

E2.521

67/14

C

*File - Office
Org.*

(PUBLIC WELFARE SECTION
ORGANIZATION

PERSONNEL - Duties

I. Director (Moore)

Responsible head of Section
General supervision
Relationships with other departments
Checks clothing sub-vouchers
Service - Cases - Delinquency - etc.

II. Receptionist - Stenographer

Sits opposite director's office
Secures preliminary information on Reception Sheet
Makes appointments for all people in section
Stenographic work for director
Distributes Incoming and Outgoing mail
Registers all outgoing vouchers and secures signature of person receiving them

III. Case Workers

All - Keep Case Register for Weekly and Monthly Reports
Case Histories
Face Sheets

1. (Ramsland)

Territory assigned except Japanese speaking cases
Public Assistance
Incidental Service
Service to Other Agencies
Transfers
Reports

2. (Domoto)

Territory assigned - plus Japanese speaking cases
Public Assistance
Incidental Service
Service to Other Agencies
Service

3. (Matsushige)

Territory assigned - plus Japanese speaking cases
Public Assistance
Incidental Service
Service to Other Agencies
Service

IV. Case Work Stenographers

1. (Nomi) Type Case Records and other material incident to cases under direction of case workers; dictation
2. (Ono) incident to case load. Keep register on P. A. Cases; also tickler on P. A. cases.

V. Material to be handled

- A. General filings
- B. Clothing sub-vouchers (93)
- C. Basic family card (95)
- D. Application for Public Assistance (76)
- E. Public Assistance vouchers (77)
- F. Unemployment Compensation Approvals (92)
- G. Memos for Housing Changes
- H. Memos for Changes in Family Composition
- I. Pay Rolls - (Returned to Fiscal)
- J. Clothing Vouchers (Returned to Fiscal)
- K. Work Slips (53 and 54) (Return to Employment)
- L. Reports - Monthly Public Assistance Grant (78)
Case Load - Weekly and Monthly
- M. Case Records
Active
Closed
- N. Reception Cards

VI. Basic Family Card Clerk

- A. Makes Entries on (95) Forms
 1. Approvals for Unemployment Compensation (92)
 2. Work Slips (53 and 54)
 3. Vouchers for Public Assistance
 4. Payrolls
 5. Clothing Vouchers
 6. Changes in Family Composition
 - a. Births
 - b. Deaths
 - c. Marriages
 - d. Divorces
 - e. Arrivals
 - f. Transfers out
 - g. Changes in address
- B. Keeps Register for New Card Numbers
- C. Gives all Case Workers weekly list of persons leaving and arriving at Center.
- D. Fills out Basic Family Cards for new arrivals

VII. Clothing Sub-Voucher Clerk

- A. Makes out Sub-Voucher for Clothing (93) from Basic Family Card (95)
- B. Register for Order & Page Number

FILING

(Roman Numerals in Separate Drawers With Appropriate Labels)

I. Basic Family Cards filed in separate file

II. General File contains everything filed alphabetically except:

Basic Family Cards
Case Records
Resource Material

- A. Miscellaneous Filings
- B. Correspondence - Alphabetically within folder;
By date within alphabet
- C. "76's" - Application for P. A. - By Month; By No. Within Month
- * D. P. A. Vouchers (Paid) - Filed with 76's; Clip to applications covered
- E. 93's - Clothing Sub-voucher - By Month; By Order & Page No. Within Month - (Check on any orders or pages missing)
- F. Clothing Vouchers (Paid) - Filed with 76's; Place with Sub-Vouchers covered
- G. Changes in Family Composition - By Month; By Date within Month
 - Births
 - Deaths
 - Marriages
 - Divorces
- H. Arrivals
- I. Transfers out
- J. Payrolls - Special Box Labelled "General File-Supplement"
Payrolls

Received from Clerk in charge of 95's

III. Resource Material - Filed by Alphabet

IV. Administrative Instructions should be put in Instruction Book by Number and then by Date or Supplement Number

* The Clothing Vouchers after Sept. will carry Tr. 9 (1.3); P. A. Vouchers Tr. 9 (11). Vouchers for July, Aug. and Sept. can be identified by sheet clipped to voucher.

V. Case Records

A. Active ("Active" & "Closed" should be in separate drawer or division within drawer with identifying Division Sheet.)

1. Cases will fall into four Divisions:

- a. Public Assistance - P. A.
 - b. Continued Service -
- } under care - U. C.

- c. Incidental Service
- d. Service To Other Agencies

2. Each type of Case will have a color as follows:

- a. Public Assistance - Green
- b. Under Care - Salmon
- c. Incidental Service - Orange
- d. Service to Other Agencies - Yellow

3. Each case folder will be labeled with the name of the family head, and the number of the basic family card. Labels will be white. Will be filed alphabetically.

4. In addition each folder will carry a celluloid tab with the identifying colors corresponding to the type of case.

5. 76's (Applications for P. A.) will be made by case work stenographers with two extra copies for this office.

One will be filed separately (see II, C)
The Other will be kept with case folder after
being entered on case record.

6. All other material pertinent to case will be kept in case folder.

B. Closed

1. A case closed means that no aspect is receiving attention

2. A closed case folder will be placed in a 30-day File by alphabet and will remain there until monthly report is made up. It will then be placed in closed file.

C. Procedure for Handling Applications and Servicing Cases

1. Applications must come through Receptionist, who:

- a. Secures name, address, and problem
- b. Checks with File Clerk as to old or new case
- c. Routes applicant to proper worker either directly or by making appointment

(1. Mrs. R. will take all new applications for visits and transfers

(2. If the case develops other aspects, Mrs. R will continue with these aspects

(3. Applicants for transfers and visits who have been served by other workers will continue to be their cases

(4. Internee cases who have been served by other workers will continue to be their cases, with

Mrs. R receiving material and making recommendations in cooperation with the worker handling the case.

- d. If worker is to see applicant directly, asks file clerk to pull case folder, giving it with the application form to worker immediately.
 - e. If appointment is made, she holds application form, sending it with case folder to worker when applicant comes in.
2. Case Worker should check 95 card for new information each time case is serviced.
 3. When a case is serviced, entire folder is to be taken from the file.
 - a. No case should remain out of file more than three days.
 4. Worker's file cards should correspond exactly with master file cards, complete with cross files.
 5. All cases remain open 30 days after last servicing
 6. All cases should be reviewed and summarized each 60 days.
 7. All access to materials filed must be through File Clerk.
 8. Basic Card Clerk will give all case workers weekly list of incoming persons and those leaving Center.
- D. Case Workers will be responsible for:
1. Bringing face sheet up to date by checking 95 cards
 2. Application sheets will be kept on desk of Case Worker until monthly report is made up; then will be filed in Central File alphabetically
 3. Referral sheets have information transferred to application sheets
Application sheets handled as above
Referral sheets placed in case folder.
 4. Reviewing P. A. Cases each 30 days
 5. Reviewing and summarizing each case every 60 days

6. Checking with C. W. Sten. when dictation is given as to case classification and active or closed U.C., P.A., I.S., SoA.
 7. Having master file cards made on new cases and applications not made cases
- E. Case Work Stenographers will be responsible for:
1. Register for P. A. Cases
 2. Tickler for all cases each 30 days. P. A. cases will be secured from file clerk and placed on desk of case worker for review. All other cases each 60 days.
 3. Slip of paper clipped to Case Folder (at time of dictation) indicating classification and active or closed. U.C., P.A., I.S., or S.O.A.
 4. Registering outgoing P.A. vouchers with receptionist. (Receptionist has charge of them from thereon)

VI. Master File

- A. A card index file will be kept by the file clerk
- B. There should be a card corresponding to each case for which there is a folder as well as for applications not made cases. Also cross file card on each case where necessary.
- C. Card should be made up as follows:

Identifying Information	Service Record	Classification
Name	Specific services	U.C., P.A.,
Address	and dates	or both; or
Family Number	Worker's initials	I.S. or S.O.
Member of Family		
Age		
Relationship		

- D. Case Worker should have a duplicate of all new cards.
- E. When case is serviced, master file card should have slip of blue paper clipped to it. Blue paper should be removed when case is returned. If case is not returned in three days, file clerk should check with case worker concerning it.

VII. General Instructions

- A. In case of doubt, ask.
- B. Refer any questions about a particular case back to case worker.

- C. All information coming to this department is to be held in strict confidence. In no instance, should it be discussed outside this office.
- D. When material is requested from the file, insert a slip with the persons name. All material should be back in file at close of day.
- E. Unfiled material and the master file should be locked in the case record file at the end of the day.
- F. When filing by date or number, the last date or number should be on top.

WAR RELOCATION AUTHORITY
Washington

November 9, 1943

Mr. Wade Head
Project Director
Colorado River Relocation Center
Poston, Arizona

Subject: Special Counseling

Dear Mr. Head:

The relocation program at the centers has proceeded to date largely on the basis of fitting interested evacuees to job offers received. The time is now ripe for further pioneering by approaches to the large number of residents who have thus far been unwilling or unable to consider relocation. Some of these can be reached by general promotional techniques, but there is a number of undetermined size which has not been reached. This group contains likely relocation prospects; it also contains families who will have to remain in centers until other special arrangements can be made for them. We do not know the size of the groups involved.

If WRA is to measure its progress and help every family to evolve relocation or other long-term plans, it must be prepared to assist the individual family group in developing a plan to meet their needs.

Plans are being developed to augment at each center the program of family counseling carried on by the Welfare Section. While the main emphasis in this program would be on preparing families for relocation, the object of the interviews would be to assist all families in the making of long-term plans, whether or not immediate relocation is involved.

Counseling and Relocation

It has been increasingly apparent both in resistances to resettlement at the project level and in the experience of relocation officers on the outside, that the social factors involved in relocation are fully as important as the economic. The initiation of this program recognizes that fact and is designed to give the Relocation Division at the project and in the new community the additional assistance it needs in effecting successful job placement. The results of counseling are basic to relocation planning and the two programs must be closely interrelated.

At several of the projects the counseling services of the Welfare Section have already been employed to some extent in the relocation program, because it was recognized that the family problems now being handled by the Welfare Section are in many cases precisely those encountered in relocation. These include the reuniting of families, (now being handled by Welfare under the transfer procedure), special arrangements for members of families who have

health problems, arrangements involving death of a family member, and child care problems. The experience of the Section in conducting interviews with families during the segregation activity will also be valuable in providing this new service.

Responsibility for Counseling Services

As you will see from the attached tentative procedure, the plan provides for the organization in the Welfare Section of a Special Counseling Unit to carry out a program of family interviews with the objective of reaching every family of individual on the center to aid them in the construction of an acceptable plan for their future.

The Relocation Division will have the direct responsibility for the Relocation of families. It is anticipated, however, that Welfare will constitute an invaluable tool in the shaping of a relocation plan. The Welfare Section will refer to the Relocation Division for the making of specific plans all families whose interest in relocation is developed as a result of counseling. Individuals or families who wish to may, as now, initiate a relocation plan directly with the Relocation Division.

The information secured as a result of counseling interviews will be made available to the Relocation Division on a joint planning basis in order to relocate more families as families and to lay the groundwork, in instances where a family member is relocated, for eventual reuniting of the family.

While the counseling unit will operate separately from other units of the Welfare Section, its work should be integrated with other Welfare functions.

Preparation for Counseling

If counseling is to achieve results, its purpose must be thoroughly understood by the evacuees and it must be carried out with their full cooperation. A program launched without sufficient preparation may be interpreted as an effort on the part of WRA to force people out of the centers and have an effect quite opposite to what is intended. On the other hand, if the evacuees are to take part in the planning and realize that counseling can help residents meet their individual needs, it can have a very beneficial effect.

Before counseling can take place an interval will be necessary to recruit and train qualified personnel for the Welfare Section and set up the necessary controls. Full use should be made of this interval to discuss the proposed counseling program with the evacuee population in a systematic manner so that the experience can be as meaningful as possible. The attached procedure proposes full

discussion of the steps to be taken in the counseling program with an evacuee counseling committee named by the Community Council. (Establishment of such a committee is suggested in the memorandum of "Organization for Center Relocation Planning," sent to all projects on November 8, 1943.)

Staff Needed

In carrying out this program, evacuees and existing appointed personnel in the Welfare Section will be used to the fullest extent. However, existing personnel will have to continue their present functions, so that it will require additional trained staff to do the special counseling proposed.

It is estimated that one interviewer can accomplish a maximum of six new interviews a day in addition to re-interviews and necessary recording. If a three-month period is planned for the achievement of the program at a center of 7,500 people, it will take five interviewers working 21 days a month to accomplish a total of 2,160 interviews, estimated as the number to cover all families and single individuals on a project of that size.

Qualification of Staff

The additional interviewers would be supervised by the Head Counselor at each project. Person recruited for the counseling work should in all cases have qualifications conforming to the present CAF-7 (Junior Counselor) welfare position. Depending on the existing load and size of the project, it may also be necessary to recruit an additional person at CAF-9 (Assistant Counselor) to assist in supervision and direction of the counseling work, especially at the larger centers.

Clerical Staff

In connection with record keeping, there will be need for additional stenographic help. If such help is not available at the center new personnel should be provided so that this important phase of the work does not fall behind the interviewing. Nine dictaphones are available for transfer to the projects upon request. The use of these machines should make possible more efficient use of the time of both interviewers and clerical staff.

Period Covered by Program

While a three-month period was used in estimating additional personnel needed, it is not recommended that this period be uniform at all projects. There should be a predetermined plan in order to utilize staff efficiently and to dramatize the importance and inclusiveness of planning for all families at the center. It is

suggested that the period to be covered by this program at your center be thoroughly discussed with the Head Counselor and other members of your staff and the Evacuee Counseling Committee.

Orientation of Counseling Staff

In developing the plan at the center, provision should be made for orienting the counseling staff, particularly those who are new, to the relocation program as a whole as well as to the counseling service. The counseling staff will need to be informed of the activities of the Relocation Division and the service it provides in connection with individual relocation plans. It will need information as to the availability of training and retraining courses and so forth, not in order to for his information about them to families and individuals, but to make intelligent referrals of inquiries to proper sources of information. It will need to be fully informed of services available from social agencies in communities of resettlement. Frequent meetings of the counseling staff will be necessary, particularly in the initial stages of the program. It goes without saying that the rest of the appointed staff should also be kept fully apprised of developments, and their cooperation secured.

The Washington office plans to develop material to be used in orienting staff. This will include a list of questions which families are likely to ask and the answers which should be given. This is particularly important where such questions involve policy determination. We would appreciate your sending us a list of those questions which have already been raised by residents of your center concerning relocation, with special emphasis on limits of WRA assistance.

Project Recommendations

The draft of a proposed manual section on special counseling is attached. We will welcome your suggestions on the plan as a whole, as well as the details as they may be applied at your center. Specific points on which we wish your recommendation are:

1. Duration of special counseling program at your center.
2. Estimated number and classification of additional staff needed.
3. Method of scheduling interview.
4. Points which should be covered in orientation material.
5. Techniques of securing participation of Evacuee Counseling Committee.

Although we will probably assess the operation of the counseling program for a short period at one center before launching it at the others, we hope to have the program under way as soon as possible. Please let us have your comments no later than November 22.

Sincerely,

/s/ Leland Barrows
Acting Director

Enclosure

Colorado River War Relocation Project
Poston, Arizona

November 25, 1943

Mr. Dillon S. Myer, Director
War Relocation Authority
Barr Building
Washington 25, D. C.

Attention: John Provinse
Selene Gifford

Dear Mr. Myer:

The Community Management Division and the Welfare Section have held separate meetings on your memorandum of November 9 about family counseling. As the situation here, and our judgment of the program to be inaugurated here, involve several questions, please prepare for a rather long letter, at the end of which I will recapitulate the main questions.

-I-

Poston has not yet started to develop the community participation in relocation planning. Segregation ran rather late with us; it took a little while after the Tule trains left for the community to settle down into a constructive frame of mind again; and at that time, we had to face the problems of changing over from Indian Service to WRA. Because of all this, plus a Council election which came in the middle of the fall, the Administration has delayed making the approach to the Council on the joint action toward relocation.

It seems clear to all of us here that we cannot plunge in to interviews about family planning with a relocation emphasis until the community itself wants to do that, or at least is in a mood to face the making of the choice about staying or going, and to assess the obvious factors on both sides. If the initiative toward relocation planning is taken by the Administration, all the latent fears and resistances will show up in a hurry. We have had several persons refuse positions on a committee to stimulate the discussion of relocation, and even had people who were on the verge of going out refuse to appear at a public meeting to tell their neighbors why they were in favor of relocation. It does not mean that there is no sentiment here in favor of relocation. It means that the community believes that relocation is an individual's own business, and that they should not influence each other, nor should the Administration

seek to interfere by open programs of action designed to produce relocation.

On the other hand, we definitely must start right away to accumulate knowledge about our families here in the terms which your memorandum suggested: their age composition, the opportunities needed by their young people, the securities needed by their old people, the assistance which can and cannot be given by the Authority. A relocation counsel program, when it is ready to start, will have need of this data. As there are some 4,000 families here in Poston, it will take us around 6 months with 6 counselors to acquire the data and to give every family an opportunity to be interviewed.

My proposal to resolve this dilemma is as follows: that the Community Management Division inaugurate a program of counseling on family needs and opportunities; that this program be completely divorced, in its initial stages, from relocation counseling as such; that we base it on publicity reminding the residents that the Division maintains various professional services to give assistance to members of families in Poston, and that these services are supposed to converge on the improvement of the family's situation, health, aptitudes and skills, and opportunities. We should announce that we have received Washinton's aid to set up a family planning counseling program in which every family will be given the opportunity to talk over their needs in the light of what services the Project is in a position to give them. The emphasis in our publicity and in the counseling itself would be on Project service of family needs. However, a referral slip would be used in the counseling, and whenever a family indicated an interest in relocation, the slip would be sent out to refer them to the Relocation Division for more specific types of information. If their question concerned health, the same referral slip would refer them to the Health Section. My point is that we do not want to initiate the talk about relocation in this first stage of family counseling.

The first job which we must start on immediately is the collating of the information which already exists in Welfare files, Health files, Education files, Employment files, etc. about the families to be interviewed. We have not fully decided whether we should start to build a complete alphabetical file right away, or whether we should start by a functional selection of certain types of families. For myself, I rather think I would like to start with the families of Council members, Block Managers, and other persons who will influence the way in which the people in the blocks respond to the counseling program. Those who have had the first interviews will set the tone of the community's response; and I think it might be wise to start with key people.

We have the familiar problems of space and personnel to start with. The Division, at present, has scarcely room for its own section offices. We have just been handed the job of setting up our own timekeeping and cost accounting offices and staff for the Division, and it will not be easy to set up a central file and personnel. We can, however, make a beginning with the clerical personnel of the Clothing Allowance Department in Camp 1, which has some time

11/25/43

each month when the pressure is off. I am asking Mr. Head for the use of one additional room in our wing of the building.

-11-

As to personnel for this program, we estimate, as I said, 5 or 6 months with 5 counselors at CAF-7 and one at CAF-9, probably with the addition of a full time central files executive secretary. At least an equal number of resident interviewers and secretaries will be sought to work with the Counselors. We have two women now on the Project with counseling experience; we know of two others who can be employed by the first of the year. Both of these worked for us in segregation counseling with considerable success. As I indicated in my teletype of November 25, we would like authority to start one or two workers immediately.

As the program moves toward the introduction of the relocation emphasis, we have a special request to make of Washington. That is, that former Poston residents now relocated to Civil Service positions in the East should be recalled to the Project on detail for at least a month apiece as special counselors on Civil Service salary. Such people as Marvel Maeda, Masa Hayashi, who set up the Welfare office in Camp 11 and who is now with the Indian Service in Chicago, Anne Kunitani of Cleveland, Yuri Sugimoto of Kansas City--these names occur to me at random--would be of considerable influence. We have repeatedly found that where the appointed staff can talk itself blue in the face about the opportunities, the friendly attitudes, etc. in the Middlewest, when one of the Project residents returns from a tour and says the same things, they are listened to with a very different attention and respect. I believe that the re-entry of former residents who have made successful adjustments ~~with~~ with the recognition given them in the form of Civil Service standing, would give us the most powerful possible leverage toward making relocation to the East seem real and desirable.

We also propose to set up the orientation training of the counseling staff on the basis of a small number of sampling interviews conducted as soon as we have the initial personnel. The orientation material would include the background of WRA, its field services and resources, the limits of WRA assistance, the resources available from employment services, public assistance agencies, both state and private, and social, religious, educational opportunities and limitations. The orientation would have to include also the focusing of our interviews on certain fields on information, the reporting of data in certain forms for tabulation, the building up of "type" family pictures for which specific types of assistance or encouragement should be provided, etc. Are you now preparing in Washington any form for the reporting or accumulation of data about the families who are interviewed, or should we be working out such a form here for our own use? Will you have a standard form for the family index file?

11/25/43

Also on the side of budget, we should like to know if there will be a separate account provided, like the 6100 account used for segregation, for the payment of Counselors and the purchase of folders, cards, and other supplies required in the program. We note in your memorandum that you have dictaphones available in Washington. If all nine projects are to undertake these programs, at the same time, we would like to insist upon our right to ask for one of these machines. If less than nine are to inaugurate the program at present, we hereby ask permission to borrow three of them. Will these machines be loaned from Washington or should we submit a purchase order for them?

-111-

In summary, we are proposing to set up, within the Community Management Division, an independent program of family resources planning interviews. At a suitable time, when the relocation planning program has advanced far enough, our program will be interlocked with it. Actually, our program will be guided from the beginning by the expectation that it is to be of service to relocation planning, but the relocation emphasis will be absent in the first phase of our counseling. We believe we should start (a) setting up the method of central index filing, and (b) sampling family lists and interviewing techniques. To do this, we must have immediate authority to put one or two persons, and we request authority to employ by January a total of 6 interviewers and one clerical worker. The program will run pretty well through the first half of the year, but we should like as much of it under our belt as possible by the time the flood gates of relocation open again in the spring.

If, as your memorandum suggests, only one Center is to be selected for trying out the counseling program, we naturally would like to be that Center. The basic values of the counseling program, however, seem to us obvious, and the particular methods to be followed will have to vary somewhat with the social and psychological situations of the different Centers. We do not, therefore, see why the program should be tested in only one place, with so few months remaining to us before the crucial spring and summer period. In short, we should like authority to proceed in our own way and at our own pace.

When I talked to Mr. Grays at Tule Lake in October, he said he hoped to be in Poston in a few weeks. If he is still in the field, we should very much appreciate having him loaned to us while the program is being set up, so that we may proceed as closely as possible in line with the general policies being developed in Washington.

Finally, we believe that with the family-resources emphasis which we propose to adopt, it will be relatively easy to create a joint committee on the Family with Council and Block Manager representation. I am more or less embarked on a little personal crusade to build up a key advisory group of the most able, energetic and American of the bilingual Kibei who now held key positions in

DRAFT OF PROCEDURE
ON
SPECIAL COUNSELING

Welf

There shall be established in the Welfare Section at each center a Special Counseling Unit which shall be under the direction and supervision of the Head Counselor. The functions of the Unit shall be:

Organiza-
tion and
Functions

1. To assist families and individuals, through counseling, in developing a plan, including plans to relocate, for the future of the total family.
2. To furnish information concerning resources available in resettlement communities in the form of assistance and services of public and private social agencies.
3. To furnish basic family data obtained from counseling interviews and existing Welfare records for a family relocation record to be assembled by the Relocation Division for eventual transmission to the relocation office in the new community.
4. To provide WRA with data for overall program planning.

To carry out the functions in the above paragraph, the Head Counselor of the Welfare Section shall initiate a program of family interviews with the objective of reaching every family or individual on the center. While the main emphasis should be on relocation, the program should be designed to aid all families interviewed to think concretely in terms of their long-term future.

Special
Counseling
Program

Before the counseling program is put into operation the proposed program shall be discussed with the evacuees in a systematic manner in order to secure their full cooperation, make the program as meaningful as possible, and attain the overall objectives. While the steps taken at centers will necessarily vary in some particulars, steps which might be taken and which it is believed will be effective are:

Preparation
for
Counseling
and
Scheduling
of
Interviews

1. On the basis of the reference to counseling in the letter of October 28, the project Director should discuss WRA plans for counseling service with the Community Council and ask them to designate a counseling committee representing the community to work with the Welfare Section in the specific details and application of the program. He should indicate that the Washington office of WRA, working with the projects, has developed suggested methods of procedure which should be carefully reviewed by the committee that is selected to assure that all salient points have been considered.

The Head Counselor, meeting with the counseling committee, should emphasize the main objective of counseling: to assist all residents in planning for the day they will leave the center--however far in the future that day may be. WRA believes evacuees will recognize the need for this type of long-range planning, and is making trained personnel available for the interviews. Here are some of the questions which evacuees should have an opportunity to consider before the program of counseling actually gets under way.

- a. How can the experience of such persons be used at the center to greatest advantage?
- b. What are the points which should be covered in the interviews?
- c. What method should be used to familiarize the residents with the purposes of the counseling plan?
- d. Should counseling interviews be scheduled by blocks, alphabetically, on the basis of those already known to block managers as prospects for relocation, or by some other method?

For clarity of purpose, consideration should be given by the evacuee counseling committee to the preparation of a statement outlining the reasons a counseling program has value. Such a statement might include some of the following:

--that the Council committee on counseling is aware that many families are in an unsettled mental state because of their present situation.--

- --that such families are undecided about their future and feel the need for discussing their difficulties and plans with a person qualified by experience to aid them--

--that many families for whom there is no immediate possibility of resettlement for reasons of age, health, family obligations, finances, etc., will have the opportunity to state their position clearly and thus be relieved mentally--

--that other families who have decided to relocate in the near future still have various problems which it is important to resolve before final steps are taken--

--that for these reasons the counseling committee of the Community Council endorses the objectives of the counseling plan and recommends it to the serious consideration of the residents of this center.

2. When the plans for counseling have been fully discussed with the evacuee counseling committee, the Head Counselor and one or more members of the committee should talk with the block manager and Council member of the block where it has been mutually agreed that the first interviews should take place. (This assumes that a block plan has been decided on.) The methods of counseling should be thoroughly and openly discussed. The block officials should recognize that residents will not be subjected to another mass registration and will not have to fill out new forms. It should be stressed that counseling will be on the basis of individual families, and is primarily designed to give the family members an opportunity to voice their fears and desires and talk about what they see ahead.

3. When the block officials fully understand the purpose of counseling and have made their suggestions concerning methods of procedure, they should call a block meeting at which explanation of the counseling plan can be given to the block residents. This meeting should be conducted by the evacuee committee representative, block manager, or block Councilman. It should be frankly stated that while an important factor in counseling will be to help families work through their problems with respect to relocation, it is designed to aid all families in determination of their future plans.

The actual scheduling of interviews for all families in the block should be arranged by the block manager on the basis of a schedule of available hours furnished him by the Welfare Section. He should provide each family with an appointment slip, at the same time notifying the Welfare Section of the appointments made. It should be recognized in scheduling interviews that the term "family" should be flexible enough to include more than the elementary family unit of parents and children. In a given instance the term may include parents-in-law, aunts, cousins, etc.

4. When the preparatory steps in Paragraphs 1, 2, and 3 have been completed, counseling of families in the block should begin. While the careful planning and conduct of interviews are important at all stages, it is of particular importance at the initiation of the program. The impressions received by the residents during the first interviews will have a strong influence on the attitudes of persons interviewed, and hence on success or failure of the program. All interviews should be voluntary. If the family or individual does not appear for a scheduled interview, a notation to that effect should be entered on their record and consideration given to stimulating interest among this group. However, the very knowledge that a family or individual is unwilling to discuss future plans is of value in planning the total WRA program.

5. The same procedure should be followed in succeeding blocks as in the steps outlined in Paragraphs 2, 3, and 4.
6. The work of the counseling committee does not end with the development of plans for interviewing in the blocks. The committee should retain its identity all during the period of counseling and should be available to work with the Head Counselor in analyzing progress, planning further interpretation, and advising in the general conduct of the program.

6. The scope of the interview should be broad enough to permit the individual to express his anxieties and resentments and thus mitigate his psychic barriers to planning for the future. It should enable him to discuss those factors which have influenced his attitude toward relocation. Among such factors are: Scope
of
Interviews

1. Standards of living prior to evacuation.
2. Health of each family member
3. Ages of family members
4. Educational and social opportunities desirable for children
5. Property loss or encumbered property
6. Debts and other financial concerns
7. Types of discrimination experienced

The interviewer should be sufficiently informed regarding WRA policies and procedures to make intelligent responses to general inquiries. At the same time he should avoid giving specific information regarding employment opportunities, community sentiment, leave clearances, dealings with employers, movement of property and other matters of outside employment.

Not until resistances to relocation have been analyzed and talked out and the family received reasonable assurance that the specific needs of all family members will be met in the new community, is it likely that relocation planning can proceed very far. There is especial need for this type of assurance where relocation is on the basis of a general hospitality offer, rather than a specific job.

The interviewer should, for example, inform the family of the types of social resources to be found in communities of resettlement, and especially of the arrangement whereby public assistance is available to them in all states but one in the event of sickness or other emergency.

The Welfare Section will refer to the Relocation Division for the making of specific plans all families whose interest in relocation is developed as a result of counseling. Individuals or families who wish to may, as now, initiate a relocation plan directly Relation of
Unit to
Relocation
Division

with the Relocation Division. If, in the course of a counseling interview, the interviewer learns that the family or individual has already initiated a relocation plan, he should ascertain whether there are any family or personal problems which need to be discussed. He shall be guided by the family's wishes regarding continuance of the interview, but in no case should the interview go beyond the scope defined in the preceding section.

In coordinating the work of the Special Counseling Unit and the Relocation Division, the staff should be constantly aware of the need for continuity in the handling of each family. The working relationship of the two units should be such as to take into account the need for flexibility as to the point of transfer, so that the transition is as natural as possible.

When a family or individual is referred to the Relocation Division by the Counseling Unit, the interviewer should make a definite appointment for them with the appropriate person in that Division.

The work of the Special Counseling Unit shall be integrated with the work of the other units of the Welfare Section. It shall utilize any data available in the Welfare Section files regarding any family for whom it provides counseling services. Though the emphasis in the counseling program is on preparing families for relocation, some families are not likely to be relocated because of age, health, absence of a wage earner, unwillingness to plan for relocation, or other reason. Families in need of services available from other units of the Welfare Section shall be referred to the appropriate unit.

Relation of
the Unit to
other Units
of the
Welfare
Section.

One of the important factors influencing attitudes toward relocation is health. Counseling may reveal questions concerning the health of a family member which must be resolved before planning can progress. Such cases shall be referred to the Medical Section for a report and interpretation by the Medical Social Worker

Relation-
ship to
Medical
Section

The Head Counselor shall establish a workable method of controlling interviews in order to assure complete coverage of the project and to furnish information periodically as to the number of families and individuals in each of the following groups:

Controlling
Inter-
views

1. Interviews scheduled
2. Interviews held
 - a. Referred to Relocation Division
 - b. Relocation not currently feasible
 - c. Unwilling to consider plans at this time
 - d. Action pending
3. Failed to report for interview
4. Interview not yet scheduled
5. Plan initiated with Relocation Division

This control may be achieved by one of the following methods:

1. By a file made up of a control card for each family and single individual. This may be a 3x5 card with the name of the family or individual and space for entering the following information-- interview scheduled, interview held and results, failed to report for interview, interview not yet scheduled, plan initiated with Relocation Division.
2. By a system of tabbing the WRA Forms 95 (Basic Family Card) to indicate the stages listed above.

From time to time as required progress reports will be made indicating the number of residents of the center in each category.

The Welfare Section shall furnish for the relocation record of each family data regarding family composition, including members outside the center. The data shall be secured as far as possible from existing records concerning the family. Welfare shall also furnish for the record such reports and interpretations of the health of family members as may be obtained from the Medical Section. Recording

Welfare shall furnish information as to any special services needed in the new community, such as special medical care, special housing needs, etc.

The significant information obtained in counseling interviews shall be recorded concisely and the source of information given. When the family decided to consider specific relocation plans, the interview or interviews shall be summarized in such forms as to be most useful in furthering the family's relocation and adjustment in the new community.

In recording, the work of the Welfare Section shall be planned in relation to forms and requirements developed by the Relocation Division, in collaboration with the Statistics Section.

In order to provide information for the general guidance of the program and necessary modifications, two copies of all project releases regarding counseling shall be sent to the Washington office marked for the attention of the Welfare Section.

Copies
of
Project
Releases
to
Washington

Washington, D.C.
11/8/43

weef.

DEPENDENCY CASES
WRA 390 - Administrative Notice No. 236

Definition: Dependency Cases will involve need for public assistance for at least a period of months and may involve need for furniture. For the most part dependent persons relocating other than back to State of legal residence will have valid family reasons which make the move socially desirable. Cases may include Care for Aged, Care of Mentally and Physically Handicapped, Chronically Ill, Youth and Unattached Children, etc.

RESPONSIBILITY FOR SERVICES		
WRA CENTERS	WRA DISTRICT OFFICES	SOCIAL SECURITY BOARD-DESIGNATED AGENCY
<u>Types of Assistance or Service</u> Analysis of Dependency needs and preparation of Dependency Summary. Referral to Area Office WRA with attached WRA 390 (4 copies). Obtain further information at the request of Area or District Office for local agency. Provide household equipment, if needed, before family leaves Center and Relocation Assistance Grant and Transportation.	<u>Types of Assistance or Service</u> Interview family members in community concerning referral to local agency. Referral to local agency at the request of the Area Office. Arrange appointments, if necessary, of follow-up contacts with local agency. Assist local agency when requested. <u>Reports:</u> Report any problems or refusal to Area Office immediately. <u>Plan Approved:</u> Return completed WRA 390 to Center; copy to Area Office. <u>Plan Refused:</u> Send report to Area Office immediately. <u>Monthly Report to Washington:</u> 1. Cases reserved during month. 2. Cases completed by relocation. <u>Monthly Report to Area Office only:</u> 1. Name and status of pending cases. 2. Names of cases completed by relocation.	<u>Types of Assistance or Service</u> Maintenance over a period of months. Long time medical care. Supervision of Special Problems - Family or individual adjustment Unattached Youth or Children Advance Rent. Transportation of household goods from depot to residence on approved dependency cases. Referral for other community services. <u>Reports:</u> Return 3 copies of WRA 390 to WRA district office with suggested plan for approval or reason for refusal.

U. S. DEPARTMENT OF THE INTERIOR
War Relocation Authority
Washington

May 21, 1942

MEMORANDUM TO ALL PROJECTS

Attention: Welfare Section

Mr. E. B. Marks, Jr. of our Relocation Division and I have completed meetings with the WRA area offices and the Department of Public Welfare of Washington, Oregon, and California. Since the Welfare Sections at the centers are, from now on out, referral agencies rather than "case work" agencies, we have discussed your referrals and State procedures in detail. I have set down the high points of our discussions for your information.

- I. All summaries on what you, in your best judgment, consider families or persons needing continuing assistance (390 cases) are to be forwarded to Area Relocation Adjustment Advisors by August tenth. Whether or not the family has made a decision as to time of leaving or choice of residence, acceptance of residence may encourage these individuals to set a departure date. Remember county departments of public welfare are geared to work in relation to case load, and a small dribble of cases are apt to be processed slowly. A heavy load merits attention. And also, the Welfare Section must be free to accept and process new cases which are at present unknown to Relocation or Welfare.
- II. Form WRA-390 is to be used only for cases in which continuing dependency factors and long time care are apparent or may be anticipated. These case summaries are all to go to the Area Relocation Adjustment Advisors. Form 390 is not to be used for:
 - A. Cases applying for resettlement assistance in the form of household furniture, one month's rent and initial maintenance cost;
 - B. Cases in which relocation plans are made by the family, but for whom you are suggesting a referral to some local agency for case work or special services. Such referrals will be made, if listed in the "dockets", by the District Relocation Officer.
- III. "390 Summaries"
 - A. California, because general assistance is provided from county funds only, requires specific data which can be used as a basis for eligibility for financial assistance. For this reason we are calling your attention to the primary items which should be considered in summary content:
 1. Residence - importance of including specific references that may lead to establishment of residence for three years in the State and one year prior to evacuation. Complete identifying information about the applicant, particularly any American names by which he may have been known and equally complete description of where he lived if only a mailing address is available. A post office box does not establish a person's physical presence in a

county and a mailing address is frequently in one county while the actual residence is in another county. The same type of information should be given about references as it is highly possible that many have moved since the evacuee's last contact or that his memory may be faulty. The occupation of the reference usually proves most helpful. Affidavits of old associates and children's school records are also helpful. If the evacuee worked as a member of a migratory labor group, the name and address of the leader of the group or the contractor or both would be helpful.

2. Washington and Oregon

A. Residence -

Both States are anxious to have the summaries of all known or presumably dependent cases at once. They suggest that you send on a preliminary summary even if the family has not yet made up its mind. As for residence, they want to know the following things:

- (1) Did the family previously live in the State?
- (2) If possible, does he intend to return?
- (3) References which will be useful in social planning.

They are not interested in County residence; they are interested in knowing whether there is a socially desirable reason for the family returning. They suggest that they might accept cases in which the family itself has not made up its mind and that you might present the family with this acceptance and the family might be influenced to hurry up with the plans. The summaries should, of course, go to the Area Adjustment Advisor, who will take them up with the State.

3. Omit all irrelevant and unnecessary material and comments in connection with "return to Japan", "Japanese culture", etc., as this is definitely prejudicial to county acceptance and has no bearing on eligibility for assistance and residence requirements.
4. Editorial comments by workers at the centers are, as I have read summaries, inaccurate, misleading, show personal prejudice, and are definitely prejudicial to the evacuees' acceptance in the county. For example, I read summaries in the California and Washington State Departments of Public Welfare which carried these phrases: (a) "He wants to return to Japan, but needs assistance until he can...", (b) ".....has taken four trips to Japan and wishes to return when the war is over"; (c) "...he drank up \$750 in liquor and now needs assistance"; (d) "...he is fearful of returning to _____ County because of prejudice against Japanese in this county, but he is an accepted resident of _____ County and is totally dependent and has been accepted by the county but he prefers to move where there are Buddhists." Let's be realistic - Totally dependent persons are not going to be accepted in California by counties where persons have no legal residence

because of whimsical reasons: They may be accepted if the reason is socially desirable. And socially desirable in California ordinarily means a plan for a job or a family reunion.

5. Prior Approvals for Special and Adequate Services

Dependent families and persons in centers, when accepted for medical care and public assistance in all States, will be given the same care as is given any other resident. All care is predicated on budget deficiency of the case under consideration, funds and facilities available and no guarantees can be made prior to physical presence. This is a matter of legislation in categorical assistance of the Social Security Board programs and of county and State general relief programs. Actual amounts granted in individual counties are arrived at following arrival and interview establishing budget deficiency.

6. Medical Information

You will receive specific instructions from Dr. Pressman regarding medical referrals to the west coast States. At the present time, referrals of families in which there is illness, are being slowed up because the summary does not contain a medical statement from the Medical Officer. The social worker's statement of health is not sufficient. Check such situations with the Medical Social Worker before forwarding the summary.

IV. Special Social Service, Psychiatric, and Child Welfare Services

When such services are needed on other than dependency cases and are, in your opinion, essential, inquire through the regular District Relocation Office channels as to availability of such services on the specific case so that you may counsel with the family regarding the actual availability of such services in relation to the place of relocation being considered by the family. For example, I read a summary in which the doctor at the center recommended psychiatric diagnosis for a young wife (there is a 7-year-old child). She has been under care at the center and seems to be in a very serious condition - but she is young and, presumably, susceptible to treatment. There was no record of interview with the husband in regard to available services. He was a resident of one State and had two brothers in another. He went where his brothers are and Welfare at the center sent a summary to the District Relocation Office, recommending psychiatric service for the wife. They are 400 miles from the only psychiatrist in the State. The State to which they went is now relocating the family to their State of residence where psychiatric services are available without cost and at the place they will live. In other words, the family was not given good counseling and no one wrote to the State in advance to find out what services were available.

(Mrs.) Marie D. Lane
Head, Welfare Section

WAR RELOCATION AUTHORITY

WASHINGTON

June 28, 1943

HOUSING OF PERSONS FROM WAR RELOCATION CENTERS

A. - THE PEOPLE

The people now living in relocation centers were residents of strategic military areas on the West Coast, which were evacuated last spring and summer, by order of the Commanding General of the Western Defense Command. The evacuated area includes the entire state of California, the western half of Washington and Oregon, and the southern third of Arizona.

Of the 127,000 persons of Japanese ancestry in the United States, nearly 110,000 have lived or are living in ten relocation centers under supervision of the War Relocation Authority. Roughly two-thirds are American citizens almost all of whom are under 40 years of age, and the remainder are aliens, most of whom have been in the United States since 1924, when the Exclusion Act went into effect. The population includes about 19,000 citizen men between the ages of 18 and 37.

The average age of the citizen is about twenty years; of the aliens fifty-seven years. The citizen group has grown up in this country and has been educated in American schools. The general educational level among the citizens is as high as that of any group in the country. More than 40,000 of these people were gainfully employed in 1940. Table I attached gives occupational distribution of gainfully employed persons of Japanese ancestry in California, Washington, and Oregon at the time of the 1940 census.

The average size of the Japanese families now residing in the relocation centers is approximately 3.8 which compares with 3.15 the family of median size in the United States as reported by the census of 1940.

The age composition of this population is not similar to that of the nation as a whole. Over 95% of the persons of Japanese ancestry who are citizens are under 35 years of age and over 95% of the persons of Japanese ancestry who are aliens are 35 years of age and older. Of the center population 61% are under 30, 9% from 30-40, 22% from 40-60 and 8% over 60.

B - RELOCATION CENTERS

A list of these relocation areas and the number of evacuees in each is attached to this statement. On each relocation area, which usually consists of several thousand acres of public land, emergency

housing of a type similar to temporary army barracks has been provided.

Under the supervision of the Army Engineer Corps, barrack type buildings were put up to accommodate the evacuees. These are of frame construction, usually covered with tar paper, and lined with wallboard. Each building is 100 feet long by 20 feet wide, and is divided into four, five or six compartments; housing assignments are figured on the basis of about 100 square feet of floor space per person.

Twelve barrack buildings are usually grouped into a "block", and each block has a bath house and latrine, a mess hall, a recreation hall, and a laundry room. The blocks are separated by "fire breaks" of 200 feet.

Standard equipment for living includes a cot, mattress, and blankets for each person and a heating stove for each compartment. Each family is permitted to use its own furniture if it so desires, but most families did not receive their furniture from storage for some time and so contrived homemade furniture out of scrap lumber.

These communities within relocation areas are known as relocation centers. Under the Administration of a small staff of the War Relocation Authority at each relocation center, the evacuated people carry on production and services necessary to the operation of these communities such as the growing, preparation and serving of food; operation of community services such as police and fire protection, hospitals, and education; the maintenance and servicing of housing accommodations; and the manufacture of some commodities for use in the relocation centers. Wages paid for evacuees employed on the project are at the rate of twelve, sixteen or nineteen dollars a month, in addition to housing, subsistence, medical care, and an allowance for clothing. These relocation centers were established when it became apparent that the voluntary and uncontrolled migration of these people from the Pacific Coast Area within a very short period of time would not be workable and would cause misunderstanding and alarm in the local communities to which they migrated.

C - EMPLOYMENT OFF THE RELOCATION CENTERS

The War Relocation Authority has encouraged the reemployment of these evacuated people off the relocation centers.

The following is a statement as of June 15, 1943, of the distribution of persons on "Indefinite Leave" from the relocation centers by areas served by the principal relocation offices of the War Relocation Authority:

Salt Lake City Office	-	1909
Denver Office	-----	1623
Kansas City Office	----	419
Chicago Office	-----	2163
Cleveland Office	-----	711
Little Rock Office	----	153
New York Office	-----	204

In accordance with the directives in the Presidential Executive Order which created the agency, the War Relocation Authority has developed procedures which are aimed at bringing about the relocation into normal communities of the largest possible number of the evacuated people consistent with the national security.

Any resident of a relocation center may apply for permission to leave the center. Permission is granted only if the following conditions are met:

- a. There is nothing in the record of the person to indicate that he would be dangerous to society or to the national security.
- b. He has a place to go and means of supporting himself.
- c. There is evidence that his presence in the community to which he proposes to go would not cause a disturbance.
- d. The evacuee agrees to keep the War Relocation Authority informed of his address at all times.

The War Relocation Authority has basic records on every evacuee 17 years of age and over who is eligible for consideration for leave. These records provide information on the evacuee's education, affiliations, foreign travel, employment, religion, and other pertinent facts, in addition to his own statement on the matter of allegiance to the United States. These records are carefully checked when the evacuee applies for a permit to leave. If there is any question about the desirability of granting the permit, the records, if any, of the Federal Bureau of Investigation and other intelligence agencies are secured before a determination is made.

The leave procedures of the War Relocation Authority were checked with the Department of Justice and with the War Department before they were instituted.

It is the policy of the agency to consider each individual case carefully, and if there is reason to believe an evacuee would endanger national safety if released, no leave permit is granted.

D - HOUSING OFF THE CENTERS

Until the present time the greatest need has been for rooms for single individuals since they were the largest group leaving the centers. There is now an increasing need for family housing as the parents, wives and children begin to join young wage earners. The emphasis of the program will tend toward the relocation of more family units.

More housing of both a temporary and permanent character are needed. Private organizations, mainly religious groups, have provided a number of temporary home shelters in such communities as Chicago,

Cleveland and Cincinnati. Permanent housing needs to be provided for these people within a short time after their arrival.

Transportation is paid for by evacuees taking employment with the assistance of the government when there are insufficient funds to take care of the full needs. In addition, all evacuees arrive in a community with sufficient funds of their own to provide maintenance for themselves and their families for at least the first few weeks. Employment of evacuees is not a problem. They either have employment which has been arranged in advance or quickly secure employment on arrival. Difficulty in securing housing is the principal limiting factor in relocation and reemployment.

TABLE I

Employed Workers of Japanese Ancestry 14 years Old and Over,
By Major Occupation Group, Industry Group, and Sex, For
California, Oregon and Washington; 1940

Major Occupation Group	Total	Male	Female
Employed (except on public emergency work)	48,691	35,940	12,751
Professional workers	1,157	756	401
Semiprofessional workers	230	187	43
Farmers and farm managers	7,001	6,594	407
Proprietors, managers, and officials, except farm.	5,491	4,668	823
Clerical, sales, and kindred workers	5,512	3,429	2,083
Craftsmen, foreman, and kindred workers	924	844	80
Operative and kindred workers	3,517	2,280	1,237
Domestic service workers	3,541	1,257	2,284
Service workers, except domestic	3,393	1,954	1,439
Farm laborers (wage workers) and farm foremen . .	8,307	7,361	946
Farm laborers, unpaid family workers	4,832	2,117	2,715
Laborers, except farm	4,383	4,235	148
Occupation not reported	403	258	145

Relocation Centers of the War Relocation Authority

Center	Mail Address	Approximate number of Evacuees including Women and Children
Colorado River	Poston, Arizona	18,000
Manzanar	Manzanar, California	10,000
Gila River	Rivers, Arizona	13,000
Tule Lake	Newell, California	15,000
Central Utah	Topaz, Utah	8,000
Minidoka	Hunt, Idaho	9,000
Heart Mountain	Heart Mountain, Wyoming	10,000
Granada	Amache, Colorado	7,000
Rohwer	McGehee, Arkansas	9,000
Jerome	Denson Branch Dermott, Arkansas	9,000

RELOCATION SUPERVISORS
WAR RELOCATION AUTHORITY

<u>Office</u>	<u>Area Covered</u>
H. Rex Lee Relocation Supervisor 234 Atlas Building Salt Lake City, Utah	Idaho, Nevada, Utah, all of Washington, Oregon and Arizona outside of evacuated area, Montana west of and including Judith Basin, Valley, Garfield, Petroleum, Fergus, Park and Meagher Counties and the following five counties of Wyoming: Teton, Lincoln, Uinta, Sublette, and Sweetwater.
Harold S. Choate Relocation Supervisor Midland Savings Bldg. Denver, Colorado	Colorado, New Mexico, those areas of Wyoming and Montana not covered by the Salt Lake City office, North Dakota west of and including Bottineau, McHenry, McLean, Oliver, Morton, and Sioux Counties; South Dakota west of and including Corson, Dewey, Armstrong, Stanley, Lyman, and Gregory Counties; Nebraska including and west of Keyapaha, Rock, Loup, Custer, Buffalo, Kearney, and Franklin Counties; and Texas west of and including Winkler, Ward, Pecos, and Terrell Counties.
Vernon Kennedy Relocation Supervisor 1509 Fidelity Bldg. Kansas City, Missouri	Kansas, Missouri, those areas of South Dakota and Nebraska not covered by the Denver office, and all of Iowa except Scott County.
Elmer L. Shirrill Relocation Supervisor 226 West Jackson Blvd. Chicago, Ill.	Minnesota, Illinois, Wisconsin, Indiana, that area of North Dakota not covered by the Denver office, Michigan west of Lake Michigan and Scott County, Iowa.
Harold S. Fistere Relocation Supervisor 944 Union Commerce Bldg. Cleveland, Ohio	Ohio, West Virginia, Kentucky, Michigan east of Lake Michigan, New York Counties of Niagara, Orleans, Genesee, Erie, Wyoming, Chautauqua, and Cattaraugus, and Pennsylvania west of and including Warren, Forest, Jefferson, Indiana, Westmoreland, and Fayette Counties.
E. B. Whitaker Relocation Supervisor Pyramid Building Little Rock, Arkansas	Oklahoma, Arkansas, Alabama, Mississippi, Louisiana, Tennessee, Texas except El Paso, Hudspeth, Culberson, Jeff Davis, Presidio, Reeves, Brewster, Pecos, Terrell, Winkler, Ward, and Loving Counties.
Robert M. Cullum Relocation Supervisor Room 1410 50 Broadway New York, New York	Georgia, New Jersey, Delaware, Maryland, District of Columbus, Virginia, North Carolina, South Carolina, Florida, and those areas of New York and Pennsylvania not covered by the Cleveland office.

Office

Area Covered

Roger W. Clapp
Relocation Supervisor
1700 Federal Post Office Building
Boston, Massachusetts

Maine, New Hampshire, Vermont,
Massachusetts, Rhode Island, and
Connecticut.

WAR RELOCATION AUTHORITY

WAR BOND PARTICIPATION, JUNE 1943

	<u>No. Employees</u>	<u>No. Part.</u>	<u>Percent Part.</u>
<u>WASHINGTON OFFICE</u>	231	208	90%
Office Services	20	20	100%
Eighth Floor	38	37	98%
Administrative Management	50	48	96%
Employment	54	49	91%
Solicitor	17	15	88%
Community Management	38	28	79%
Reports	14	11	79%

<u>FIELD</u>			
Gila River	169	26	15%
Manzanar	179	115	64%
Tule Lake (May)	210	103	48%
Minidoka	136	122	89%
Central Utah	136	110	81%
Heart Mountain	183	156	85%
Granada	164	145	88%
Arkansas (Field Assistant Director, Rohwer and Jerome)	302	282	93%
Denver (Field Assistant Director and Reports)	15	15	100%
San Francisco (Field Asst. Director, Solicitor and Relocation Assistance Div.)	95	36	38%
Relocation Offices:			
Salt Lake City	27	12	44%
Denver	26	17	66%

COPY
McLaughlin
Michael
Samuel

41,100
41,73,100

MEMORANDUM

June 14, 1945

TO ALL CENTERS

ATTENTION: Welfare Section

SUBJECT: Administrative Notice No. 263, Temporary Assistance

You have by this time received copies of the above Administrative Notice setting forth the policy and procedure for granting temporary assistance to evacuees in re-establishing households. As you have probably noted, an error was made in assembling this. The schedules were placed following page 2, instead of following page 7 at the end. Staff members responsible for administering such assistance should reassemble their copies.

You will note that some changes have been made in the draft sent you on May 30. Many of these are editorial. Your attention is called particularly to a change on page 4 in the resources to be deducted in the amount which would otherwise be granted. The statement contained in the May 30 draft was revised to clarify a contradiction. You will note that as finally approved, the Notice provides that WRA wages and payroll clothing allowances will be counted as resources and deducted and that public assistance grants and relocation assistance grants will not be considered as resources or deducted.

As provided in the teletype of May 19, signed by the Acting Director, temporary assistance may only be given to ten percent of the non-dependent families in the center. Your attention is called to the fact that this limitation is on family units and not persons. It also applies to that group of families who are not "dependency cases" as defined in this Administrative Notice.

As provided in Section VI, grants for household furnishings may be made under this Notice to "dependency cases". However, such grants are not within the ten percent limitation. In planning this program it was assumed that of the "dependency cases" as many as two-thirds of the families of three or more members may need assistance in purchasing household furnishings.

/s/ Marie D. Lane
(Mrs.) Marie D. Lane
Head, Welfare Section

79775



Faint, mostly illegible text, likely a letter or document, covering the majority of the page. The text is very light and difficult to read.

File Welfare

January 22, 1945.

MEMORANDUM TO: Mr. Pat Frayne ~~Frayne~~
FROM: Mr. Hugh Enochs
SUBJECT: Survey Report On:

1. What cooperation the WRA Welfare Division is receiving from West Coast agencies for DEPENDENCY CASES (citing several specific instances).
2. What is the availability of HOUSING for evacuees planning return to the West Coast.
3. What has been done on the matter of FARM LOANS made available to returning evacuees.

1. WRA ASSISTANCE PROGRAMS (California, Oregon, and Washington) and PROMPT SERVICE FOR DEPENDENCY CASES.

Although few Dependency Cases have been received yet on the West Coast, the WRA Welfare Division has set up public and private agency cooperative relationships ready for them when such evacuee cases return for resettlement under the Family Plan. "Biggest job" so far has been that of interviewing the 245 Japanese-American tuberculosis cases already here in West Coast sanitoriums and relating them to the Family Plan of the individual's folks back in the relocation centers as the Family Plan of resettlement on the West Coast will often revolve about the needs and care of such cases. There are also some 400 mental cases in West Coast institutions whose care must also be involved or coordinated in the Family Plan. At the same time, medical workers in the relocation centers are interviewing the 199 bed patient cases who are expected to be transferred to the West Coast, said preparations also being the responsibility of the WRA Health Section in setting up the Family Plan.

WRA Handbook #184 explains relocation plans for dependent and handicapped persons:

"The Welfare Section at each center shall be responsible for developing special plans for resettlement of all dependent and dependent handicapped persons and of unattached children and minor youth in need of foster home or institutional care as identified in 30.4.44. The term dependent persons as used in this procedure does not include families and persons whose need

for assistance is limited to leave assistance in accordance with provisions of Handbook 60.13.

"Dependent and handicapper persons are those individuals or families who are economically or socially unable to care for themselves. They are persons who, if living in the state of legal residence, would be eligible for assistance under the programs covered by grants in aid to states under the Social Security Act (frequently called categorical assistance programs), general relief, or funds appropriated by Congress and expended by State Departments of Public Welfare for the Resettlement Assistance Program administered by the Social Security Board. This dependent group may also include families with individual members who require the services of social agencies for the care, training or custody available through public institutions."

Here are briefs of several types of cases:

Case #1 (already handled)

A 12-year-old child, whose father is serving in the Army overseas and whose mother is Mexican, was formerly a ward of the San Diego County Court which at the time of evacuation placed the child in the Children's Village at Mananzar Relocation Center. The case has now been referred to San Diego County through the California State Department of Social Welfare in the Plan for resettlement, and the State Department of Social Welfare has given the mother responsibility for the child although still maintaining supervision to insure continuing guidance and assistance for the child if necessary.

Case #2 (in process and pending)

A man about 70 years old is an arrested tuberculosis patient in Sonoma County Sanatorium ready for discharge. The case now will be referred to the State Department of Social Welfare which will request Sonoma County to assume responsibility for his care outside the sanatorium.

Case #3 (expected)

The family case history shows a family of deaf parents and five deaf children, the oldest being 14-year-old twins and the youngest a year old baby boy. All members of the family are California-born Nisei who were evacuated to Tule Lake and transferred to Jerome when Tule Lake became a Segregation Center; they were later transferred to Rohwer when Jerome was closed in June, 1944. The father is 38 years old, unschooled, cannot read or write in either English or Japanese, and communicates only by talking with his fingers. He left the relocation center on trial indefinite leave to join a brother relocated to Cleveland, Ohio, but is considered somewhat irresponsible although he did support his family before evacuation with work as a pin-setter and fruit picker. The older children had some education in the State School for the Deaf at Stockton, Calif., and attended special classes in relocation center. The mother is responsible and cooperative with social workers. An effort is being made by the Cleveland Relocation Office to secure admission of the children to a school for the deaf in Cleveland where the father is relocated, the effort is

being temporarily blocked by lack of I.Q. ratings for the children and lack of facilities for testing them at the relocation center. Case history conclusion of interviewer is that "this family offers an example of a situation where public services are going to be needed over a long period of time. Educational opportunities for the children constitute the most immediate need and one which will no doubt extend over a good many years. If the children can be placed in a school for the deaf, it is probable that Mr. _____ (father) will be able to support himself and his wife with possibly only financial assistance at the beginning of their relocation period. It is also indicated, however, that because of the handicaps to all members of the family and because of Mrs. Isabel's demonstrated ability to use a social worker in helping plan for her family, that should be known in an agency to whom she can turn for consultation when needed."

Since the dependency group will not be the first to be resettled, the truly typical case examples have yet to be received. However, the machinery or relationships for coordination and referrals between Government, State, and other local social welfare agencies for dependency cases referred to the West Coast for resettlement under the Family Plan are well outlined in several reports from the WRA WEST Coast Welfare Section here incorporated in the following pages:

SUMMARY OF UNDERSTANDING BETWEEN WRA, FEDERAL SECURITY AGENCIES AND THE U.S. CHILDREN'S BUREAU AS TO JOINT RESPONSIBILITY IN THE HANDLING OF DEPENDENT AND HANDICAPPED PERSONS IN THE STATES OF WASHINGTON, OREGON, CALIFORNIA AND ARIZONA.

1. It is recognized that WRA, as the agency now administering the program for the care and relocation of the evacuated persons, has a continuing responsibility to facilitate the orderly resettlement of these families.
2. These persons of Japanese ancestry who will be leaving the centers can generally be divided into these groups:
 - (a) Economically independent families who resettle without assistance from any one.
 - (b) The group who will need no assistance other than that given by WRA through its leave assistance program.
 - (c) The group whose resettlement will be dependent upon the assurance that adequate facilities are available within the community to meet their health and welfare needs.

THIS UNDERSTANDING IS CONCERNED WITH THE HANDLING OF GROUP C ABOVE.

3. WRA is the referral agency. Referrals will be on an individual basis. WRA responsibility will include providing current advice to Federal agencies of the actual and potential case load.
4. The State departments of health, welfare, or education will receive the referrals from WRA and are primarily responsible for determining the applicant's eligibility for care or services of such state resources as will enable them to rapidly become self-supporting or provide continuing care to meet their needs. The State department of health, welfare, or education should provide care and service for this group on the same basis as is provided all other persons, recognizing that the problems of evacuation and resettlement have in themselves created particular hardships which must be met in relation to the needs connected with them.
5. The WRA referral will be routed directly to the appropriate State department with a copy to the corresponding Federal agency, with the second copy forwarded to the appropriate WRA district office. In any case that appears to have a dependency problem or necessitates an emergency expenditure of funds, a copy of the referral should be sent to the Bureau of Public Assistance. (In cases of dependent or neglected unattached children, or dependent minors, an additional copy of the referral shall be forwarded to the Regional Representative of the U.S. Children's Bureau).
6. The cooperating Federal agencies will set as advisors to the WRA and to the State agencies in their respective fields. The appropriate Federal agency will confer with the respective State agencies with whom they have normal relationships on the specific problems that will be referred by WRA to such agencies and shall, together with the WRA, present the facts of the overall situation.

7. In cases of communicable diseases, etc., where Public Health authorities have responsibility, the WRA will refer such cases directly to the U.S. Public Health Service or to the appropriate State department of health.
8. If after the resettlement of a family, there should be a breakdown involving dependency of any kind, the WRA will advise the family to consult with appropriate State or County department. This type of case should be handled as are all other cases of a similar nature.

(1/10/45)

#

PUBLIC ASSISTANCE PROGRAM IN CALIFORNIA,
OREGON AND WASHINGTON

Public assistance is available in California, Oregon and Washington on the basis of need and in the following categories: old age assistance, and to the blind, to dependent children, assistance to enemy aliens and others affected by governmental action and general assistance. In these three states the first three programs are partially financed by Federal funds in accordance with the provisions of the Social Security Act. Assistance to enemy aliens and others is financed entirely by Federal funds but is administered by State Public Welfare agencies under agreements entered into with the Bureau of Public Assistance of the Social Security Board. It is considered to be temporary and its use limited to needs originating directly from Government action.

In Oregon and Washington the non-federal cost of the first three programs is paid entirely by the State. In California, one-half of the non-federal share is paid by Counties.

General assistance in California is financed entirely by County funds. In Oregon financial responsibility is shared by the State and County in varying proportions. The public welfare law places responsibility for not less than 50% of the cost on the State. During most of 1944 the State has paid 90% of this expense. In Washington a fixed mill levy is contributed by the County and the entire balance paid by the State.

In all States eligibility for assistance is investigated by a County public welfare agency or by a County unit of the State public welfare agency. In programs involving Federal funds the recommendations made by the County agency is subject to some type of review by the State agency.

The welfare department of the State of California has supervisory responsibility for County action in cases included in the programs which are wholly or partially financed by the Federal Government, but has no jurisdiction over general assistance or any other type of care paid for entirely from County funds. In the later programs eligibility to receive assistance and the amount and type of assistance given is determined entirely by County welfare agencies. Although the responsibility to care for the needy persons within a County is placed on County boards of supervisors by State law and the length of time which applicant must have been a resident of the State and County are set by State law.

In the dependency survey being done by Welfare Sections in War Relocation Centers an attempt has been made to identify individuals and families having problems which may result in dependency when they return to the West Coast states. The special problems listed were:

- | | |
|--------------------|----------------------|
| 1. Blindness | 6. Old age |
| 2. Chronic illness | 7. One parent absent |
| 3. Crippled | 8. Physical handicap |
| 4. Deaf | 9. Unattached child |
| 5. Mental illness | 10. Other |

The assistance and service programs provided by each State to meet these problems are described briefly in the following statements:

BLINDNESS

Aid to the blind programs are in effect in California, Oregon and Washington. In California, Federal, State and County funds are used, but in Oregon and Washington all funds are Federal and State. Blindness, need and residence are conditions of eligibility in each state, but there is some variation in the definitions of blindness and need. Applications are made to County departments of public welfare.

California maintains training facilities for blind children at Berkeley and an Industrial Training School for adults at Los Angeles. Oregon has a State commission for the Blind which is concerned with training and the establishment of vending stands. The Washington State Department of Social Security has a broad program including medical care for the prevention and cure of blindness, friendly visiting, training, vending stands and talking book machines.

CHRONIC ILLNESS

Methods of providing care for the chronically ill vary extensively in these three states. In California medical assistance and convalescent care are administered by County agencies and supported by County funds. County hospitals and County farms furnish a large part of the care, but placement is often made in privately operated convalescent homes and paid for by County funds. In Los Angeles County, the County Department of Institutions which is included in the Department of Charities operates three major institutions--General Hospital, Rancho Los Amigos, and Olive View Sanatorium. In San Francisco, a medical care for chronic illness is given largely by the City and County Hospital and Leguna Honola Home.

In metropolitan communities, some free and part pay care is available through private hospitals and clinics supported by community chest or other privately raised funds.

In Oregon, care of chronic illness is administered as a part of the general assistance program through the county public welfare commissions. A few more populous counties have County hospitals and County farms. Most service is provided through private hospitals and rest homes to which payment is made from State and County funds in the same proportion as all other general assistance.

In Washington, County hospitals and farms are operated in the more

populous Counties but a plan similar to that followed in Oregon is in effect in other communities.

CRIPPLED

In the States of California, Oregon, and Washington, care for crippled adults is provided through the same means as that given the chronically ill.

Training facilities are available through Vocational Rehabilitation Service. These services are financed by Federal and State funds.

Special services for crippled children up to 21 are available through the Crippled Childrens Service, Federal and State funds used. Administration is by the Department of Health in Washington and California and by the University of Oregon Medical School in Oregon. In all States this service is under the direction of a physician and staffed by nurses and medical social consultants. Clinics are held periodically in localities.

MENTAL ILLNESS

California, Oregon and Washington provide care for mental illness through State hospitals administered by a department of institutions or a State board of control. Commitment is usually done in the County of residence through the County Court. All States require filing a petition for commitment.

Out-patient psychiatric service from public and private agencies is very limited. The only such service provided by the State agency in California is through the Langley Porter Clinic at the University of California medical school in San Francisco. Some service is usually available through County hospitals, most of which operate psychopathic wards where patients are held for observation pending commitment. The University of Oregon medical school in Portland also provides some psychiatric service. Some out-patient departments of private hospitals provide psychiatric service.

Care for the feeble minded is provided in State institutions. The programs of these institutions usually include training in keeping with the limitations of the inmate. Two such institutions operated by the State of California, one by the State of Oregon, and two by the State of Washington.

DEAF

No categorical funds are provided for financial assistance to the deaf. Persons unable to be self-supporting because of this handicap are cared for through general assistance in California, Oregon and Washington. Vocational Rehabilitation Services are available for training adults if indicated. State Schools are maintained for the training of deaf children by California, Oregon and Washington.

OLD AGE

California, Oregon and Washington have Old Age Assistance programs for persons over 65 whose need is established in accordance with their definition of need and who meet other eligibility requirements. In California, citizenship is a condition of eligibility.

In the three States, residence is also a condition of eligibility. The ability and willingness of relatives to assist is given consideration in investigations of eligibility.

Funds for Old Age Assistance in California are 50% Federal; 25% State, and 25% County. In Oregon and Washington, funds are Federal and State only. Application is made through the County public welfare department. All States have a maximum amount which may be paid from public funds. In California, this is \$50.00, and the other two States \$40.00. In all instances medical care may be provided in addition.

DEPENDENCY DUE TO CONTINUED ABSENCE OF A PARENT

When the continued absence of a parent is responsible for dependency, the children and the remaining parent are usually provided for through Aid to Dependent Children. In these cases, it is necessary to qualify under the conditions of the Federal law, State law, and State administrative policy. These regulations relate largely to the kinship of the relative with whom the child lives, need, type and duration of absences of the parent, and residence. Funds are Federal and State in Oregon and Washington. In California, County funds are also used.

In all instances, there is a statutory limitation on the amount of Federal funds paid for each child, but none of these States limit the total amount available to a family from State and County funds.

PHYSICAL HANDICAP

There is no assistance program in which the physically handicapped is a condition of eligibility. Adults falling in this classification are cared for by general assistance. In some instances, the physical handicap of a parent can be the determining factor in establishing children eligibility to receive aid to dependent children.

Training services are available through Vocational Rehabilitation Service.

TUBERCULOSIS

Medical care for tuberculosis is administered by State, County, and City agencies which show wide variation in their administrative organization. Institutional as well as clinical and out-patient care is made available through those different agencies. The complexity of the organization of facilities for the care of the tuberculous is shown by the different programs operating in Los Angeles County.

In that County, institutional care is provided by the County Department of Institutions through Olive View Sanatorium and smaller supplementary institutions and rest homes. Some State subsidy is provided for institutional cases, but most of the cost of maintenance is carried by the County. Some additional care is provided through the County department of institutions in diagnostic and treatment service at the Los Angeles County General Hospital.

Additional County funds are expended through the Los Angeles County Health Department which operated health centers to serve unincorporated territory and Cities with which it has contracts. In addition the Cities of Los Angeles, Long Beach, and Pasadena operate City health departments which include some service in connection with tuberculosis. In San Francisco, the joint operation of City and County government provides a less complex situation. In Oregon and Washington, a relatively close relationship is maintained between the State Department of Health and local health agencies in tuberculosis programs. No assistance program is designed particularly for the care of the tuberculous and their dependents. Children of persons suffering from tuberculosis are frequently eligible for aid to dependent children either on the basis of absence from the home in an institution or on the basis of the physical handicap of the parent. Under the latter condition, it is usually necessary for the parent to be non-infectious in order to protect the health of the child.

UNATTACHED CHILDREN

Care for unattached children is provided in foster homes and institutions. Inspection by the State public welfare departments is required by California, Oregon, and Washington in any case where a child is placed away from its own family regardless of whether or not the home or institution caring for the child receives pay for its service.

Some administrative expense of child welfare programs is financed by Federal funds through Child Welfare Services as set up by the Social Security Act and administered by the United States Children Bureau.

Private agencies independently and in cooperation with public agencies carry a substantial part of the child care programs in these three States, particularly with regard to adoptions, foster home care and institutional care. Juvenile probation departments and juvenile courts are public agencies which provide some type of service in connection with delinquent children in all Counties in these three States.

Aid to dependent children is not available to unattached children unless they are living with a relative within the degree of kinship listed by the Social Security Act. Some children in institutions are eligible to receive assistance for a portion of their maintenance from State funds. Any balance in cost of care is financed by the same methods of general assistance.

(1/9/45)

TOTAL NUMBER OF MENTAL, TUBERCULOSIS, AND CHRONIC PATIENTS

<u>PATIENTS</u>	<u>Not WRA</u>	<u>WRA</u>	<u>Cost per Diem</u>
Mental	312	108	\$141.386
Tuberculosis	24	221	\$686.916
Chronic	12	14	\$ 26.69
		<u>Total Number</u>	<u>Cost per Diem</u>
State of California		596	\$717.666
State of Oregon		30	\$ 6.00
State of Washington		65	\$131.325

TUBERCULOSIS PATIENTS AT RELOCATION CENTERS RETURNING TO WEST COAST HOSPITALS

California	146
Oregon	2
Washington	18
Arizona	1 (plus 9 in Phoenix)
Scattered throughout United States	<u>32</u>
	205

It is fair to point out that in the interest of assuring the applicant proper assistance and service time will be involved in completing arrangements to meet his needs. In the first cases until policies and procedures are fully worked out and understood there may be some delays.

West Coast resettlement of evacuees through the Family Plan will not face limitations in the states of Washington and Oregon due to citizenship requirement for old age assistance. State administration eliminates many of the handicaps of autonomous County units.

Meetings have been held with all the State Departments of Public Welfare (State of Oregon Public Welfare Division, State of Washington Department of Social Security, California State Department of Social Welfare) with the understanding reached between the Federal agencies, and they are in accord.

2. AVAILABILITY OF HOUSING FOR EVACUEES PLANNING RETURN TO WEST COAST

Housing available for returning evacuees, like for every one else, on the West Coast is extremely limited. Some homes may be purchased. Hotel accommodations are very limited and difficult to obtain, and rental apartments are practically unknown as to availability.

Attitude on housing for returning evacuees is "co-operative and willing" by Federal and City housing authorities, but somewhat unfriendly in a number of rural areas in the West Coast states. However, Dr. Omar Mills of Federal Emergency Housing Administration said (2-day conference at Palace Hotel in San Francisco) that "any of the returning Nisei who enter war work will be immediately eligible for public housing the same as anyone else." Evacuees who are war workers are their prospective tenants as in-migrants making application for housing facilities. Real estate agents seem less receptive. According to Mr. Dunnley of FEHA (315 Montgomery, Tel-Yu 1818), evacuees who are qualified within the U.S. Civil Service requirements are also eligible for employment by FEHA.

San Francisco Housing Authority's position for return of evacuees was expressed by its Exec. Sec. John W. Beard, who has pointed out that returning Japanese-American evacuees will be treated on just the same basis as other persons applying for war housing or permanent private housing facilities. His agency simply serves as an agent for the Government in aiding housing adjustments for tenants or prospective tenants, irrespective of race or creed, of war housing who are employed as war workers at Hunter's Point Naval Dry Docks. Mr. Beard also mentioned (Tel-Yu 1661) the slow turnover for permanent housing facilities with a lag of three months on the waiting list.

3. **WHAT** has been done on the matter of FARM LOANS made available to returning evacuees.

A.F. Schiedecker (Tel. He 9800) of the Farm Security Agency reported he knew of no application for farm loans to date by any Japanese-American evacuees. He said the attitude of the Farm Security Agency is clearly that evacuees returning from War Relocation Centers to California are as eligible for farm loan assistance as any other United States citizen, and involves no racial discrimination on basis of a person's ancestry. Specific statements for Washington and Oregon may be obtained by contacting Regional F.S.A. Dir. Walter A. Duffy (Terminal Sales Bldg., Portland 5, Oregon).

At the three-state race relations two-day conference (Jan. 10-11) in the Palace Hotel, San Francisco, Ralph W. Hollenberg, F.S.A. Regional Dir., pointed out returning Japanese-American citizens were eligible for farm loan assistance, but declared that only 12 farm purchase loans would be made in all of California in 1945 because of lack of funds, and that the Nisei would be at the bottom of a list of more than 400 applicants.

Paul S. Taylor, University of California professor in economics, outlined the following "contrast in fancies and facts" on Japanese-American agriculture to the conference (which was accorded acceptable treatment in San Francisco press):

1. "Japanese-American farm people do not 'breed like rabbits.' He added that 'their birthrate is insufficient to balance mortality and migration.'
2. "Farm laborers of Japanese ancestry are not a competitive threat to other farm labor. 'The fact is, their employment will afford some relief to the taxpayers because fewer Mexican nationals need be imported at Government expense.'
3. "Competition for Japanese-American farmers does not menace other farmers. 'The fact is, that between 1920 and 1940 the percentage of Japanese-Americans to all other Coast farms dropped by more than one-seventh; their average acreage dropped from 65 to 42.2, and the value of their farms fell by more than one half.'
4. "Unpaid family labor does not give Japanese-American farmers a great competitive advantage. 'The fact is, that prior to the evacuation there were only 4,832 such unpaid laborers on the Pacific Coast, or about one for every 57 farms in the region.'"

The rightful fair attitude which evacuees planning return to the West Coast may expect in making application for farm loans, with presumption they can meet the usual credit requirements, was definitely expressed by Willard Ellis, President of the Federal Land Bank, who said that the Farm Credit Administration will consider applications from loyal American citizens of Japanese ancestry.

WAR RELOCATION AUTHORITY

Washington

July 27, 1943

INSTRUCTIONS FOR MONTHLY STATISTICAL REPORTS FROM WELFARE SECTION

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

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

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

Section A. Summary of all types of service.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Administration of Clothing Allowance Program.

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

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

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

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

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

D. Evacuee Personnel.

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

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

SUMMARY ANALYSIS OF SELECTED ITEMS

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

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

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

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

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

F. Bases for Granting Financial Assistance.

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

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

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

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

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

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

5. Absence of wage earner. Self-explanatory.
6. Death of wage earner. Self-explanatory.
7. Other. Enter the number of family units whose need is primarily due to factors other than those listed above, and specify the factor in the family situation which was considered the basis for authorizing financial assistance.

G. Bases for discontinuing financial assistance or service only.

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

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

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

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

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

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

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

INSTRUCTIONS FOR MONTHLY NARRATIVE REPORT FROM WELFARE SECTION.

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

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

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

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

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



G.3

WAR RELOCATION AUTHORITY

Memorandum

March 30, 1943

To: Mr. James G. Lindley
From: John J. O. Moore
Subject: Letter from Dillon Myer concerning W.R.A. objectives

I read the above letter which you handed me with a great deal of interest.

May I say that I am wholeheartedly in sympathy with Mr. Myer's third alternative.

In addition, however, I should like to make two comments.

First, it has been my belief from the beginning that any type of relocation is apt to fail in the long run unless a definite attempt is made to build up in each community where evacuees settle a positive appreciation of the Japanese people. Unless this is done, it is quite evident that at the end of the war with the return of soldiers and with the very possible keen competition for jobs, the Japanese people having gone out into these communities will find themselves in a very tenuous position. It is not, I believe, unreasonable to anticipate that many of them might actually be forced back into Relocation Centers.

Secondly, I believe the W.R.A. should be thinking definitely about some plan of group relocation, perhaps under government auspices.

I offer two reasons to support this contention. (1) Individual dispersion of this racial group is not socially sound. The chances for a normal social life ^{culminating} ~~committing~~ in marriage of the children of a single Japanese family living in a given community would be very slim. In addition, I believe that these people may tend to gravitate together regardless. Without some governmental support, such colonies would tend to develop in the poorer, more congested city areas. (2) Assuming that ^{the} plan of individual relocation is successful, there is bound to be a residue in all Centers. Such groups might be put on a self-sustaining basis and much dependency avoided, if plans are made ahead of time toward this end.

In addition to these two reasons, why is it unreasonable to think of Amache, for instance, as a permanent colony of Japanese, providing plans were worked out to make such a colony self-sustaining and independent of the government?

I am quite aware that none of us want to see developments such as have occurred in connection with the Indians. It is, however, my impression that the Farm Security Administration has worked out a plan whereby people are given a stake in a cooperative community and allowed to pay the government back over a period of years.

John J. O. Moore, Counselor
Public Welfare Section

JJOM:an

Weef

E2.52

Older women, whose normal household duties have been lessened by mess hall feeding, have occupied themselves in the making of artificial flowers and other crafts. They have also worked for the Red Cross units they have established at the centers.