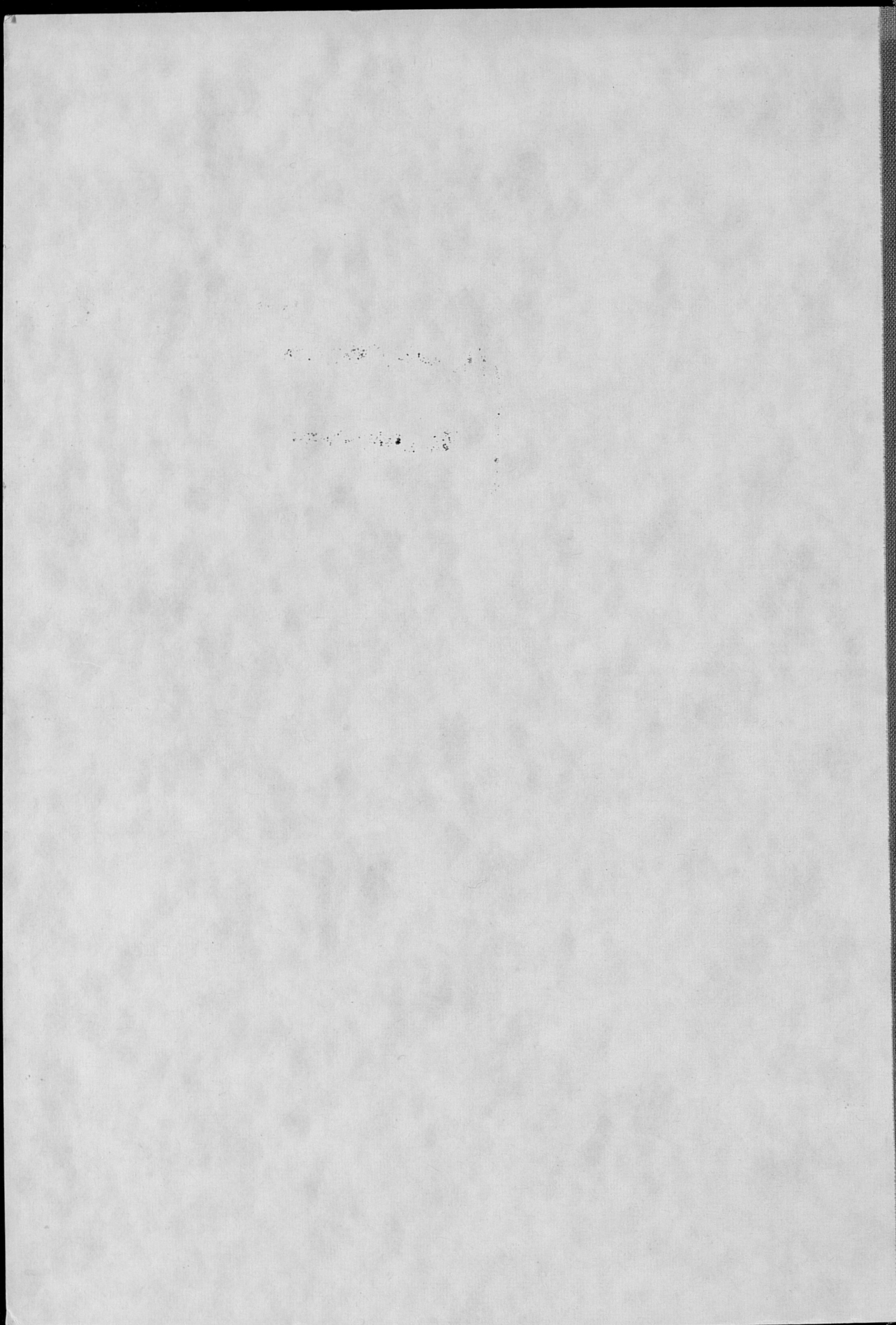


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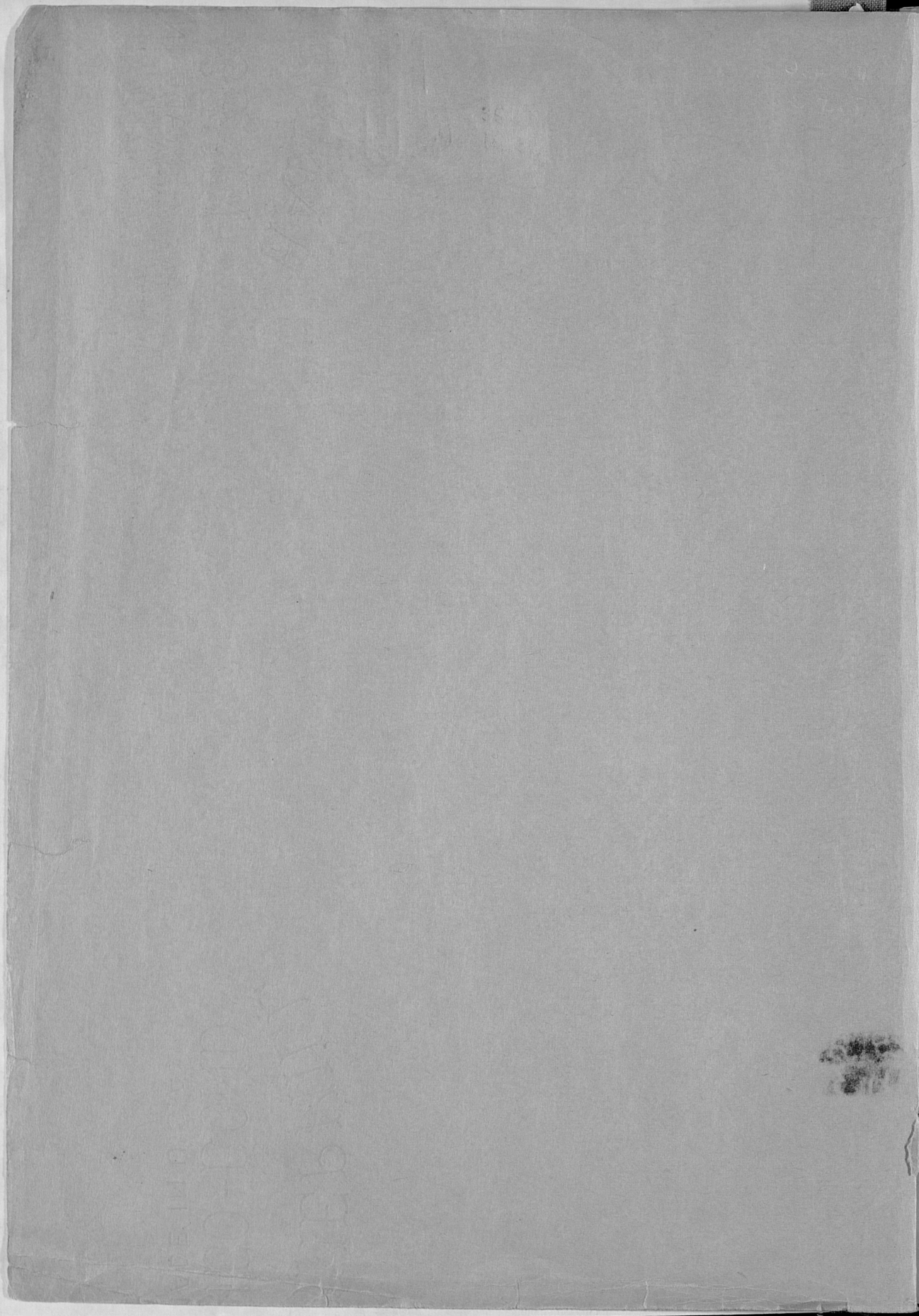
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10.

Sec

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2.

3.

4.

1947

INDEX

CHAPTER I INTAKE AND CERTIFICATION

Section A. Function of Intake and Certification Section

Section B. Certification Agreement Between WPA and State Department

1. Establishment of Local Referral Agencies

- a. Approval of Personnel and Initial Training
- b. Adequacy of Staff
- c. Salary and Travel
- d. Conformance with Regulations and Policies of WPA
- e. Office Supplies
- f. Records and Official Forms

2. Standards of Certification

CHAPTER II ELIGIBILITY FOR EMPLOYMENT WITH THE WPA

Section A. General Definition of Eligibility

Section B. Eligibility Requirements

1. Need
2. Employability
3. Family Wage Earner
4. Minimum Age
5. Eligibility of Women
6. Employment Limited to One Member of a Family
7. Legal Settlement
8. Citizenship Requirement
9. Registration with KSES and Social Security
10. Eligibility Status of Persons Receiving Public Aid Benefits

- a. Unemployment Compensation
- b. Unemployment Insurance Under Railroad Insurance Act of 1938
- c. Old Age Insurance
- d. Survivors Insurance
- e. Veterans Compensation
- f. Public Assistance

Aid to Dependent Children
Old Age Assistance
Aid to the Blind
Farm Security Administration

Section C. Procedure for WPA Certification

1. Relative Need Indicated on Certification Documents
 2. Family Budget for Determining Need of Relief
 3. Type of Investigational Service
 4. Certification Procedures
- a. Routing
 - b. Preparation of Forms
 - c. Use of WPA Form 416
 - d. Notification to Client

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Section D. Transfer of Certified Households

Section E. Compensation for Workers Injured on Projects

CHAPTER III PRIVATE AND PUBLIC EMPLOYMENT

Section A.

1. Workers expected to take reasonable offers of private or public employment.
2. Reinstatement of workers on project assignments after loss of private or public employment.
3. Filing of certifications of workers who leave project employment to accept private or public employment.
4. Verification of eligibility of workers seeking reinstatement on project employment after loss of private or public employment.

CHAPTER IV PERIODIC REVIEW OR NEED STATUS OF CERTIFIED WORKERS

Section A. Review of the Current Working Load

Section B. Maintaining Eligibility of the Awaiting Assignment File

Section C. Cancellation of Eligibility

1. When awaiting assignment
2. When employed on project

CHAPTER V PREFERENCE IN ASSIGNMENT AND RETENTION IN EMPLOYMENT

Section A. Employment on Basis of Relative Need

Section B. Preference Extended to Veterans

CHAPTER VI POLITICAL ACTIVITY PROHIBITED

APPENDICES

Appendix A Map of Kentucky Showing Districts of WPA

Appendix B Family Budgets

Appendix C 1941 Emergency Relief Act

Appendix D Notices to be Posted on Projects

1. Payment of Debts
2. Citizenship, etc.
3. Review

Appendix E Explanation of Old Age and Survivors Insurance

Appendix F Division of Public Assistance

Appendix G Kentucky State Employment Security

Appendix H Index of Forms

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CHAPTER I INTAKE AND CERTIFICATION

Section A Functions of Intake and Certification Section

There shall be employed in the Employment Division a sufficient number of qualified social workers to perform the functions of the Intake and Certification Section. The duties of this staff shall be coordinated with other functions of the Employment Division and shall be under the supervision of a social worker in the State Employment Division who shall be approved by the Regional Director and the Assistant Commissioner in charge of the Employment Division. The social worker responsible for intake and certification in Kentucky shall be delegated as the Assistant Director, Employment Division.

The Intake and Certification Section of the Employment Division shall be responsible for the following:

1. Liaison with public welfare agencies.
2. Certification procedure.
3. Determination of relative need.
4. Review of the need status of all certified workers.
5. Validating eligibility for reinstatement of workers on projects, following loss of private employment by such workers.
6. Changes of priority for employment.
7. Cancellation of certification.
8. Determining general employability.
9. Reviewing complaints and making adjustments concerning the functions for which this section is responsible.
10. Gathering information regarding the relief needs of the state insofar as they relate to Work Projects Administration employment.
11. Directing special programs of research related to relief needs and welfare programs in the state.
12. Gathering data and preparing reports, narrative and statistical, on subjects pertinent to the responsibilities of the Intake and Certification Section.

Section B Certification Agreement Between WPA and State Department

Joint Agreement between the Work Projects Administration of
Kentucky and the State Department of Public Welfare

It is agreed between the Work Projects Administration of Kentucky and the State Department of Public Welfare that the latter shall be the official referral agency for Work Projects Administration employment. This agreement has been approved by WPA Regional and Federal Authorities.

The State Department of Public Welfare agrees to take full responsibility for the determination of need of persons for employment by the Work Projects Administration pursuant to the provisions of applicable Emergency Relief Appropriation Acts and in accordance with the provisions of the rules and regulations of the Work Projects Administration.

The Work Projects Administration reserves the right to accept or reject referrals on the basis of eligibility requirements as set forth in the rules and regulations of the Work Projects Administration.

This agreement may be amended provided such amendments are accepted by both agencies. This agreement shall be subject to termination by either party.

The articles set forth in the plan which follows constitute the program of intake and certification which shall be carried out.

1. Establishment of Local Referral Agencies

a. Approval of personnel and initial training

Personnel assigned to referral agencies on July 1, 1940 shall be temporarily approved until such time as the certified list of personnel qualified for public assistance shall be established through the merit examination which will be conducted in the State of Kentucky in the near future, provided that the approval of any staff member may be discontinued at any time that authentic information indicates that such staff member had failed to meet the requirements of the intake and certification program as set forth in this document. After the certified list established by the merit examination is available, all personnel engaged in social service activities in connection with referral agencies shall be selected in accordance with the standards of the personnel in effect by the Division of Public Assistance.

Personnel selected to fill vacancies that must be filled previous to the time that the certified list of personnel is established, shall meet the standards already established for such personnel by the WPA. State Department of Public Welfare agrees to examine the credentials of each such applicant and to file with the WPA a report setting forth in detail the qualifications of the person recommended for approval in filling vacancies. State Department of Public Welfare shall receive from the Fiscal Court of the County

1. Establishment of Local Referral Agencies (Continued)

a. Approval of personnel and initial training (continued)

in which a new staff member is to be assigned, an official court order employing the staff member who has been approved on a basis of qualifications; this official court order shall give the amount to be paid in salary and the amount to be paid in travel.

Each new staff member, exclusive of clerical staff, shall receive a program of intensive training for a period of not less than two weeks previous to entering upon his assignment in a local referral agency. State Department of Public Welfare and WPA shall cooperate in planning the training program which shall be mandatory for all new staff members, and shall include training for several days in WPA District Office and training for at least one week in a local referral agency carrying out a fully satisfactory program.

b. Adequacy of Staff

Services of the local referral agency shall be acceptable only when such agency is staffed with a sufficient number of qualified staff members to carry the responsibilities of the agency satisfactorily. This includes provision for the welfare of applicants in matters of facilities for filing applications and carrying out investigational work in a manner that will provide prompt and professional service to those seeking the services of the agency.

c. Salary and Travel

Salaries of personnel assigned to local referral agencies shall be established at rates comparable to those paid to other professional workers whose duties are comparable in responsibility.

Travel funds to meet the responsibilities of each staff member in a referral agency, assigned to investigational duty shall be provided. Travel funds should not be included in salaries, but should be established as a separate fund for each staff member requiring such funds.

d. Conformance of Referral Agencies with Regulations and Policies of the WPA

State Department of Public Welfare shall be responsible for the conformance of local referral agencies with WPA regulations and policies. WPA shall file with the State Department of Public Welfare manuals of instruction, memoranda, bulletins, letters and other documentary material setting forth the regulations and the policies of the WPA. State Department of Public Welfare shall issue to local referral agencies the material necessary to inform these agencies of the regulations and policies of the WPA.

1. Establishment of Local Referral Agencies (Continued)

d. Conformance of Referral Agencies with Regulations and Policies of the WPA (continued)

Conferences pertaining to these regulations and policies shall be held by WPA staff members responsible for intake and certification and by State Department of Public Welfare members assigned to intake and certification service. Staff members of local referral agencies shall be included in these conferences whenever it is deemed advisable by either, or both, the WPA and State Department of Public Welfare.

WPA shall have final authority for establishment of certification of cases referred by local referral agencies, and is authorized to accept or reject each case referred. WPA shall designate staff members to report to each local referral agency regularly to read the case records of persons who are selected for referral by the local referral agencies; these staff members shall accept the cases in which eligibility seems clearly established and shall send them to the District Office of the WPA for final approval or disapproval of the Assistant District Director of Employment. In instances in which WPA declines to accept a case referred, the reasons for refusal of the case shall be recorded on WPA Form 416, copies of which shall be filed in the following manner: Original copy filed with local referral agency, first carbon copy with State Department of Public Welfare, second carbon copy filed with District Office of the WPA, third carbon copy filed with State Office of the WPA.

In instances in which a local referral agency is carrying on a program of intake and certification which is obviously out of harmony with the regulations and policies of the WPA, the State Department of Public Welfare shall be notified in writing by the WPA of this matter. WPA Forms 416 or other related information, shall be used as documentary evidence of lack of efficiency on the part of the local referral agency. Conference shall be held by WPA and State Department of Public Welfare pertaining to this matter. Written notification shall be filed by State Department of Public Welfare with the local referral agency calling attention to the unsatisfactory conditions of the agency. A short period shall be allowed the agency to bring about necessary changes to restore the agency to efficient operation. If this period does not effect improvement, WPA may decline to accept the services of the agency.

e. Office Supplies

Each local agency shall be equipped with such supplies, postage and office equipment as is necessary to meet the responsibilities of the agency promptly and efficiently. WPA shall furnish Federal forms requisite to the program of intake and certification. Local authorities are required to furnish other items. Staff members in local referral agencies shall not be required to furnish supplies.

1. Establishment of Local Referral Agencies (Continued)

f. Records and Official Forms

A case record, inclusive of all the information necessary to establish eligibility for WPA certification, definitely and completely, shall be prepared in duplicate for each case referred to the WPA. The WPA and the State Department of Public Welfare shall cooperate in establishing an outline to be used in preparing case records. The original of this case record shall be filed in the local referral agency and the carbon copy, together with other required documents, shall be sent to the WPA District Office at the time when the case is referred to the WPA. The confidential nature of information pertaining to family situations shall be observed, and records shall be stored in a manner that insures privacy. Lists of certified cases shall not be issued, excepting upon authorization of the State Administrator of the WPA.

2. Standards of Certification

The Work Projects Administration shall establish and maintain on a state-wide basis uniform policies governing intake and certification.

CHAPTER II ELIGIBILITY FOR EMPLOYMENT WITH THE WPA

Section A General Definition of Eligibility

To be eligible for assignment to work projects which are financed in whole or in part from funds allocated by the Emergency Relief Appropriation Act of 1941, persons, except as indicated below, shall have been certified as in need of relief. A public welfare agency approved by the Work Projects Administration as referral agency is responsible for referring persons who are employable and in need of relief. The regulations, policies and procedures established by the WPA shall be followed by the referral agency.

Certification shall always reflect the existing need regardless of current assignment opportunities on projects. Persons who apply for certification or who are determined eligible for employment shall be certified and their certification shall be placed in the awaiting assignment file maintained by the Division of Employment of the WPA. Referral agencies have no responsibility in matters pertaining to assignment of workers to projects. Certification to WPA is not granted to applicants for the purpose of obtaining particular assignments to projects; certification is based solely on need of relief due to unemployment.

Section B Eligibility Requirements

1. Need

For the purpose of certification, need shall be said to exist when the resources of a family or unattached individual are insufficient to provide a reasonable subsistence compatible with decency and health. Persons whose names have not heretofore been placed on relief rolls and who are in need shall be eligible for employment, and shall be certified in the same manner as persons who have actually been receiving relief.

2. Employability

Employability is determined by the ability of a person to perform satisfactory work for which he is qualified on projects eligible for prosecution by the Work Projects Administration. No person whose physical condition is such as to make his employment dangerous to his health or safety or to the health and safety of others may be considered as eligible for employment on a project. This shall not be construed to operate against the eligibility for employment of physically handicapped persons otherwise eligible for employment when such persons can be safely assigned to work which they can perform. Neither shall this be construed to prevent the certification of persons whose normal occupations are not currently being used on projects, provided they are otherwise eligible and would normally be considered in the labor market. Young persons who have no previous employment record or other persons coming into the labor market may be employed on projects provided such persons are otherwise eligible and qualified.

Section B. Eligibility Requirements (Continued)

2. Employability (Continued)

In determining eligibility for certification to WPA, it is required that a full investigation and careful evaluation of information which establishes the employability of an applicant shall be made. The age, health conditions and previous work history of applicants shall be considered and only those who can produce a reasonable day's work without being a hazard to themselves or other project workers may be certified. Education, vocational training and experiences which may affect the work skills of an applicant shall be considered in determining eligibility.

It shall be the responsibility of the Work Projects Administration to determine the employability of persons for work on projects to which they may be assigned. Local referral agencies shall, however, be instructed not to refer to the Work Projects Administration for certification persons who because of age or physical condition are obviously unemployable. Form KY-DE-11 shall be used by referral agents and WPA social workers to obtain medical information.

Persons known to be suffering from the following physical disabilities shall not be assigned to any type of manual labor on work projects:

Double Inguinal Hernia	Systolic Blood Pressure Over 200
Loss or Impairment of Both Arms	Extensive Varicose Veins
Loss or Impairment of Both Hands	Active Tuberculosis
Loss or Impairment of Both Legs	Active Venereal Diseases
Loss or Impairment of Both Feet	Epilepsy
Total Blindness	Extensive Paralysis
Total Deafness	Severe Diabetes Mellitus
Non-compensated Cardiac Lesions	Malignancy of any Vital Organ
Psychosis	

In general, persons suffering from the following disabilities should be assigned only to those duties which are within the range of their normal experience and which entail no particular hazards to themselves or to other project employees:

Single Inguinal Hernia	Compensated Cardiac Lesions
whether supported or unsupported	Systolic Blood Pressure
Loss or Impairment of One Arm	from 175 to 200
Loss or Impairment of One Hand	Arrested Tuberculosis
Loss or Impairment of One Leg	Deformities - Congenital,
Loss or Impairment of One Foot	Old Fracture, Sprains, etc.
Impaired Vision, Cataract, etc.	Partial Paralysis
Asthma or Silicosis	Arthritis, Neuritis, Rheumatism

Section B Eligibility Requirements (Continued)

3. Family Wage Earner

The worker to be employed on Work Program projects shall be the normal wage earner in a family eligible for relief. Exceptions to this policy shall be made in instances in which the head of a family is physically or mentally unable to work. A son, daughter, or wife who is employable may in such cases be designated as the logical wage earner, and if the family is otherwise eligible, may be certified. Employment of the head of the family whenever possible, is in harmony with good social service policies for it places support of the family upon the person who would normally be responsible for supporting the family if this family were dependent on private employment.

When an individual, other than the head of the family, is certified, due to temporary disability of the head of the family, the family situation shall be reviewed at frequent intervals to determine whether or not the head of the family is able to assume the WPA assignment.

4. Minimum Age

No person under the age of eighteen years may be considered as eligible for employment on a project.

5. Eligibility of Women

If otherwise eligible, unattached women and women who are forced by circumstances to become heads of families, are eligible for project employment. Full investigation and a careful evaluation of all information will be necessary to determine if a woman should be classified as the family head. A woman with an employable husband is generally not eligible for designation as the priority worker, as her husband is the head of the family.

The employability of a woman is indicated by many factors. The age of the applicant, her previous work history, and her general health and strength indicate her potentialities for work and should be given thorough consideration. No woman may be certified for employment who cannot produce a reasonable day's work without being a hazard to herself or other project workers.

The above regulation does not preclude the certification of women who have never had a job, provided they are capable of performing satisfactorily available project work and would in ordinary circumstances be in the labor market. Such persons, if otherwise eligible, should be certified.

Section B Eligibility Requirements (Continued)

6. Employment Limited to One Member of a Family

Only one member of a family group may be employed on projects as defined in these regulations. This restriction applies to all project employees, both certified and non-certified. The part time employment of a youth member of the family by the National Youth Administration or the enrollment of a member of the family in the Civilian Conservation Corps shall not preclude the employment on projects of a member of the same family, if otherwise eligible. Family groups living in one household shall be treated in such a manner as to assure the certification of each family unit, if otherwise eligible. In the event one member of a family has been certified for employment and a second member of the same family is under consideration for employment or is employed as non-certified, preference in employment shall be given to the certified person.

7. Legal Settlement

In determining eligibility, legal settlement shall not be a requirement. Family plans shall be considered and decision based on possibility for harmonious and independent living. Persons who move into the state or a political subdivision thereof for the sole purpose of obtaining employment on WPA projects shall not be eligible for certification.

8. Citizenship Requirement

An affidavit as follows is required by the Emergency Relief Appropriation Act, fiscal year 1941:

No alien, no communist, and no member of any Nazi Bund organization shall be given employment or continued in employment on any work project. Each referral for certification shall be accompanied by the worker's affidavit (WPA Form 608 - See appendix of forms) that he is not a member of any Communist, Nazi Bund organization or any organization advocating overthrow of the Government of the United States, and that he is a citizen of the United States. Such an affidavit shall be considered prima facie evidence of citizenship and allegiance to the government of the United States.

9. Registration with USES and Social Security

In order that project employees may be available for referral to jobs in private industry and public employment, it is required that all certified persons maintain active registration with employment offices designated by the United States Employment Security.

The USES identification number shall be placed on the CERTIFICATION OF ELIGIBILITY, WPA Form 600, by the Work Projects Administration. Each person shall have an identification number prior to certification and this identification number shall appear, where required, on the person's employment record.

Section B Eligibility Requirements (Continued)

9. Registration with USES and Social Security (Continued)

When an identification number has been assigned to a person, such number shall be retained by him regardless of changes in occupational classification or assignments, except where such person changes his county or state residence, or has been assigned more than one identification number in error.

Previous to certification, each person seeking certification for project employment shall also be required to register with the Social Security Board, and to obtain a Social Security identification number. The Social Security identification number shall be placed on the referral document by the referral agency, and on the CERTIFICATION OF ELIGIBILITY, WPA Form 600.

10. Eligibility Status of Persons Receiving Public Aid Benefits

a. Unemployment Compensation

Persons eligible for Unemployment Compensation Benefits shall be ineligible for employment on any project financed with funds appropriated to the Work Projects Administration during:

- (1) The waiting period, and
- (2) The period with respect to which Unemployment Compensation Benefits are payable.

b. Unemployment Insurance Under Railroad Unemployment Insurance Act of 1938

Persons eligible for unemployment insurance under the Railroad Unemployment Insurance Act shall be ineligible for employment on any project financed from funds appropriated to the Work Projects Administration during the waiting period, and the period with respect to which unemployment insurance is available.

Provisions of the Railroad Unemployment Insurance Act cover:

- (1) Employees of express and sleeping car companies, and carriers by railroad.
- (2) Employees of railroad associations, traffic associations, traffic bureaus, collection agencies, weighing and inspection agencies or organizations controlled and maintained wholly or principally by two or more employers engaged in the performance of services in connection with or incidental to railroad transportation.
- (3) Employees of railway labor organizations, national in scope and organized in accordance with the provisions of the Railway Labor Act, their state and national legislative committees, their general committees, insurance departments and local lodges and divisions.

Section B Eligibility Requirements (Continued)

10. Eligibility Status of Persons Receiving Public Aid Benefits (Continued)

b. Continued

Until July 1, 1941, the year 1939 is the "base year" for qualifying for benefits. An employee is qualified to receive benefits only if there are payable to him earnings of not less than \$150.00 from his covered employment in the base year 1939.

Records of persons showing earnings of \$150.00 or more with an employer covered by the Railroad Unemployment Insurance Act during the year 1939 should be cleared with the Railroad Retirement Board to be certain no benefits are due before a decision is reached as to eligibility for certification to WPA employment, unless the worker can present evidence on Form U. I.-10 showing that his benefits have been exhausted.

In Kentucky clearance of information pertaining to persons who seem eligible for unemployment insurance benefits under RUIA must be made with three Regional Offices of Railroad Retirement Board - Atlanta, Georgia; Cleveland, Ohio; Chicago, Illinois.

Information pertaining to each person shall be requested of Railroad Retirement Board by means of Form KY-DE-47. These memorandums when filled out are to be sent to the State Office of the WPA, Employment Division. Memorandum requests shall be made in triplicate, one copy shall be retained in the WPA District Office, and two copies shall be forwarded to the WPA State Office for clearance with the proper Regional Headquarters of RRB. It is necessary that each memorandum carry the worker's Social Security number for identification purposes.

c. Old Age Insurance

Persons eligible for, or actually receiving Federal Old Age Insurance, are eligible for employment provided that such persons are determined to be in need and otherwise eligible. The income from such insurance shall be considered a resource when establishing the budgetary needs of the family.

d. Survivors Insurance

Persons eligible for, or actually receiving Federal Survivors Insurance, under Title 2 of the Social Security Act, shall be eligible for employment provided such persons are certified as in need and are otherwise eligible. The income from such insurance shall be considered a resource when establishing the budgetary needs of the family. (For further information, See Appendix - Old Age Insurance and Survivors Benefits).

e. Veterans' Compensation

Persons receiving veterans' compensation or eligible for such benefits are eligible for certification to WPA only when family resources, inclusive of veterans' benefits, are insufficient for budgetary needs of the families concerned.

Section B. Eligibility Requirements (Continued)

10. Eligibility Status of Persons Receiving Public Aid Benefits (Continued)

f. Public Assistance

(1) Aid to Dependent Children

Women with dependent children, if certified as in need and employable, shall be eligible for employment provided:

- (a) Such persons are not receiving Aid to Dependent Children under the Social Security Act, or
- (b) Such persons do not relinquish Aid to Dependent Children under the Social Security Act with the intent to establish eligibility for employment on Projects.
- (c) See Chapter II, Section B, Item 5.

(2) Old Age Assistance

Persons 65 years of age, or over, if certified as in need and employable, shall be eligible for employment provided:

- (a) Such persons are not receiving Old Age Assistance under the Social Security Act, or
- (b) Such persons do not relinquish Old Age Assistance under the Social Security Act with the intent to establish eligibility for employment on projects.

(3) Aid to the Blind

Persons eligible for Assistance to the Blind under the Social Security Act, as amended, if determined to be in need shall be eligible for certification for employment on projects operated by the Work Projects Administration only when they have the required skills and training which qualify them for employment and the problem is one of unemployment rather than of blindness.

Persons receiving Assistance to the Blind, under the Social Security Act, as amended, may relinquish such assistance and shall be considered eligible for certification for employment on projects operated by the Work Projects Administration if otherwise eligible, provided, that they have the required skills and training which qualify them for employment and the problem is one of unemployment rather than of blindness.

Section B Eligibility Requirements (Continued)

10. Eligibility Status of Persons Receiving Public Aid Benefits (Continued)

f. Public Assistance (Continued)

(4) Farm Security Administration Benefits

Farmers in rural areas who are certified as in need shall be eligible for employment on projects provided that:

- (a) such farmers are not active standard loan clients of the Farm Security Administration, and,
- (b) such farmers are not currently receiving emergency grants from the Farm Security Administration.

Farmers who at one time received standard loans from the Farm Security Administration but who are not currently receiving such loans, or farmers who have been definitely rejected for standard loans by the Farm Security Administration, are eligible for employment on projects.

Farmers who are engaged in making a crop will not be considered unemployed persons. In general, applications from persons living on tillable land will not be accepted during the crop season without ample verification. A farmer not making a crop due to circumstances beyond his control such as inability to finance a crop or to obtain credit (FSA, Federal Loan, landlord, local bank) may be referred. Farmers should not be accepted until after they have applied to FSA and been rejected by that agency. Sharecroppers should not be considered for referral without consultation with the land owner to determine if the usual source of credit through the landlord is available to them. Credit, a natural resource, is much more often available to a farmer than to those engaged in most other occupations. The farmer may have very little cash income during certain periods of the year but may have established resources ample enough to carry the family until the cash income begins. In general, farmers with growing cash crops will not be assigned to WPA but if for any reason the case of a farmer who has a small cash crop is referred, details must be given.

Section C Procedure for WPA Certification

1. Relative Need Indicated on Certification Documents

Relative need shall be designated on WPA Forms 605 in the space reserved for this item. CERTIFICATION OF ELIGIBILITY, WPA Form 600, and Individual Occupational Classification Record, WPA Form 144a or its equivalent, WPA Form 451, shall be marked to indicate the relative need category of each person certified. When WPA Form 600 is prepared for each case, need category shall be recorded on first and second copies of this form in order that the District Office may have a record of the category established for each case. The category shall not be recorded on the third copy of WPA Form 600 which is filed with the referral agency. It shall be the responsibility of the Intake and Certification Section of the Employment Division to notify the Assignment Section of any changes of category by means of NOTICE OF CASE CHANGE, WPA Form 601.

For the purpose of determining relative need, two categories of need shall be established. At the time of original certification, re-certification, and periodic review of continuous need each family shall be classified according to the two following categories:

CATEGORY A FIRST NEED PREFERENCE

Members of families or persons with no income.

CATEGORY B SECOND NEED PREFERENCE

Members of families or persons with income insufficient for maintenance on a subsistence level.

WPA social workers assigned to read case records referred by local agencies and WPA social workers assigned to District Offices of the WPA shall carry responsibility for determining the need category of each case accepted for certification. Referral agencies will not participate in the matter of determining relative need.

2. Family Budget for Determining Need of Relief

A standard family budget shall be used in determining need of relief. Each family shall be considered on an individual basis, in accordance with the needs of such family to maintain standards of health and decency and the resources available to each family for supplying such needs. The family budget shall include the following: shelter, food, clothing, light and fuel, personal and household incidentals, transportation when necessary, and insurance payments when necessary.

Local referral agencies are required to submit an individual budget schedule for each case referred. The schedule shall include needs, resources, and budgetary deficits.

A family budget schedule shall be used in validating need status of certified workers whose cases are being considered at the time of periodic review. Family budget schedules are also required in determining current need of relief when workers who have left WPA for private employment make reapplication to WPA after loss of such private employment.

Section C Procedure for WPA Certification

3. Type of Investigational Service

To establish eligibility it will be necessary for local agency to include the following points when submitting referrals to WPA for approval:

- a. Statement concerning present situation and reasons for applying for WPA employment. In instances of recertification a brief summary of previous contacts should be included. The situation as indicated at the time of home visit should be recorded fully. The composition of the family, ages, and relationships, are important factors in determining eligibility and constitute essential information for WPA.
- b. Statement of work history shall include definite attempts made by the applicant to obtain private employment in addition to verification of past employment. Each adult member of the family should be accounted for.
- c. Other items to be included are: health, resources and liabilities, relatives, and the family plan. Definite recommendations shall be made after budget has been formally determined and discussed with the clients.

Section C Procedure for WPA Certification (Continued)

4. Certification Procedure

Certification of eligibility for employment on projects shall be effected in the following manner:

a. Routing

The approved public welfare agencies shall refer to the Work Projects Administration persons in need, within the provisions of the Emergency Relief Appropriation Act, fiscal year 1941, and the administrative regulations. Referrals shall be made by means of Worker's Statement of Family Resources, WPA Form 605 and 605 Supplement when necessary, and a case history in duplicate including data to indicate the procedures by which the referral agency has verified need and employability of such person referred. WPA Forms 450 and 608 shall accompany this form. WPA Form 605 and 605 Supplement shall be made in duplicate and one copy retained by the referral agency.

WPA Form 600, Certification of Eligibility, shall be executed in the WPA District Office for all cases accepted for certification. The original copy shall be retained for filing with the Employment Division and the carbon copy filed with the referral agency to indicate acceptance of the case by WPA. The symbol "A or B", designating relative need status of each family, shall be recorded on WPA Form 600. Information pertaining to veteran status shall also be recorded on the form.

Whenever a person designated as the usual wage earned by the referral agency becomes unavailable, the Employment Division shall notify the referral agency, whereupon such agency shall determine if any other person in the family qualifies for assignment.

See Chapter III, Section A, Item 3 for further information.

There shall be no discrimination on the part of the referral agency for or against any person or group.

An unrestricted flow of referrals of persons who qualify according to WPA eligibility standards pertaining to need and employability shall be maintained. A policy of making referrals only at a time when employment opportunities on projects are available shall not be allowed.

b. Use of WPA Form 601

WPA Form 601 - Notice of Case Change, is used by Intake and Certification Section of the WPA to notify the Assignment Section of subsequent changes in situations of certified families such as: changes in priority workers, temporary private employment, changes in address, illness of priority workers, etc.

Referral Agencies shall notify the WPA of changes in situations of certified families as outlined above, by means of letters or memorandums.

4. Certification Procedure (Continued)

c. Use of WPA Form 416

The Intake and Certification Section of the Employment Division shall review each case referred, and shall accept it for certification where no question regarding eligibility arises, or shall reject the case as ineligible by means of WPA Form 416. Where it is deemed necessary or advisable, the person seeking certification for employment shall be requested to report at the nearest office of the Employment Division for an interview. When the information regarding eligibility is received from the local referral agency and is considered sufficient upon which to base a decision, the interview may be waived. Where necessary, the Employment Division shall obtain information from collateral sources and shall make a complete investigation and also where deemed necessary, a home visit.

d. Notification to Client

Each person certified shall be notified to that effect by means of Notice of Certification (WPA Form 417). The notification shall state that his eligibility for employment will be considered valid for a period of 90 days, providing he continues to be unemployed and in current need, and physically able to work. At the expiration of that time if he has not been assigned to a project, his certification shall be cancelled unless he has notified the Employment Division in writing or in person that he is still in need and is seeking work, and that he is available for employment. Upon such notification to the Employment Division, and upon acceptance of such notification by the Employment Division, the person shall be continued in certified status for another 90 days.

If the referral for certification is rejected, it shall be returned to the referral agency with a statement of the reasons for rejection, Notice of Rejection of Referral, WPA Form 416. Each person whose referral is not accepted shall be notified in writing to that effect by the county referral agency.

Section D Transfer of Certified Households

1. State to State

When a certified family moves from one state to another, that family shall be considered eligible for assignment in the state to which they have moved only after investigation and approval of the referral agency of the county of new residence. The State Office of the WPA in the state of new residence shall obtain from the WPA in the state of previous residence, a report concerning the previous record with WPA of each such applicant. The local referral agency shall request the State Office of the WPA to make inquiries of this nature. Exceptions to this rule may be made by agreement between the Employment Division in both states affected, after sufficient investigation to indicate that unusual circumstances justify such exceptions.

2. County to County

When a certified family moves from the county in which certification for WPA employment has been made, eligibility is cancelled by means of WPA Form 602. If the worker applies for certification in the county to which he has moved, clearance should be made with the county of previous residence. This clearance is made and agreement regarding the transfer is effective through the District Office if both counties involved are located within the same district. If the counties involved are not in the same district, the clearance and agreement should come through the State Office Employment Division.

Section E Compensation for Workers Injured on Projects

Forms 451 for WPA workers who are injured while on project duty shall be retained in the temporarily ineligible section of the files for the compensation period. Such workers shall be reassigned upon notification from the Compensation Department that workers are able to return to duty. If WPA compensation is being paid to a worker after he returns to the project, this shall not affect his eligibility unless such compensation covers his family's budgetary needs. In instances in which an injured employee is disabled for a period of more than thirty days, a secondary priority worker from his household may be certified and assigned for the remainder of the compensation period, if such secondary priority worker meets WPA eligibility requirements.

CHAPTER III PRIVATE AND PUBLIC EMPLOYMENT

Section A Private Employment and Public Employment

1. No person in need who refuses a bona fide offer of private employment under reasonable working conditions which pays the prevailing wage for such work in the community where he resides and who is capable of performing such work shall be employed or retained in employment on work projects for the period such private employment would be available. This pertains to persons applying for certification and to those currently assigned.

Certified workers, both assigned and awaiting assignment, shall be expected to accept bona fide offers of private employment, whether of a permanent or temporary nature, provided:

- a. The certified worker is capable of performing such work.
 - b. The wage offered is not less than the prevailing wage for such work in the community where the worker resides.
 - c. Such employment provides reasonable working conditions.
 - d. Such employment is not in conflict with established union relationships.
 - e. Certified persons both assigned and awaiting assignment, who refuse to accept private employment which is reasonable in nature shall be ineligible for employment on projects during the period in which such private employment would have been available.
 - f. Only those workers who lose employment through no fault of their own are eligible for immediate reassignment.
 - g. Workers who are eligible to receive Unemployment Compensation benefits may not be reassigned to the WPA during the waiting period preceding such Unemployment Compensation benefits.
2. Workers Who Leave WPA for Private Employment
 - a. A worker who leaves project employment on or after January 1, 1940 to take private employment or public employment with public agencies other than WPA shall, at the expiration thereof, be entitled to immediate reemployment on projects, providing he meets all of the following requirements:
 - (1) Family is in current need of relief.
 - (2) Worker lost private employment or public employment through no fault of his own.
 - (3) Worker has drawn all the Unemployment Compensation benefits that have accrued to him during his term of private employment and that are available to him.

Section A Private Employment and Public Employment (Continued)

2. Workers Who Leave WPA for Private Employment

- b. A worker who leaves project employment on or after January 1, 1940 in order to accept private employment or public employment with public agencies other than WPA, shall be given the following consideration:

Certification shall remain in the temporary ineligible section for a period of ninety days. After the ninety day period, WPA Form 602 shall be issued. Should such worker lose his private employment or public employment through no fault of his own and find it necessary to request another assignment, his reapplication will be given immediate attention by social workers assigned to the WPA staff.

If a worker has been separated from WPA program for less than 90 days and reapplies after loss of private employment, his eligibility shall be reviewed by a WPA social worker to determine current need of relief. This review shall include the following: Interview with worker, clearance with Unemployment Compensation Commission, by means of Form KY-DE-28, filing of Form KY-DE-2 - Statement from Employer, and WPA Form 605 (green copy) and home investigation when necessary to establish need.

If the worker has been separated from WPA program on or after January 1, 1940, and such separation has been for a period of more than 90 days, eligibility for reinstatement will be determined by WPA social worker as follows: Clearance with Unemployment Compensation Commission by means of Form KY-DE-28, interview recorded on WPA Form 605 (green copy), filing of Form KY-DE-2 - Statement from Private Employer - filing of Form KY-DE-5 - Application for Reemployment at Expiration of Private Employment - home investigation to verify need, and narrative summary of the case. Upon receipt of the above mentioned documents, WPA District Office shall prepare WPA Form 600 and recertify each case that is eligible.

3. Workers Who Leave WPA Employment Upon Order to Enter Active Military Service Pursuant to Public Resolution No. 96

- a. Certified project wage employees ordered into active military duty or service shall be entitled to preferential reassignment and consideration in accordance with the same policies governing return from private or public employment.
- b. Where the designated priority worker of a certified family is ordered into active military duty or service, pursuant to Public Resolution No. 96, 76th Congress, approved August 27, 1940, authorizing the President during the period ending June 30, 1942, to call into active military service of the United States for a period of twelve consecutive months each, any or all members and units of any or all reserve components of the Army, including National Guard, Reserve and retired personnel, another member of the family who is employable and otherwise eligible shall be designated as the priority worker, provided that the family continues to be in need.

Section A Private Employment and Public Employment (Continued)

3. Workers Who Leave WPA Employment Upon Order to Enter Active Military Service Pursuant to Public Resolution No. 96 (Continued)

b. Continued

At least two-thirds of the earnings of the member of the family who is in active military service shall be considered as family income for the purpose of determining the family's relative need category.

CHAPTER IV PERIODIC REVIEW OF NEED STATUS OF CERTIFIED WORKERS

Section A Review of the Current Certified Working Load

1. A review of the need status of each certified project employee shall be made at least once in every twelve months and persons not in current need of relief shall have their certification of eligibility cancelled by means of WPA Form 602.

In establishing current need of relief, need will be considered as existing in instances in which the resources of a family or an unattached individual are insufficient to provide a reasonable subsistence compatible with health and decency. In connection with the review, the policy pertaining to relative need will be followed. Social Service Division is responsible for redetermining relative need for each family whose eligibility is reviewed. Categories as follows shall be established:

CATEGORY A FIRST NEED PREFERENCE

Members of families or persons with no income.

CATEGORY B SECOND NEED PREFERENCE

Members of families or persons with income insufficient for maintenance on a subsistence level.

2. Persons to be Reviewed

- a. All certified persons employed on projects shall be reviewed, including certified persons employed on Federal agency projects financed by transfer of Work Projects Administration funds.
- b. All certified persons returning from private employment shall be reviewed and relative need determined prior to reemployment or immediately following reinstatement.

3. General Method of Review

- a. Assistant District Directors are responsible for direct supervision of field social workers and will interpret policies and procedures to the staff engaged in review. Assistant District Directors of Employment carry the general responsibility of determination of continued and relative need status of workers whose cases are reviewed. Responsibility for routing of records pertaining to the review to the Assignment Section of Employment Division is placed upon Assistant District Directors. In cases where cancellation occurs, Assistant District Directors are responsible for routing of Forms 602.

3. General Method of Review (Continued)

- b. In determining current need of relief, each certified employee will be interviewed by a social worker and a thorough study will be made of his present economic conditions. Certified workers may be summoned to local referral agencies or to WPA District Offices for interviews by use of Form KY-DE-42. Interviews on project sites will be conducted only when Assistant District Directors of Employment decide that such procedure is practical for certain groups of certified employees. WPA Form 605 (yellow copy) shall be used to record review interviews. Farm Supplement to Form 605 shall be used in recording farm resources of agricultural workers.

WPA Form 601 shall be used to indicate continued eligibility for cases found to be currently in need of relief when investigation has been completed. Copies of WPA Form 601 shall be filed with local referral agencies indicating the certified workers whose eligibility will be continued following the review.

WPA Form 602 shall be executed to cancel certification of eligibility of workers who are not currently in need of relief.

WPA Form 450, Work History Statement, shall be filed in instances in which the occupational data already on file in WPA District Offices is inadequate. WPA Assignment and Labor Relations Officers are responsible for notifying Assistant District Directors to secure this information, when necessary.

- c. Social workers assigned as case readers in WPA District Offices shall assist in the review. They are responsible for consulting records on file and comparing the information obtained by field social workers during the process of the review with the records on file. Information on file in local referral agencies shall also be used in determining current eligibility of persons whose cases are being reviewed.

4. Persons Leaving Project Employment

- a. Persons leaving project employment voluntarily within the fifteen-day period preceding the scheduled review date shall not be reemployed until full investigation has been made, and relative need has been determined. Exceptions to this regulation may be made when it is established that such workers separated from project employment for the purpose of accepting private employment.
- b. Persons who were released from project employment since July 1, 1940 and who are subsequently reassigned shall be scheduled for review on the following basis:

If the period of separation is for less than 90 days, the case is subject to review on the date previously scheduled. In other words, the scheduling of review for such persons does not take into consideration the fact that the person was separated from employment and was subsequently reassigned.

4. Persons Leaving Project Employment (Continued)

b. Continued

If the period of separation is longer than 90 days, the case should be scheduled for review within twelve months after the date of subsequent reassignment. If during the period of separation, even though the separation has occurred since July 1, the certification is cancelled and is later revived the employee will be subject to review within the twelve months after the date of his subsequent reassignment.

5. Refusal to Cooperate in Review

Refusal or failure to fill out or to give information for filling out WPA Form 605 will be considered prima facie evidence that the workers are no longer in need of relief and eligibility for employment will be cancelled by means of WPA Forms 602.

6. Control of Review

A review of the need status of each certified project employee shall be scheduled at least once in every twelve months. In order to comply with this provision and to obviate the omission of any required case review, a review control file shall be established for each county in the District Office of the Employment Division and shall contain at the outset WPA Form KY-DE-27 (Rev.) for each certified person employed on a project of WPA or on a project of another Federal agency which is financed by a transfer of funds appropriated to the WPA.

Section B Maintaining Current Eligibility of the Awaiting Assignment Load

1. The eligibility and availability for employment of certified persons awaiting assignment shall be kept current through all or any of the following methods:
 - a. Cancellation of certification for each person who within 90 days after being placed in A section fails to notify the Employment Division that he is still in need, seeking employment and available for assignment.
 - b. Clearance of case information with the local referral agency.
 - c. Interviews and investigations, where necessary, at time of return from private employment and from employment on projects operated by other Federal agencies.
 - d. Follow-up service regarding persons who fail to report for work. Follow-up service regarding certified workers whose cases are in inactive section of WPA files, due to illness; includes verification of need and physical ability to be reassigned. Notification by means of WPA Form 601 by social worker when a worker's name is ready for return to Awaiting Assignment section of the file.
 - e. Follow-up service regarding persons who are reported in complaint letters.
2. The WPA Employment Division shall notify the referral agency when a worker's record is removed from the "Available for Assignment File". A copy of the employment document, WPA Form 402-R, pertaining to a worker who did not report, or WPA Form 403-R showing reasons indicated below, shall be forwarded to the referral agency and shall be marked "Not available for assignment". Documents shall be so marked under the following conditions:
 - a. Worker did not report for first assignment and reason is not known.
 - b. Worker has been absent from project for more than five scheduled days and has not reported the cause.

If such a worker again becomes eligible for WPA assignment within a 90 day period from the time when his record was removed from the "Available for Assignment File", the referral agency may notify the WPA by means of a memorandum including the data to indicate that this worker again is eligible. The WPA Intake and Certification Section also may re-establish eligibility for such a worker when it is determined that he is eligible within a 90 day period from the time that his record was removed from the "Available for Assignment File". WPA Intake and Certification Section shall prepare WPA Form 601 marked "Notice of Availability" and bearing a statement pertinent to the circumstances of the particular worker or household. This shall be routed to the Assignment Section in order that such a worker's record may be motivated to the "Available for Assignment File".

Section C Cancellation of Certification

By the use of WPA Form 602 certification of eligibility for employment is cancelled. It shall be the responsibility of the Intake and Certification Section of the Division of Employment to effect all cancellations of certification by preparing Form 602; the referral agency shall make recommendations for cancellation, with reasons, using Form KY-DE-43 for this purpose. Cancellations of eligibility shall be made where continued need no longer exists, but shall not be made on the basis of relative need. When cancellations of certification are made by WPA, the referral agency shall be notified by means of filing with that agency a copy of WPA Form 602, carrying a statement giving reasons for cancellation.

Conditions Governing Cancellation of Eligibility

1. When awaiting assignment:
 - a. When certification has been made in error.
 - b. When certification previously made does not conform to present eligibility regulations.
 - c. When the person certified cannot accept project assignment due to private employment or other reasons.
 - d. When the person certified is not adaptable to the WPA program.
 - e. When the family resources are sufficient for its self-support.
 - f. When the worker refuses to accept a reasonable offer of private employment.
 - g. When the worker fails to file his claim for Unemployment Compensation benefits.
 - h. The worker is receiving or has relinquished other forms of Federal assistance; examples, FSA, QAA, ADC.
 - i. When an assignment has not been offered for 90 days and the worker has not notified WPA of his current need of relief.
 - j. When a certified family moves from the county in which certified.
 - k. When certified persons awaiting assignment are assigned as project supervisory employees, cancellation of certification shall be effected by use of WPA Form 602 for the period of such employment. In such cases the reason for cancellation shown on this form shall be "Assigned as project supervisory employee, cancellation effective for the period of such employment". In cases in which such persons are not retained in supervisory positions for more than 90 days, the WPA Form 602 automatically becomes ineffective for such persons at the expiration of such supervisory employment, if these employees are in current need of relief. They shall be subject to the periodic review of need within the twelve months period. The twelve months period shall include that portion of their employment in a non-certified status. When the period of employment as project supervisors

1. When awaiting assignment (Continued)

k. Continued

is in excess of 90 days, such employees shall be ineligible for reemployment as certified project wage employees until after a redetermination of need has been made. This shall include re-application and full investigation.

l. When worker enters into illegal political activity.

2. When employed on project:

a. When the family income is sufficient for its self-support (based on family budget sufficient to maintain health and decency).

b. Upon receipt of WPA Form 419 from the operating division concerned stating that the worker is not occupationally adapted to his WPA employment. Cancellation in this case depends upon other assignment possibilities.

c. Upon receipt of WPA Form 419 from the operating division of WPA concerned stating that the worker's present physical limitations make his employment dangerous to his health and safety, or to the health and safety of others. Cancellation in this case depends upon other assignment possibilities.

d. Upon receipt of WPA Form 418 from the WPA operating division concerned stating that the worker does not produce a reasonable day's work after a short induction period. Cancellation in this case depends upon other assignment possibilities.

e. Upon receipt of WPA Form 418 from the WPA operating division concerned requesting that the worker be discharged for cause and in the opinion of the Employment Division, the worker has demonstrated that he is not temperamentally adapted to the WPA program.

f. When the family can be provided for through FSA, UCB or ADC. Benefits from Old Age Insurance and Survivors Benefits are considered as assets in the family budget.

g. When a certified worker fails to respond to summons by WPA or referral agency to report for interview in connection with periodic review or matter pertaining to his WPA status.

h. When a certified family moves from the county in which certified.

i. When certified worker has been continuously employed by WPA for 18 months, or over. Veterans and unmarried widows of veterans and wives of unemployable veterans are exempt from this regulation.

j. When certified persons are assigned as project supervisory employees, cancellation of certification shall be effected by use of WPA Form 602 for the period of such employment. In such cases the reason for cancellation shown on this form shall be "assigned as project supervisory employee, cancellation effective for the period of such employment". In cases in which such persons are not retained in supervisory positions

2. When employed on project (continued)

j. Continued

for more than 90 days, the WPA Form 602 automatically becomes ineffective and such persons may be immediately reemployed as certified project wage employees at the expiration of such supervisory employment, if these employees are in current need of relief. They shall be subject to the periodic review of need within the twelve months period. The twelve months period shall include that portion of their employment in a non-certified status. When the period of employment as project supervisors is in excess of 90 days, such employees shall be ineligible for re-employment as certified project wage employees until after a re-determination of need has been made. This shall include reapplication and full investigation.

k. When worker enters into illegal political activity.

CHAPTER V PREFERENCE IN ASSIGNMENT AND RETENTION IN EMPLOYMENT

Section A Employment on Basis of Relative Need

As far as practicable, preference in employment on projects shall be determined on the basis of relative need.

For the purpose of determining relative need, two categories of need shall be established. At the time of original certification and during the continuous review each person shall be classified according to his relative need in accordance with the categories listed and defined below:

CATEGORY A FIRST NEED PREFERENCE

Members of families or persons with no income.

CATEGORY B SECOND NEED PREFERENCE

Members of families or persons with income insufficient for maintenance on a subsistence level.

Further grades of relative need within these two categories shall not be established.

Section B Veterans' Preference

Subject to the requirement that all persons assigned to work on projects shall be qualified by occupational training, experience and ability to perform satisfactorily the duties required, preference in employing or retaining in employment on projects shall be determined, as far as practicable, on the basis of relative need as outlined in Chapter II, Section C, Item 1, and shall be given to persons in greatest need. Where the needs are the same, preference shall be given in the following order:

1. Veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration) and unmarried widows of such veterans and wives of such veterans as are unemployable, who are in need and are American citizens.
2. Other American citizens, Indians, and other persons owing allegiance to the United States who are in need.

For the purpose of this regulation, the term "employing" shall mean the assignment to work on projects of persons certified as in need and otherwise eligible, as employment opportunities are available and additional assignments are being made. "Retaining in employment" shall mean the continuing in employment of certified assigned employees at the time of enforced curtailment of employment on the project to which they are assigned.

Veterans of the Spanish-American War and the World War are eligible for veterans' preference. Discharged draft enrollees other than those with service-connected disabilities are not eligible for veterans' preference. Veterans of any campaign or expedition who are or may have been entitled to any benefits under any law administered by the Veterans' Administration by reason of such service also are eligible for veterans' preference. With the exception of the Spanish-American War and the World War, in order to obtain veterans' preference it is necessary that a person actually have been engaged in the campaign or expedition in question.

In general, veterans' preference applies only to persons holding discharges issued under honorable conditions. In any case in which the person claiming veterans' preference holds a discharge issued under other than honorable conditions, the case should be referred to the local representative of the Veterans' Administration for determination as to whether the person is entitled to any such benefits under laws administered by that agency. If he is entitled to such benefits he is eligible for veterans' preference.

Veterans' preference does not apply to persons who performed war service with the armies of other nations or who performed service with other organizations, such as the American Red Cross, The Salvation Army, or the Y.M.C.A., or to discharged draft enrollees except such enrollees with service-connected disabilities.

The major wars and expeditions in which the armed forces of the United States have been engaged since 1897 are as follows:

Chap. V, Section B (Cont'd.)

	<u>Began</u>	<u>Ended</u>
Spanish-American War	April 21, 1898	April 11, 1899
Philippine Insurrection	April 12, 1899 <u>1/</u>	July 4, 1902
Boxer Rebellion	June 20, 1900	May 12, 1901
Cuban Pacification	Oct. 6, 1906	April 1, 1909
Nicauraguan Campaign	July 29, 1912	Nov. 14, 1912
Vera Cruz Expedition	April 21, 1914	Nov. 26, 1914
Punitive Expedition into Mexico	March 15, 1916	Feb. 5, 1917
World War	April 6, 1917 <u>2/</u>	Nov. 11, 1918

1/ With the exception of hostilities in the More Province, which terminated July 15, 1903.

2/ World War Service in Russia ended April 1, 1920 and occupation of Germany by American Expeditionary Force terminated Jan. 24, 1923.

A person claiming veterans' preference should be requested to submit a copy of discharge or other evidence considered necessary to substantiate the claim.

Claims of veterans' status which cannot be determined by the use of the material contained in the above reprint should be referred to through the State Office the Veterans' Administration by means of Form KY-DE-49 for determination of veterans' status. The referral should give the full name of the person in question, the branch and organization of the service of which he was a member, his serial number, the date of his enlistment and the date of his discharge, his claim number (if any), and a statement of the campaign or expedition in which he engaged and on the basis of which he is claiming preference.

A woman claiming preference as a veteran's widow, who has not remarried, shall submit evidence that:

1. She was married to a veteran at the time of his death.
2. He is dead.
3. She has not remarried.

A woman claiming preference as the wife of an unemployable veteran shall submit evidence that:

1. She is married to a veteran and is living with him at the time of employment or application for employment.
2. He is unemployable.

Chap. V. Section B (Cont'd.)

Where a woman is receiving compensation as a veteran's widow who has not remarried or where her husband is receiving disability compensation from Veterans' Administration, claims of status as a veteran's widow who has not remarried or the wife of an unemployable veteran should be referred through the State Office to the Veterans' Administration by means of Form KY-DE-49 for such information as may be necessary for determination of such status. The referral should give the full name of the person claiming such status, the full name of the veteran upon whose service it is based, last known address, the branch and organization of the service of which he was a member, his serial number, the date of his enlistment and the date of his discharge, and his claim number, record of amount of all income such as pension or compensation, details of veteran's physical condition. When handling an application which involved the priority of a woman the record must indicate whether the woman is the wife or widow of the veteran.

Proof of marriage shall be shown by the best evidence available such as the following:

1. Original certification of marriage, or
2. A duly certified copy of the church record of marriage, or
3. A duly certified copy of the public record of marriage, or
4. In those states where common law marriages are valid an appropriate review of all the evidence submitted in a given case tending to prove such a relationship shall be made and a determination made as to whether, under the laws of the state, a valid common law marriage exists or existed.

Proof of death of the veteran husband shall be established by the best evidence obtainable, such as the following:

1. By a copy of the public record of the state or community where death occurred, certified to by the custodian of such records; or by a duly certified copy of the coroner's report of death, or
2. Where death occurs in a hospital or institution, by death certificate signed by the medical officer in charge, or
3. Where death occurs while deceased was on the retired list in an inactive duty status, or in the active service of the United States Army, United States Navy, United States Marine Corps or United States Coast Guard, by an official report of death from the War, Navy, or Treasury Department.
4. If it is not possible to obtain any of the above, an affidavit from a public official or reliable individual will serve, or if the interviewer sees the public record and makes a signed statement in the record to that effect, this will be sufficient proof.

Chap. V, Section B (Cont'd.)

A woman claiming preference as a veteran's widow who has not remarried shall submit an affidavit that she has not remarried subsequent to the death of her husband. Note in Appendix KY-DE-67, copy of the form she is to sign and have notarized.

Where a woman is claiming preference as the wife of an unemployable veteran, the veteran's employability will be determined in accordance with the provisions of this section.

All essential facts are to be recorded on Form 605 which must be signed by the person claiming preference and dated and signed by the interviewer. Any explanatory information regarding those facts may be written in the attached case history.

Where the State Administrator is unable to determine from the evidence submitted whether or not a woman is a veteran's widow who has not remarried or whether or not she is the wife of an unemployable veteran, the case, together with all the pertinent information, should be referred to the Assistant Commissioner in charge of employment for final decision.

This regulation does not extend preference to veterans, or persons in greatest need, in assignment to the various classes of work, nor does it extend preference to veterans, or persons in greatest need, over those certified persons who are better qualified by occupational training, experience, and ability to perform the duties required.

CHAPTER VI POLITICAL ACTIVITY PROHIBITED

Section A Penalty for False Statement, Fraud and Political Activity

1. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment or relief aid under the appropriations in this joint resolution, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriations, or any services or real or personal property required thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, political affiliations, or membership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriations or attempts so to do, or assists in so doing, or who disposes of, or assists in disposing of, except for the account of the United States, any property upon which there exists a lien securing a loan made under the provisions of this joint resolution of the Emergency Relief Appropriation Acts of 1935, 1936, 1937, 1938, and 1939, shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than two years, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provision of existing law, or of this joint resolution.
2.
 - a. It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person receiving compensation or employment provided for by this joint resolution.
 - b. Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.
3.
 - a. It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation, or other benefits, provided for or made possible by this joint resolution, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate in any election or any political party.
 - b. It shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation or other benefit, provided for or made possible by this joint resolution, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

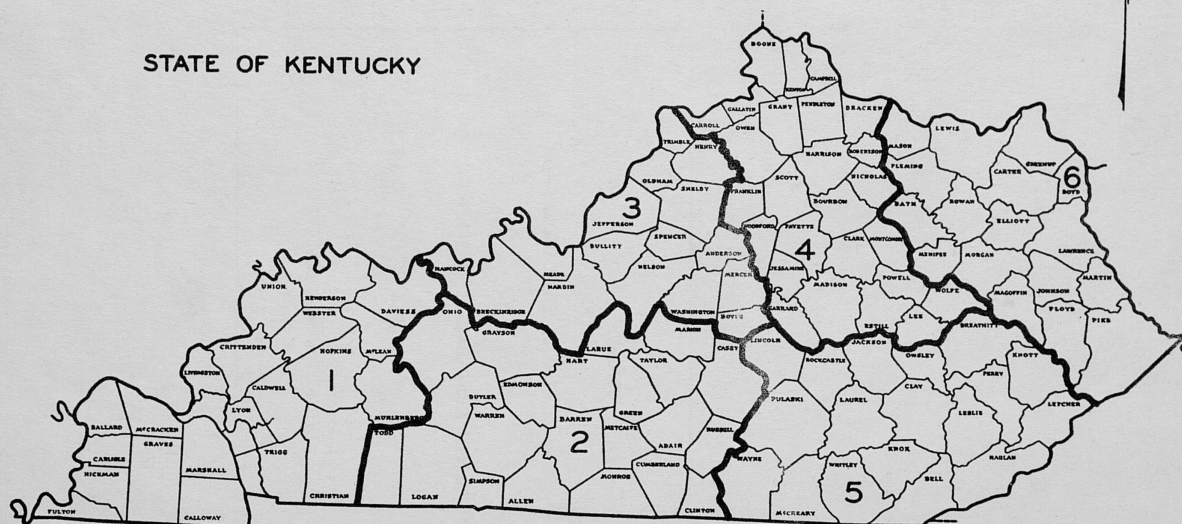
Chap. VI, Section A, Item 3 (Cont'd.)
Items 4 & 5

3. c. Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of law, or of this joint resolution.
4. a. It shall be unlawful for any person employed in any administration or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by this joint resolution, to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express privately their opinions on all political subjects, they shall take no active part, directly or indirectly, in political management or in political campaigns or in political conventions.

b. Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by this joint resolution shall be used to pay the compensation of such person. The provisions of this section shall be in addition to, and not in substitution for, any other provision of existing law, or of this joint resolution.
5. No part of any appropriation in this joint resolution shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any state, district, county or municipal office (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

APPENDIX A

STATE OF KENTUCKY



FAMILY BUDGET MATERIAL

APPENDIX B

INTAKE AND CERTIFICATION MANUAL

DIVISION OF EMPLOYMENT

OCTOBER, 1940

101040-A-1

FAMILY BUDGETSA. Purpose of Family Budgets

The establishment of accurate standards for items to be included in the budgets of relief recipients has long been accepted as a protection to the funds of the agency and of the community. Clearly defined standards are also a protection to the worker responsible for determining relief allowances, safeguarding her from accusations of unfairness and favoritism. Most important of all, however, is the protection they afford the relief client himself from being dependent upon the judgment of the individual worker only. With a budget based on carefully collected and correlated data, the client can have confidence that his individual needs are receiving authoritative consideration. A clear explanation of the budget items and the standards on which they are based gives the client confidence in the procedures of the agency and helps establish a desirable objective relationship on this intensely subjective matter of economic need. As has been frequently pointed out, budgetary standards are an aid to individualization - they enable the case worker to determine, objectively, the needs of the particular client.*

The use of the standard budget as a tool in the social case work process may be summarized in the following points:

1. It determines and analyzes need in terms of the individual and the group, giving him and the family a sense of responsibility in assisting in the plan, thus establishing a common ground of approach to the social situation and strengthening the client-worker relationship.
2. It assists in determining the individual's feeling about his situation, and in utilizing his maximum capacity for becoming as independent as possible.
3. It assists the client and the worker in discovering and utilizing both individual and community resources.
4. It fixes responsibility on the agency and the worker for seeing that the client secures the amount of assistance adequate to insure the necessities of life and for seeing that he understands the reason for the amount of his assistance.
5. It shows justification for the expenditure of funds, thus protecting the public, the agency, the worker, and the client.
6. It makes available accurate data and research material which may be used as the basis for legislation, policy making, and interpretation of the broader concept of public welfare. **

*See THE FAMILY, February, 1939, articles by Elise de la Fontaine and Sue E. Sadow.

** "Budgeting, a Tool in the Social Case Work Process", Alabama Social Welfare, November, 1938, p. 16

B. Needs1. Shelter

In determining the amount to be considered under this item, the normal standard of living of the family or persons should be taken into consideration, provided the maximum is not exceeded.

HOMESTEAD: When a family owns or is buying a home, shelter costs should include taxes, interest, moderate payments on mortgage or loan, fire insurance, and minimum costs for essential repairs, provided that the total amount listed herein does not exceed the maximum allowed for rent in similar localities.

Rural or Small Town Rentals - Unfurnished

Family membership of 1 to 7 persons - \$2 to \$10 maximum

Family membership of 7 or more persons may have rental at maximum of \$12.

Rural or Small Town - Furnished

Family membership of 1 to 7 persons - \$7 to \$25 maximum

Family membership of 7 or more persons may have rental at maximum of \$30. Rentals for furnished apartments should include utilities.

Urban Rentals - Unfurnished

Family membership 1 to 7 persons - \$3 to \$20 maximum

Family membership 7 or more persons may have rentals of \$25 maximum

Urban Rentals - Furnished

Family membership 1 to 7 persons - \$8 to \$35 maximum.

Families of 7 or more persons may have rentals not to exceed \$40.

Rentals for furnished apartments should include utilities.

2. Food Items

Types of food included: milk, eggs, vegetables, fresh fruits, dried fruits, meat, fish, potatoes, bread, butter, cereal, sugar.

Cost Per Month

Child 6 months to 2 years	- \$5.15 per month
Child 3, 4, 5 years	- 6.01 per month
Child 6, 7, 8 years	- 7.83 per month
Child 9, 10, 11 years	- 8.61 per month
Child 12 to 16 years	- 9.20 per month
Woman - Light Work	
Woman - Medium Work	- 6.55 per month
Man - Light Work	
Man - Moderate Work	
Man - Hard Work	- 8.75 per month

Group	I Child 6 mos. to 2 yrs.		II Child 3,4,5 yrs.		III Child 6,7,8 yrs.		IV Child 9,10,11 yrs.		V Child -- 12 to 16 yrs.		VI Woman-Light or Medium Work Man-Light Work		VII Man-Moderate or Hard Work		
Age	COST	Amount	Cost	Amount	Cost	Amount	Cost	Amount	Cost	Amount	Cost	Amount	Cost	Amount	Cost
FOOD															
Milk 1 qt	.10	30	3.00	30	3.00	30	3.00	30	3.00	23	2.30	14	1.40	15	1.50
Eggs ea	.01 $\frac{1}{4}$	15-22	.28	30	.38	30	.38	30	.38	15-22	.28	15	.19	15	.19
Vegetables															
Green &															
Root lb.	.05	8-9	.45	8-9	.45	11-13	.65	13	.65	13	.65	13	.65	13	.65
Dried lb.	.06	$\frac{1}{2}$	.03	$\frac{1}{2}$	.03	$\frac{1}{2}$ -1	.06	1	.06	1-2	.12	1	.06	1-2	.12
Oranges &															
Tomatoes lb.	.05	6	.30	6	.30	6	.30	6	.30	6	.30	4	.20	4	.20
Fruits															
Fresh lb.	.05	4	.20	4	.20	4	.20	5	.25	4-5	.25	4-5	.25	5	.25
Dried lb.	.10	$\frac{1}{2}$	.05	$\frac{1}{2}$ -1	.10	1	.10	1	.10	1-1 $\frac{1}{3}$	.13	1	.10	1-1 $\frac{1}{3}$	.13
Meat & Fish															
lb.	.15	1-2	.30	1-3	.45	3-8	1.20	8	1.20	8-9	1.35	8	1.20	9	1.35
Potatoes lb.	.02	4-8	.16	6-9	.18	9-15	.30	14-22	.44	17-35	.70	14-22	.44	24-43	.86
Bread lb.	.08														
(whole wheat)		1-2	.16	3-4	.32	6-9	.72	9-12	.96	10-15	1.20	8-9	.72	14-17	1.36
Cereals &															
Flour lb.	.06	1-2	.12	1-4	.24	4-5	.30	4-6	.36	5-11	.66	5-8	.48	10-12	.72
Butter &															
other															
Fats lb.	.15	1/8-3/8	.07	$\frac{1}{2}$ -1 $\frac{1}{2}$	.23	1 $\frac{1}{2}$ -3	.45	2 $\frac{1}{2}$ -4 $\frac{1}{3}$	.65	3 $\frac{3}{4}$ -5 $\frac{1}{3}$	.80	3 $\frac{1}{4}$ -3 $\frac{3}{4}$	.56	4 $\frac{1}{3}$ -6 $\frac{1}{2}$	.97
Sugar lb.	.07	$\frac{1}{2}$	.03	3/4-2	.14	2-2 $\frac{1}{2}$	.17	2-3 $\frac{3}{4}$	.26	3 $\frac{1}{4}$ -6 $\frac{1}{2}$	.46	3 $\frac{1}{4}$ -4 $\frac{1}{3}$	.30	4 $\frac{1}{3}$ -6 $\frac{1}{2}$	.45
TOTAL COST			5.15		6.01		7.83		8.61		9.20		6.55		8.75

52840-F-3

52840-F-3

Food for aged or invalid persons should be figured in accordance with the schedule most suited to their needs. Usually the proper schedule would be that for a child six months to two years plus special diets and/or medical attention if prescribed by a physician.

A pregnant woman or nursing mother should have at least a quart of milk a day and other protective foods, such as: eggs, oranges, tomatoes, and green vegetables.

For families of six to eight, deduct 10% of food costs, and for families of eight and above, deduct 20%. This is to allow for the economy which may be effected through buying in larger quantities. Food allowances for one-person households should be increased 30%.

Analysis of Food Chart *

From our outline of food needs it is noted that: The family should allow 1 quart of milk a day for young children, $\frac{3}{4}$ quart for growing children, and 1 pint for adults. This is the minimum.

Adults should have 3 or 4 eggs a week. Children need more - not more than 1 egg daily. It is quite possible to use extra eggs if the family happens to have them. If only a few eggs can be afforded, they should be given to the children - not to grown-ups. If there is a low egg intake, milk will make up for the difference.

Potatoes should be eaten every day. That does not mean a starch (other than potatoes), but it means potatoes, either sweet or irish potatoes. Other starches such as rice, spaghetti, etc. are good but cannot take the place of potatoes in this diet. Potatoes, either sweet or irish, contain vitamin C which these other starches do not have. Sweet potatoes contain more calories than irish. There should be no substitute for potatoes.

In addition to potatoes, this diet allows one more vegetable daily. One vegetable daily should be a yellow or a green vegetable. At least one more vegetable in addition to potatoes and if only one, it should be a green or yellow.

This diet also permits the serving of fresh or citrus fruit daily. Dried fruits do not contain Vitamin C and, therefore, are not suitable for substitution. Other fruits may be supplemented. When possible, have citrus fruits or tomatoes daily. If this is not possible, there should be an abundance of vegetables to take the place.

This diet permits cereal or bread at every meal. At least half of the cereal should be whole grain. This is for vitamin B. There probably will not be enough meat to give sufficient iron. It is very important that they get whole grain cereal and bread.

* This information obtained from Miss Florence Cooley, Kroger Food Foundation.

This diet includes meat or fish each day. One serving of a protein food a day does not include enough, but any substitute such as peas, dried beans, or peanuts can be used.

It is advisable that this diet be followed as closely as possible. This diet is figured so closely to the margin of safety that substitutions should be made only in emergencies.

How to Determine Adequacy of Garden to Meet Family Needs*

In evaluating garden supplies from this outline the following points should be taken into consideration:

First: The supply of potatoes from the garden is sufficient if it permits a serving for every member of the family each day.

Second: If the garden allows one green vegetable a day, it should be noted whether or not any of the vegetables are short season - such as spinach, etc. Determine whether or not the family will have some other green vegetable to carry them through the three months.

Third: If the family has no citrus fruits or tomatoes, two servings of green vegetables daily should be allowed.

Monetary value should be given to the garden supply in accordance with its adequacy to meet the family's vegetable need.

3. Clothing (Individual)

<u>Age Groups</u>	<u>Cost Per Month</u>
Infant	.95
Girl 1-4	1.59
Boy 1-4	1.20
Girl 5-9	2.26
Boy 5-9	1.94
Girl 10-12	2.57
Boy 10-16	3.18
Girl 12-16	3.09
WOMAN	
Working Girl	5.95
Working Woman	4.70
Housewife	2.87
Aged - Inactive	2.52
MAN	
Active	4.81
Aged - Inactive	2.61

CLOTHING BUDGETINFANT TO 1 YEAR

<u>ITEMS</u>	<u>AMOUNT</u>	<u>INITIAL COST</u>	<u>YEARLY COST</u>
<u>OUTER CLOTHING</u>			
Sweater Suit	1	\$2.00	\$2.00
Mittens	1	.35	.25
Sweater	1	.50	.50
Cap summer	1	.25	.25
Shoes bootees	2	.50	.50
Shoes	1	.75	.75
Blankets	2	1.00	.50
Dresses best	1	.50	.50
Dresses	3	.75	.75
Kimonas	2	.50	.25
Rompers	4	1.40	1.40
<u>UNDERWEAR</u>			
Diapers	2 dozen	2.38	2.38
Shirts	4	1.00	1.00
Petticoats	3	.75	.75
Gowns	5	1.00	.50
Stockings	6	.60	.60
<u>ACCESSORIES</u>			
Pins, powder, etc.		1.50	1.50
TOTAL PER YEAR			\$14.38
TOTAL PER MONTH			1.20

GIRL 1-4

<u>OUTER CLOTHING</u>			
Coat	1	\$3.00 (2 yrs.)	\$1.50
Sweater	1	.50	.50
Hats winter	1	.25	.25
summer	1	.25	.25
Shoes	3	4.50	4.50
Shoe repairing	3	1.50	1.50
Rubbers	1	1.00	.50
Dresses best winter	1	1.30	1.30
best summer	1	1.15	1.15
Playsuits	4	1.15	1.15
<u>UNDERWEAR</u>			
Knit summer	4	1.00	1.00
winter	4	1.00	1.00
Gowns	4	.40	.40
Socks	6	.60	.60
<u>ACCESSORIES</u>			
Toothbrushes	4	.40	.40
Handkerchiefs	6	.15	.15
Comb	1	.10	.10
Incidentals		1.50	1.50
TOTAL PER YEAR			\$17.60
TOTAL PER MONTH			1.47

CLOTHING BUDGET

#7

BOY 1 to 4

<u>ITEMS</u>	<u>AMOUNT</u>	<u>INITIAL COST</u>	<u>YEARLY COST</u>
<u>OUTER CLOTHING</u>			
Coat	1	\$3.00	\$1.50
Sweater	1	.50	.50
Cap winter	1	.25	.25
summer	1	.25	.25
Shoes	2	3.00	3.00
Shoe repairing	2	1.00	1.00
Suits best winter	1	1.00	1.00
summer	1	.75	.75
Playsuits	4	1.15	1.15
<u>UNDERWEAR</u>			
Knit summer	4	1.00	.75
winter	4	1.00	.75
Pajamas	4	.80	.80
Socks	6	.60	.60
<u>ACCESSORIES</u>			
Handkerchiefs	6	.15	.15
Toothbrushes	4	.40	.40
Comb	1	.10	.10
Incidentals		1.50	1.50
TOTAL PER YEAR			\$14.45
TOTAL PER MONTH			1.20

GIRL 5 to 9

<u>OUTER CLOTHING</u>			
Coat	1	\$5.00 (2 yrs.)	\$2.50
Sweater	1	.75	.75
Dress Best winter	1	1.25	1.25
summer	2	2.00	2.00
Cotton	1	3.30 (1½ yrs)	2.20
Shoes	3	5.85 (1½ yrs)	3.90
Shoe repairing	3	2.25	2.25
Hat winter	1	.50	.50
summer	1	.50	.50
Rubbers	1	1.00	1.00
Gloves	1	.25	.25
<u>UNDERWEAR</u>			
Night dresses	4	1.60	1.60
Underwear winter	3	1.20	.80
Step-ins	4	.60	.60
Socks	8	1.60	1.60
<u>ACCESSORIES</u>			
Handkerchiefs	12	.30	.30
Garters	1	.10	.10
Toothbrushes		.40	.40
Incidentals		2.50	2.50
TOTAL PER YEAR			\$25.00
TOTAL PER MONTH			2.08

101040-A-4

CLOTHING BUDGET

#8

BOY 5 to 9

ITEMS	AMOUNT	INITIAL COST	YEARLY COST
<u>OUTER CLOTHING</u>			
Coat	1	\$7.50 (2 yrs)	\$3.75
Sweater school	1	.50	.50
dress	1	1.00	1.00
Pants winter	1	1.00 (1½ yrs)	.75
summer	1	.50	.50
school	2	2.00 (1½ yrs)	1.50
Overalls	4 @ 59¢ ea.	2.36 (2 yrs)	1.18
Shoes	2	3.00 (1½ yrs)	2.00
Shoe repairing	2	1.00	1.00
Shirt - Dress	2	1.00	.75
School	6 (3 for \$1)	2.00 (1½ yrs)	1.50
<u>UNDERWEAR</u>			
Underwear	6 @ 35¢ ea.	2.10 (1½ yrs)	1.58
Pajamas	4 @ 75¢ ea.	3.00 (1½ yrs)	2.00
Socks	8 @ 20¢ ea.	1.60	1.60
<u>ACCESSORIES</u>			
Ties	1	.25	.25
Belt	2	.50	.50
Handkerchiefs	12	.30	.30
Comb	2	.20	.20
Toothbrushes	4	.40	.40
Incidentals		2.00	2.00
TOTALS PER YEAR			\$23.26
TOTALS PER MONTH			1.94

GIRL 10 to 12

<u>OUTER CLOTHING</u>			
Coat	1	\$5.00 (2 yrs)	\$2.50
Sweater	1	.75	.75
Skirt	1	1.00	1.00
Over blouses	2 @ 75¢ ea.	1.50	1.50
Dresses best winter	1	2.50	2.50
best summer	2	2.00	1.00
Cotton	4 @ 50¢ ea.	2.00	
Shoes	3	5.85	5.85
Shoe repairing	3 @ 75¢ ea.	2.25	2.25
Rubbers	1	1.00	1.00
Hats - winter	1	.50	.50
summer	1	.50	.50
Gloves	1	.25	.25
<u>UNDERWEAR</u>			
Step-ins	4 @ 25¢ ea.	1.00	.75
Slips	2 @ 50¢ ea.	1.00	1.00
Gowns	4 @ 50¢ ea.	2.00	1.50
Hose - Stockings	6 @ 3 for \$1	2.00	2.00
Anklets	4 @ 20¢ ea.	.80	.80

101040-A-5

CLOTHING BUDGET

GIRL 10 to 12 (CONTINUED)

<u>ITEMS</u>	<u>AMOUNT</u>	<u>INITIAL COST</u>	<u>YEARLY COST</u>
<u>ACCESSORIES</u>			
Handkerchiefs	12	\$.60	\$.30
Toothbrushes	4	.40	.40
Incidentals		3.00	3.00
TOTALS PER YEAR			\$30.85
TOTALS PER MONTH			2.57

SCHOOL BOY 10 to 16

<u>OUTER CLOTHING</u>			
Overcoat	1	\$10.00	\$5.00
Sweater	1	1.00	1.00
Caps	2	.70	.70
Suit with extra pants	1	12.00	6.00
Winter Trousers	2 pr.	3.00	1.50
Overalls	2 pr.	1.18	1.18
Shoes	2 pr.	3.00	3.00
Shoe repairing	2	1.50	1.50
Shirts school	2	1.50	1.50
dress	2	1.50	1.50
Rubbers	1	1.00	1.00
<u>UNDERWEAR</u>			
Underwear	6 @ 50¢ ea.	3.00	2.00
Pajamas	4 @ 75¢ ea.	3.00	2.00
Socks	8 @ 20¢ ea.	1.60	1.60
<u>ACCESSORIES</u>			
Ties	2 @ 25¢ ea.	.50	.50
Belt	2 @ 25¢ ea.	.50	.50
Handkerchiefs	12	.30	.30
Combs	2 @ 25¢ ea.	.50	.25
Toothbrushes	4	.40	.40
Tooth paste, hair cuts, cleaning, etc.		3.00	3.00
TOTAL PER YEAR			\$35.93
TOTALS PER MONTH			2.99

GIRL 12 to 16

<u>OUTER CLOTHING</u>			
Coat	1	\$7.50	\$3.75
Sweater	1	1.00	1.00
Skirt	1	1.00	1.00
Over blouses	2	1.50	1.50
Dresses best winter	1	3.00	1.50
best summer	1	2.00	1.50
cotton	4 @ 60¢ ea.	2.40	2.40
Shoes	3 prs.	5.85	3.90
Shoe repairing	3 prs.	2.25	2.25

CLOTHING BUDGET

GIRL 12 to 16 (CONTINUED)

<u>ITEMS</u>	<u>AMOUNT</u>	<u>INITIAL COST</u>	<u>YEARLY COST</u>
<u>OUTER CLOTHING</u>			
Rubbers	1 pr.	\$ 1.00	\$.50
Hats winter	1	.50	.50
summer	1	.75	.75
Gloves	1 pr.	.25	.25
<u>UNDERWEAR</u>			
Brassiers	4 @ 75¢ ea.	1.00	.75
Step-ins	4 @ 50¢ ea.	2.00	1.50
Slips	4 @ 50¢ ea.	2.00	1.50
Gowns	4 @ 50¢ ea.	2.00	2.00
Hose	(6 @ 3 for \$1	2.00	2.00
anklets	(2 @ 50¢ ea.	1.00	1.00
	(4 @ 25¢ ea.	1.00	1.00
<u>ACCESSORIES</u>			
Garters	2	.20	.10
Handkerchiefs	12	.60	.30
Toothbrushes	4	.40	.40
Incidentals		3.00	3.00
TOTAL PER YEAR			\$34.35
TOTAL PER MONTH			2.86

WOMAN OR GIRL - SHOP OR FACTORY

<u>OUTER CLOTHING</u>			
Coat	1	\$10.00 (2 yrs)	\$5.00
Shoes	3 prs.	5.85	5.85
Shoe repairs	3 prs.	2.25	2.25
Rubbers	1 pr.	1.00 (2 yrs)	.50
Umbrella	1	1.00 (2 yrs)	.50
Hat winter	1	1.00	1.00
summer	1	1.00	1.00
Gloves	2 prs.	1.00	1.00
Dresses nice winter	1	3.00	3.00
nice summer		3.00	3.00
wash	4 @ 80¢ ea.	3.20	3.20
<u>UNDERWEAR</u>			
Step-ins	5 @ 25¢ ea.	1.25	1.25
Vests	2 @ 25¢ ea.	.50	.50
Gowns	3 @ 39¢ ea.	1.17	1.17
Slips	4 @ 40¢ ea.	1.60	1.60
Brassiers	4 @ 25¢ ea.	1.00	1.00
Girdle	1	1.00	1.00
Hose	6 prs. @ 3		
	for \$1.00	2.00	2.00
	4 prs. @ 50¢	2.00	2.00

CLOTHING BUDGET

#11

WOMAN OR GIRL - SHOP OR FACTORY (CONTINUED)

<u>ITEMS</u>	<u>AMOUNT</u>	<u>INITIAL COST</u>	<u>YEARLY COST</u>
<u>ACCESSORIES</u>			
Handkerchiefs	12	\$.60	\$.60
Handbags winter	1	.50	.50
summer	1	.50	.50
Toilet goods, mending materials, cleaning, etc.		5.00	5.00
TOTAL PER YEAR			\$43.92
TOTAL PER MONTH			3.66

ACTIVE WOMAN - AT HOME

OUTER GARMENTS

Coat	1	\$10.00 (2 yrs	\$5.00
Hat - winter	1	.98	.98
summer	1	.50	.50
Shoes	2	3.90	3.90
House slippers	1	.50	.50
Shoe repairs	2	1.00	1.00
Gloves	1	.50	.50
Sweater	1	1.00	1.00
Dresses - House	4 @ 60¢ ea.	2.40	2.40
winter	1	3.50	3.50
summer	1	3.00	3.00

UNDERWEAR

Step-ins	4	1.00	1.00
Vests	2	.50	.50
Slips	3	1.00	1.00
Gowns	3	1.17	1.17
Brassiers	3	.75	.75
Girdle	1	1.00	1.00
Hose	6 pr. @ 20¢ each	1.20	1.20
	2 pr. @ 50¢ each	1.00	1.00

ACCESSORIES

Handkerchiefs	6	.15	.15
Toothbrushes	4 @ 10¢ ea.	.40	.40
Pocket book - winter	1	.50	.50
summer	1	.50	.50
Toilet Articles		3.00	3.00
TOTAL PER YEAR			\$34.45
TOTAL PER MONTH			2.87

CLOTHING BUDGET

INACTIVE ELDERLY WOMAN

<u>ITEMS</u>	<u>AMOUNT</u>	<u>INITIAL COST</u>	<u>YEARLY COST</u>
<u>OUTER CLOTHING</u>			
Coat	1	\$10.00	\$2.00
Hat - winter	1	.50	.50
summer	1	.50	.50
Dresses best summer	1	2.00	1.00
best winter	1	3.00	1.50
House	3	3.00	3.00
Aprons	2	.75	.75
Shoes Everyday	1	1.95	1.95
Best	1	1.00	1.00
Bedroom slippers	1	1.00	1.00
Shoe repair			.75
Hose - Cotton		1.00	1.00
Sweater		2.00	1.00

UNDERWEAR

Vest	3	.75	.75
Bloomers	3	1.00	1.00
Gowns - Winter	2	1.50	1.50
Summer	2	1.00	1.00
Slips	3	1.50	.75

ACCESSORIES

Handkerchiefs	6	.20	.20
Pocket Book	1	1.00	.50
Toilet Articles		1.00	1.00

TOTAL PER YEAR

\$22.65

TOTAL PER MONTH

1.89

ACTIVE MAN

OUTER CLOTHING

Overcoat	1	\$15.00 (3 yrs)	\$5.00
Sweater	1	1.00	1.00
Suit 2 prs. pants	1	15.00 (2 yrs)	7.50
Trousers (work)	2	2.00	2.00
Hat	1	1.50	1.50
Shoes	2	3.96	3.96
Shoe repairs	2 ($\frac{1}{2}$) soles	1.50	1.50
Gloves	1	.50	.50
Shirt	4 work	2.00	2.00
	2 dress	2.00	2.00
Cap	1	.50	.50
Overshoes	1	1.50 (2 yrs)	.75

UNDERWEAR

Winter	4 prs.	3.00	3.00
Summer	4 prs.	1.00	1.00
Pajamas	4 prs.	3.00	3.00
Socks	8 prs.	1.60	1.60

CLOTHING BUDGET

ACTIVE MAN (CONTINUED)

<u>ITEMS</u>	<u>AMOUNT</u>	<u>INITIAL COST</u>	<u>YEARLY COST</u>
<u>ACCESSORIES</u>			
Ties	4	\$1.00	\$1.00
Belt	2	.50	.50
Handkerchief	12	.60	.30
<u>MISCELLANEOUS</u>			
Combs	2	.50	.50
Toothbrushes	4	.40	.40
Tooth paste, shaving		4.00	4.00
TOTAL PER YEAR			\$43.51
TOTAL PER MONTH			3.63

INACTIVE ELDERLY MAN

<u>OUTER CLOTHING</u>			
Overcoat	1	\$15.00	\$3.00
Suit	1	15.00	5.00
Overalls	2	1.80	1.80
Pants - summer	2	2.00	2.00
Shirts - Best	1	.85	.85
Everyday	4	2.36	2.36
Shoes	2	4.00	4.00
Shoe repairs		.75	.75
Bedroom slippers		1.50	1.50
Socks - wool	2	1.00	1.00
cotton	3	.30	.30
Hat - summer			
winter			1.00
<u>UNDERWEAR</u>			
Summer	4	2.00	1.00
Winter	2	2.00	2.00
Pajamas - summer	2	2.00	1.00
winter	2	2.00	1.00
<u>ACCESSORIES</u>			
Ties	2	.50	.50
Suspenders	1	.50	.50
Handkerchief	12	.60	.30
Toilet Articles			1.00
TOTAL PER YEAR			\$31.36
TOTAL PER MONTH			2.61

UNIVERSITY OF KENTUCKY - DEPARTMENT OF AGRICULTURE

June, 1940

Man's Wardrobe

<u>Articles</u>	<u>No. Needed</u>	<u>Cost</u>
Overalls	3	\$2.25
Suit	1	7.98
Trousers - winter	1	2.98
summer	1	1.49
Overcoat or jacket	1	4.98
Sweater	1	1.49
Hat	1	1.98
Straw hat	1	.25
Shirts		
Work	4	2.32
Dress	1	.98
Underwear		
Winter	2	1.58
Summer	2	.76
Pajamas	3	2.94
Shoes		
Work	2	4.98
Dress	1	2.00
Socks		
Work	8	.80
Dress	2	.48
Handkerchiefs	5	.25
Ties	1	.25

Woman's Wardrobe

<u>Articles</u>		
Dresses		
Silk or synthetic	1	\$2.98
Cotton	3	2.94
Cotton, afternoon	1	.98
Sweater	1	.98
Coat	1	8.25
Aprons	2	.39
Hat	1	1.98
Shoes		
Work shoes	1	3.00
Dress shoes	1	1.98
Hose		
Cotton	3	.45
Silk	3	1.47
Underwear	3 sets	1.50
Pajamas	3	2.94
Kimona	1	.98
Handkerchiefs	6	.30
Purse	1	.49

Girl's Wardrobe (Age 14)

#15

<u>Articles</u>	<u>No. Needed</u>	<u>Cost</u>
<u>Dresses</u>		
Silk or synthetic	1	\$1.98
Wool	1	1.98
Cotton	3	2.25
Party	1	1.98
Coat	1	8.25
Sweater	1	.98
Hats	2	1.46
Shoes		
School	1	3.00
Dress	1	1.98
Hose		
Socks	4	.62
Silk	2	.98
Underwear		
Slips	3	1.47
Panties	3	.75
Brassiers	2	.38
Pajamas	2	1.58
Handkerchiefs	5	.25
Purse	1	.49

Boy's Wardrobe (6 years)

<u>Articles</u>		
<u>Trousers</u>		
Winter	1	\$1.98
Summer	1	.98
Overalls	3	2.37
Overcoat	1	2.98
Sweater	1	.98
Shirts		
School	5	2.45
Dress	1	.49
Cap	1	.49
Underwear	4	1.36
Pajamas	3	2.37
Shoes		
School	2	3.00
Dress	1	1.98
Socks	6	.60
Tie	2	.50
Handkerchiefs	3	.15

Young Girl's Wardrobe (age 6 years)

<u>Articles</u>		
<u>Dresses</u>		
Wool	1	\$.98
Cotton	5	2.45
Coat	1	4.95
Sweater	1	.98
Hat		
Beret	1	.48
Straw	1	.75
Underwear		
Slips	2	.98

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#16

Young Girl's Wardrobe (Age 6 years) CONTINUED

<u>Articles</u>	<u>No. Needed</u>	<u>Cost</u>
Underwear		
Panties	6	\$.75
Pajamas	2	.98
Socks	6	.75
Shoes		
School	2	3.00
Dress	1	1.98
Handkerchiefs	3	.15

Boy's Wardrobe (16 years)

<u>Articles</u>		
Overalls	2	\$1.58
School Suit (2 prs. pants)	1	5.98
Trousers Summer Wear	1	.98
Overcoat or jacket	1	2.98
Sweater	1	.98
Shirts		
Work	3	1.47
Dress	2	.98
Shoes		
Work	2	3.96
Dress	1	1.98
Socks		
Work	6	.75
Dress	3	.57
Underwear	4	1.34
Pajamas	3	2.37
Handkerchiefs	6	.30
Ties	3	.75

Baby's Wardrobe (1 - 5 years)

<u>Articles</u>		
Rompers or dresses	6	2.94
Snow suit	1	1.98
Sweater	1	.79
Underwear	6	1.50
Pajamas	3	1.47
Shoes	3	2.96
Hose	6	.90
Mittens	1	.25

4. Coal and Wood

In suburban areas, coal will be the fuel used generally. In rural areas, coal will usually be cheaper when available. The price of coal over the state has a range from \$2.50 at the mine to \$7.50 per ton, delivered.

One average sized room requires about one-half ton of coal per month for heating, and one-fourth ton for cooking will be used by a family of five.

About four cords of wood per month are required during the winter for heating the living room. The average for cooking is $1\frac{1}{2}$ cords per month. Wood is a very expensive fuel when it costs \$4.00 per cord. Only those families who can get wood given them (but may need to pay for the labor of cutting and hauling it) should use wood as fuel.

5. Kerosene, Gas, Electricity and Water

The average family of five will use 15 gallons of kerosene per month for cooking and from 2 to 4 gallons per month for lights.

The minimum charge for gas is 80¢ per month. For a family of five, the average cost of gas is \$3.00 per month in winter, including cooking and laundry, and \$2.00 per month in summer. Gas for heating a water tank will add about 75¢ per month to the bill. Heating the house will depend on different factors - the type of house, the standards of the family, and the neighborhood. Therefore, no definite guidance can be given for heating.

The average electric bill for a five room house during the winter is \$2.00 per month, and during the summer it is \$1.25 per month. The use of an electric iron adds at least 25¢ per month, a refrigerator adds \$1.50 a month.

An allowance for water should be added only when a city supply is used, and when not included in rent payment. In general, family of five or less should be able to manage on the minimum charge for water. From 12% to 50% of the minimum charge for water may be added for a family over five, depending upon the size of the family. Wherever a city water supply is available, families should be encouraged to use that water for drinking and cooking purposes.

6. Household Needs

For a family of five persons, the following average amounts are suggested:

- About 12 bars of laundry soap per month
- About 6 bars of toilet soap per month
- About 6 boxes of washing powder per month
- About 1-2 cans of scouring powder per month
- About 3 boxes of matches per month
- About 4-6 rolls of toilet paper per month
- About 3 boxes of starch per month

6. Household Needs (Continued)

Thirty cents per month per person will cover this requirement. For replacement allowance for household needs such as sheets, pillow cases, towels, dishes, brooms, mops, etc., the following guide might be used:

Family of 1	\$.50
Family of 2	.75
Family of 3-4	1.00
Family of 5-6	1.50
Family of 7-8	2.25
Family of 9-10	3.00
Family of 11-12	4.00

7. Church

An allowance of one penny each week per child and five cents per week for each adult should be considered the minimum for church.

8. Stock Feed

Feed for stock may be allowed in accordance with the needs. It is suggested that the advice of the county agent be obtained as to amounts needed and costs. Consideration should be given to the season of the year and available pasturage.

C. Assets to be Computed in the Family Budget

1. Values of food produced at home should be calculated at the same prices as the purchase costs which were used to calculate food allowances. These purchase costs which were used are as follows:

Milk	10¢ qt.	Meat and Fish	15¢ lb.
Eggs	15¢ doz.	Potatoes	2¢ lb.
Green and Root Vegetables	5¢ lb.	Cereals and Flour	6¢ lb.
Dried Vegetables	6¢ lb.	Butter and Other Fats	15¢ lb.
Oranges and Tomatoes	5¢ lb.	Sugar	7¢ lb.
Fresh Fruits	5¢ lb.	Bread	8¢ lb.
Dried Fruits	10¢ lb.		

2. A work child, under 21 years, should not be expected to contribute all his earnings to the family budget. From forty to sixty percent of his earnings should be computed as income to the family, depending on the amount of his personal needs as indicated by the

type of work he does. No budget allowance shall be made for his clothing and transportation. Where earnings of the child are sufficient only to provide clothing, transportation and lunches for the child, no contribution to the family income should be required.

3. NYA earnings should not be computed in family budget. Neither should the youth be shown in the estimated budget requirements of the family.
4. CCC allotments should be included in the family budget. Allowances for the enrollee, however, shall not be included.
5. Veterans' bonuses and pensions shall be considered as assets and shall be computed as income or savings to the family.
6. Old Age Assistance and Blind Pensions are individual benefits and shall not be shown as income in the family.
7. Aid to Dependent Children should be excluded from the estimated budget requirements of the family for the recipients of such benefits.

D. Other Factors to be Considered in Computing Budgets

1. If the family owns an automobile at the time of application, this does not of itself justify rejection or cancellation of certification. However, no allowance may be made for cost or upkeep except where it is proven that the use of it is necessary or contributes to the family income.
2. Real estate other than, or in addition to, a homestead owned and occupied by a worker is to be treated as an available resource. This applies both to intake and recertification. No allowance shall be made in budgeting except to show the net income of such property. Should the property be non-income producing, the worker shall be expected to show evidence of his good faith by listing such property for immediate sale with a reputable real estate broker. He should be allowed a reasonable time to dispose of such property but should not hold out for above current market prices. The cash payment on the bid price on such property shall be considered in the same way as available savings in determining eligibility for continued employment. Where income producing, the profitable use or disposal of such property as a possibility for meeting the family's need should be considered at time of application. The worker shall be expected to give notice of successful disposal of property.
3. Personal properties, such as stocks, bonds, mortgages, debentures, notes, etc., which are not currently income producing, shall be examined carefully. As a general rule, the worker should be expected to dispose of these investments. Consideration should be given to the present market value. If, after competent advice is obtained, it is deemed advisable to convert these assets or any part of them into cash, the worker's certification should be can-

celled if the amount so realized is sufficient to cover the family's budget for a three-month period, plus an allowance of an additional \$100 if the family has no other savings or protective insurance for the legally responsible head.

4. If savings are more than sufficient for the support of a family on the minimum basic budget for a period of three months, certification should be cancelled, except when the head of the family has no protective insurance. In such situations, an additional saving of \$100 may be allowed. Additional allowances may be made if warranted by the size of the family or by unusual conditions. Note that this amount is permissible only when there are no other resources, such as free rental, garden, or farm produce.
5. Convertible insurance shall be considered an asset. Straight life insurance not to exceed \$1200 for the head of the family and limited life insurance to provide for each member of the family, if held at time of application, should be left in force. Consideration should be given to the age and health of the insured person. Any cash or loan value, determined after competent advice has been secured, in excess of these allowances should be considered as savings and the worker shall be separated from employment if the amount so made available is sufficient for the family's support on the minimum basic budget for a three-month period. Time should be allowed for the worker to make this adjustment.
6. Payment on Debts - In determining continued eligibility, no allowance may be made to meet back debts except in instances where the debts are for household items necessary for the adequate living arrangements of the family and for which no other provision can be made. In no instances may such allowances exceed \$2 a month. In determining eligibility of applicants for certification, no allowance for payment of debts owed by such applicants shall be made.

E. WPA Employment for Wage Earners of Composite Families

A composite family group (two or more separate families residing together) shall be given consideration that assures the certification of the head of each natural family group, if WPA earnings are necessary for the self-support of that particular group.

The history of the composite family shall be taken into consideration to ascertain whether the composite group has lived as one family prior to the application for certification. Living arrangements and financial responsibility assumed by the various units during normal employment shall be considered.

F. Employment on Basis of Relative Need

As far as practicable, preference in employment on projects shall be determined on the basis of relative need.

For the purpose of determining relative need, two categories of need shall be established. At the time of original certification, and during the continuous review, each person shall be classified

according to his relative need in accordance with the categories listed and defined below:

CATEGORY A FIRST NEED PREFERENCE

Members of families or persons with no income.

CATEGORY B SECOND NEED PREFERENCE

Members of families or persons with income insufficient for maintenance on a subsistence level.

Further grades of relative need within these two categories shall not be established.

CERTIFICATION OF ELIGIBILITY, WPA Form 600 and INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORD, WPA Form 144a, shall be marked to indicate the relative need category of each person certified. It shall be the responsibility of the Intake and Certification Section of the Division of Employment to notify the assignment section of any changes of category by means of NOTICE OF CASE CHANGE, WPA Form 601.

EMERGENCY RELIEF APPROPRIATION ACT OF 1941

APPENDIX C

INTAKE AND CERTIFICATION MANUAL

DIVISION OF EMPLOYMENT

WORK PROJECTS ADMINISTRATION

112940-A-

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PUBLIC RESOLUTION NO. _____ 76th CONGRESS, 3d SESSION

(H. J. Res. 544)

(As approved by Conference Committee)

JOINT RESOLUTION

Making appropriations for work relief and relief,
for the fiscal year ending
June 30, 1941.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That this joint resolution may be cited as the "Emergency Relief Appropriation Act, fiscal year 1941".

Work Projects Administration

Section 1. (a) In order to continue to provide work for needy persons on useful public projects in the United States and its Territories and possessions, there is hereby appropriated to the Work Projects Administration, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1941, \$975,650,000, together with all balances of appropriations under section 1 (a) of the Emergency Relief Appropriation Act of 1939, which remain unobligated on June 30, 1940, including such unobligated balances of funds transferred to other Federal agencies for nonconstruction projects under the provisions of section 11 (a) of such Act of 1939, or set aside for specific purposes in accordance with other law: Provided, That notwithstanding any other provision of law, funds heretofore irrevocably set aside for the completion of Federal construction projects under authority of the Emergency Relief Appropriation Acts of 1938 and 1939, shall remain available until June 30, 1941, for such completion, and any such funds which remain unobligated by reason of the completion or abandonment of any such Federal construction project shall be returned to this appropriation: Provided further, That the funds appropriated by this section may be apportioned for a lesser period than the twelve months of the fiscal year 1941, but not for less than eight months, as determined by the President, if in his judgment such action is required to meet unemployment conditions, during such lesser period, but the funds so appropriated shall be so administered during such period as to constitute the total amount that will be furnished to such Administration during such period.

(b) The funds provided in this section shall be available for (1) administration; (2) the prosecution of projects approved by the President under the provisions of the Emergency Relief Appropriation Acts of 1937, 1938, and 1939; and (3) the prosecution of the following types of public projects, Federal and non-Federal, subject to the approval of the President, namely: Highways, roads, and streets; public buildings; parks, and other recreational facilities, including buildings therein; public utilities; electric transmission and distribution lines or systems to serve persons in rural areas, including projects sponsored by and for the benefit of nonprofit and cooperative associations; sewer systems, water supply, and purification

Purpose

Appropriation
of \$975,650,000
to Work Project
Administration

Funds for
Federal con-
struction proj-
ects approved
under ERA Acts
1938 and 1939

Funds may be
apportioned
for less than
12 months upon
determination
of President

Types of
projects

112940-4

systems; airports and other transportation facilities; flood control, drainage; irrigation, including projects sponsored by community ditch organizations; water conservation; soil conservation, including projects sponsored by soil conservation districts and other bodies duly organized under State law for soil erosion control and soil conservation, preference being given to projects which will contribute to the rehabilitation of individuals and an increase in the national income; fore-station, re-forestation and other improvements of forest areas, including the establishment of fire lanes; fish, game and other wildlife conservation; eradication of insect, plant and fungus pests; the production of lime and marl for fertilizing soil for distribution to farmers under such conditions as may be determined by the sponsors of such projects under the provisions of State law: educational, professional, clerical, cultural, recreational, production, and service projects, including training for nursing and for domestic service; aid to self-help and cooperative associations for the benefit of needy persons; and miscellaneous projects; Provided, That all persons employed on work projects shall, so far as practicable, be employed on projects nearest their respective homes.

Persons to be employed near residence.

(c) The funds appropriated in this section, exclusive of those used for administrative expenses, shall be so administered that expenditure authorizations for other than labor costs for all the work projects financed from such funds in any State, Territory, possession, or the District of Columbia shall not exceed an average for the fiscal year ending June 30, 1941, of \$6 per month per worker, except that the Commissioner of Work Projects (hereinafter referred to as the "Commissioner") may authorize an increase in the average in cases where the increased cost of materials would have the effect of raising such average above \$6 but in no event shall the increase in such average exceed the amount necessary to meet such increase in material costs and in no event shall such average exceed \$7: Provided, That the funds appropriated in this section shall not be used for the purchase of any construction equipment or machinery in any case in which such equipment or machinery can be rented at prices determined by the Commissioner to be reasonable, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive: Provided further, That not to exceed \$25,000,000 of funds herein appropriated to the Work Projects Administration may be used by the Commissioner to supplement the amounts, so authorized for other than labor costs in any State, Territory, possession, or the District of Columbia in connection with the prosecution of projects which have been certified by the Secretary of War and the Secretary of the Navy, respectively as being important for military or naval purposes.

Expenditures for non-labor costs

Purchase and rental of construction equipment

National defense projects partially exempted from non-labor cost requirement

(d) In administering the funds appropriated in this section, not to exceed three-fourths of the total cost of all non-Federal projects approved after January 1, 1940, to be undertaken within any State, Territory, possession or the District of Columbia, with respect to which any such funds are used, shall be borne by the United States, and not less than one-fourth of such total cost shall be borne by the State and its political subdivisions, or by the Territory, possession, or the District of

Percent of sponsor's contribution

112940-A

Columbia, as the case may be: Provided, That the provisions of this subsection shall not apply to projects (1) which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes, or (2) which authorize necessary temporary measures to avert danger of life, property, or health in the event of disaster or grave emergency caused by flood, storm, fire, earthquake, drought or similar cause. The facts constituting compliance with the requirements of this subsection shall be determined by the Commissioner, and his determinations, made in conformity with rules and regulations prescribed by him, shall be final and conclusive.

Certain projects exempted from contribution requirement

(e) The funds appropriated in section 1 (a) hereof shall be available to provide, under regulations to be prescribed by the Commissioner, for medical and hospital facilities for work camp project employees and burial expenses of deceased work camp project employees, including the transportation of remains to place of burial: Provided, That deductions shall be made from the earnings of all project employees quartered in such camps in an amount sufficient to offset the estimated cost to the United States for furnishing the foregoing.

Medical and hospitals facilities and burial expenses for work camp employees

(f) When it is found that as a result of bad faith, fraud or misrepresentation on the part of the sponsor, any land, building, structure, facility, or other project, or any part thereof, upon which funds appropriated in this joint resolution have been expended, is used, transferred, or disposed of without retention and control for public use, the sponsor of the project and the person or organization to which the land, building, structure, facility, or project has been sold, leased, or given, shall be liable, jointly and severally, upon demand of the Commissioner or his duly authorized representative, to pay over to the United States an amount equal to the amount of Federal funds expended on such land, building, structure, facility, or project.

Reimbursement to United States where project is diverted

(g) The amount which may be obligated for administrative expenses of the Work Projects Administration in the District of Columbia and in the field shall not exceed in the aggregate the sum of \$41,534,000 during the fiscal year 1941, of which sum the amounts so to be obligated for the following respective purposes shall not exceed these sums: Salaries, \$34,105,000; communication service, \$612,750; travel, \$3,610,000; and printing and binding, \$437,000: Provided, That if the President shall determine under section 1 (a) that the appropriation made by such section shall be apportioned for a period less than the entire fiscal year, the Director of the Bureau of the Budget shall apportion the amounts which may be obligated for administrative expenses for such period, but if the period determined is an eight months' period there may be obligated for administrative expenses not to exceed \$30,875,000, of which sum not to exceed \$25,626,250 shall be available for salaries; \$418,000 for communication service; \$2,536,500 for travel; and \$323,000 for printing and binding.

Administrative expenses of Work Projects Administration

(h) The Commissioner shall transmit to Congress, on the first day of each regular session thereof, a statement showing for each State the names, addresses, positions, and compensation of all employees of the Work Projects Administration whose compensation is at the rate of \$1,200 per annum or more. For the purposes of this subsection, the term "State" shall include the Territories, possessions, and the District of Columbia.

(i) The functions heretofore vested in the Works Progress Administration and the Work Projects Administration are authorized to be carried out until June 30, 1941, by the Work Projects Administration subject to the provisions of this joint resolution and such latter Administration is hereby extended until such date to carry out the purposes of this section.

(j) The President may detail a commissioned officer on the active list of the United States Army to perform the functions of the office of Commissioner of Work Projects, without loss of or prejudice to his status as such officer. Any commissioned officer so detailed shall receive, in addition to his pay and allowances as such officer, an amount sufficient to make his total compensation \$10,000 per annum while he is so detailed.

Sec. 2. (Appropriation to Department of Agriculture)

Sec. 3. (Appropriation to Puerto Rico Reconstruction Administration, Department of the Interior and amendment to section 5 of the Fair Labor Standards Act of 1938)

Sec. 4. (Appropriation to the Bureau of Indian Affairs, Department of the Interior)

Administrative Agencies

Sec. 5. (a) In order to provide for administrative expenses incidental to carrying out the purposes of this joint resolution there is hereby appropriated to the following agencies, out of any money in the Treasury not otherwise appropriated, for the fiscal year ending June 30, 1941: (1) General Accounting Office, \$5,600,000; (2) Treasury Department: (a) Procurement Division \$3,400,000; (b) Division of Disbursement, \$1,954,516; (c) Office of the Treasurer, \$490,000; (d) Secret Service Division, \$163,000; (e) Office of Commissioner of Accounts and Deposits and Division of Bookkeeping and Warrants, \$4,628,841, for administrative accounting; total, Treasury Department, \$10,636,357: Provided, That no part of the sum herein appropriated shall be used to defray the expenses of transferring or maintaining the performance of any of the functions appropriated for in (a), (b), and (c) of subdivision (2) of this subsection at points other than in the States where any of such functions now are performed; (3) Public Health Service of the Federal Security Agency, \$200,000; and (4) Civil Aeronautics Authority, \$175,000: Provided, That if the President shall determine under section 1 (a) that the appropriation made by such section shall be apportioned for a period less than the entire fiscal year, the appropriations made by this section shall be apportioned by the Director of the Bureau of the Budget for a lesser period than the fiscal year but not for less than eight months.

Appropriation for administrative expenses for certain Federal agencies

(b) The appropriations in subdivisions (2), (3), and (4) of subsection (a) of this section shall not be used to pay the compensation of persons employed entirely upon the regular work (as distinguished from emergency work under appropriations in this section) of any department or agency, nor to pay the compensation of employees engaged partially upon such regular work, unless in the determination of the head of such department or agency (which determination shall be conclusive) offsetting employment upon such emergency work of such department or agency is performed by employees paid from the regular funds thereof.

Sec. 6. (Appropriation made available to the United States Employees' Compensation Commission)

Sec. 7. (Appropriation to the Office of Government Reports, Executive Office of the President)

General and Special Provisions

Sec. 8. Funds appropriated in this joint resolution to the various Federal agencies shall be so apportioned and distributed over the period ending June 30, 1941, except where a different apportionment is specifically permitted by this joint resolution, and shall be so administered during such period as to constitute the total amount that will be furnished to such agencies during such period for the purposes herein set forth.

Apportionment of funds

Sec. 9. The funds made available by this joint resolution shall be used only for work relief or relief for persons in need except as otherwise specifically provided herein.

Use of funds for work relief or relief

Sec. 10. (a) The Commissioner is authorized to allocate not to exceed \$40,000,000 to other Federal agencies for the operation, under such rules and regulations as the Commissioner may prescribe, of projects of the type specified in subsection (b) of section 1 which are within the scope of the functions usually carried out by such agencies, including administrative expenses of such agencies incident to such operation: Provided, That not to exceed 4 per centum of the total amount so allocated to any such agency shall be used for such administrative expenses: Provided further, That no project shall be prosecuted under any allocation under this subsection upon which the percentage of non-relief persons employed exceeds 10 per centum of the total number of persons employed.

Allocations by Commissioner to other Federal agencies

Nonrelief employment under Federal agency allocations

(b) No Federal construction project, except flood control and water conservation projects authorized under other law, shall be undertaken or prosecuted under the appropriations in this joint resolution unless and until there shall have been allocated and irrevocably set aside Federal funds sufficient for its completion.

Federal construction project funds irrevocably allocated

(c) No non-Federal project shall be undertaken or prosecuted under appropriations under this joint resolution (except under section 3) unless and until the sponsor has made a written agreement to finance such part of the entire cost thereof as the head of the agency, if the agency administers sponsored projects, determines under the circumstances is an adequate contribution taking into consideration the financial ability of the sponsor. The head of the agency shall prescribe rules and regulations relating to the valuation of contributions in kind by sponsors of projects through furnishing the use of their own facilities and equipment and the services of their own employees, which shall represent an actual cash value, and such rules and regulations shall also allow credit only to the extent that the furnishing of such contributions represents a financial burden which is undertaken by the sponsors on account of Work Projects Administration projects, or other sponsored projects.

Sponsor's contributions for non-Federal projects

Sec. 11. None of the funds made available by this joint resolution shall be expended on the construction of any building (1) the total estimated cost of which, in the case of a Federal building, exceeds \$100,000, or (2) the portion of the total estimated cost of which payable from Federal funds, in the case of a non-Federal building, exceeds \$100,000, unless the building is one (a) for which the project has been approved by the President on or prior to May 15, 1940, or for which an issue of bonds has been approved at an election held on or prior to such date, or for which a State legislature has made an appropriation on or prior to such date, or (b) for the completion of which funds have been allocated and irrevocably set aside under prior relief appropriation Acts: Provided, That the provisions of this section shall not apply to any projects which have been certified by the Secretary of War and the Secretary of the Navy, respectively, as being important for military or naval purposes.

Limitation of Federal funds for construction of buildings

National defense projects exempted from building cost restriction

Sec. 12. (a) The various agencies for which appropriations are made in this joint resolution are authorized to receive from sponsors of non-Federal projects contributions in services, materials, or money, such money to be deposited with the Treasurer of the United States. Such contributions shall be expended or utilized as agreed upon between the sponsor and such agencies.

Authority to receive sponsors' contributions

(b) All receipts and collections of Federal agencies by reason of operations in consequence of appropriations made in this joint resolution, except cash contributions of sponsors of projects and amounts credited to revolving funds authorized by this joint resolution, shall be covered into the Treasury as miscellaneous receipts.

Disposition of receipts and collections

(c) Except as authorized in this joint resolution, no allocation of funds shall be made to any other Federal agency from the appropriation in this joint resolution for any Federal agency. No such allocation shall be made for the exercise of the functions of the Radio Division or the United States Film Service transferred to the Office of Education of the Federal Security Agency.

Limitation on Federal Agency allocations

Sec. 13. Agencies receiving appropriations under this joint resolution are authorized to prescribe such rules and regulations as may be necessary to carry out the purposes for which such appropriations were made.

Rules and regulations

Sec. 14. (a) The Commissioner shall fix a monthly earnings schedule for persons engaged upon work projects financed in whole or in part from funds appropriated by section 1 which shall not substantially affect the current national average labor cost per person of the Work Projects Administration. Such monthly earnings schedule shall not be varied for workers of the same type in different geographical areas to any greater extent than may be justified by differences in the cost of living. The Commissioner shall require that the hours of work for all persons engaged upon work projects financed in whole or in part by funds appropriated by section 1: shall (1) be one hundred and thirty hours per month except that the Commissioner, in his discretion, may require a lesser number of hours of work per month in the case of relief workers with no dependents and the earnings of such workers shall be correspondingly reduced, and (2) not to exceed eight hours in

Monthly earnings schedule

Hours of work

any one day and (3) not exceed forty hours in any week.

(b) The Commissioner may authorize exemptions from the above limitations of monthly earnings and hours of work on projects certified as hereinbefore provided as being important for military or naval purposes; to protect work already done on a project; to permit making up lost time; in the case of an emergency involving the public welfare; and in the case of supervisory personnel employed on work projects.

Exemptions
from limita-
tions on earn-
ings and hours
of work

Sec. 15. (a) In employing or retaining in employment on Work Projects Administration work projects, preference shall be determined, as far as practicable, on the basis of relative needs and shall, where the relative needs are found to be the same, be given in the following order: (1) Veterans of the World War and the Spanish-American War and veterans of any campaign or expedition in which the United States has been engaged (as determined on the basis of the laws administered by the Veterans' Administration except that discharged draft enrollees other than those with service-connected disability shall not be considered as veterans for the purposes of this subsection) and unmarried widows of such veterans and the wives of such veterans as are unemployable who are in need and are American citizens; and (2) other American citizens, Indians and other persons owing allegiance to the United States who are in need.

Preference in
employment

(b) There shall be removed from employment on Work Projects Administration projects all relief workers, excepting veterans unmarried widows of such veterans and wives of such veterans as are unemployable, who have been continuously employed on such projects for more than eighteen months, and any relief worker so removed shall be ineligible to be restored to employment on such projects until after (a) the expiration of thirty days after the date of his removal, and (b) recertification of his eligibility for restoration to employment on such projects.

Removal of
workers em-
ployed more
than 18 months

(c) In considering employment of persons upon work projects prosecuted under the appropriations contained in this joint resolution, the agency providing the employment shall determine whether such persons are able to perform the work on work projects to which they can be assigned and no person shall be employed or retained for employment on any such project whose work habits are such or work record shows that he is incapable of performing satisfactorily the work to which he may be assigned on the project.

Qualifications
of workers

(d) There shall be removed from employment on Work Projects Administration projects all relief workers whose needs for employment have not been certified by, and, except as provided in section 16 (b), no relief worker shall be employed on such projects until after his need for employment has been certified by (a) a local public certifying agency or (b) the Work Projects Administration where no such agency exists or where the Work Projects Administration certifies by reason of its refusal to accept certification by local public agencies.

Certification
of need for
employment

(e) No blind person receiving aid under the Social Security Act, as amended, shall be prohibited from temporarily relinquishing such aid to accept employment on a Work Projects Administration project.

Employment of
blind persons

(f) No alien, no Communist, and no member of any Nazi Bund Organization shall be given employment or continued in employment on any work project prosecuted under the appropriations contained in this joint resolution and no part of the money appropriated in this joint resolution shall be available to pay any person who has not made or who does not make affidavit as to United States citizenship and to the effect that he is not a Communist and not a member of any Nazi Bund Organization, such affidavit to be considered prima facie evidence of such citizenship, and that he is not a Communist, and not a member of any Nazi Bund Organization.

No employment for aliens, Communists, or Nazi Bund Organization members

(g) The Commissioner shall cause a periodic investigation to be made of the rolls of relief employee on work projects, and shall eliminate from the rolls those not in actual need, such investigation to be made so that each case is investigated at least once in every twelve months.

Periodic investigation of need required

Section 16. (a) No person in need who refuses a bona fide offer of private or other public employment under reasonable working conditions which pays the prevailing wage for such work in the community where he resides and who is capable of performing such work shall be employed or retained in employment on work projects under the funds appropriated in this joint resolution for the period such private or other public employment would be available.

No employment for persons in need refusing offer of employment

(b) Any person who takes such employment shall at the expiration thereof be entitled to immediate resumption of his previous employment status with the Work Projects Administration if he is still in need and if he has lost such employment through no fault of his own, and if he has first drawn all the benefits of unemployment compensation that shall have accrued to him during his term in private employment and which are available to him.

WPA employment after private employment expires

Section 17. (a) No person shall be employed or retained in employment in any administrative position, or in any supervisory position on any project, under the appropriations in this joint resolution unless such person has previously subscribed or before engaging in such employment subscribes to the following oath:

Oath required of persons employed in administrative and project supervisory positions

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office (or employment) on which I am about to enter (or which I now occupy). So help me God."

(b) No portion of the appropriation made under this joint resolution shall be used to pay any compensation to any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States.

No compensation to persons advocating overthrow of Government

(c) The Commissioner and the head of any other agency receiving an appropriation hereunder is authorized to designate employees, administrative and supervisory, as he may deem necessary to administer such oaths as are required by this joint resolution and such other oaths as may be required or necessary in the operation of the Work Projects Administration or other agency, which oaths shall have the same force and effect as oaths administered by notaries, justices of the peace, and other Federal and non-Federal officers qualified to administer oaths.

Designation of employees

Section 18. In carrying out the purpose of the appropriations in this joint resolution, the Secretary of the Treasury with the approval of the Director of the Bureau of the Budget, is authorized to prescribe rules and regulations for the establishment of special funds for any agency receiving an appropriation under this joint resolution, in the nature of revolving funds for use, until June 30, 1941, in the purchase, repair, distribution or rental of materials, supplies, equipment, and tools.

Revolving
fund for mat-
erials, sup-
plies, equip-
ment, and
tools

Section 19. The provision of section 3709 of the Revised Statutes (41 U. S. C. 5) shall not apply to any purchase made or service procured in connection with the appropriations in this joint resolution when the aggregate amount involved is less than \$300.

Purchases
less than
\$300

Section 20. The appropriations in this joint resolution for administrative expenses and such portions of the other appropriations in this joint resolution as are available for administrative expenses may be obligated in the amounts which the agency, with the approval of the Director of the Bureau of the Budget shall have certified to the Secretary of the Treasury as necessary for personal services, in the District of Columbia, and elsewhere, and for contract stenographic reporting services, supplies and equipment; purchase and exchange of lawbooks, books of reference, directories, and periodicals, newspapers and press clippings; travel expenses, including expenses of attendance at meetings of officials and employees of the agency on official business; rental at the seat of government and elsewhere; purchase, operation and maintenance of motor-propelled passenger-carrying vehicles; printing and binding and such other expenses as may be necessary for the accomplishment of the objectives of this joint resolution.

Types of ad-
ministrative
expenses
authorized

Section 21. (a) The provisions of Executive Order Numbered 7916, dated June 24, 1938, shall not apply to positions the compensation of which is payable from appropriations contained in this joint resolution, and such appropriations shall not be available for the compensation of the incumbent of any position placed in the competitive classified civil service of the United States after January 10, 1939.

Executive
Order No.
7916 on civil
service not
applicable

(b) In carrying out the purposes of this joint resolution the agencies receiving appropriations herein or allocations under such appropriations are authorized to accept and utilize such voluntary and uncompensated services, appoint, without regard to civil-service laws, such officers and employees, and utilize, with the consent of the head of the Federal agency by which they are employed, such Federal officers and employees, and with the consent of the State such State and local officers and employees at such compensation as shall be determined by the head of the agency involved, as may be necessary, and prescribe their authorities, duties, responsibilities, and tenure, and, without regard to the Classification Act of 1923, as amended, to fix the compensation of any officers and employees so appointed.

Authority for
appointment
of officers
and employees

(c) Appointments to Federal positions of an administrative or advisory capacity under the appropriations in this joint resolution in any State shall be made from among the bona fide citizens of that State so far as not inconsistent with efficient administration.

Appointments to State Administrations of state citizens.

Section 22. In making separations from the Federal service, or furloughs without pay to last as long as three months, of persons employed within the District of Columbia, under the provisions of this joint resolution, the appointing power shall give preference, as nearly as good administration will warrant, in retention to appointees from States that have not received their share of appointments according to population: Provided, however, That soldiers, sailors, and marines, and widows of such, or the wives of injured soldiers, sailors, and marines, who themselves are not qualified, but whose wives are qualified to hold a position in the Government service, shall be given preference in retention, in their several grades and classes, where their ratings are good or better.

Preference in retention of certain persons employed in District of Columbia

Section 23. The provisions of the Act of February 15, 1934 (48 Stat. 351) as amended, relating to disability or death compensation and benefits shall apply to persons (except administrative employees qualifying as civil employees of the United States) receiving compensation from the appropriations in this joint resolution for services rendered as employees of the United States: Provided, That this section shall not apply in any case coming within the purview of the workmen's compensation law of any State, Territory, or possession, or in which the claimant has received or is entitled to receive similar benefits for injury or death.

Disability or death compensation

Section 24. None of the funds made available by this joint resolution shall be used (a) for the operation of any theatre project, (b) for the operation of any project sponsored solely by the Work Projects Administration, or (c) for radio broadcasting in an amount exceeding \$100,000 or for the acquisition, rental, or distribution of motion-picture films.

Prohibition against WPA-sponsored projects and other restrictions

Section 25. The Commissioner is authorized to consider, ascertain, adjust, determine, and pay from the appropriation in section 1 hereof any claim on account of damage to or loss of privately owned property caused by the negligence of any employee of the Work Projects Administration or the Works Progress Administration while acting within the scope of his employment. No claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing within one year from the date of accrual thereof. Acceptance by a claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action upon such claim so accepted by the claimant shall be conclusive.

Property damage claims

Section 26. The Commissioner is authorized to call to the attention of the city, county, and State governments the unemployment situation of that city, county, or state, and to seek the cooperation of the State or any subdivision thereof in meeting the unemployment problem.

Cooperation with States on unemployment problem

Section 27. Any person who knowingly and with intent to defraud the United States makes any false statement in connection with any application for any work project, employment or relief aid under the appropriations in this joint resolution, or diverts, or attempts to divert or assists in diverting, for the benefit of any person or persons not entitled thereto, any portion of such appropriations, or any services or real or personal property acquired thereunder, or who knowingly, by means of any fraud, force, threat, intimidation, or boycott, or discrimination on account of race, religion, political affiliations (except as provided in section 15 (f)), or membership in a labor organization, deprives any person of any of the benefits to which he may be entitled under any such appropriations, or attempts so to do, or assists in so doing, or who disposes of, or assists in disposing of, except for the account of the United States, any property upon which there exists a lien securing a loan made under the provisions of this joint resolution or the Emergency Relief Appropriation Acts of 1935, 1936, 1937, 1938, and 1939, shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than two years, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Penalty for false statements, fraud, etc.

Section 28. (a) It shall be unlawful for any person knowingly to solicit, or knowingly be in any manner concerned in soliciting, any assessment, subscription, or contribution for the campaign expenses of any individual or political party from any person receiving compensation or employment provided for by this joint resolution.

Political solicitation prohibited

(b) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution

Section 29. (a) It shall be unlawful for any person, directly or indirectly, to promise any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, or any other Act of the Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate in any election or any political party.

Promising employment for political activity prohibited

(b) Except as may be required by the provisions of section 15 (f) and section 30 hereof, it shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation, or other benefit, provided for or made possible by this joint resolution, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

Racial, religious, or political discrimination prohibited

(c) Any person who knowingly violates any provision of this section shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of law, or of this joint resolution.

Section 30. (a) It shall be unlawful for any person employed in any administrative or supervisory capacity by any agency of the Federal Government, whose compensation or any part thereof is paid from funds authorized or appropriated by this joint resolution, to use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. While such persons shall retain the right to vote as they please and to express privately their opinions on all political subjects, they shall take no active part, directly or indirectly, in political management or in political campaigns or in political conventions.

Political activity of persons in administrative or supervisory capacity prohibited

(b) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by this joint resolution shall be used to pay the compensation of such person. The provisions of this section shall be in addition to, and not in substitution for, any other provisions of existing law, or of this joint resolution.

Person violating this section to be removed from office

Section 31. No part of any appropriation in this joint resolution shall be used to pay the salary or expenses of any person in a supervisory or administrative position who is a candidate for any State, district, county, or municipal office, (such office requiring full time of such person and to which office a salary or per diem attaches), in any primary, general or special election, or who is serving as a campaign manager or assistant thereto for any such candidate.

Compensation to candidates for office prohibited

Section 32. Reports of the operations under the appropriations in this joint resolution and the appropriations in the Emergency Relief Appropriation Act of 1939, including a statement of the expenditures made and obligations incurred by classes of projects and amounts, shall be submitted to Congress by the President on or before the 31st of January in each of the next two regular sessions of Congress: Provided, That such reports shall be in lieu of the reports required by section 33 of such Act.

Report to Congress

Section 33. No funds appropriated in this joint resolution whether administered by the Federal Government or by the States or local governmental agencies from funds contributed in whole or in part by the Federal Government, shall be used by any Federal, State or other agency to purchase, establish, relocate, or expand mills, factories, stores, or plants which would manufacture, handle, process, or produce for sale articles, commodities, or products (other than those derived from the first processing of sweet potatoes and naval stores products) in competition with existing industries.

Projects for mills, etc., in competition with existing industries

Section 35. No part of the funds made available in this joint resolution shall be loaned or granted, except pursuant to an obligation incurred prior to the date of the enactment of this joint resolution, to any State, or any of its political subdivisions or agencies, for the purpose of carrying out or assisting in carrying out any program or project of constructing, rebuilding, repairing, or replanning its penal or reformatory institutions, unless the President shall find that the projects to be financed with such loan or grant will not cause or promote competition of the products of convict labor with the products of free labor.

Projects for
penal or re-
formatory in-
stitution

Section 36. In expending appropriations or portions of appropriations, contained in this joint resolution, for the payment for personal services in the District of Columbia in accordance with the Classification Act of 1923, as amended, the average of the salaries of the total number of persons under any grade in any appropriation unit herein shall not at any time exceed the average of the compensation rates specified for the grade by such Act, as amended, and in grades in which only one position is allocated, the salary of such position shall not exceed the average of the compensation rates for the grade: Provided, That this restriction shall not apply (1) to grades 1, 2, 3, and 4 of the clerical-mechanical service, or (2) to require the reduction in salary of any person whose compensation was fixed as of July 1, 1924, in accordance with the rules of section 6 of such Act, or (3) to require the reduction in salary of any person who is transferred from one position to another position in the same or different grade in the same or a different bureau, office, or other appropriation unit, or (4) to prevent the payment of a salary under any grade at a rate higher than the maximum rate of the grade when such higher rate is permitted by the Classification Act of 1923, as amended, and is specifically authorized by other law, or (5) to reduce the compensation of any person in a grade in which only one position is allocated.

Average of
Salaries for
persons em-
ployed in
District of
Columbia

Section 37. Any Administrator or other officer named to have general supervision at the seat of government over the program and work contemplated under the appropriations contained in this joint resolution and receiving a salary of \$5,000 or more per annum from such appropriations, and any State or regional administrator receiving a salary of \$5,000 or more per annum from such appropriations (except persons now serving as such under other law) shall be appointed by the President, by and with the advice and consent of the Senate: Provided, That the provisions of section 1761 of the Revised Statutes shall not apply to any such appointee and the salary of any person so appointed shall not be increased for a period of six months after confirmation.

Senate con-
firmation of
certain
appointments

Section 38. (Noncombatant training for Civilian Conservation Corps enrollees)

Section 39. (Amendment to Tennessee Valley Authority Act of 1933)

Section 40. (Purchase of supplies for relief of war refugees)

Section 41. (Appropriation to Secretary of Agriculture for purposes of section 32 of Agricultural Adjustment Act)

Approved, June _____, 1940

NOTICES TO BE POSTED ON PROJECTS

APPENDIX D

INTAKE AND CERTIFICATION MANUAL

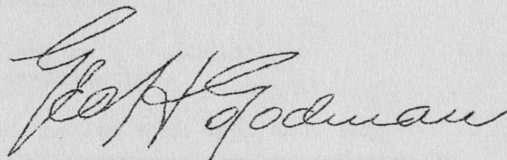
DIVISION OF EMPLOYMENT

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
NINTH & BROADWAY
LOUISVILLE, KENTUCKY

NOTICE TO ALL WPA PROJECT EMPLOYEES

The Work Projects Administration was established for the purpose of giving employment to persons in need, in order that they might be able to maintain themselves and their families.

Employees who establish credit with local merchants on the basis of employment with the Work Projects Administration have a definite responsibility as substantial citizens to meet their obligations. While it is not the responsibility of the Work Projects Administration to take disciplinary action in cases of non-payment of debts, employees are expected to accept the responsibility of their own obligations and govern themselves in a creditable manner. Abuse of credit privileges extended by merchants will bring unjust criticism on their fellow employees and the Work Projects Administration.



Geo. H. Goodman
State Administrator

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
NINTH AND BROADWAY
LOUISVILLE, KENTUCKY

GEORGE H. GOODMAN
ADMINISTRATOR

A1175

NOTICE TO WORK PROJECTS ADMINISTRATION EMPLOYEES

(To be posted on all project sites and at all administrative offices, and read to all WPA employees.)

The provisions of the Emergency Relief Appropriation Act for the fiscal year 1941 prohibit the use of funds appropriated to the Work Projects Administration for the payment of wages to any person:

- (1) Who is not a citizen of the United States or who does not owe allegiance to the United States; or
- (2) To any person who advocates or holds membership in any organization that advocates the overthrow of the United States Government; or
- (3) To any person who is an alien, or a communist, or a member of any Nazi Bund organization.

In carrying out this provision of the law each applicant for employment and each employee paid from funds appropriated to the Work Projects Administration will be required to make a sworn statement that he is a citizen of the United States or that he owes allegiance to the United States; that he does not and will not advocate or hold membership in any organization that advocates the overthrow of the Government of the United States; and that he is not an alien, nor a Communist, nor a member of any Nazi Bund organization. An affidavit form identified as WPA Form 608, has been prepared for your use in making this sworn statement.

62040-1

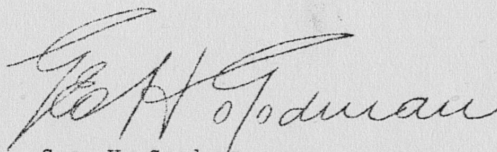
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- 2 -

Administrative officials and supervisory employees of the Work Projects Administration have been designated to administer such oaths.

In view of the fact that funds appropriated to the Work Projects Administration cannot be used after June 30, 1940, for the payment of wages to any employee who has not executed the required affidavit mentioned above, your cooperation in the expeditious handling of this matter will be expected.

In this connection, your attention is directed to a provision of the Emergency Relief Appropriation Act for the fiscal year 1941 to the effect that any person who knowingly and with intent to defraud the United States Government makes any false statement in connection with any application for any employment or relief aid under the appropriation of the Emergency Relief Appropriation Act for the fiscal year 1941 shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than two years, or both.



Geo. H. Goodman
State Administrator

WORK PROJECTS ADMINISTRATION IN KENTUCKY

NOTICE TO CERTIFIED PROJECT WORKERS

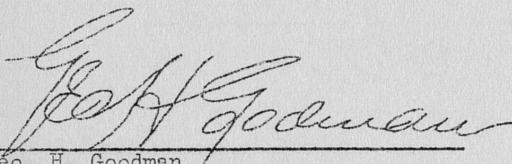
SUBJECT: Review as to Need

Section 1 of Public Resolution No. 1, 76th Congress,
approved February 4, 1939 provides:

"That the Administrator shall immediately cause
to be made an investigation of the rolls of
relief employees on work projects and eliminate
from such rolls those not in actual need."

It is therefore required that each certified worker
be interviewed to determine his present need of relief. Workers
will be advised by their foreman or supervisor, or by mail, as to
the time and place to report for interview.

Failure to cooperate in this matter may result in
the cancellation of certification.


Geo. H. Goodman
State Administrator

February 13, 1939

(Post on all Projects)

112940-A-56

EXPLANATION OF
OLD AGE AND SURVIVORS INSURANCE

APPENDIX E

INTAKE AND CERTIFICATION MANUAL

DIVISION OF EMPLOYMENT

WORK PROJECTS ADMINISTRATION

112940-A-57

APPENDIX E

EXPLANATION OF FEDERAL OLD AGE AND SURVIVORS INSURANCE

The fact that a person is eligible for or actually receiving income from Federal old-age and survivors insurance under Title II of the Social Security Act shall not in itself preclude the eligibility of such person for certification for WPA employment. In determining for certification or in classifying certified persons according to relative need, such insurance shall be considered in the same manner as any other income.

When an individual appears to be eligible, WPA Form 609 and 609 Supplement shall be prepared in quadruplicate. The original shall be signed in all cases by the individual concerned and by the WPA officer in the spaces provided. The original and first two copies, together with the check sheet, shall be given to the individual concerned for presentation at the field office of the Bureau of Old Age and Survivors Insurance. If the field office is situated at an inconvenient distance, arrangements may be made for the individual to be interviewed by a field supervisor from the Bureau of Old Age and Survivors Insurance.

HOW THE SYSTEM WORKS

Federal old-age and survivors insurance, like the old-age insurance program under the original Social Security Act, is a contributory system of social insurance. It provides monthly old-age insurance payments for wage earners in business and industry, and for their families. The wage earners and their employers contribute equally to a fund in the United States Treasury out of which insurance payments are made.

The contributions are a percentage of the worker's wages--for the present--1 percent paid by the worker and 1 percent paid by the employer. This money is collected by the United States Bureau of Internal Revenue in the form of social security taxes. Employers deduct each worker's tax from his pay, and turn it in quarterly with an equal amount of their own, and with a report which shows the worker's wages, as well as his tax.

The worker's wages, as reported by his employer with his taxes, are credited to his "social security account," which is maintained by the Bureau of Old-Age and Survivors Insurance. His "social security account" is given a number, and the wage report which the employer makes for the worker is identified by this same number, to make sure that the wages are credited to the correct account.

The insured worker has a social security account number card, issued to him by the Bureau of Old-Age and Survivors Insurance. The number on that card, together with his name, is the key to his identification when he files his claim. When a claim is filed, the wages credited to that worker's account are used to compute the amount of his insurance payments.

The amount of the insurance payments bears a relation to the wages earned by the worker and therefore to the tax he has paid while working in jobs covered by the law. Insurance payments are weighted, however, in favor of three classes; namely, the worker now elderly, the low-paid worker, and the worker with dependents.

Insurance payments are made regardless of whether the beneficiary needs them. They come to the worker or his family as a matter of right because of his earnings in covered employment.

Claims payable to wage earners during 1940 include the claims of account holders who, under the original law, could qualify only for lump-sum payments because they reached age 65 before the date when the monthly insurance payments would begin. Many of them had wage credits which are sufficient to qualify at once in 1940. Others may have earned enough since they were 65 or may yet do so.

Other new eligibles are workers who were 65 before 1937 when the original law went into effect, but who have been working since and may soon meet the qualifications now required for insurance payments.

Then there will be, after January 1, 1940, the regular flow of claims of workers reaching 65 in 1940 and thereafter.

THE BENEFICIARIES

Under the provisions of the Social Security Act, as amended, monthly old-age and survivors insurance payments become payable in 1940 and thereafter to:

Qualified wage earners at age 65 or over; and
Members of the wage earner's family as follows:

Wives who are 65 or over;
Children who are under 16, or under 18
if still in school, and unmarried;

Surviving dependents of deceased wage earners,
as follows:

Widows who are 65 or over;
Widows of any age who have in their care
children (of the deceased wage earner)
under 16, or under 18, if still in school;
Children who are under 16, or under 18
if still in school and unmarried;
Parents who are 65 or over, and who were
wholly dependent upon and supported by
the wage earner (if there is no widow or
unmarried child under 18 surviving).

QUALIFICATIONS FOR INSURANCE PAYMENTS

A worker is qualified for old-age insurance payments when he is 65 years old or over, provided he has been paid on jobs that are covered by the law, a certain amount of pay during certain periods of time. That is--

- (a) He must have worked on a job or jobs in a factory, shop, mine, mill, store, office, or other place of business or industry, including banks, building-and loan associations, and American ships. (Not covered by the law are, in general, jobs in agriculture, domestic service, Federal, State, or local government service, and religious, charitable, or certain other non-profit organizations.)
- (b) He must be 65 years old or over and no longer working. He is not considered to be "working" if he earns less than \$15.00 a month on a job covered by the law, or if he has a job that does not come under the law at all.

- (c) He must have been paid, on jobs covered by the law, at least \$50.00 in each of a certain number of calendar quarters--that is, in three months beginning the first of January, or April, or July, or October of any year. Quarters in which he is paid \$50.00 or more are called "quarters of coverage." They count when earned after age 65 as well as before.

To qualify for monthly old-age insurance payments, or in other words, to be "fully insured", a worker must have had not less than one quarter of coverage for each two quarters during the time after 1936 and before the quarter in which he is 65. If he reached age 21 after the first of January 1937, he starts counting with the quarter after his twenty-first birthday. In any case, he must have at least six quarters of coverage. Once he has 40 quarters of coverage, he is qualified as long as he lives.

Even though a worker may not be fully insured, as described above, insurance payments may nevertheless be made at the death to his children and to his widow, no matter what her age, if she is caring for the children. This is possible when the worker has had six quarters of coverage, provided those quarters come in the three years before his death. In such case, the worker is considered to be "currently insured."

MONTHLY INSURANCE PAYMENTS

What the worker himself receives is called his primary insurance payment. It is paid monthly and the amount of the payment depends upon the amount of the worker's average monthly wage, up to \$250.00 a month. (Not his accumulated total pay as under the old law.)

If he is single and has no dependents, that is all he receives. If he has a wife over 65 or children under 16, or 18 if attending school, they will receive monthly payments in addition to his. Each of these additional payments is equal to half as much as the worker's primary insurance payment, subject to certain limitations on the total amount.

In case the husband dies "fully insured"--that is, having the necessary quarters of coverage--his widow if over age 65 will receive a widow's insurance payment equal to three-fourths of her husband's insurance payment. If she is not age 65 at the time of his death, she will become eligible when she reaches age 65.

Thus, if the worker's primary insurance payment is \$30.00 a month, his wife at age 65, receives \$15.00 and there would be \$45.00 a month for the two as long as they both live. At the husband's death, his widow would receive \$22.50 for the rest of her life.

If a wife or a widow has worked on a job covered by the law and can qualify at age 65 for insurance payments of her own which are greater than what she should receive on account of her husband's earnings, she will get the larger amount.

If the worker dies fully or currently insured, leaving a widow under 65 years of age with one or more young children in her care, the widow would receive three-fourths of the husband's primary insurance payment until the youngest child is 16, or 18 if still in school, and each child up to that age would receive half the father's primary insurance payment. In case of the death of a worker with a primary insurance payment of \$30.00 leaving a widow with two young children, the widow would get \$22.50 and each child

\$15.00, making a total for the widow and orphans of \$52.50 a month until the children reach the age limit.

If there were three or more children, the family could receive \$60.00 a month; not more than that, however, because the law fixes a maximum family payment of twice the amount of the wage earner's insurance payment, or 80 percent of his average monthly wage, or \$85.00, whichever is the least.

If the worker dies "fully insured", leaving no widow or unmarried child under 16, an aged wholly dependent parent of the worker may receive an insurance payment of half the worker's primary insurance payment. In the case of a worker whose primary insurance payment was \$30.00, each dependent parent, if over 65, would receive \$15.00.

Insurance payments are payable monthly for life after age 65 or any later date at which a worker retires. If paid to his wife or widow at 65, or to his dependent parents, the payments continue as long as those beneficiaries live. If paid to a younger widow with young children, the children's insurance payments continue until they reach age 16, or 18 if still in school or until they marry. The widow continues to receive her insurance payment as long as any of the children are still eligible.

However, insurance payments are not payable for any month in which the person earns \$15.00 or more on jobs covered by the law. Also, wife's or child's insurance payments are not payable if the husband or father is working at a regular covered job which pays him \$15.00 or more a month.

Examples of monthly insurance payments are given in the following tables:

EXAMPLES OF MONTHLY OLD-AGE INSURANCE PAYMENTS AT AGE 65

For Single Worker and For Worker and Dependents

Insurance Payments are based on worker's average monthly pay and years of coverage

Average Monthly Wage	Monthly Insurance Payments		
	Worker	Worker and one dependent	Worker and two dependents 1/
<u>3 years' coverage</u>			
\$50	\$20.60	\$30.90	2/ \$40.00
100	25.75	38.62	51.50
150	30.90	46.35	61.80
250	41.20	61.80	82.40
<u>5 years' coverage</u>			
\$ 50	\$21.00	\$31.50	2/ \$40.00
100	26.25	39.37	52.50
150	31.50	47.25	63.00
250	42.00	63.00	84.00
<u>10 years' coverage</u>			
\$ 50	\$22.00	\$33.00	2/ \$40.00
100	27.50	41.25	55.00
150	33.00	49.50	66.00
250	44.00	66.00	85.00
<u>20 years' coverage</u>			
\$ 50	\$24.00	\$36.00	2/ \$40.00
100	30.00	45.00	60.00
150	36.00	54.00	72.00
250	48.00	72.00	85.00

<u>30 years' coverage</u>	<u>Worker</u>	<u>Worker and one dependent</u>	<u>Worker and two dependents 1/</u>
\$ 50	\$26.00	\$39.00 2/	\$40.00
100	32.50	48.75	65.00
150	39.00	58.50	78.00
250	52.00	78.00 3/	85.00
<u>40 years' coverage</u>			
\$ 50	28.00 2/	\$40.00 2/	\$40.00
100	35.00	52.50	70.00
150	42.00	63.00	84.00
250	56.00	84.00 3/	65.00

- 1/ The figures in this column illustrate the maximum amounts payable. The maximum is twice the primary insurance payment, unless other maximum provisions are effective. See Footnotes 2/ and 3/.
- 2/ The maximum payment is 80% of average monthly wage.
- 3/ The maximum payment is \$85.00.

EXAMPLES OF MONTHLY INSURANCE PAYMENTS FOR SURVIVORS

For Widows, Dependent Children, or Dependent Parents

<u>Average Monthly Wage of Deceased Worker</u>	<u>Monthly Insurance Payments</u>				
	<u>One child or parent 65 or over</u>	<u>Widow 65 or over</u>	<u>Widow and 1 child</u>	<u>Widow and two children</u>	<u>Widow and three children 1/</u>
<u>3 years' coverage</u>					
\$ 50	\$10.30	\$15.45	\$25.75	\$36.05 2/	\$40.00
100	12.87	19.31	32.18	46.05	51.50
150	15.45	23.17	38.62	54.07	61.80
250	20.60	30.90	51.50	72.10	82.40
<u>5 years' coverage</u>					
\$ 50	\$10.50	\$15.75	\$26.25	\$36.75 2/	\$40.00
100	13.12	19.69	32.81	45.94	52.50
150	15.75	23.62	39.37	55.12	63.00
250	21.00	31.50	52.50	73.50	84.00
<u>10 years' coverage</u>					
\$ 50	\$11.00	\$16.50	\$27.50	\$38.50 2/	\$40.00
100	13.75	20.62	34.37	48.12	55.00
150	16.50	24.75	41.25	57.75	66.00
250	22.00	33.00	55.00	77.00 3/	85.00
<u>20 years' coverage</u>					
\$ 50	\$12.00	\$18.00	\$30.00 2/	\$40.00 2/	\$40.00
100	15.00	22.50	37.50	52.50	60.00
150	18.00	27.00	45.00	63.00	72.00
250	24.00	36.00	60.00	84.00 3/	85.00
<u>30 years' coverage</u>					
\$ 50	\$13.00	\$19.50	\$32.50 2/	\$40.00 2/	\$40.00
100	16.25	24.37	40.62	56.87	65.00
150	19.50	29.25	48.75	68.25	78.00
250	28.00	42.00	70.00 3/	85.00 3/	85.00

40 years' coverage						
\$ 50	\$14.00	\$21.00	\$35.00	2/\$40.00	2/	\$40.00
100	17.50	26.25	43.75	61.25		70.00
150	21.00	31.50	52.50	73.50		84.00
250	28.00	42.00	70.00	3/ 85.00	3/	85.00

- 1/ The maximum payment is reached in the cases of a widow with three children, or of four children if there is no widow. In general this maximum would equal twice the worker's primary insurance payment.
- 2/ The maximum payment is 80 percent of the average monthly payment.
- 3/ The maximum payment is \$85.00

LUMP-SUM DEATH PAYMENTS

Beginning January 1, 1940, if the worker dies leaving no dependents, who at the time of his death are entitled to monthly insurance payments, a lump-sum will be made to other persons specified in the law, as follows:

To the widow who is not entitled to monthly insurance payments or to the widower;

If there is no widow or widower, then to any child or children regardless of age;

If there is no widow or widower or child, then to the parents;

If there is no such relative, then to the person or persons who pay burial expenses.

The total amount of the lump-sum payment to surviving relatives mentioned above is six times the primary insurance payment earned by the worker up to the date of his death. For example, if the monthly insurance payment would have been \$30, the lump-sum death payment to the surviving relative would be \$180.

If there is no such named surviving relative, the person or persons who paid the burial expenses may be repaid for the actual cost, up to six times the primary insurance payment. In other words, if the monthly insurance payment was \$30, and the burial costs \$150, the lump-sum payment would be \$150. If the burial expenses were \$200, the lump-sum payment would be \$180, or six times the monthly insurance payment.

WHAT THE WORKER HAS TO DO

The old-age and survivors insurance system is operated by the Government, but the workers and all other beneficiaries of it have certain responsibilities on their part:

1. The worker must apply for a social security account and receive a social security account number; and he must furnish his account number to every employer he works for;
2. A prospective beneficiary must file a claim for insurance payments, in addition to meeting the other qualifying requirements, in order to become entitled to these payments.

To assist workers in filing applications for account numbers and claims for insurance payments, the Social Security Board has established field offices throughout the United States. In towns and communities where there is no such office, the Post Office will furnish the address of the nearest one.

To apply for a social security account, the worker should get an application blank from the nearest Social Security Board office--or perhaps he can get one from his employer. He should fill in the application blank and return it to the Social Security Board office, or to his employer, if he prefers.

In return, he will receive a card showing his name and social security account number. He should keep the card and make a record of the number where he can always find it--but he should tell the number to his present employer, and to every other employer for whom he may work. The employer must have the number to use with the worker's name in his reports to the Government showing the worker's wage and social security tax.

To file a claim, the worker or any other beneficiary should go or write to the nearest Social Security Board office. There he will receive all the help he needs to make out the necessary claim papers. After the application forms and essential proofs are completed, his claim will be forwarded to Washington for adjudication. When the claim has been adjudicated and the amount of the insurance payment determined, the applicant will be advised when he may expect the first payment. It is not necessary to pay an attorney or any legal advisor to help in obtaining insurance payments.

For any other information about Old-Age and Survivors Insurance, inquire at the nearest Social Security Board office.

APPENDIX F

DIVISION OF PUBLIC ASSISTANCE

The Division of Public Assistance was established in the State Department of Welfare in July, 1936, by authority of Article XIII of the Governmental Reorganization Act of 1936, for the purpose of administering the Old Age Assistance Program. Enabled by the adoption of Constitutional Amendment Number 9 at the November, 1935 election, the General Assembly of 1936 passed the McCarthy-Ramey Old Age Assistance Act which provides that Old Age Assistance will be given to persons who:

- (a) Have attained the age of sixty-five (65) years;
- (b) Have incomes which, with contributions, money, subsistence or service from relatives or others, is inadequate to provide a reasonable subsistence;
- (c) Are citizens of the United States;
- (d) Have been residents of Kentucky for one year continuously preceding the date on which application is made for old age assistance, and for at least five of the nine years immediately preceding the application;
- (e) Are not, at the time of receiving assistance, inmates of any public or private institution, except in the case of temporary medical or surgical care in a hospital;
- (f) Have not made voluntary assignments or transfers of properties for the purpose of qualifying for such assistance, and
- (g) Are not, because of physical or mental condition, in need of continued institutional care.

APPENDIX G

KENTUCKY STATE EMPLOYMENT SERVICE

The Kentucky Unemployment Compensation Offices have two distinct functions - the Employment Service section to place workers in employment - the Unemployment Compensation section to pay job insurance benefits to those who have lost their jobs through no fault of their own.

The Employment Service section takes applications of those desiring employment, and classifies them as to their qualifications. Aside from interviewers, there are also representatives of the Employment Service who call upon employers, soliciting openings. The Employment Service is neither a relief nor a social service organization, as it bases its referrals of workers wholly upon qualifications, and does not consider economic status.

The Unemployment Insurance section takes claims of those desiring benefits, holds hearings between employers and employees when a disagreement comes up regarding the eligibility of the claimant.

Although the functions of these two sections are quite different, the field offices operate as a single unit, under one head, and all the personnel are trained to handle any part of the work, whether it is insurance or employment.

APPENDIX H
INDEX OF WPA FORMS

INTAKE AND CERTIFICATION MANUAL

DIVISION OF EMPLOYMENT

112940-A-63

To: District
From: Certificate

(
(Soc. Sec.
His work hi
Compensatio
made with U

KY-DE-28

To: District No.
From: Certifying Agency

(Date)

County

(Name)

(Address)

_____ has applied for WPA certification.

(Soc.Sec.No.)

His work history indicates eligibility for Unemployment Compensation and we are requesting that clearance be made with Unemployment Compensation files.

Certifying Agent

KY-DE-28

(Date)

To: State Office

From: District No. _____

(Name)

(Address)

_____ has been assigned to Project No. _____

(Soc.Sec.No)

in _____ County. We are requesting that
clearance be made with Unemployment Compensation files.

Assignment Clerk

KY-DE-29

(Date)

You are requested to report at

on _____ for an interview about your WPA employment. If it is necessary for you to be absent from your project work, show this card to your foreman in order to be excused. Failure to report for interview may result in loss of WPA employment.

Division of Employment
WORK PROJECTS ADMINISTRATION
IN KENTUCKY

KY-DE-42

NOTICE OF TERMINATION OF EMPLOYMENT

Effective _____ ☐ a. m., ☐ p. m., on _____, your employment will be terminated on Project No. _____ for the following reason:

Name _____
Address _____
City _____
State _____

Ident. No. _____
Date _____
Sex _____ Race _____
Certified ☐ Noncertified ☐
Occupation _____

1

TO PAY ROLL
UNIT

(Signature of person issuing order)

Title _____

Receipt acknowledged by _____

GPO c16-8520

(Foreman or supervisor of project)

NOTICE TO REPORT TO WORK ON PROJECT

1

TO PAY ROLL UNIT

Wage class _____ Identification No. _____

You are asked to report ready for work at _____ ☐ a. m., ☐ p. m., on _____
(Hour) (Day of week and date)

at _____ with _____
(Equipment owned)

as _____ on _____
(Project number)

Location of project _____
(City or village, State, street No. or other place)

Name
Address
City
State

Case No. _____

Date _____

Sex _____ Race _____

Certified ☐ Noncertified ☐

Transfer _____ Yes ☐ No ☐

From Project No. _____

To Project No. _____

Placement officer _____
(Signature)

Date employee begins work _____

Foreman _____
(Signature)

GPO c16-8866

I hereby certify that I am the person named above and that I do not and will not advocate or hold membership in any organization that advocates the overthrow of the Government of the United States by force or violence.

(Employee's signature)

Penalties provided for illegal signature, transfer, or use of this form

APPLICATION FOR SOCIAL SECURITY ACCOUNT NUMBER
REQUIRED UNDER CHAPTER 9, SUBCHAPTER A, OF THE INTERNAL REVENUE CODE
(FORMERLY TITLE VIII, SOCIAL SECURITY ACT)

READ INSTRUCTIONS ON BACK BEFORE FILLING IN FORM

EACH ITEM SHOULD BE FILLED IN. IF THE INFORMATION CALLED FOR IN ANY ITEM IS NOT KNOWN, WRITE "UNKNOWN"

PLEASE PRINT WITH INK OR USE TYPEWRITER

1. WORKER'S FIRST NAME _____ MIDDLE NAME (IF YOU HAVE NO MIDDLE NAME, DRAW A LINE _____) LAST NAME _____
(MARRIED WOMAN—FOR MIDDLE NAME, GIVE LAST NAME BEFORE MARRIAGE; FOR LAST NAME, GIVE HUSBAND'S LAST NAME)
2. FULL NAME UNDER WHICH YOU WORK, IF DIFFERENT FROM NAME SHOWN IN ITEM 1 _____
3. WORKER'S PRESENT HOME ADDRESS (STREET AND NUMBER) _____ (CITY) _____ (STATE) _____ 4. MARRIED MAN—GIVE WIFE'S FULL NAME BEFORE MARRIAGE _____
5. BUSINESS NAME OF PRESENT EMPLOYER _____ 6. BUSINESS ADDRESS OF PRESENT EMPLOYER (STREET AND NUMBER) _____ (CITY) _____ (STATE) _____
7. AGE AT LAST BIRTHDAY _____ 8. DATE OF BIRTH (MONTH) _____ (DAY) _____ (YEAR) _____ (SUBJECT TO LATER VERIFICATION) 9. PLACE OF BIRTH (CITY) _____ (COUNTY) _____ (STATE) _____
10. FATHER'S FULL NAME, REGARDLESS OF WHETHER LIVING OR DEAD _____ 11. MOTHER'S FULL NAME BEFORE MARRIAGE, REGARDLESS OF WHETHER LIVING OR DEAD _____
12. SEX: MALE _____ FEMALE _____ 13. COLOR OR RACE: WHITE _____ NEGRO _____ OTHER _____
(CHECK (✓) WHICH) (CHECK (✓) WHICH) (SPECIFY)
14. HAVE YOU FILLED OUT A CARD LIKE THIS BEFORE? YES _____ NO _____
(CHECK (✓) WHICH AND IF ANSWER IS "YES" ENTER PLACE AND DATE OF ORIGINAL FILING AND REASONS FOR FILING AGAIN)
15. DATE SIGNED _____ 16. APPLICANT'S (DO NOT PRINT) SIGNATURE (FIRST NAME) _____ (MIDDLE NAME) _____ (LAST NAME) _____

RETURN COMPLETED APPLICATION TO, OR SECURE INFORMATION ON HOW TO FILL OUT APPLICATION FROM, NEAREST SOCIAL SECURITY BOARD FIELD OFFICE. THE ADDRESS CAN BE OBTAINED FROM LOCAL POST OFFICE.

c16-5528

KSES 350

KENTUCKY STATE EMPLOYMENT SERVICE

Office _____
Social Security
Account Number _____
Name _____
Address _____
Age _____ Height _____ Weight _____
Classification P _____
Classification S _____

IMPORTANT

This is your identification card and your record of reports at the employment office.

Bring this card with you each time you report at the office.

Report at the employment office on the day shown on the back of this card.

Notify the office promptly of any change in address or telephone number.

Notify this office every _____ days if you are looking for work.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
IN KENTUCKY

County _____

Name _____ Ident. No. _____ Case No. _____

Address _____ City or Rural Route _____

The person named above contacted this office in ^{person} writing and states that he (she)
is still in need, is seeking employment, and will be able to accept an assignment.

(Date of visit or of letter)

Signed: _____

Posted to 144-A _____

Title _____

KY-DE-51

Agency _____

42440-C

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
IN KENTUCKY

Date _____

TO REFERRAL AGENCY:

RE: Name _____
Address _____
Ident. No. _____
Case No. _____
Case Head _____

The person referred to above has been unassigned for some time but has not con-
tacted the Division of Employment either in person or by mail. Unless the eligi-
bility of the case is reestablished by _____ the certifi-
cation will be cancelled. (date)

Please answer the following questions and return this form to the District Office
before the date referred to above.

Is this person still in need of employment?	_____ Yes	_____ No
Is this person still seeking employment?	_____ Yes	_____ No
Is this person available for assignment?	_____ Yes	_____ No

KY-DE 50

Posted to 144-A _____

42440-D

WPA REVIEW CONTROL CARD

Worker's Name _____ Ident. No. _____
(first name) (middle initial) (last name)
Case Head (if not worker named) _____ Case No. _____
Street Address or Route No. _____ City _____ County _____
Sex _____ Race _____ Veteran _____ Relative Need _____ Date of 604 _____ SS No. _____

Month Review Month Review
is Scheduled is Made

Status of Eligibility Following Review

Continued

Cancelled (if cancelled give reason)

Control Card was placed in Inactive File _____

Control Card was returned to Active File _____

IDEN. NO.			0	1	2	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
-----------	--	--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

CODE NAME AND ADDRESS

ZONE OR TOWNSHIP COUNTY

CASE NO.	RACE	PREV. EMP'L'D BY W.P.A.
		YES NO

S.S. NO. DATE OF AFFIDAVIT

WORK QUALIFIED FOR ON WPA

VET. HEIGHT WEIGHT DATE OF BIRTH

SECONDARY OCCUPATION												INDUSTRY											
2-EDUCATION												SPEAK			READ			WRITE					
ENGLISH																							
GRADES COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12																							
COLLEGE COMPLETED: 1 2 3 4												DEGREE:											
OTHER:																							
MAJORS: SPECIAL COURSES, ETC.:																							
3-SPECIAL SKILLS, TRAINING, HOBBIES, OR OTHER SPECIAL ASSIGNMENT FACTORS																							
4-MACHINES AND EQUIPMENT OPERATED: TOOLS OWNED; LICENCES																							
5-PHYSICAL CONDITION																							
6.																							

ELECTRIFILE (REG. U. S. PAT. OFF.) PATENTED FORM 85-61AB WPA FORM 451 FEDERAL WORKS AGENCY - CLASSIFICATION CARD

CANCELATION OF CERTIFICATION OF ELIGIBILITY

Effective Date _____, 19____

The previous certification of this case as eligible for employment on Work Program project is canceled.
(See reason below.)

Case name _____ Date filled in _____, 19____
Address _____ Case No. _____
_____ Identification No. _____

Reason for cancellation:

1

TO WPA
DIVISION OF
EMPLOYMENT

(Signature and title)

U. S. GOVERNMENT PRINTING OFFICE

16-4099

(Agency)

NOTICE OF CASE CHANGE

NAME		RACE	NUMBER PERSONS IN FAMILY	CASE NO.																
ADDRESS		NEW ADDRESS		IDENTIFICATION NO.																
		TELEPHONE		CHANGE IN RELATIVE NEED																
				<table border="1"> <tr> <th colspan="2">OLD</th> <th colspan="2">NEW</th> </tr> <tr> <td>A</td> <td></td> <td>A</td> <td></td> </tr> <tr> <td>B</td> <td></td> <td>B</td> <td></td> </tr> <tr> <td>C</td> <td></td> <td>C</td> <td></td> </tr> </table>	OLD		NEW		A		A		B		B		C		C	
OLD		NEW																		
A		A																		
B		B																		
C		C																		

CHANGE IN PRIORITY (ENTER FOR NEW FIRST PRIORITY)

PLACE OF BIRTH	MALE	MARITAL STATUS	RELATION TO HEAD	SOCIAL SECURITY NO.	IDENTIFICATION NO.
	FEMALE				
PRIMARY CLASSIFICATION-U.S.E.S.	SECONDARY CLASSIFICATION-U.S.E.S.		CITIZEN	WPA FORM 604 FILED	VETERAN
			YES	YES	YES
				NO	NO

SIGNATURE AND TITLE _____

AGENCY AND EFFECTIVE DATE _____

FEDERAL WORKS AGENCY
Form 601—(Revised 9-15-39)

U. S. GOVERNMENT PRINTING OFFICE 16-9495

WPA

CERTIFICATION OF ELIGIBILITY FOR WPA EMPLOYMENT

		RACE	NUMBER PERSONS IN FAMILY	CASE NO.
NAME	MALE ☐ FEMALE ☐	RELATION TO HEAD	SOCIAL SECURITY NO.	IDENTIFICATION NO.
	MARITAL STATUS	VETERAN YES ☐ NO ☐	RELATIVE NEED A ☐ B ☐ C ☐	
	DATE AND PLACE OF BIRTH		CITIZEN YES ☐ NO ☐	WPA FORM 604 FILED YES ☐ NO ☐
NE	PRIMARY CLASSIFICATION—U. S. E. S.		SECONDARY CLASSIFICATION—U. S. E. S.	
ITS (INCLUDING PHYSICAL CONDITION):				

RRAL AGENCY

SIGNATURE

EF DISTRICT

TITLE

NTY

DATE OF CERTIFICATION

FEDERAL WORKS AGENCY
A Form 600 (Revised 9-15-39)

U. S. GOVERNMENT PRINTING OFFICE 16—9574

WPA Form 417 (revised)

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

N O T I C E O F C E R T I F I C A T I O N

(date)

(name)

(address)

ur application for a WPA job has been approved. As soon as there is an opening for
u, you will be notified when and where to report for work.

anwhile, you should keep actively registered with the Kentucky State Employment
ervice, in order that they may help you to secure employment. Please notify us if
ou get a job.

t the end of 90 days, if you have neither received a notice to report to work on
WPA project, nor found another job, and if you still need employment, you should
otify us, otherwise your certification will be cancelled.

(Office Address)

(Signed) _____

District Social Worker

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF REJECTION OF REFERRAL

(Referral agency)

The referral for certification for employment by the Work Projects Administration of _____
(Name)

_____, _____
(Address)
submitted on _____, is hereby rejected for the following reasons:
(Date of referral)

Signed _____

Title _____

(Date)

(Work Projects Administration)

AFFIDAVIT REQUIRED BY THE EMERGENCY RELIEF APPROPRIATION ACT FISCAL YEAR 1941

(Print name)

Identification No. _____

(City or town)

(State)

Case No. _____

I, _____, being an applicant for employment or an employee paid from funds appropriated to the Work Projects Administration, and being first duly sworn, deposes and says:

1. That I am a citizen of the United States.
2. That I am not a citizen but owe allegiance to the United States.
3. That I do not and will not advocate or hold membership in any organization that advocates the overthrow of the Government of the United States.
4. And further, that I am not an alien, nor a Communist, nor a member of any Nazi Bund organization, and that I will not become a Communist or a member of any Nazi Bund organization during any time I may be paid from funds appropriated to the Work Projects Administration.

(Check one only.)
☐ } (Check one only.)
☐ }
 (FITNESS TO SIGNATURE: (Required only when person signs by mark.)

(Name)

(Address)

(Town)

(Name)

(Address)

(Town)

GPO 16-15485

NOTICE

Attention is directed to a provision in the ERA Act, fiscal year 1941, to the effect that any person who knowingly and with intent to defraud the United States Government makes any false statement in connection with any application for any employment or relief aid under the appropriations in the Emergency Relief Appropriation Act, fiscal year 1941, shall be deemed guilty of a felony and fined not more than \$2,000 or imprisoned not more than 2 years, or both.

(Signature of employee)

Subscribed and sworn (or affirmed) to before me this

_____ day of _____, 1940, at

(Signature)

(Title and address of official administering oath)

Referral: New ☐ Previously canceled ☐ Review of need ☐

Case name _____ Race _____ Number persons in family _____ Case No. _____

WORKER'S NAME	Social Security No.	Identification No.
---------------	---------------------	--------------------

Address _____ City _____ County _____

Date..... male ☐ female ☐		Marital status.....	Date and place of birth.....	Citizen Yes ☐ No ☐	WPA Form 604 filed Yes ☐ No ☐	Veteran Yes ☐ No ☐
--	--	---------------------	------------------------------	---	--	---

[illegible][illegible]

NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND DUTIES	FROM—	TO—	RATE OF PAY
				\$

Primary classification	Industry	Secondary classification	Industry	Height	Weight
------------------------	----------	--------------------------	----------	--------	--------

Age _____ Sex _____ Race _____ Read _____ Write _____	Education (grade completed) _____ Physical condition (Describe any disability) _____
--	---

Supervisory experience	Other qualifications
------------------------	----------------------

CERTIFICATION: _____
New ☐
Renewed ☐ Signature _____
Continued ☐ Title _____
Canceled ☐ Date _____
Referral rejected ☐

Central agency _____
Chief district _____
County _____

WORKER'S STATEMENT

Worker's name _____

Worker's NAME _____

Address _____

Male ☐ Female ☐ Marital status _____

List ALL MEMBERS OF _____

NAME _____

COMMENTS: _____

I HEREBY CERTIFY that the information listed on this form is a true statement of my situation.

WORKER'S STATEMENT:

SOURCE		AMOUNT		REMARKS	
Income reported in section 2		\$			
From property					
Of farm or garden produce					
Contributions from family					
Members away from home					
Reason or relief (specify):					
Employment compensation					
Other (specify)					
Food					
Rent or payments					
Clothing					
Fuel					
Medical care					
Utilities					
Other (specify)					
REMARKS		AMOUNT		REMARKS	

7. EXPENSES:

LAST		AMOUNT OWED		DATE DUE	
		\$			

LIABILITIES:

NAME OF DEPOSITORY		AMOUNT	
SAVINGS, CASH, BANK ACCOUNT		\$	
INSURANCE (member)		\$	
COMPANY (kind)		\$	
PURCHASE PRICE		\$	
PRESENT VALUE		\$	
OTHER (describe)		\$	

ENTER BELOW FOR F

NAME AND A

Primary classification

English: Speak _____ Read _____

Other qualifications

Physical condition: (Describe any disability)

FEDERAL WORKS AGENCY
WPA Form 605
(Revised 9-15-39)

Relative need: A ☐ B ☐ C ☐

Case No.

WORKER'S NAME

Social Security No.

Identification No.

address

City

County

Male.....☐
Female.....☐

Marital
status

Race or color

Place of birth

Citizen

WPA Form 604 filed

Veteran

LIST ALL MEMBERS OF FAMILY IN HOUSEHOLD GROUP (list priority worker first):

OTHERS IN HOUSEHOLD NOT INCLUDED ABOVE:

ENTER BELOW FOR FIRST PRIORITY WORKER (list last three jobs held):

NAME AND ADDRESS OF EMPLOYEE	POSITION HELD AND DUTIES	FROM—	TO—	RATE OF PAY
				\$

Primary classification—Uses	Secondary classification—Uses	Education (grade completed)	Height	Weight
-----------------------------	-------------------------------	-----------------------------	--------	--------

English:

English:
Speak

Read

Write

Supervisory experience

Other qualifications

Physical condition:

(Describe any disability).

FEDERAL WORKS AGENCY

WPA Form 605
(Revised 9-15-39)

WORKER'S STATEMENT

Address _____

Male..... ☐	Marital status _____
Female..... ☐	

LIST ALL MEMBERS OF

NAME _____

COMMENTS:

Worker's
signature

I HEREBY CERTIFY that the information listed on this form is a true statement of my situation.

WORKER'S STATEMENT:

[illegible]: 3303

ENTER BELOW FOR FIR

NAME AND ADDRESS

ABILITIES:

	NAME OF DEPENDENT	AMOUNT
BANKING, CASH, BANK ACCOUNTS		\$ -
INSURANCE (member)	COMPANY (kind)	AMOUNT
		\$ -
REAL ESTATE (describe)	PURCHASE PRICE	PARENT VALUE
		\$ -
LIST	AMOUNT OWED	DATE DUE
		\$ -

Primary classification—U

English: _____
Speak _____ Read _____

her qualifications

Physical condition:
(Describe any disabilities)

DERAL WORKS AGENCY
WPA Form 605
(Revised 9-15-39)

Case No.

se name

WORKER'S NAME

Social Security No.

Identification No.

address

City

County

male.....
female.....

Marital
statusRace or
color

Place of birth

Citizen

WPA Form 604 filed

Veteran

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

LIST ALL MEMBERS OF FAMILY IN HOUSEHOLD GROUP (list priority worker first):

OTHERS IN HOUSEHOLD NOT INCLUDED ABOVE:

ENTER BELOW FOR FIRST PRIORITY WORKER (list last three jobs held):

NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND DUTIES	FROM—	TO—	RATE OF PAY
				\$

Primary classification—Uses

Secondary classification—Uses

Education (grade completed)

Height

Weight

English •

Speak

Read

Write

Supervisory experience

her qualifications

Physical condition:

(Describe any disability)

DERAL WORKS AGENCY
WPA Form 605
(Revised 9-15-39)

Canceled ☐ Date _____
 Continued ☐ Title _____
 Renewed ☐ Signature _____
 New ☐
 CERTIFICATION: _____

Internal Agency _____
 Field District _____
 County _____

Case Head _____

LAND

A. Owner: _____
 Tillable Acres _____
 Royalties or _____
 Name and Address _____
 1. _____
 2. _____

B. Renter: _____
 Tillable Acres _____
 Name and Address _____
 Relationship _____
 Terms (verified) _____
 Does Landlord _____
 Could apply _____

COMMENTS:

CROP ARRANGEMENTS

A. Acres cultivated

B. Outline crops _____
 1. No. Acres _____

4. Nitrogenous _____

C. Briefly account _____

D. Equipment owned _____

E. Other equipment _____

RESOURCES AND ASSETS

A. Canned Foods: _____

(a) Vegetable _____

(d) Pickled _____

(f) Other (Excess) _____

B. Dried Foods: _____

C. Meat and Lard _____

D. Feed for Stock _____

E. Garden Products _____

F. Poultry: _____

(a) Chickens _____

(d) Ducks _____

I HEREBY CERTIFY that the information listed on this form is a true statement of my situation.

WORKER'S STATEMENT:

SOURCE	AMOUNT	REMARKS	KIND	AMOUNT	REMARKS
Income reported in section 2	\$		Food	\$	
			Rent or payments		
			Clothing		
			Fuel		
			Medical care		
			Utilities		
			Other (specify)		
Employment compensation					
Contributions from family					
Members away from home					
Station or relief (specify):					
Other (specify)					

INCOME:

LIABILITIES:

SAVINGS, CASH, BANK ACCOUNT	NAME OF DEPOSITORY	AMOUNT	INSURANCE (member)	COMPANY (kind)	AMOUNT	REAL ESTATE (describe)	PURCHASE PRICE	PURCHASE VALUE	DATE DUE	AMOUNT OWED	LIST
		\$			\$						
		\$			\$						
		\$			\$						

FARM RESOURCE STATEMENT (Rev.)
SUPPLEMENT TO 605

Case Head _____ Address _____ Case No. _____

LAND

A. Owner: No. Acres _____ Purchase Price _____ Assessed Value (Ver.) _____
Tillable Acres _____ Level _____ Pasture _____ Woodland _____ Wasteland _____
Royalties or Leases (Coal, Timber, Gas or Oil) Verified Income _____
Name and Address of Tenants: _____
1. _____ No. Acres _____ Rental Terms _____
2. _____ No. Acres _____ Rental Terms _____
B. Renter: Terms: Share of Crop (Amt.) _____ Cash _____
Tillable Acres _____ Level _____ Pasture _____ Woodland _____ Wasteland _____
Name and Address of Landlord _____
Relationship to applicant _____
Terms (verified) by Landlord _____
Does Landlord have additional available land? _____ How much? _____
Could applicant use any of this land? _____

CROP ARRANGEMENTS

A. Acres cultivated last season: Corn _____ Crop Returns: Corn _____
Tobacco _____ Tobacco _____
Other _____ Other _____
B. Outline cropping plans for this season:
1. No. Acres in Corn _____ 2. Tobacco _____ 3. Garden Produce _____
4. Nitrogenous crops (Alfalfa, clover, grass, soy beans, lespedezia, pasture mix) _____
C. Briefly account for tillable acreage not in use _____
D. Equipment owned by client (Farming implements) _____
E. Other equipment available to client (Livestock and implements) _____

RESOURCES AND ASSETS

Intake Date _____ Home Visit Date _____
A. Canned Foods: (Quarts)
(a) Vegetables _____ (b) Fruits _____ (c) Berries _____
(d) Pickled Foods _____ (e) Jellies & Preserves _____
(f) Other (Explain) _____
B. Dried Foods (Kind & Amount) _____
C. Meat and Lard (lbs.) _____
D. Feed for Stock (Kind & Amount) _____
E. Garden Produce (Kind & Amount) _____
F. Poultry:
(a) Chickens _____ (b) Turkeys _____ (c) Geese _____
(d) Ducks _____ (e) Other _____ (f) Eggs Daily _____
(Over) _____

Intake Date _____ Home Visit Date _____

G. Stock:

(a) No. of Horses _____ (b) No. of Mules _____ (a) _____ (b) _____
(c) No. of Cows _____ Amt. of Milk _____
(d) No. of Hogs and Weight _____
(e) No. of Calves _____ Ages _____
(f) No. of Sheep _____

H. Income: Sale of eggs, butter, fruit, vegetables, etc:

FARM SECURITY ADMINISTRATION

Loan (Verified): Yes _____ No _____ Amount \$ _____
Applied _____ date _____ Granted _____ date _____ Rejected _____ date _____

COMMENTS

DATE _____

Signature of Interviewer _____

60640-A-2

Works Agency
Form 450

of _____

Name _____

Mailing address _____
(Num _____)

Sex and race: _____
(Indicate by a check)

Date of birth _____
(Day _____)

Explain fully any p
work _____

This question is to
manual workers,
assignment at suc

Education—Indicate

Elementary

1 2 3 4 5 6 7

Majors or special c

What do you consid

How did you learn

List trade organiza
membership:

List unexpired trade

List office, factory, i

This question is to
or craftsmen or of

Start with your las
Be very specific al
rial hauled. If y
"wage," tell whe
yourself or were f
sheet.

TES AND WAGES

EMPL

From _____ Name: _____

To _____ Address: _____

From _____ Name: _____

To _____ Address: _____

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WORK HISTORY

Name of _____ Date _____
Answer all items—Write legibly

Name _____
(First) (Middle) (Last)

Mailing address _____
(Number or R. F. D.) (Street) (Town or city) (County) (Do not write in this space)

Sex and race: _____
(Indicate by a check) Male ☐ Female ☐ White ☐ Negro ☐ Other _____
(Specify)

Date of birth _____ Height _____ ft., _____ in. Weight _____ lb.
(Day) (Month) (Year)

Explain fully any physical defects, disabilities, or trouble with your health and state whether they hinder your work _____

This question is to be answered only by laborers, manual workers, or persons willing to accept assignment at such work. Are you physically able to do hard manual labor?
Yes ☐ No ☐

Education—Indicate years of schooling completed by circling number:

Elementary								High school				College						Other (specify kind and number of years completed)
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	5	6	
												Degrees:						

Majors or special courses:

LANGUAGE (CHECK FOR ENGLISH, SPECIFY ANY OTHERS)

LANGUAGE	SPEAK	READ	WRITE
English			

What do you consider your regular trade or occupation or line of work?

How did you learn to do this work?

List trade organizations and vocational or professional societies to which you belong and state length of membership:

List unexpired trade, professional, or driver's licenses:

List office, factory, road, or construction machines you can operate:

This question is to be answered only by mechanics or craftsmen or other skilled workers: Do you have the tools customarily owned by mechanics in your trade? Yes ☐ No ☐

EMPLOYMENT RECORD

Start with your last job—List all jobs lasting more than a month, not including CWA, FERA, and WPA. Be very specific about the kind of work you did. If you drove a truck, tell what size truck and kind of material hauled. If you were a clerk, tell whether you were a sales or record or audit clerk. In box headed "wage," tell whether it was hourly, weekly, or monthly. List all periods during which you worked for yourself or were farming. There is sufficient space for listing 8 jobs, if more space is needed add another sheet.

PERIODS AND WAGES	EMPLOYER'S NAME AND ADDRESS (STREET AND CITY)	KIND OF BUSINESS	YOUR JOB TITLE—DESCRIBE KIND OF WORK YOU DID
From _____ To _____	Name: _____ Address: _____		
From _____ To _____	Name: _____ Address: _____		

EMPLOYMENT RECORD—Continued

DATES AND WAGES	EMPLOYER'S NAME AND ADDRESS (STREET AND CITY)	KIND OF BUSINESS	YOUR JOB TITLE—DESCRIBE KIND OF WORK You Did
3. From _____ To _____ Wage _____	Name: _____ Address: _____		
4. From _____ To _____ Wage _____	Name: _____ Address: _____		
5. From _____ To _____ Wage _____	Name: _____ Address: _____		
6. From _____ To _____ Wage _____	Name: _____ Address: _____		
7. From _____ To _____ Wage _____	Name: _____ Address: _____		
8. From _____ To _____ Wage _____	Name: _____ Address: _____		

15. Have you worked on WPA before? Yes ☐ No ☐

16. State any special skills, training, or hobbies not previously listed:

(Signature—place your mark if you cannot write)

(Do not write below this line)

Iden. No.:		Usual occupation:	Yrs. exp.	Physical condition:
Work qualified for—	Code	Industry:		
		Secondary occupation:	Yrs. exp.	
Need:		Industry:		
Vet.:		Special skills:		
Case No.:				
Prev. emp.:				Action taken:
S. S. No.:		Machines, etc.:		WPA Form 451 prepared _____
Date of 608:				(Classification officer)

GEORGE H. GOODMAN
ADMINISTRATOR

Dear Dr. _____

WPA. Our full day's

Workers must to their own workers. 1

WPA if you

1. Is the

2. If not,

3. In your in privation in

4. Addition

Your cooperation

KY-DE-11

DESCRIBE KIND OF WORK
YOU DID

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
NINTH AND BROADWAY
LOUISVILLE, KENTUCKY

GEORGE H. GOODMAN
ADMINISTRATOR

Date _____

Dear Dr. _____

_____ has made application for employment by WPA. Our policy provides that only workers who are able to do a full day's work and who are in good physical health may be employed.

Workers must be able to perform their assigned tasks without danger to their own health and safety or to the health and safety of fellow workers. It will be helpful to _____ and to the

(name of applicant)

WPA if you will make a report on his physical condition as follows:

1. Is the applicant in sound physical health? (yes, no) _____

2. If not, what are the specific physical disabilities? _____

3. In your opinion is the applicant physically able to be employed in private industry in occupations that demand full participation in tasks that require activity and general alertness? _____

4. Additional information: _____

Your cooperation in this is greatly appreciated.

Signature _____

Agency _____

KY-DE-11

111240-A

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
NINTH AND BROADWAY
LOUISVILLE, KENTUCKY

JOHN H. GOODMAN
DIRECTOR

Date

Dear Sir:

has made application for employment by
work project. It is requested that you
full days work and who are in good physical health may be employed.
workers must be able to perform their assigned tasks without danger
to their own health and safety or to the health and safety of fellow
workers. It will be helpful to

Will it you will make a report on his physical condition as follows:

1. Is the applicant in sound physical health? (yes, no)

2. If not, what are the specific physical disabilities?

3. In your opinion is the applicant physically able to be employed
in private industry in positions that require full participation
in tasks that require activity and general exertion?

4. Additional comments:

Your cooperation in this is greatly appreciated.

Sincerely,

Agency

WPA Form 101, revised 1-27-37

11-28-37

To: Vete
From: Miss
Work

(Name)

1.

2.

The
requ
cord

COMM

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
in Kentucky

To: Veterans' Administration, Lexington, Kentucky

From: Miss Adeline S. Kell, Assistant State Director of Employment,
Work Projects Administration, Ninth & Broadway, Louisville, Ky.

(Name of Individual) _____ (Address) _____ (Claim Number or
Serial Number)

1. Is above mentioned individual receiving benefits from the Veterans' Administration? If so, what is the amount of benefits?
2. Please state what percentage of disability.

(Signed) _____
Work Projects Administration

The above information is furnished pursuant to your request, and is true and correct insofar as the records of this office indicate.

(Signed) _____
Veterans' Administration

COMMENTS:

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
in Kentucky

Veterans' Administration, Lexington, Kentucky
Miss Adelaide S. Kell, Assistant State Director of Employment,
Work Projects Administration, Ninth & Broadway, Louisville, Ky.
(Name of individual)
(Address)
(Claim Number or
Serial Number)

1. Is above mentioned individual receiving benefits
from the Veterans' Administration? If so, what
is the amount of benefits?

2. Please state what percentage of disability.

(Signed)
Work Projects Administration

The above information is furnished pursuant to your
request, and is true and correct insofar as the re-
cords of this office indicate.

(Signed)
Veterans' Administration

COMMENTS:

12-22-46

12-22-46

TO: Re

FROM: (N)

SUBJECT: (N)

With

un-
you

1.

2.

The
is

KY-DE-46

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
IN KENTUCKY

(State)

(City)

(Date)

TO: Regional Director, Railroad Retirement Board

FROM: _____, Assistant State Director, Division of
(Name) Employment, WPA.

(Address)

SUBJECT: _____, _____, _____
(Name of Individual) (Soc. Sec. No.) (Address of Individual)

With respect to the subject individual, who is _____
(an applicant for work or a worker)
under the Work Projects Administration, it will be appreciated if
you will furnish this office the following information:

1. Does the subject individual have pending, an active claim for benefits under the Railroad Unemployment Insurance Act?
2. If not, do your records indicate that he had sufficient earnings in covered employment in 1938 to qualify for benefits?

(Signed) _____

Assistant State Director
Division of Employment

The above information is furnished pursuant to your request, and is true and correct in so far as the records of this office indicate.

(Signed) _____

Regional Director
Railroad Retirement Board

KY-DE-46

103139-~~8~~

FEDERAL WORKS AGENCY
NEW YORK CITY
IN NEW YORK

FEDERAL WORKS AGENCY
WPA Form 609

REC

(Name)

DIRECTOR, Bureau of
It is requested that
Survivors Insurance
be in determining m

The information
actual concerned is eli

Signature

PA district office ad

The above-named

- ☐ Claim filed: Da
- ☐ Securing addit
- ☐ Claimant obvio

The records of th
aim was:

TYPE OF BENEFIT

DATE DISALLOWED

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

REQUEST FOR FEDERAL OLD-AGE OR SURVIVORS
INSURANCE INFORMATION

(Name of insured or presumptive insured)	(Social Security Account No.)
(Name of person presumptively eligible—if other than insured)	(Identification No.)
(Address)	(Relationship to insured)

DIRECTOR, Bureau of Old-Age and Survivors Insurance:

Date _____

It is requested that information available from your records as to my eligibility for Old-Age or Survivors Insurance be furnished to the office of the Work Projects Administration designated below for use in determining my eligibility for certification for WPA employment.

(Signature of person presumptively eligible)

WORK PROJECTS ADMINISTRATION

Date _____

The information requested herein will be used only for the purpose of determining whether the individual concerned is eligible for certification for WPA employment.

Signature _____ Title _____

WPA district office address _____

SOCIAL SECURITY BOARD
Field Office Report

Date _____

The above-named individual has appeared at this office and the following action was taken:

- ☐ Claim filed: Date _____
- ☐ Securing additional information.
- ☐ Claimant obviously ineligible for benefits.

(Signature)

Date _____

The records of the Bureau of Old-Age and Survivors Insurance, Social Security Board, show that claim was:

ALLOWED

TYPE OF BENEFIT	INITIAL PAYMENT		REGULAR MONTHLY PAYMENTS	
	DATE PAID	AMOUNT	BEGINNING MONTH	AMOUNT

DISALLOWED

DATE DISALLOWED	REASON FOR DISALLOWANCE

REQUEST FOR FEDERAL OLD-AGE OR SURVIVORS INSURANCE INFORMATION

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

WPA Form 609

(Name of insured or beneficiary insured)
(Social Security Number)
(Name of person personally eligible—If other than insured)
(Address)
(Relationship to insured)

Date
Bureau of Old-Age and Survivors Insurance:
It is requested that information available from your records as to my eligibility for Old-Age or
Survivors Insurance be furnished to the office of the Work Projects Administration designated below for
determining my eligibility for certification for WPA employment.

(Signature of person personally eligible)
WORK PROJECTS ADMINISTRATION
Date
The information requested herein will be used only for the purpose of determining whether the indi-
vidual concerned is eligible for certification for WPA employment.

Title
WPA district office address

SOCIAL SECURITY BOARD
Field Office Report
Date
The above-named individual has appeared at this office and the following action was taken:

☐ Claim filed: Date
☐ Securing additional information.
☐ Claimant obviously ineligible for benefits.

(Signature)
Date
The records of the Bureau of Old-Age and Survivors Insurance, Social Security Board, show that

ALLOWED			
TYPE OF BENEFIT	INITIAL PAYMENT		REGULAR MONTHLY PAYMENTS
	DATE PAID	AMOUNT	BEGINNING MONTH
			AMOUNT

DISALLOWED	
DATE DISALLOWED	REASON FOR DISALLOWANCE

For Director, Bureau of Old-Age and Survivors Insurance.

- Name: _____
Address of _____
City _____
- Date of birth _____
Place _____
City _____
- * Record of _____
Name of _____
- If married, _____
age, and _____
Name: _____
- Are there _____
under 18 years _____
- Has applica _____
the Social _____
application _____
(Name) _____
*A wage _____
benefits _____
to _____
prior _____
to _____
is not _____
in _____
January 1, _____
If the wage _____
subsequent _____
and is _____
period _____
between _____
not _____

CHECK SHEET FOR DETERMINING PRESUMPTIVE ELIGIBILITY
FOR OLD-AGE INSURANCE

1. Name: _____ (Social Security Account No) _____

Address of applicant: _____

2. Date of birth: Month _____ Day _____ Year _____

Place _____
(City or Town) (County) (State) (Country)

3. * Record of Employment since December 31, 1936.

Name of Employer	Address of Employer	From --		To --	
		Month	Year	Month	Year

4. If married, state wife's maiden name, age, and date of birth, or husband's name, age, and date of birth.

Name: _____ Age _____ Date of Birth _____

5. Are there any children, including stepchildren and legally adopted children, under 18 years of age and unmarried? _____ If so, how many? _____
(Yes or No)

6. Has applicant previously filed an application for any benefits under Title II of the Social Security Act? _____ If so, state the name under which the application was filed, the approximate date filed, and the place where filed.
(Yes or No)

(Name) (Date application filed) (City) (State)

*A wage earner attaining age 65 before July 1, 1940, may qualify for monthly benefits upon acquiring six quarters of coverage. However, if he attained age 65 prior to January 1, 1937, remuneration paid to him prior to January 1, 1939, is not counted toward benefits, and no quarter of coverage can be acquired during this period. Therefore, only the employers for whom he worked on and after January 1, 1939, should be included.

If the wage earner attained age 65 in 1937 or 1938, remuneration paid to him subsequent to attainment of age 65 and prior to January 1, 1939, is not wages and is not counted toward benefits. Therefore, names of the employers for the period between the wage earner's sixty-fifth birthday and January 1, 1939, should not be included.

CHECK SHEET FOR DETERMINING PRESUMPTIVE
ELIGIBILITY FOR SURVIVORS INSURANCE

(Name of Deceased Wage Earner) _____ (Social Security Account Number) _____

1. Name of applicant _____

Address of applicant _____

2. Relationship to deceased wage earner: _____
If widow, state when and where she and wage earner were married.

Month _____ Day _____ Year _____ Place _____

3. Deceased wage earner was born: Month _____ Day _____ Year _____

Place: _____
(City or Town) (County) (State) (Country)

4. Date of his death: Month _____ Day _____ Year _____

Place: _____
(City or Town) (County) (State) (Country)

5. Date of birth of applicant: Month _____ Day _____ Year _____

Place: _____
(City or Town) (County) (State) (Country)

6. *Record of employment of deceased wage earner since December 31, 1936.

Name of Employer	Address of Employer	From --	To --
		Month Year	Month Year

7. State below the name of each living child of the deceased wage earner, including stepchildren and legally adopted children, under 18 years of age and unmarried.

Full name of child	Date of Birth			Name, address, and relationship of person with whom the child was residing at time of wage earner's death
	Month	Day	Year	

*If the deceased was 65 years of age before January 1, 1937, name only the employers for whom he worked on and after January 1, 1939, as remuneration paid to the wage earner subsequent to December 31, 1936, and prior to January 1, 1939, is not considered wages, and no quarter of coverage can be acquired during this period. If the deceased wage earner's sixty-fifth birthday occurred in 1937 or 1938, do not include the names of his employers for the period between his sixty-fifth birthday and January 1, 1939, as remuneration paid to him during this period is not considered wages, and no quarter of coverage can be acquired.

APPLICATION FOR REEMPLOYMENT AT
EXPIRATION OF PRIVATE EMPLOYMENT

Date _____

I left WPA Project No. _____ located at _____
_____ on _____, and went to work for a
(date)
private employer. My last employer was

(Check No.) (Department) (Other Information)
Located at _____ Telephone No. _____

I was laid off through no fault of my own, which can be
verified by a request for a statement from my last employer. I
am still in need of relief and wish to be reemployed on WPA.

Signed _____ Iden. No. _____

Address _____

Telephone No. _____

To:

(Name

The po
any person w
his training
or temporary
rate of wage

The workers
accept work
will appreciate

1. What
2. What
3. What

Per
(Inc

4. Was
5. Giv
Beg

6. Did _____
7. Was _____

8. Would

(Form Letter to Employers)

To:

(Name of Employer)

(Address)

(Name of Worker)

(Address)

Iden. No. _____

The policy of WPA is not to continue in employment in its program any person who has an opportunity for private employment suitable to his training and experience, whether such employment is of a permanent or temporary nature if the work provides a full time job and a standard rate of wage.

The worker whose name appears above reports that he left WPA to accept work with you. He is now reapplying for WPA employment. We will appreciate answers to the following questions:

1. What is the nature of your business? _____

2. What were this worker's duties? _____

3. What did you pay the worker?

Per Hr. _____ Per Day _____ Per Wk. _____ Per Mo. _____ Other _____
(Indicate in the appropriate block above what you paid the worker)

4. Was the worker covered by Unemployment Compensation? _____

5. Give period of worker's employment.

Began _____ Terminated _____
(Day) (Mo.) (Yr.) (Day) (Mo.) (Yr.)

6. Did the worker quit his employment? If so, why?

7. Was the worker dismissed? If so, why?

8. Would you consider reemploying the worker? _____

Signature _____
(Name of Employer)

To:

(Name of Employer)

(Address)

(Name of Worker)

(Address)

(City, State, Zip)

The policy of WPA is not to conduct an investigation in the home of any person who has an opportunity for private employment suitable to his training and experience, whether such employment is of a permanent or temporary nature if the work provides a full time job and a standard rate of wages.

The worker whose name appears above reports that he left WPA to accept work with you. He is now inquiring for WPA employment. We will appreciate answers to the following questions.

1. What is the nature of your business?

2. What were this worker's duties?

3. What did you pay the worker?

Per Hr. _____ Per Day _____ Per Mo. _____
(Indicate in the appropriate block above what you paid the worker.)

4. Was the worker covered by Unemployment Compensation?

5. Give period of worker's employment.

Terminated _____ Reason _____

(Day) (Mo.) (Yr.)

6. Did the worker quit his employment? If so, why?

7. Was the worker discharged? If so, why?

8. Would you consider reemploying the worker?

Signature _____

(Name of Employer)

WPA-4

Name of applicant

Address _____

Age _____

Number of dependents

Nature of Requirement _____

Summary of Interview _____

Recommendation _____

WPA Form KY-DP

W.P.A. DIVISION OF EMPLOYMENT DISTRICT _____

RECORD OF OFFICE INTERVIEW

DATE _____

Name of applicant _____ Certified: Current _____
Previously _____
Never _____

Address _____

Age _____ Date last visited KSES _____

Number of dependents _____ Race _____

Nature of Request _____

Summary of Interview: _____

Recommendation _____

Signature of Interviewer

KY-DR-23

U.S. DEPARTMENT OF JUSTICE

REPORT OF OFFICE INTERVIEW

DATE

NAME OF APPLICANT
ADDRESS
CITY
STATE
ZIP

NAME OF APPLICANT

ADDRESS

DATE LAST VISITED

NUMBER OF DEPENDENTS

REASON OF REQUEST

REASON OF INTERVIEW

RECOMMENDATION

Referral Agency

Signature

RECOMMENDATION FOR CANCELLATION OF WPA CERTIFICATION

Date _____

Name of Worker _____ Iden.No. _____ S. S.# _____ Vet. _____ Race _____

Street _____
Address _____ City _____ County _____

Head of Case _____ Case No. _____ No. in Family _____

Reasons for Cancellation:

WPA worker privately employed at _____ Mo. Wage _____ Employer _____

or
Other member of family priv. emp. at _____ Weekly Wage _____ Employer _____

Receiving other public benefits

Sufficient farm resources

Sufficient income from sources other than WPA

Other (specify)

Signature _____

Referral Agency _____

Signature

Referral Agency

60540-D

(Date (Month/Day/Year))

Referral Agency (Name of Agency) (Address of Agency) (City of Agency) (State of Agency) (Zip of Agency)

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Address _____ City _____ County _____

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Reasons for Cancellation:

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or

Other member of family priv. emp. at _____ Weekly Wage _____ Employer _____

Receiving other public benefits

Sufficient farm resources

Sufficient income from sources other than WPA

Other (specify)

Signature _____

Referral Agency _____

Name.....

Address.....

Project No.....

has been ☐ warned.
☐ suspended
☐ indefinitely

Effective at.....

Receipt acknowledged

(Signature of)

The signature of the
employee feels that the

Action taken in ab

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

NOTICE OF WARNING OR SUSPENSION

Date....., 19.....
Name..... Identification No. {certified ☐
noncertified ☐
Address..... Working as
(Assigned occupation)
Project No. Located at
has been { ☐ warned.
☐ suspended for 3 days or less.
☐ indefinitely suspended.

Effective at m., 19....., because of

Receipt acknowledged:

(Signature of employee or witness)

(Project supervisor or foreman)

The signature of the employee or a witness does not indicate that he agrees with the supervisor. If the employee feels that the above statement is unjust he may protest or appeal to the Division of Employment.

(This form shall not be used to release surplus labor)

(This space to be used by Division of Employment)

Action taken in above case was

(Division of Employment official)

Title.....

TO: *Division of Employment*

FROM: _____
(Operator)

It is requested that the

Effective _____ [A. M.
P. M.]

NAME OR NUMBER OF EMPLOYEE

County

1. Number applic
report month

2. Number applic

3. Total number

4. Number applic
month

5. Number applic
figure is num
WPA District

Number applic
obtained by s

Estimate of t
probably qual
made

Estimate of n
will be made

Estimate of n
during the ne

Estimate of re
fication and v

Number of WPA

1. Re

2. Ot

Y-DE-44 (Revised)

en
tu

Monthly Report to be Obtained from Local
Referral Agency

County _____

Date _____

1. Number applications for WPA that were pending on first day of the report month _____
2. Number applications for WPA that have been filed during the month _____
3. Total number applications for WPA (Item 1 plus Item 2) _____
4. Number applications for WPA that have been accepted during the month _____
5. Number applications for WPA rejected during the month. (This figure is number rejected in your office, as well as in the WPA District Office) _____
6. Number applications for WPA that are pending this date. (This is obtained by subtracting from Item 3, the sum of Items 4 and 5) _____
7. Estimate of the percentage (%) of pending applications that will probably qualify for certification after full investigation is made _____
8. Estimate of number of cancellations of WPA certifications that will be made during the next thirty days _____
9. Estimate of number of applications to WPA that will be filed during the next thirty days _____
10. Estimate of relief workers who may be eligible for WPA certification and who have not yet made application _____
11. Number of WPA investigations completed by:

1. Referral Agent _____

2. Other Case Workers: _____

LIBRARY
U OF KY

This book may be kept
FOURTEEN DAYS

LIBRARY
U OF KY

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