the Disbursement Office, he, at the same time, could not very well comply with their requests. He will, however, check further on the matter and find out if some other plan could be worked out.

The clothing allotment for Blocks 29, 30, 31, 23, 34, 35, 37 and 39 has come and will be ready for disbursement on Tuesday. Each individual must come down and sign for his own check unless he is too ill to come in which case a form may be filled out, authorizing a friend or a member of the family to claim it for him. Blocks 29 to 32 will go in the morning while 34, 35, 37 and 30 will go in the afternoon. This completes the entire clothing allotment for the Project up to November 1.

Mr. Hatate, Block Mgr. 1, asked Mr. Craig to send down some forms authorizing someone else to claim the check so that it may be properly filled and signed for the individual unable to go himself. Other block offices also desires to have some delivered.

Page Three

Checks will be distributed separately next time to a group judged as the busiest in the project. These would include the butchers, kitchen helpers, cooks and such workers whose time could be saved if handled separately.

When asked when checks would no longer be held for claiming, Mr. Craig answered that government regulations stated 16 days waiting period and then return to Portland. Three warnings are given to the individual before it is mailed back.

After Mr. Craig was thanked for his talk, Mr. Nagai, Health Inspector, returned from the Hospital after consultation with Dr. Neher and he informed the managers that the Doctor had given an emphatic "no" to the "ofuro" since they had been built without authorization. However, he has suggested that since the ofuros will be taken out to the men's side. The Block Managers will have to requisition for much through the proper channels.

3. Clothing grants-- Exceptions are made when people are not well enough to go up to the Administration Area to get their clothing grant checks. If ill in the Hospital or just so old that they are physically unable to go themselves, a form has been made in which the person appointed to get it must fill in and the check will be given. It is understood that Mr. Stafford would like all disbursements made from the Disbursement Office.

Mr. Nakamura, Block Mgr. 42, asked why a person from the Disbursement Office could not get the checks and come down to the Block Office with them instead of the residents going up since the checks were all sorted by blocks, together with a list of the names to whom the checks were issued. It would simplify things more if the one person came down instead of the 2 or 300 people going up there each time and make things easier for mess hall and sanitation workers. Mr. Kida, Block Mgr. 39, stated that this practice has been followed in Tule Lake and it seemed to work out quite well there and there should be reason why it wouldn't work out here. As there may be a specific reason on the part of the Fiscal Dept. why the checks could not be handled as the block managers desired an agent from the Fiscal Dept. will be asked to the next block manager's meeting.

*Blk. Mng.
1/25/43*

MINIDOKA RELOCATION AUTHORITY
Hunt, Idaho

SUBJECT: Minutes of the Meeting

October 10, 1942

Meeting was called to order by Mr. S. Hara at 2 p.m., Oct. 10th, at Dining Hall 22. This special meeting was called in order to thrash out many discussions prior to our weekly meeting on Monday.

CLOTHING.

Mr. Townsend of the Community Services has okehed the clothing ration for Block Managers through our Division Head, Mr. Huycke. Requisitions will be made out and will be issued on Monday.

MINUTES OF THE MEETING

September 21, 1942

The meeting held on Sept. 21 was called to order by Mr. S. Hara at 2:30 p.m. at the Administration Bldg. in Mr. Townsend's office. Captain C. Lee, Chief of Internal Security, Mr. E. Huyeke, Housing Superintendent, Dr. Meher, Sr. Medical Officer, Mr. Joseph Bacca, Sr. Engineer and Mr. Townsend, our division head were present to help us with the various discussions.

Mr. Townsend

1. Clothing issue

Clothing will be issued first to men who are working out of doors and these men should report to their foreman who, in turn, will go to the temporary store-room established in Dining Hall 23 to have his men fitted. Eventually everyone working will be issued clothing. All those who are unemployed and are financially unable to buy clothes should go to Mr. Sandoz for assistance.

There is no connection or direct contact between the W. C. C. A. and the W. R. A. and the clothing ration provided by the former while still in Puyallup and Portland is unfamiliar with the staff here but some clothing have come in to the warehouse so Mr. Townsend wrote to San Francisco inquiring about the matter and he should have a reply very shortly. Mr. Abe Hagihara was instructed by Mr. Townsend to get in touch with the men who were handling the matter in the Assembly Centers and see what happened to the orders.

(5) Clothing ration

There will be a clothing ration for every persons similar to that of Tule Lake. The working man, his wife and his family, persons recruited for work outside the camp and his family, persons on unemployment compensation shall all be allotted a sum.

Bl. Mang.
meeting
9/7/42

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

November 23, 1942

TO: ALL DIVISION HEADS

SUBJECT: Clothing Issue for Workers

Clothing will be issued from surplus stock to all workers in your division or section according to the schedule given below. The division head shall designate the section heads whom he wishes to prepare the requisitions for this clothing. Requisitions shall be prepared in duplicate on "08 Stores Requisition". All that the section head will need to do is to type in the name of the worker in the upper left-hand corner of the form, the date, the Family No., if that is known, and sign the requisition on the line "Authorized by". The signature is to signify that the worker is employed. If the Family No. is not known by the section head, the worker will insert it immediately below his name before the requisition is presented at the Clothing Issues Store. The requisition is to be given to the worker who will take it to the Issues Store, Dining Hall 23, on the day scheduled for his section and there the worker will fill in the items of clothing which he wishes. Each worker will be limited to a total of \$10.00 worth of merchandise for all clothing issued on this requisition and including all clothing which he has secured from the Clothing Issues Store since October 21. The store will be open from 8:30 a.m. until 10:00 p.m. As many workers as possible should secure clothing during the daytime.

Nov. 23-Mon. Dining Halls 3-2-3

Nov. 24-Tues. Dining Halls 5-7-8
Ground Maintenance

Nov. 24-Wed. Dining Halls 10-12-13
Public Utility
Land Sub. & Agriculture

Nov. 26-Thur. Thanksgiving Day:
Nov. 27-Fri. Dining Halls 14-15-16
Building Construction
Internal Security

Nov. 30-Mon. Dining Halls 17-19
Staff Dining Hall
Building Maintenance ($\frac{1}{2}$ of crews)
Fire Department

Dec. 1 -Tues. Dining Halls 40-41-42
Building Maint. ($\frac{1}{2}$ of crews)

Dec. 2 -Wed. Dining Halls 37-38-39
Trans. & Supply & Warehouse

Dec. 3 -Thur. Dining Halls 34-35-36
Placement & Housing

Dec. 4 -Fri. Dining Halls 29-31-32
Education
Community Services

Dec. 5 -Sat. Dining Halls 26-28

Dec. 7 -Mon. Administration
Community Enterprises
Medical

Bl. Mary Meeting
November 30, 1942

4. In order to solve the problem of the single door apartment, a requisition similar to those of any other building alterations must be made and submitted to Mr. Bacca's office. No encouragement has been given but that is the way the problem will be approached.
5. The contractors have said that flush toilets may open about the last of December but nothing is definite as yet.

Another request for a pump to get water out from the latrines was made.

Clothing allowance forms were passed out to all the block managers who will receive an allowance up to \$10.00. Mr. Ingham explained how the distribution will be made and also read the list on which was given the kind of clothing in stock and the price for each. All Block Managers and block messengers are to go to Dining Hall 23 on December 3rd, Thursday, for their clothing. If a person should only get about \$5.00 worth, the remaining \$5.00 will probably be given in cash at a later date.

The meeting was adjourned at 3:30 p.m. and refreshments were served by Mr. Frank Okada who was host for the day.

Respectfully submitted,

Secretary

Welfare
COUNSELOR: No undue increase in social and domestic problems was noted by the counselor's staff. More single young men expressed a desire to leave their parents' homes and live in bachelor quarters. In many cases these young men had not been living with their parents prior to evacuation.

Because a number of elderly evacuees have comparatively young wives, and because the husbands are now "underfoot" more than formerly, some difficulties have arisen.

The determination of need for assistance grants for clothing, eye glasses, and special grants was a major function. About 95% of the center's residents received clothing grants on the basis of work or need.

A hospital annex was established in a barrack near the hospital for old people who were not hospital cases, but who were unable to take care of themselves.

There were 28 marriages in which one or both of the principals were residents. Fifteen ceremonies were performed outside the center and 13 inside.

Report given 6/22/43 Community Services Staff

WAR RELOCATION AUTHORITY
COMMUNITY ANALYSIS SECTION

In considering my function, with regard to the overall picture of the Project, I found myself being far less tangible than Mr. Sandoz was last week in his report. However, I hope I can give you a picture of my work since the office does have a service to offer all of you. My primary function on the Project will be that of case work with the patient in the hospital, in the O.P.D., or the patient being discharged from medical service who may require certain adjustments for convalescence and rehabilitation. These patients will be referred by the doctor, the nurse, the patient himself, or by you as representatives of offices interested in the welfare of our community. A study will then be undertaken to learn the patient's feeling toward his illness, the recommended treatment and his ability to secure a maximum benefit from that treatment. Such a study may indicate a need for adjustment to meet the patient's social, environmental or medical needs.

This function has been somewhat overshadowed by several time consuming projects initiated when I first came here. Although these were certainly within the scope of my duties, there are many routine details that I hope to have taken over by clerical workers and it was with that understanding that the work was started. The first of these projects was an organization of the various types of medical reports required by the offices on the Project. My first efforts toward this was to hold a conference with representatives of these offices to discuss the exact type of information required. From this, forms were worked out and an inter-office communication was agreed upon to relieve the patient of the necessity of making several trips to the hospital; often to secure information that would not meet the need of the office requesting it. At present, this routine is fairly well established and seems to be working at the advantage of everyone.

A second project was to make social studies of the homes of the patients who had been in the hospital for a long period of time. These persons present a real problem because of their willingness to remain in the hospital and the family's eagerness to be relieved of the responsibility of their care. Father Tibesar gave me some insight into the problem when he explained that he felt that there is a racial neuroticism which results in the Japanese being overfearful and overcautious of their health. This hypochondriosis, he stated, is more evident in the men in Japan who have always been overprotected and retire from business early to further protect themselves. It is recognized that the family caring for the chronically ill in the Center is beset with many difficulties that would not arise in their own homes. However, with the emphasis placed on relocation by the

War Relocation Authority, it was felt that unless an adjustment can be made by the family to meet the needs of these persons requiring special care, relocation of the family as a unit would be an impossibility. This study is continuing with a hope of sustaining family unity.

A third project which I suggested to Miss Fitzsimmons yesterday is special classes for the mentally defective on the Project. These children can become a real social menace in the closely knit community we have here, and it seems to me that since we cannot place them in institutions equipped to care for them, we have a responsibility to develop some special services to aid the socialization of these children. This will require knowledge as to the number and the capabilities and requirements of each child. At the moment, I have no suggestion as to how this may be gained, but I hope that through the combined efforts of all of you, we, may be able to arrive at some solution.

A service which will be of special value to the Social Services and Schools is that of Sterring. The form devised for this gives us the necessary sound information presented by the referring office to combine with the medical information for the medical social interpretations. This form provides for special questions which the referring agency requires for their plans with the patients.

The War Relocation Authority has listed the functions of the Medical Social Worker under seven points.

1. To be responsible for in-service training and supervision of their medical social personnel.
2. To cooperate with the Community Welfare Section in basic training of social work personnel, taking part in a planned lecture and case conference training program.
3. To cooperate with the social, recreational, educational and other services available in the Relocation Center for meeting the needs of the patients.
4. To bring to the attention of the Medical Officer or other appropriate personnel, recurring social factors which impede adequate care for any group of patients.
5. To provide information to the attending physicians regarding social situations of patients which may influence medical treatment of hospital discharge plans.
6. To assist patients to carry out medical recommendations

through an adjustment of social problems interfering with medical care.

7. to help patients and families meet the social problems involved in convalescent, chronic or terminal care.

These represent the ideal service and it is hoped that those services which have not yet been developed may be undertaken in the near future. The present employment problem represents a real barrier in the development of an evacuee staff. I have proceeded on the job with the feeling that the evident and pressing needs should be met first. At present, aside from the reports sent to Housing, Employment and Clothing Divisions, the greater part of the service is being directed toward Social Service and the Schools. Mr. Sandoz and I have had several conferences and we will continue to confer on cases. The division of responsibility is quite clear cut. Our office will give service to cases in which the medical problem is of greatest importance in the social adjustment that is to be made, while Social Services will have other types of social problems.