DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

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Central file

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

RWS/[illegible]

KFW 319.2

11 August 1950

SUBJECT: Administrative Review of Yokohama City Welfare Bureau

TO: Chief
Civil Affairs Section
GHQ, SCAP
APO 500

In accordance with paragraph 9b, Operational Directive Number 7, Headquarters, Civil Affairs Section, GHQ, SCAP, 3 April 1950, administrative review of Yokohama City Welfare Bureau made on 12 June 1950 is submitted.

FOR THE CHIEF:

1 Incl
As indicated above
(in trip)

GEO. B. NIBLOCK, Jr.
Major, Infantry
Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

AWK/mm/rn/jo

KPW 319.2

12 June 1950

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Administrative Review of Yokohama City Welfare Bureau Field Trip on 12 June 1950

1. The undersigned Welfare Advisor, Annabelle H. Kent, and Noboru Koyama (JW), advisor, conferred with the following Japanese welfare officials from 0930 to 1430:

a. Mr. Sasaki - Chief of Prefectural Welfare Department

b. Mr. Fujimori - Chief of Prefectural Welfare Section

c. Mr. Ueno - Chief of Prefectural Protection Division

d. Mr. Oshita - Chief of City Welfare Bureau

e. Mr. Murase - Chief of City Protection Section

f. Mr. Matsumoto - City Protection Section

g. Mr. Machida - City Protection Section

h. Mr. Kaneko - City Protection Section

i. Miss Watano - City Protection Section

j. Mr. Hagiwara - City Protection Section

k. Mr. Matsudo - City Protection Section

l. Mr. Nagahori - City Welfare Chief

2. <u>Prefectural Matters</u>:

a. Natsu Sha #72 has only been applied in Kawasaki and Yokohama cities. Although the prefecture has informed the other cities of the content in Natsu Sha #72, they had taken no steps to designate other areas to come under this directive. Agreement was reached that the chief of the Welfare Department will confer on 16 June at the regular monthly meeting of

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district and welfare chiefs on the possibility of calling a special meeting to discuss the extension of the #72 to other areas, particularly the cities. If such a special meeting is arranged, KaCAR will be invited to discuss the organization of a local office.

b. The prefecture is preparing a draft for a local office manual on procedures. This will be presented to KaCAR by 30 June for review.

c. Arrangements were made to begin a review of the Kawasaki City Office in cooperation with KaCAR on 14 July.

d. Considerable discussion was held on the application acceptance process. The application used in the prefecture provides only for family members, applicant's name and reason for applying. This is the minimum data required in the regulation on enforcement of the DLSL. The officials did not agree to include on the form, income, debts, resources, and relatives as they believe only nine out of ten can fill out even the present form. Instead, they prefer to have the intake interviewer or case worker fill out an initial inspection form, which covers such additional data and secure the client's seal on it. In addition the officials could not agree to issue an application to each person for their completion prior to interviewing them. However, rejections at intake are to be recorded on the intake consultation card.

3. Yokohama City Welfare Bureau Matter:

a. The Naka Ward Welfare Office was reorganized in line with KaCAR suggestions as of 9 June 1950 (see Inclosure 1). After one month the city plans to extend this reorganization to all wards.

b. In the meantime, the city has to set up a special committee to study the complete reorganization of the bureau and ward welfare offices along the lines in Osaka City. The vice mayor is planning to visit Osaka City in a few days. By 26 June the tentative plans on reorganization will be ready for review with KaCAR and on 30 June a joint prefectural and KaCAR meeting will be held with the mayor, vice mayor and city staff on this matter.

c. Interview with Mr. Matsumoto, assistant to the chief of Protection Division:

(1) Assists and acts for the division chief on overall matters particularly those related to the revised DLSL.

(2) Receives all new directives and issues instructions accordingly. This involves rewriting directives and instructions and seeing that such are forwarded to wards.

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(3) Handles liaison matters between wards and bureau on DLSL matters. He answers their inquiries and visits ward welfare offices two or three times a month in order to give guidance and to assist in investigating special cases. Makes about five or six investigations of cases per year when ward requests such as in the case of applications received following group requests of Koreans last December.

(4) Receives visitors to Protection Division. These are mostly potential applicants referred by police, who do not know where to apply. Such are generally vagrants or transients. He refers them orally to the proper ward office.

(5) Acts for division chief when the latter is out.

d. Interview with Mr. Machida of Protection Division:

(1) Says he has no definite responsibility as he was transferred to welfare from General Affairs Bureau in January 1950. His work consists of individual assignments from the division chief and then returns such to him on completion. Such includes preparation of drafts on information and instructions to lower levels of operation.

(2) Collects wayfarers' reports submitted from each ward and turns them over to the division chief. Later files their reports.

e. Interview with Mr. Kaneko:

(1) Handles receipt of applications on the disabled under Welfare for Disabled Law.

(2) These applications are received from the ward and from the bureau. As the procedure on acceptance and investigation of the disabled has not been fully crystalized, Mr. Kaneko handles directly those who apply for handbooks at the bureau. (He has handled ten of the 180 applications himself.) Since April a total of 180 applications (it is estimated that there are 4,000 disabled adults in the city) have been forwarded to the prefecture. Each such application consists of:

(a) An application form

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(b) A picture of applicant

(c) A doctor's certificate

(d) An investigation report

(3) After reviewing all the above he lists them and forwards all to the prefecture, where they are presented to the Welfare for the Disabled Council. After the council's decision is made, a report is sent to the ward office via the City Welfare Bureau. On each approved application the handbook is also issued by the prefecture through the city to the wards. Thus far no handbooks have been received. The application material is retained by the prefecture and each ward office keeps a copy of this material. On the basis of the handbook the disabled person:

(a) Receives a reduction in transportation fare

(b) May be referred for vocational training

(c) May receive prosthetic appliances or have such repaired.

(4) The disabled person who desires vocational training applies at the prefecture, where he is seen by an official in charge of the welfare for the disabled.

(5) In order to receive appliance repairs the disabled person submits his application for such to the ward where an investigation is made in order to determine the person's ability to pay. Then the ward forwards some to the city who sends the application and report to the prefecture. The prefecture then decides where the person is to secure the repair and the client is then informed by the ward office.

(6) The only present vocational training resource for the disabled in Kanagawa is the National Vocational Training Center at Sagamihara Town. This center also does repairing of limbs and sends out traveling repair clinics.

f. <u>Interview with Miss Hatano:</u>

(1) Accumulates, calculates and compiles monthly and quarterly DLSL statistics.

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(2) Receives all applications from wards on persons who are to be admitted to institutions (adult institutions only). She makes up the draft for their admission and routes such to the division chief or Mr. Matsumoto, who does the actual case handling.

g. Interview with Mr. Hagiwara:

(1) Does not handle any cases

(2) Collects medical bills from each ward and turns them over to the city medical examining committee. By the 8th of each month, he has to collect the medical bills from each ward. Then he submits them to the examining council on either the first and third Fridays of the month. On each trip he picks up the bills reviewed by the committee and then proceeds to forward them to the ward. At first 50 percent (January 1949) of the bills had to be returned for correction. Now 10 - 15 percent are returned for correction.

(3) The medical inspection committee was established in January 1949. (See Inclosure 2) This committee made up of 23 members has two sub-committees:

(a) First sub-committee is composed of ten members, who are physicians of public and national hospitals, and pharmacists; none are paid or given any allowances. They are considered an advisory body to the mayor on overall medical policy and corrects miscalculations of the second sub-committee.

(b) The second sub-committee consists of 13 physicians (practitioners), who do the actual inspections of the bills. Each of the members receive 500 yen per month for this service.

(c) These committees hold their meetings in the Yokohama City Doctors' Hall (office of Physicians' Association) and has its office there.

(d) Although this council was appointed by the mayor, the city does not regularly send any one to their meetings. Occasionally (three times since January 1949) the chief of Protection Section has gone there and Mr. Hagiwara will occasionally attend if he has any particular opinion to express on a bills.

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SUBJECT: Adm. Review of Y'hama City Welfare Bureau Field Trip 12 June 1950

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h. Interview with Mr. Matsudo of Institution Division:

(1) This division is mainly responsible for:

(a) Matters concerning the Minsei-iin

(b) Budget and settlement of accounts

(c) Institutions

(d) Other matters - general affairs

(2) Mr. Matsudo's duties concern mainly the budget for the Section and general affairs. He handles all procedures on budgets prepared by each division.

(3) Compiles requests from each division in section for supplies and forwards such request to Financial Section. On receipt of supplies he distributes them.

(4) Receives all inquiries from other sections or bureaus, and answers them.

(5) Handles other matters which may arise and do not fall under any of other divisions.

i. Interview with Mr. Nagahori, chief of Welfare Section (also similar to a general affairs section): There are 22 persons excluding the chief in this section:

(1) This section is responsible for the supervision of a municipally operated "street girls' home, and 12 vagrants dormitories entrusted to private agencies. The buildings housing the vagrants dormitories are owned by the city but the staff and equipment in them is owned by the respective private agencies.

(2) The "street girls' home" established on 1947 has a capacity for 20 girls between the ages 18 - 23 years. 18 are there at present. The average stay of each inmate is six months. Here they are trained in sewing. Any necessary medical care is provided by a nearby hospital. Since there is a similar institution to this in the city, which is operated by the prefecture (capacity 40 girl) there has been no need for expanding this institution.

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(3) This home has accommodated 161 girls since its establishment. Of this number:

4 have married

24 are working

56 returned to their families

18 were transferred to other institutions

5 are in hospitals

1 died

31 ran away

(4) This section also operates a summer home in Hakone, which accommodates between 80 - 100 persons. Any citizen may apply for admission. The rate is 100 yen per night. This home was given to the city by a juridical person in 1948.

(5) This section's responsibilities as to private institution is that of collecting monthly reports. The prefecture is responsible for inspections of the institutions. However, during epidemics such as occurred because of typhos, the city inspected them also.

(6) This section is responsible for close supervision of all public pawnshops of which there are four. Two more are to be opened soon. Each pawnshop is staffed with two full-time persons. Each week a person from this section visits the pawnshops, inspects its records and collects its weekly reports. During the first two years of operation of the pawnshops they have needed subsidies to cover deficits. However, in the third year they begin operating with a small surplus.

(a) Items are pawned for four months and then if necessary extended for an additional four months. Thus far no items have ever been sold. Items are very rarely kept more than six months.

(7) The N.H.I. Division of this section is staffed with three persons. At present they are engaged in a special study on medical care costs for which 1,800,000 yen has been

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appropriated. 500 families are being spot checked to ascertain their costs of medical care and how they met the bills. Ward welfare sections are cooperating on this study. On the basis of the findings the city hopes to determine what N.H.I. premiums will cost.

(8) General affairs matters are also handled in this section for the whole bureau, that is, personnel, budget, supplies, and settlement of accounts.

(9) The section also has three full-time persons assigned to Red Cross activities. Up to last year the General Affairs Department handled Red Cross activities:

(a) The chief of the Welfare Bureau is the local Red Cross chairman. Mr. Nagahori is its vice chairman. All of its activities are carried out by the city officials. During the past six months 1/2 of the expected volunteer groups have been organized.

(b) The six million yen red cross' goal is reported as believed achieved. The exact amounts collected are now being secured from the ward offices. The city had been responsible for street collections and the wards for house-and-house collections through the various volunteer groups.

(10) Community Chest activities on the city level are not carried out in the bureau. The chairman of the City Chest Committee is the chairman of the city assembly. The Chest's working office is located in the assembly hall and is staffed by volunteers. However, ward office personnel have been involved in business handling matters for the Chest during its last drive for funds. The city officials have given the Chest guidance and supervision in their operations. Mr. Oshita, City Welfare Bureau Chief, is one of the City Chest Committee's standing directors (no salary) and Mr. Nagahori is a part-time official of the Chest with no salary. As a part-time official, he is able to "supervise their activities and give guidance to the Chest Committee."

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SUBJECT: Adm. Review of Y'hama City Welfare Bureau Field Trip — 12 June 1950

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4. See inclosure 3 - chart of organization on Bureau's Occupational Section.

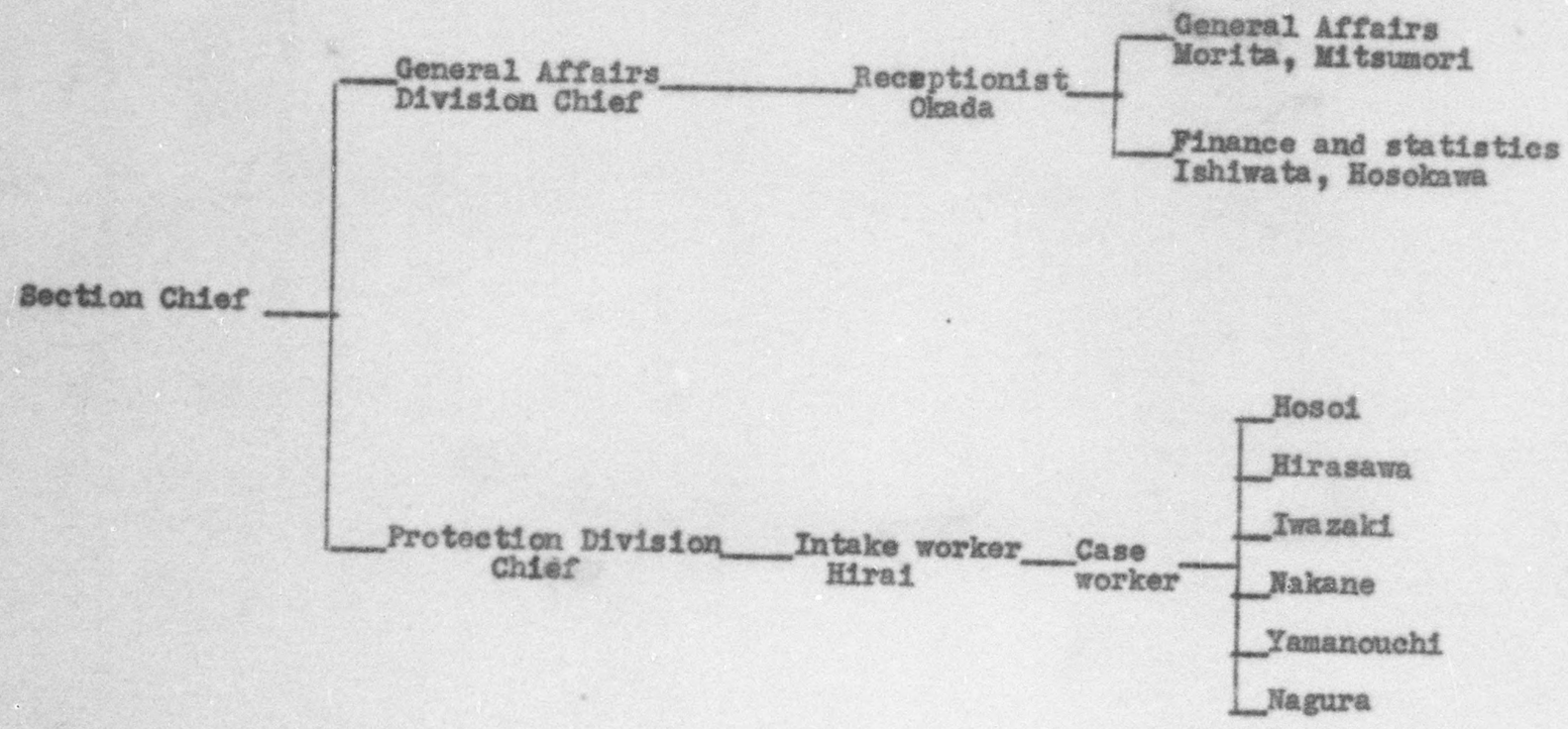
6 Incls
1. Plan for Soc Wel Sect (in trip)
2. Reg for Med Bill Exam Comm (in trip)
3. Occup Sect (in trip)
4. Steps from Applc to Approv (in trip)
5. Job Descrip (in trip)
6. Desk Arrang (in trip)

ANNABELLE H KENT

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Attch Apt to Sect 1

Plan for Social Welfare Section (Temporary Calling)



DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Regulation for Medical Bill Examination Committee at Yokohama City

Art. 1 In order to have proper operation of medical relief under DLSL, we establish Yokohama Medical Bill Examination Committee (shall be called as committee hereinafter) at the Welfare Bureau of Yokohama City.

Art. 2 In order to accomplish the above purpose, committee shall call meetings, co-operate with mayor who is the organ for relief, answer his question, give consultation and do necessary investigation or deliberation.

Art. 3 The committee shall be composed of a chairman.

Art. 4 The director of Welfare Bureau shall be the chairman.

Art. 5 The mayor shall appoint or assign the committee among physicians, Minsei-iin, experienced persons and city officials.

Art. 6 The tenure of office for committee men shall be one year. The tenure of office for the person succeeded predecessor shall the remaining of the latter.

Art. 7 The chairman shall reside over the committee affairs, call the meeting and be the chairman of the meeting. In case of accident to the chairman, the committee men designated by the chairman shall act for him.

Art. 8 The proceedings of the meeting shall be determined by the agreement of majority of committee-men present and in case pros and cons are equal, the chairman shall cast the deciding vote.

Art. 9 The committee shall have some directors and clerks who shall be appointed among city officials by mayor.

Art. 10 The director shall dispose the committee affairs with the order of superior official.

Art. 11 The chairman shall decide the necessary items for disposition of committee affairs.

Details:

1. Comosition of Committee.
   We divide the committee into No. 1 and No. 2 sub-section.

2. The member of No. 1 sub-section and items they examine.

Annex B 4 to Encl 1

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

(1) Items for examination.

a. As to the method for smooth operation of medical aid, answer for the consultation from the mayor, investigate and deliberate.

b. Members.

2	Delegate	of	National Hospital
2	"	"	Public Hospital
1	"	"	Physicians Association
1	"	"	Practitioners
1	"	"	Minsei-iin
1	"	"	Specialist Minsei-iin
1	"	"	Dentist Association
1	"	"	Pharmacist Association

Total 10

3. The member of No. 2 sub-section and items they examine.

a. Assign the Yokohama Physicians Association to Operate No. 2 sub-section and call meeting once a month.

b. Items for examination.

1. Suitability of content of medical treatment.

2. Miscalculation or error on Medical Bill.

3. Facts on Medical Treatment.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Tokyo C 4 to Lice

Occupation Section, Yokohama City Welfare Bureau, JUNE 1950

- **Toyohiko Taki, Chief, Occupation Section**
  - **Takeji Sugiura, Chief, Labor Division**
    - Clerical official .. (Kazuya Iwabuchi) — Guidance and operation of Workshop.
    - Clerk ..... — Temporary loan for workers of company or factory to whom the payment of salary is delayed. Business for Barber's Training School. Statistics on unemployment counter-move. Employment of graduates from school. Welfare of laborers.
    - Clerk ..... (Ei Hirose) — Statistics on works at Joint working center Application and report for pref. subsidy a[illegible] ration goods. Statistics on employment.
    - Clerk ..... (Shigetaro Aoyama) — Business on Vocational Training.
    - Clerk ..... (Norimaru Sasaki) — General Affairs for unemployment counter-move and payment of wage.
    - Clerical official .. (Fumizo Uchida) — Supply of material for workshop, Homework assisting center, Joint working center, Guidance and supervision of work.
  - **Saburo Kazama, Chief, Workshop Division**
    - Clerk ..... (Minoru Fukaya) — -DITTO-
    - Clerk ..... (Tetsuo Kosuge) — Guidance on business at Joint working center, Finance of Yokohama City workshop association. Guidance and supervision of Homework assisting center.
    - Clerk ..... (Kunitatsu Higo) — General Affairs and finance of the section. Guidance and supervision on payment of wage under unemployment counter-move.
    - Clerk ..... (Shoji Yamashita) — Finance of Section.
    - Clerk ..... (Yoko Sakurai) — - DITTO-

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Section Chief:
1. Determination on approval, alternation, closure, suspension of aid and payment of grant.
2. Guidance and supervision of section staff.
3. Training and culture of section staff.

Protection Division Chief:
1. Guidance and supervision of Case Worker.
2. Allocation of case load for caseworker.
3. Examination on approval of aid.
4. Calling the study meeting on cases.

Receptionist:
1. Answer for visitors.
2. Issue of leaflet on procedure of Public Assistance.
3. Referral of applicant's request to intake worker.
4. Keeping reception card on process of reception.
5. Other businesses at reception desk.

Intake worker:
1. Keeping record on intake.
2. Make estimate judgement on eligibility of public assistance. (For ineligible case, explain the situation and return them)
3. Referral to Social Work Institution.
4. Reception of application form.
5. Hand documents over to case worker.
6. Examination on documents for approval. If there is any mistake, forward to Protection Division Chief.
7. Issue information card for approval, medical card, and maternity card.

Case worker:
1. Field inspection.
2. Adjustment of necessary documents for approval of aid.
3. Findings of needy person.
4. Livelihood guidance of client.
5. Preparation of documents following the opening of aid and procedure for draft.
6. Preparation of calculation sheet on grant.
7. Writing and delivery of information for payment of grant and instructions.
8. Report for change on client and necessary disposition for that.
9. Liaison with Minsei-iin in charge.

Annex 05 to Inc 1

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

General affairs Division Chief:

1. Time recording and wage for staff.
2. Meetings.
3. Budgetary affairs.
4. Supervision of Division.

General Affairs Division:

1. Collection and report on data as to protection.
2. Supply and safekeeping of commodities.
3. Issue and reception of documents and safekeeping of official seals.
4. Relief in kind.
5. Preparation and adjustment of medical bill.
6. Finance on expense for division.

Finance and statistics Division:

1. Payment of grant and other payment procedures.
2. Reception and settlement of grant paid in advance.
3. Settlement of budget.
4. Statistics and reports.

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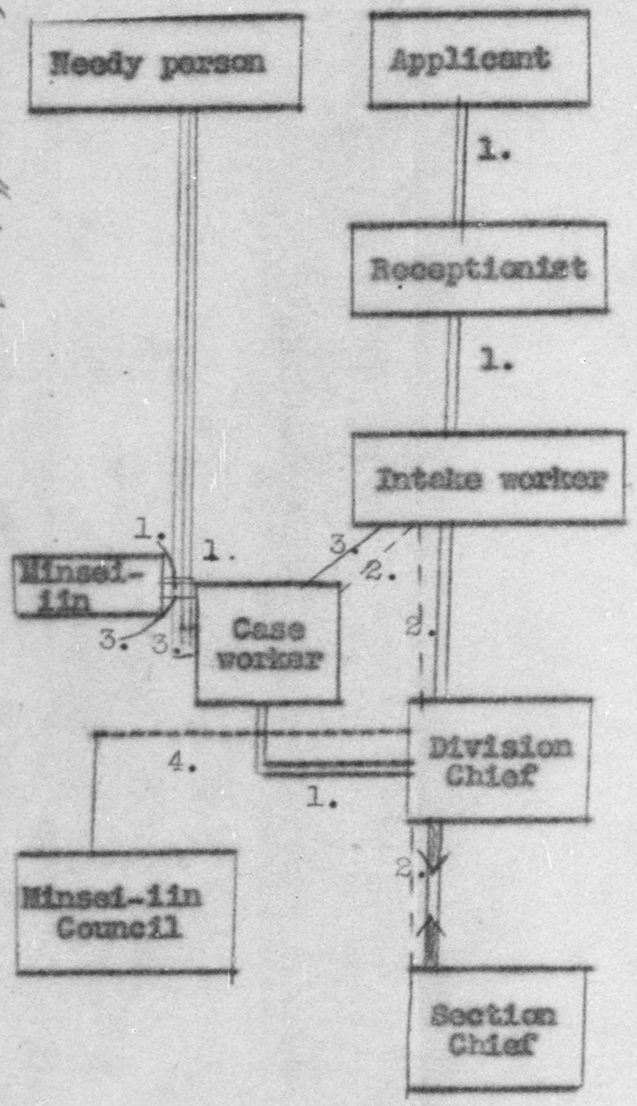
Army Ex 4 Incl



Steps from Application to Approval

Remark: Line No. 1 ... Steps from application to field inspection
No. 2 ... Steps for approval of aid (aligibility).
No. 3 ... Steps informing approval of aid.
No. 4 ... Steps for advise of Minsei-iin.

Reception

No. 1 (a. Reception of visitors.
(b. Issue of leaflet on procedure of public assistance.
(c. Refer applicant to intake worker.

Intake worker

No. 1
(a. Interviewing and recording.
(b. Judge on eligibility ... Return ineligible case.
(c. Referral to social work institution.
(d. Reception of application form ... Return him home.
(e. Allocate field inspection ... For ward documents to case worker requesting inspection.

No. 2 Examination of documents for decision ... If there is error, forward to pretection Division Chief.

No. 3 Issue information card for approval, medical card maternity card.

Case worker

No. 1
(a. Field investigation.
(b. Adjustment of necessary documents following approval of aid.

No. 2
(a. Prepartation of necessary documents for decision.
(b. Suggest the opinion of protection and take procedure for decision.

No. 3 Issue information card and inform Minsei-iin.

Division chief

No. 1 Adjustment of case.

No. 2
(a. Opening study meeting on protection.
(b. Examination.

No. 4 Consultation to Minsei-iin council.

Section chief

No. 2 Decision.

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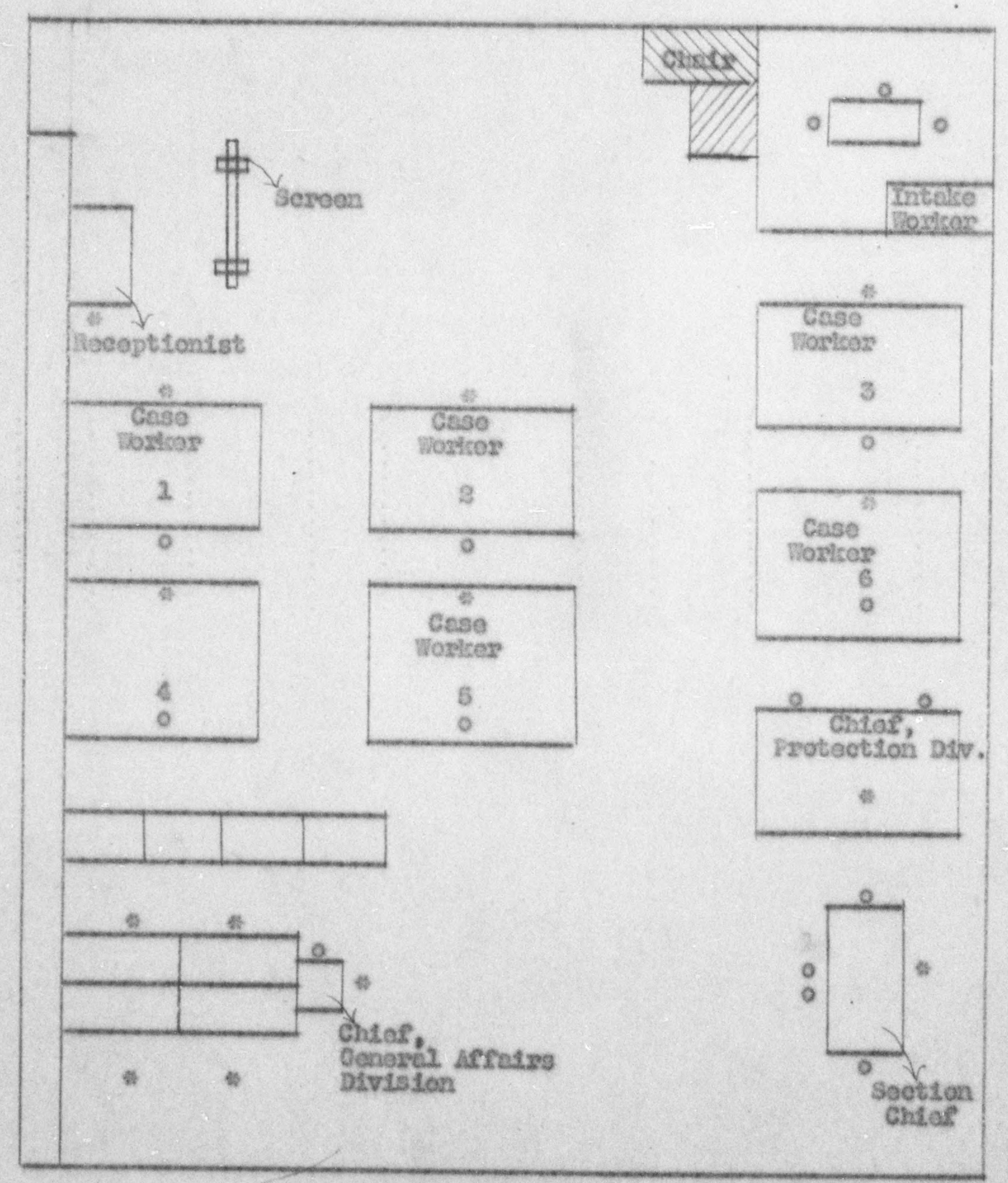
Desk Arrangement



Answer F4 to Encl 1

* - Staff
o - Visitor's Chair

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

RWS/nm

KPW 319.2

8 August 1950

SUBJECT: Administrative Reviews of Naka Ward Welfare Office, Yokohama

TO: Chief
Civil Affairs Section
GHQ, SCAP
APO 500

The attached administrative reviews are submitted separately as directed (paragraph 9b, Operational Directive Number 7, Headquarters, Civil Affairs Section, GHQ, SCAP, 3 April 1950).

FOR THE CHIEF:

GEO. B. NIBLOCK, Jr.
Major, Infantry
Deputy Chief

2 Incls
1. Adm Rev Made of Naka Ward Welf Off, Y'hama City, 10 July 50 (in trip)
2. Continuation of Adm Rev Made of Naka Ward, Y'hama City, Welf Off, 11 July 50 (in trip)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

MCW/mm/es
Rec'd: 1 August 1950
Typed: 1 August 1950

KPW 319.2

1 August 1950

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Administrative Review Made of the Naka Ward Welfare Office, Yokohama City, 10 July 1950.

1. Persons: Welfare Officer, Miss M. C. Wyckoff, accompanied by Interpreter Mr. Yui, conferred with the following welfare officials:

a. Mr. M. Fujimori - Prefectural Welfare Department, chief of Welfare Section

b. Mr. E. Ueno - chief of Prefectural Protection Section

c. Mr. Hayakawa - chief of Naka Ward Office

d. Mr. Makino - chief of Protection Section, City Welfare Office

e. Mr. T. Kobayashi - chief of Welfare Administration Section, Naka Ward Office

2. Purpose of Conference:

a. To secure present administrative organization and personnel changes.

b. Case record filing and forms.

c. Central file index.

d. Process of application.

e. Review of case record.

3. Summary of Conference:

a. The present office setup is known as the "Minsei Antei Sho" (local welfare office). Under the present reorganized plan there is only one welfare office for each ward. In Yokohama City at the present time there are ten welfare offices, one for each ward. In Naka Ward since KaCAR representative's

Incl 19

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last visit 18 May 1950 there have been two newly appointed case workers as follows:

(1) Appointed 1 July 1950 - (graduate Social Work School)

(2) Appointed 1 April 1950 - (no previous social work experience or training)

The remaining four case workers were appointed in December 1949.

There have been no organizational changes since date of last official visit.

Welfare Section in the Naka Ward Office is a separate section and the chief of the Welfare Section reports directly to the Ward Chief Mr. Hayakawa.

The section chief stated they expect to be operating under the revised plans as of 1 August 1950.

b. Private Organizations: Welfare Officer questioned the officials if under their reorganized plan any staff member of the welfare section was responsible for any work of private agencies. Officials stated Mr. Mitsumori of the Welfare Administration Subsection is the Naka Ward representative of the Japan Red Cross. He is responsible for maintaining the books of the Naka chapter and calling and recording meetings. Officials stated a separate chapter office does not exist in Naka Ward. Welfare Officer called officials' attention to the violation of Ministry directives regarding public officials being responsible for private agency work. Officials stated they were aware of the violation, but stated as the Governor was the chairman of the Japan Red Cross, in turn he appointed public officials to head the various chapters. Welfare Officer suggested that this matter be discussed with the prefectural welfare officials in order that they may take the necessary steps for removal of this responsibility from the local welfare offices.

c. Standard Manual of Operation: Welfare Officer questioned the officials whether such a manual had been compiled. Officials stated that the Ministry is now giving consideration to such a manual, which will also include standard forms. Officials had no idea as to when this manual would be received. Welfare Officer suggested that if this manual is not forthcoming in the near future, that the Prefectural Welfare Department prepare one, which would include standard forms for Kanagawa Ken, each form being numbered and also the method of filing each form in case record folders, in order that all would be filed in the same manner.

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d. Filing of Case Records: At the present time each case worker has a binder in which is filed an envelope which contains some of the individual case record forms. Forms are loose in folder and there is no order or system of filing forms within the envelope. Each envelope has a case number. Each worker maintains the binder with case records on their own desks.

Upon officials' request, Welfare Officer explained the method of filing case records by folders and case number, and a central filing cabinet for case records of all workers regardless of area.

e. Central Card File Index: Such a system is not in existence. Welfare Officer explained the purpose and method of filing and a sample central file card was shown to the officials. Also the purpose and system of a "cross" file index was explained.

f. Process of application and review of case record recorded material:

(1) Clients apply to the welfare office for public assistance. Applicant is given an application form to either complete in the office or in his home. If the latter is done applicant personally returns form to the welfare office.

(2) One case reviewed in detail revealed the following:

(a) Date of application: 30 March 1950 (originally applied to Minsei-iin who in turn referred client to welfare office). New case.

(b) Application sheet contained the following pertinent information:

Application was made for living aid.

Family composition:

Man	71 yrs	9/19/1878
Wife	57 yrs	5/26/1892
Daughter	26 yrs	8/ 8/1923
Daughter	17 yrs	6/26/1932

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Upon calculating the foregoing ages from the Japanese method of recording - i.e., by "Showa," "Meiji," etc. - it was found that the wife's age was incorrect. It was also found that the eldest daughter had been married and also was an adopted daughter of applicant. There was no recorded information in the case record regarding these matters. Information was obtained from the case worker.

(c) Health: Only the health condition of the man was recorded, which only stated "ordinary." Welfare Officer suggested that the health condition of each member of the family be recorded, and if there is a particular health problem that the actual condition be recorded - not "sick" or "weak."

(d) Schooling: There were no remarks regarding wife's schooling.

(e) Relatives: Two sisters of the head of family - no definite address on one - address unknown of second sister.

A copy of the family register was attached to case record, but information not clear; family record does show that applicant had four additional children who died. The family record also revealed eldest daughter adopted - but as stated previously information not recorded in case record until family record was received at a latter date.

Since October of 1949 this office has been requesting copies of the family register for each case record.

From the case worker, Welfare Officer obtained information that the eldest daughter had been married (common-law marriage). Record does not give this information nor any information as to status of marriage or common-law husband's name.

(f) Employment: The second daughter is presently employed at a knitting company.

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Certificate of earnings and place of unemployment recorded in case record. Monthly earnings - ¥2,500.

(g) Reason for application: Income insufficient for livelihood.

(3) Home Call Investigation, 30 March 1950 (same date as application). Narrative report revealed the following; applicant, head of the family, due to age is unable to work. Eldest daughter's husband promised to give ¥3,500 monthly but to date no remittances have been received; therefore, she is working in a second-hand store. Income is small and she is unable to take any other full-time employment as she is three months' pregnant. Applicant owns his own home. Land tax 15 yen monthly. Home unsanitary. The foregoing information was the first recorded information as to the eldest daughter's employment or pregnancy.

Statement of income:	Eldest daughter	1,000
	Second daughter	2,500
		3,500
	Work expense	350
		3,150

Case worker revealed medical aid will be given to wife. No recorded information on application form, or home call form.

(4) Budget sheet: Included case worker's estimate of expenses, clients stated expenses and minimum allowance by budget. Allowable budget was ¥5,5,045. In order to obtain the exact amount for living aid only - it was necessary to subtract the housing allowance, as the items on budget form are arranged in such a way that the housing aid allowance is in the middle of the various allowances for living aid. The same arrangement exists in all prefectures - for this form is a Ministry form. In Welfare Officer's opinion the housing aid allowance should be separated from living aid and placed with the other separate types of aid such as education and school lunch aids.

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(5) Face Sheet: The recorded information on this form agreed with the previous forms completed with the exception of the man's age. Health situation was not clarified on this form; however, the face sheet did state the eldest daughter was pregnant. Also included on this form was the categorical type of aid and that aid would commence 1 April 1950. However, approval form states aid would commence 4 April 1950. Total grant is ¥1,895 which was found to be correct after budget grants and income calculated.

g. (1) Welfare Officer reviewed omissions and errors and stated that all responsible relatives should be listed and contacted.

(2) Statement should appear in record as to daughter being adopted, legally or not, also her husband's name should appear in record and also if marriage legal or common-law marriage.

(3) Welfare office should have made an effort to contact daughter's husband regarding financial support.

(4) Statement should appear in original interview as to the reason the wife is in need of medical aid. A further check was made by Welfare Officer regarding the medical aid, and it was found that actually application was first made for medical aid on 20 March yet when family applied for living aid on 30 March no statment appeared indicating request for medical aid. Medical aid was given for bronchial condition.

(5) Recorded information on occupation not clear, and no information as to previous work experience on any member of the family.

(6) No recorded information as to referral to PESO. Officials stated each employable applicant is given a form referring them to PESO and case worker always accompanies client to PESO. Welfare Officer stated that the case worker accompanying the client was not necessary and a waste of valuable time.

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SUBJECT: Adm Review Made of the Yokohama City 1 Aug 50
KPW 319.2

(7) A verification should have been made of eldest daughter's earnings and recorded in case record. Welfare Officer suggested that it should be a standard procedure that a verification be made on all persons employed full - or part-time.

(8) It was also suggested that the face sheet should include information as to insurance and relatives.

h. Case records are given consecutive case numbers. Officials stated that case numbers never change for the same client.

i. Review will be continued 11 July 1950.

MARY C. WYCKOFF

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

MCW/ml

1 August 1950

MEMO TO: Mr. Roland J. Artigues

SUBJECT: Continuation of Administrative Review Made of Naka Ward, Yokohama City, Welfare Office 11 July 1950

1. Persons: Welfare Officer, Miss M. C. Wyckoff, accompanied by Interpreter, Mr. Yui, conferred with the following welfare officials:

a. Mr. N. Fujimori, chief Welfare Section, Prefectural Welfare Department

b. Mr. E. Ueno, chief Prefecture Protection Section

c. Mr. Kayakawa, chief Naka Ward Office

d. Mr. Mukino, chief Protection Section, city Welfare Office

e. Mr. T. Kobayashi, chief Welfare Administration Section, Naka Ward Office

f. Mr. Y. Mitsumori, staff, Welfare Administration Section, Naka Ward Office

g. Mr. Obata, chief of the Welfare Department, Naka Ward

2. Purpose of Conference:

a. To review the exact forms filed in case folders which are maintained by each case worker.

b. Rights and responsibilities of clients.

c. Frequency of home calls.

d. Notification to clients.

e. Minsei-iin councils.

f. Statistics of each case worker.

g. Review of forms.

3. Summary of Conference:

a. Welfare offices and case workers are maintaining three separate books for case records - one for the face sheet, one for the payment record book, and one for the binder which was mentioned in

Incl 2

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

previous day's report which contains the application form, home call record form, and approval sheet.

Welfare officer suggested that all the foregoing records be compiled in the envelope that is filed in the binder ~~if~~ it is necessary to have all these papers attached together and also is a far more efficient way of filing.

Welfare officer gave a sample form which could be included in the case record file and which would show the monthly payments made to each client. At the present time, the Accounts Section is maintaining a record per each client of payments made; however, this form does not have the case number or period of payment. The attached form was suggested to them for usage by them which the Accounts Section stated they could also make use of and the duplicate copy would be sent to the Administration Section of the Welfare Department. From this sheet, the individual forms suggested above could be recorded in each case folder.

b. The review was made of the manner in which clients receive their monthly grant. Clients are given cash at the Accounts window. Welfare officer suggested that, if possible, cash be enclosed in an envelope. The outside of this envelope should have a breakdown as to the actual amounts received under the various types of aid. A form could be worked out which would show the above information, as well as covering one year's grant.

c. Welfare officials stated that they are requiring each client to maintain expenditures of funds received. They asked Welfare Officer's opinion regarding this matter. Welfare officer stated that, of course, it was not required; however, it might be a good training process for the client in making them realize how they spent their funds and perhaps help them to economize. However, such a system would be of little value unless the case workers on occasion took the time to review these expenditures with the client and if expenditures were made on unessential items, then advice and guidance should be given to them.

d. <u>Rights and responsibilities of clients</u>: Welfare official stated that on the date of payment of grants to clients a large poster was placed next to the Accounts Payment window which states the responsibilities of the client; however, there is no statement as to the client's rights. Welfare officer reviewed the actual information and found that it contained the following: Requirement that the client notify the welfare office as to changes in the number in the family, changes in income, changes in address. Also included penalties under DLSL. Officials also at the time of the original notification to client of the commencement of aid enclose a form which has the same information as stated above. Welfare officer suggested that, in addition to the foregoing information that they give the clients, that they should include matters in relation to the right of the client to appeal; also services that are available, such as consultation, etc.; and also the various types of aid the client is eligible to receive.

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e. Home calls: Officials claimed that they have divided their total case load into groups that are to be called on monthly, two times per month, and three times per month. This is quite a contrast to other offices reviewed, as the majority of them have classified home calls by the monthly, every two months, and every three months. It was noted by welfare officer that upon reviewing the case record information that other than the original home call made, there was no record of any subsequent home calls. Upon further investigation, it was found that there is still another folder maintained by each case worker for a record of home calls. It was suggested that this form also be filed with all other case record forms in the case folder.

Welfare officer stressed the importance that the case worker verbally identify himself, as it has been found as a result of "spot checks" that the client frequently has not known whether the person who called on him was a Minsei-iin or a paid welfare official or where they came from.

f. Notification to Minsei-iin: Minsei-iin are notified verbally by the case worker when new applicants or any changes in cases occur. A written notification is mailed directly to the client; also a written notification of the status of all clients is delivered at the Minsei-iin council meeting. Welfare officer suggested that it would seem better to also mail the notification to the Minsei-iin at the same time they mail it to the client; however, preferably, it would be better to just give the notice regarding the client's status at the Minsei-iin council, as it was not necessary to do both as they are now doing.

g. Minsei-iin councils: There is one Minsei-iin cho council and eight local Minsei-iin councils. The Minsei-iin cho council meets on the 20th of each month and the local Minsei-iin councils are called by the Minsei-iin cho when they feel it necessary. At the Minsei-iin council meeting, the status of clients is discussed, and also new laws and regulations. A representative from the Welfare Department's administration section attends the meeting and is responsible for recording the minutes. The local Minsei-iin councils are sponsoring circulating libraries for clients in their area. At the Minsei-iin cho council meeting, the ward chief, the Welfare Department chief, and the case work supervisor attend monthly. The individual case workers only attend this meeting upon request.

h. Case workers' areas: Naka Ward under the revised plan has been divided into six areas; formerly, there were eight Minsei-iin areas.

i. Handling of institution cases: All cases that are inside institutions are handled by the Yokohama City welfare office. Applicant for institution placement applies to the ward office, and the ward office refers the case to the city office. Original investigation is made by the ward office. Upon completion of the investigation, if it is felt that institution placement is necessary, this decision is made then by the city office, who in turn notifies the ward office, and the ward office in turn notifies the client. The institutions that are handled

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SUBJECT: Continuation of Administrative Review of Naka Ward, Yokohama City, Welfare Office 11 July 1950 — 1 August 1950

by the city office are those institutions that are city institutions, such as Mothers' & Children's Dormitories (Boshiryo). All other placements in institutions which are not operated and owned by the city are made directly by the ward office. When the ward office completes the original investigation, a copy of the entire case is sent to the city office and it is then up to the city office staff to make any further investigations. When a client is discharged from the institution, the city office notifies the ward. All financial matters in reference to the client in the institution are taken care of by the city office.

j. Statistics: As of 30 June 1950, there are 501 families (1,232 persons) receiving public assistance. The following is a breakdown by each case worker of the number of cases they are now carrying:

Case Workers Area	Living Aid		Medical Aid				Funeral Aid
			Out		In		Individuals
	Families	Persons	Fam.	Per.	Fam.	Per.	
1	63	153	56	60	48	48	1
2	61	171					
3	65	184					
4	64	197					
5	68	187					
6	75	232					
	396	1,124					

In reference to the foregoing statistics, there are no individuals receiving Living Aid inside institutions in Kanagawa Ken. Any receiving Living Aid inside institutions are those that are in the city institutions and the city office maintains these statistics. Welfare officer stated that it would seem advisable for the ward office to keep statistics in reference to clients from their ward who are in the city institutions. Statistics are not maintained by each case worker other than on Living Aid; however, information and statistics shown above on Medical and Funeral Aid were obtained.

Monthly statistics are compiled by the Administration Section of the Welfare Department. Figures for the monthly statistics are obtained from each case worker who is responsible for submitting monthly statistics on their own case load. There is no set form used for this purpose. Welfare officer questioned the officials as to the breakdown of housing, education, and school lunch. Officials stated that practically all families are receiving this type of aid. Welfare officer stated that in view of the fact that not all were receiving these types of aids, then their statistics would not be accurate, and it was suggested that a detailed breakdown be made for the foregoing items. Also, it was suggested that included on the form that the case workers would use that there should be a column for the categorical types of aid, as well as a form which would show not only those receiving aid under the DLSL, but also under all other types of laws.

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k. Maternity aid: All maternity aid cases in this office have been cared for under the DLSL. None have been cared for under the Child Welfare Law. Just recently, the city has established lying-in agencies, and hereafter, requests for maternity aid will in most cases be referred to the lying-in agency, and then aid will be granted under the Child Welfare Law.

l. Child welfare cases: The type of child welfare cases that are handled by the case worker are those cases where the child is in a home where there is a definite economic problem, or those cases where it is indicated that the child needs to be referred to an institution. In the latter case, the case worker refers the case to the child welfare official. A separate set of records and a separate set of forms are maintained for child welfare cases. These forms were composed by the Yokohama City welfare office.

m. See attached forms which were suggested for use by the welfare office. Enclosure #1 includes items that are used by the Accounts Section. Those items with check marks are additional items suggested by welfare officer. Enclosure #2 is the suggested form that would be filed in each case record.

2 Annexes
A. Acute Sect Form (in trip)
B. Suggested Form for use in Case Record File (in trip)

Max C. Wyckoff

CASE #	MON AMT PYMT	DAILY PYMT	NO. FAMILY	PERIOD	DATE PYMT	ADDRESS	NAME	CLIENT'S (HAN)	NOTIFICATION NUMBER
✓				✓	✓			✓	

Accounts Section Form

Annex A to Encl 2

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

CASE # _____ NAME _____ ADDRESS _____

MINIMUM ALLOWANCE	INCOME	ACTUAL PAYMENT				OTHERS	TOTAL PAYMENT	DATE	PERIOD	HAN
		L.A.	EDU.	SCH.	HOUSING					

Suggested Form for use in Case Record File

Page 4 of 4 pages

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DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

KFW 391.1

3 July 1950

SUBJECT: Field Trip to Kanagawa Prefecture on 26 June 1950

TO: Chief
Civil Affairs Section
GHQ, SCAP
APO 500

1. The attached administrative review is submitted separately as directed (paragraph 9b, Operational Directive Number 7, Headquarters, Civil Affairs Section, GHQ, SCAP, 3 April 1950).

2. This report is supplementary to administrative review of Naka Ward, Yokohama City, submitted 8 June 1950.

FOR THE CHIEF:

1 Incl
Adm rev (in trip)

GEO. B. NIBLOCK, Jr.
Major, Infantry
Deputy Chief

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Copy - Files wanted to explain to participants on syllabus

COPY

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

AHK/jo
Rec'd: 27 June 1950
Typed: 11 July 1950

27 June 1950

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Field Trip to Kanagawa Prefecture, 26 June 1950

1. The undersigned Welfare Advisor and R. Masumoto (Japanese National) advisor conferred with Prefectural Welfare Department and Yokohama Welfare Bureau officials from 0900 to 1400 on the reorganization of the city's welfare structure. From 1400 to 1530 a conference on prefectural matters was held with Mr. Sasaki, chief of the Welfare Department.

2. The Welfare Bureau of Yokohama city presented its plan for reorganizing ward welfare operations (see inclosure 1). This plan provides for welfare operations in each ward to be set up as one office (total of ten (offices) Minsei Anteisho) in each ward under the ward chief. As a result of Mr. Oshita's (Chief, Welfare Bureau) trip to Osaka, Kobe and Kyoto cities last week, he felt it inadvisable to at this time, insist on the entire removal of welfare operations from under the ward chiefs because:

(a) The welfare offices in Osaka City find it inconvenient to work in separate bldgs from the wards primarly because they do not have ready access to registration records.

(b) The welfare offices feel they are being isolated by the Ward sections and staff.

3. Under the reorganized plan, ward chiefs will be unable to transfer any welfare office personnel without first consulting the chief of the Welfare Bureau. This is the first time that such has ever been required and is related only to the Welfare Bureau.

4. The bureau chief is also securing approval to establish a Guidance Division in the Protection Section of the bureau so that the bureau can actually supervise the ward welfare offices. On matters of policy and welfare procedures, the bureau chief reported that all such as set by the bureau must be adhered by the ward chiefs and welfare office chiefs.

5. The Bureau chief considers his plan for reorganization transitional and as such it may lead to ultimate removal of welfare operations from under the ward chiefs.

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6. A staff of 127 has been approved for the ward and welfare offices. The ideal staffing desired is 159. At present 119 persons are employed full time in the welfare offices under the wards.

7. The Naka Ward's plan of reorganization was renewed and several suggestions were made with regard to liaison with the Minsei-iin. The chart on procedures and operations made it appear that applicants must first go to the Minsei-iin before coming to the city office. Secondly, the submission of written forms to the Minsei-iin on action taken on cases was pointed out as unnecessary.

8. In wards where more than one case work unit is necessary such as in Tsurumi and Minami wards where from ten to thirteen case workers in each is necessary, it was suggested that intake be a unit under protective section chief and not be divided into two parts with one of its staff under one supervision and the other under the other supervision.

9. Welfare advisor distributed examples of a Master Index Card, case workers control card and a day sheet and explained their use.

10. The conference with Mr. Sasaki, Welfare Dept. Chief concerned:

The organization of the seven other cities in Kanagawa. Each city has been requested to submit their plans for reorganization by 30 June. Afterwhich, Mr. Sasaki requested that KaCAR meet with all the cities representatives to discuss their plans with them (date agreed upon 12 July 1950).

11. Difficulties which the Welfare Department has in working with the vice-governor, Mr. Toyohara, such as:

(1) His resistance to approving the Welfare Dept's suggestion to the cities to reorganize along lines pointed out by KaCAR. It was only after considerable argument and discussion that he agreed.

(2) His refusal to agree to allowing Mr. Sasaki to go to the States on a United Nations' Fellowship for which the Vice-minister of Welfare had recommended him.

(3) His cutting of five supervising field staff of persons approved by General Affairs Dept to three (actually the

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

SUBJECT: Field Trip (Kanagawa Pref) 27 June 1950

Welfare Dept asked for ten persons).

(4) His desire to reduce District Welfare Sections to a division under the District Office's General Affairs Section.

1 Incl
Estbl Plan of Wel
Stabl Office

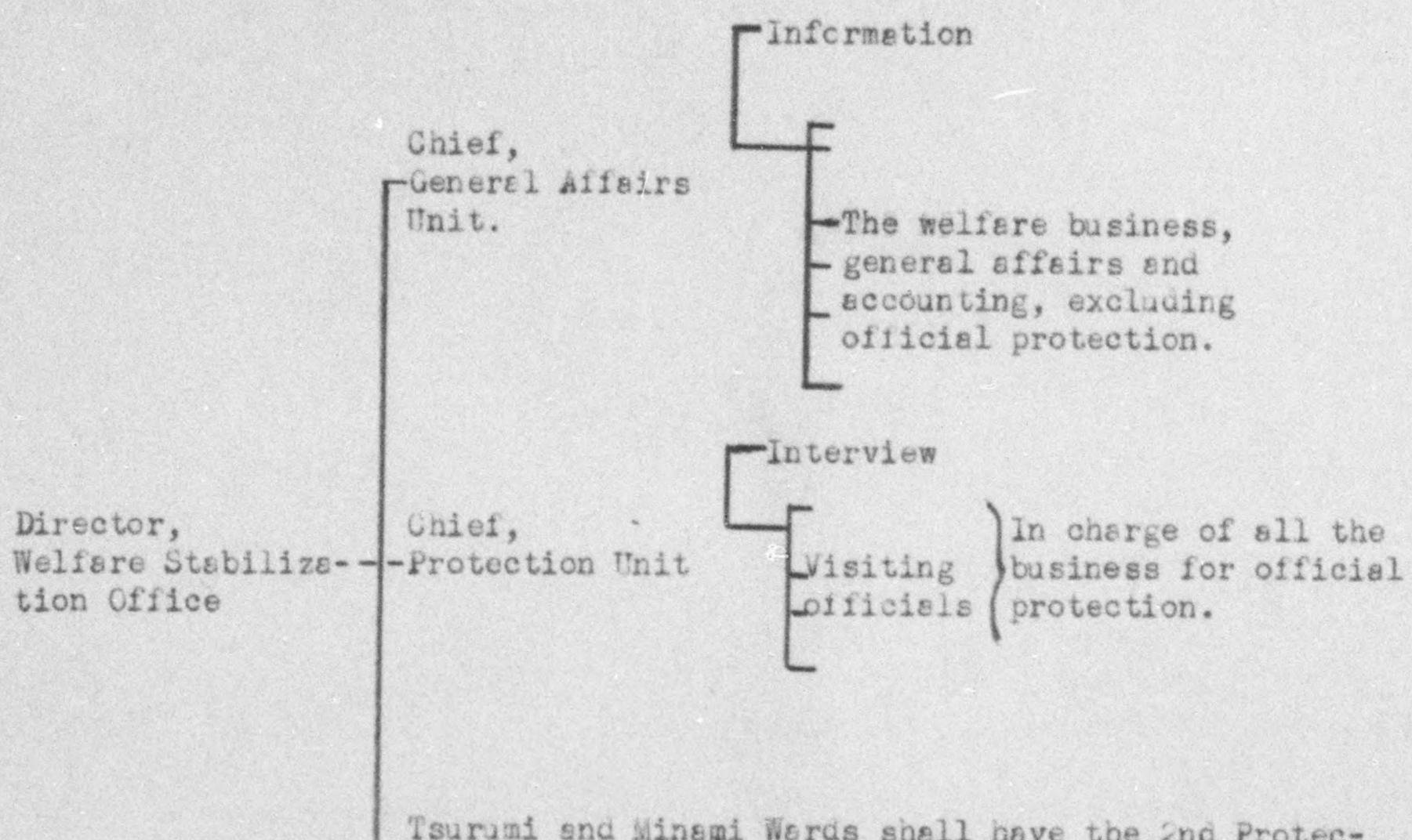
ANNABELLE H. KENT

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

AN ESTABLISHMENT PLAN OF THE WELFARE STABILIZATION OFFICE

1. Welfare Stabilization Office shall be established in each ward.

2. The organization of the Welfare Stabilization Office shall be as follows:



3. Standard distribution of personnel.

a. Number of visiting officials---one person per one hundred households

b. Number of unit chiefs----------one per five to eight visitors

c. Number of information men------one per one ward

d. Number of interviewers---------one per one protection unit

Incl 1

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e. Number of clerks----------shall be decided according to the cases as follows:

3 persons	250 - 500
4 "	501 - 750
5 "	751 -1000
6 "	1001 -1250
7 "	1251 -1500
8 "	1501 -1750

4. List of personnel to be distributed in each ward in accordance with the standard stated above.

Ward	Case of Protection	Director	Unit Chief	Inter-viewer	Visiting Official	Clerk	Information	Total
Tsurumi	1,042	1	3	2	10	6	1	23
Kanagawa	662	1	2	1	7	4	1	16
Nishi	603	1	2	1	6	4	1	15
Naka	413	1	2	1	4	3	1	12
Minami	1,319	1	3	2	13	7	1	27
Hodogaya	487	1	2	1	5	3	1	13
Kanazawa	627	1	2	1	6	4	1	15
Kohoku	489	1	2	1	5	3	1	13
Totsuka	481	1	2	1	5	3	1	13
TOTAL	6,553	10	22	12	65	40	10	159

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DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

C O P Y
HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

RJA/ml

KPW 391.1

8 June 1950

SUBJECT: Administrative Review of Naka Ward, Yokohama City, Kanagawa Prefecture

TO: Chief
Civil Affairs Section
GHQ, SCAP
APO 500

1. The attached administrative review is submitted separately as directed (paragraph 9b, Operational Directive Number 7, Headquarters, Civil Affairs Section, GHQ, SCAP, 3 April 1950).

2. Your attention is invited to paragraph 6, which cites violations of five separate directives of the Ministry of Welfare and the apparent inactivity of the Welfare Ministry and of the Prefectural Welfare Department in maintaining adequate surveillance and supervision in the compliance with official regulations.

FOR THE CHIEF:

1 Incl
As indicated above
(in trip)

WILLIAM F. JOHNSON
1st Lt. SS-USAR
Acting Deputy Chief

C O P Y

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775 013

Extra for peer file

PUBLIC WELFARE SECTION
KANTO CIVIL AFFAIRS REGION
APO 500

ANK/rn

26 May 1950

MEMORANDUM FOR: Chief of Public Welfare Section

SUBJECT: Summary of the Administrative Review of Naka Ward's Welfare Office, Kanagawa Ward, Yokohama City

1. Participants:

a. KaCAR: Roland J. Artigues, chief of Public Welfare Section
Annabelle H. Kent, DAC, GS-11
Mary M. Foster, DAC, GS-5

b. Prefecture: Chief of Welfare Department
Chiefs of Welfare Section and Children's Section and Head of Protection Division

c. Yokohama City Welfare Bureau:

Chief of Welfare Bureau
Chief of Protection Section

d. Naka Ward: Chief of Ward Office and all 16 staff members of the welfare office.

2. This review was done concurrently with that of the Prefectural Welfare Department. On the part of KaCAR it included:

a. Interviews with each Naka Welfare Office staff person.

b. Recording of office documents and case records.

c. Spot check home visits to six recipient families.

d. A final joint prefectural and KaCAR conference with all participants.

3. The Naka Ward is one of the city's ten ward offices in which each has a welfare subsection in the citizen's sections. Each of the welfare sections has one or two Minsei Jimusho's, in all but two wards these Minsei Jimusho setups are located in the ward's welfare subsection.

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Of the total of 17 Minsei Jimusho's in Yokohama City, two are located in Naka Ward and both are located in the Naka Ward Welfare Subsection office space.

4. General data on Naka Ward's Welfare Office:

a. Case Load - DLSL
Result of protection for March 1950;

	Families	Persons	Amount	Per one person
Livelihood Aid	374	1041	855,060.00	821 yen
Temporal Aid	(1)	(2)	7,300.00	3,650 "
Aid for medical	(56)	(59)		
treatment	(107)	110	248,011.00	2,138 "
Mid-wife help	2	2	1,277.00	638 "
Funeral Aid				
Funeral expenses	(4)	(4)	5,200.00	1,300 "
Living Aid				
	(61)	(65)		
Total	483	(153)	1116,848.00	

b. Breakdown of above statistics;

	Yamato Minsei Jimusho		Isesaki Minsei Jimusho		Boshi Ryo		Citizen's		Total	
	Family	Person	Fami.	Pers.	Fami.	Pers.	"	"	"	"
L. A.	209	640	157	378	8	23			374	1,041
Temporary aid							(1)	(1)	(1)	(2)
Medical aid	(31)	(34)	(25)	(25)					56	59
	44	47	54	54			9	9	107	110
Maternity aid					1	1	1	1	2	2
Funeral										
expense	(1)	(1)	(1)	(3)	(3)				(4)	(4)
	(32)	(35)	(28)	(28)			(1)	(2)	(61)	(65)
	253	687	211	432	9	24	10	10	483	1,153

c. Case load of Yokohama City (population - 927,484 persons, 202,535 households - March 1950): 16,740 persons or 1.8% of the population are recipients of public aid.

(1) DLSL statistical table for March 1950 for Yokohama:

Type of aid	No.families	No.persons	Amt(yen)	Average
Livelihood aid	5,569	16,653	13,599,732	816.71
Medical aid	1,880(1,083)	1,983(1,161)	5,453,854	2,750.30
Maternity aid	15 (10)	15 (10)	8,250	550.00
Occupational aid	-	-	-	-
Funeral aid	39 (61)	39 (61)	129,200	1,292.00
Total	7,503(1,154)	18m690(1,232)	19,191,036	1,024.81

(Net case load under DLSL amounts to 6,349 cases.)

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d. Organization and staffing of Yokohama City Welfare Bureau:

(1) Staff in Yokohama City Welfare Bureau - 59 persons

(2) Staff in public welfare institutions - 75 persons

(3) In welfare sections and Minsei Jimusho's - 129 persons

Total -263 persons

(4) Of the 263 persons, 188 are employed in the Welfare Bureau and ward setup.

e. Five of the ten ward welfare offices have less than 500 cases. The smallest case load is 390 in the Isogo Ward area.

f. Organization and Staff:

(1) The public welfare programs for Naka Ward area are administered in the Welfare Subsection of the Ward Office's Citizen's Section (see Inclosure 1 for organizational chart of the Ward Office).

(2) The Welfare Subsection staff and the staff of the Minsei Jimusho are all involved in case handling. There is no clear delineation of function and actual responsibility for individual case handling. One full-time case worker does investigations for both Minsei Jimushos and does follow-up on cases in accordance with her desire and convenience. Although Natsu Sha #72 was applied here on 1 December 1949, appropriate reorganization to implement this instruction was not done. In addition to the full-time case worker, seven other-viewing. (Some are assigned to the Jimusho's and some are in the Welfare Subsection.)

(3) For the organizational chart of the Welfare Subsection and personnel assignment, see Inclosure 2. Inclosure 3 lists the education, salary, etc., of each staff members. There were 14 staff persons (excluding Citizen's Section Chief) in this welfare office at the beginning of the review. Five of the 14 were assigned to the two Minsei Jimusho's. In May the number was increased to 15.

g. Minsei-iin: There are 87 Minsei-iin in this ward organized into eight district Minsei-iin councils. Each council has from seven to 13 Minsei-iin. The standing Minsei-iin meet once a month in the ward office and the eight district councils hold separate monthly meetings, either in the home of Minsei-iin or in public buildings. When the district council chairman decides on a place and a date to meet, he notifies the chief of the Citizen's Section. The personnel of the Welfare

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Subsection or Minsei-iin Jumusho then proceed to notify each of the concerned Minsei-iin. This is done by sending them a written notice which is delivered by the appropriate branch's Renraku-iin. (These latter persons are generally retired or old people who receive 100 yen a month for the delivery of such notices.)

h. The geographical boundaries or the two Minsei-Jumusho's are in accordance with the ward's police station boundaries. The Yamate Jimusho covers the Yamate police station are and the Isezaki Kaga Minsei Jimusho covers the area of the two police stations therein.

5. Administrative review findings and recommendations as presented and discussed by the prefectural officials with KaCAR on 12 May, preparatorly to the joint final conference with Naka Ward and City Bureau officials:

a. Prefectural Welfare Section's Findings, reported by the Prefecture Welfare Section and Protection Division Chiefs:

(1) For convenience of clients the Naka Welfare Office should be if possible located on the first floor instead of the second floor.

(2) Since the Ward Office is located at one end of the ward area, one of the two Minsei Jimusho's should be located at the other end. The office interviewing room should bemoved closer to a window as it is very dark in its present location.

(3) Newly appointed staff members are seated near where clients enter - a more experienced person should sit there.

(4) The welfare programs are administered in the Welfare Subsection of the Citizen's Section as such it is not an independent section; but since it has two Minsei Jimusho's located in the Welfare Subsection, the Welfare Office does have prominence.

(5) If the Welfare Subsection continues to have two Minsei Jimusho's located in the Ward Office, they should be combined into one with a staff of five.

(6) The prefecture considers the Minsei Jimusho staff qualified but in need of more in-service training as up to now they have only had four days of such training

(7) Records and statistics were found satisfactory.

(8) Assignment of staff duties was considered adequate. The percentage of relief load to population is less in Naka Ward than for whole city:

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Percentage average for city		for ward
Families	2.9	2.03
Persons	2.0	1.27

b. Method of keeping case record on clients are adequate except for a history sheet. The latter must be kept. Content of records was lacking in information on:

(1) Changes in family situations particularly as to family members and changes in income and needs.

(2) Verification of source of income on home work cases and day laborers was not clear.

(3) When changes in income were made, the bases for such changes were not clearly indicated.

(4) Verification of income from employers was not always clear:

(a) Initial grants are based on Welfare Ministry standards, however, changes in income after decisions on initial grants were not generally made. The office relies on the recipient to report changes in income and does little or no follow-up on the active case load.

(b) Only in a few cases have relatives' ability to support recipients been investigated. However, census registrations are used on checking the existence of legally responsible relatives.

(c) Case records lack information on names of persons who gave the recorded information and at times not all essential information secured was recorded.

(d) On case closures no reasons were given why the case was closed. These should be clearly indicated.

(5) From three to four days elapse from date on which the application is filed to the completion of investigations, then four or five days elapse from date of completed investigations to submission of decision forms. This is less time than the 14 days required by the law (this was later pointed out by KaGAR as inaccurated).

(6) Decision forms on aid sent to clients have been initiated by General Affairs Subdivision. This should be done by person who investigates the case.

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(7) The issuance of monthly relief grants is not done accurately because the General Affairs Subdivision has merely been referring to initial grant decisions without referring to changes in the Hogo Daicho. Either the General Affairs Subdivision should each month check the Hogo Daicho or else the Minsei Jimusho's case workers should each month submit a statement on each family's grant.

(8) Records on cases of partial medical costs borne by clients under medical aid lacked adequate verification on costs of medical transportation and family income. Some cases eligible for health insurance were not referred for this resource.

(9) The public should be informed that they may be eligible for DLSL aid even if their income is over minimum standards.

(10) There was no case of occupational aid under DLSL.

(11) Grants are paid on either the 14th of 15th of month. The date should be the some each month.

(12) A set procedure should be established on the delivery of monthly notification cards - at present cards are mailed or delivered.

(13) Payment of administrative and care costs to institutions are handled by the City Welfare Bureau and was adequate.

(14) The records on medical and maternity cards issued must also show whether the cards issued were actually used. Because of this omission, the office only has an estimate on the number of such cases actually receiving treatment each month.

(15) Delivery of funeral aid allowance should be more prompt. It has been taking four days to issue this and in the meantime client must pay funeral costs out of his livelihood aid grant.

(16) Monthly reports to prefecture are submitted promptly (by 15th of each month to City Welfare Bureau). Reports are good except on medical expenses due, as the office has no record as to whether all the medical cards issued were used.

(17) Staff members are well informed of laws and regulations. A copy of each as received is circulated and all the staff has access to these files.

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(18) It was not possible to check on the adequacy of handling appeals and rejections because no summary or disposition on findings were recorded.

(19) No inspection was made on finances because the City Welfare Bureau handles this. The prefecture plans to inspect this aspect when they inspect the city accounts.

c. The prefecture made spot check home visits on eight cases, four of them were at home and interviewed at the time of visit. The findings revealed:

(1) On one case they found that the office had not made any change in the grant despite changes in family members and income.

(2) In another case they found an "old woman" receiving public assistance as a single family unit despite the fact that she was living with her daughter and latter's husband, who had 10,000 yen per month from employment and was also receiving a dependent's allowance for the "old woman".

(3) In another case they found the recipient had applied for funeral aid at the home of the Minsei-iin on 4 April and no action was taken by Minsei-iin on the case. As a result the client had to use his livelihood grant for this purpose.

d. The four "case workers" (the two chiefs of each Minsei Jimusho and their two assistants) made 54 home visits last month. At this rate it would take eight months to visit all cases. Most of cases were not visited since December 1949. The social investigator was not included in above because she only handles the investigations of new applications.

e. <u>Findings and recommendations of the Prefectural Child Welfare Section's administrative review:</u>

(1) Considers the assignment of their two persons on child welfare matters as adequate. Both are considered as qualified as the former is a Waseda University graduate and the latter is high school graduate.

(2) The Welfare Subsection is considered responsible for handling investigations of child welfare cases under Article 23 and 24 of the Law but they have not handled any to date. (Article 23 - admission to Boshi Ryo, Article 24 - nursery care) These investigations are being done by the child welfare official and Minsei-iin.

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(3) The child welfare official attached to the ward is in close liaison with the office as he spends three days per week here.

(4) There are 82 Jido-iin in the ward. They are active only when requested. They do nothing on their own. The statistics of the 82 Jido-iin revealed that during March they handled one case under Article 24 and two cases under Article 27 and gave four consultations. Thinks the Jido-iin are not active enough. The Welfare Bureau requested the Jido-iin to submit a report on their case handling for January to March by 31 April. Only five Jido-iin out of the 82 submitted any report.

(5) The ward has no child welfare record on each child welfare case of the area. A record on each should be in Welfare Subsection.

(6) Under the revised Child Welfare Law the Jido-iin should submit child welfare cards on their cases. None have done so.

(7) Recommends a child welfare council for the area.

(8) The Jido-iin council is meeting when the Minsei-iin council meets - on 20th of each month. The problems discussed at the last meeting were:

(a) Establishment of playgrounds for children. Have one in Naka-ku and have applications for 30 more.

(b) Child welfare library - 16 lending libraries were established in each home of standing district Jido-iin - a total of 700 books were secured and paid for out of community chest funds allocated to the Naka Welfare Works Association, a branch of City Welfare Works Association.

(10) The Naka office has under the Child Welfare Law:

(a) Ten families (29 members) in Boshi Ryo's.

(b) 23 children (21 families) in nurseries.

(11) In addition the following cases are pending in office:

(a) 27 children who should be placed in nurseries.

(b) 34 children who need institutionalized care because of feeble-mindedness, deformities, etc.

(12) Case records on cases received since April are more

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adequate. But nursery case records are not clear on their eligibility for free or part pay. Cases with income over the Welfare Ministry minimum standards should be considered for acceptance.

(13) In the Rumbinien nursety, found one of the nurses had her child placed in the nursery under the Child Welfare Law for free care. This case is being investigated further by the prefecture.

(14) Investigations of legal supporter's ability to pay is not complete.

(15) In case a child is discharged from an institution a note is sent only to the institution. It should also be sent to parent or guardian.

(16) The determination of cost of care to child welfare institutions is done by the prefecture. Payments to institutions are made by the ward in accordance with the correct rates and are paid out regularly by the revenue officer.

(17) Reports on the number of inmates and nursery lunches in child welfare institution are submitted accurately and promptly.

(18) The ward is regularly circulating laws, regulations and instructions among institutions.

(19) There is no system on handling appeals and rejections under the Child Welfare Law. One woman appealed for admission to a Boshi Ryo was rejected because her income was considered sufficient for her to live in private quarters. (The statement used for determining eligibility is not more than 150% of the Welfare Ministry minimum livelihood aid standards under DLSL. This is a verbal understanding.)

(20) There is no program for prevention of juvenile delinquency in the ward. There are about 26 young vagrants wandering about in Naka Ward for which something should be done."

f. <u>Major findings of KsCAR and recommendations pursuant there to which were presented for discussion</u>:

(1) <u>Reorganization of the City Welfare Bureau so that</u>:

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(a) The welfare operations now carried under the ward chief can be set up in district welfare offices (about six in number) suitably located and independent of ward chiefs. This had also been previously discussed with the Yokohama City Welfare Bureau on 2 May 1950. At present there are welfare subsections in each of the ten ward offices.

(b) If it is not possible, after thorough study on the part of the prefecture and bureau to carry out the above district separation of the operating programs from the ward chief the following should be done:

1. The responsibility for personnel and supervision of the ward welfare subsections be placed in the Welfare Bureau and only have the welfare housekeeping functions under the ward chief. At the same time, consolidate the Minsei Jimusho's in each ward within the ward's welfare subsection so that they are both located in one physical setup. Furthermore, the welfare subsection should be a section.

(c) Recommended charts of organization per above paragraphs were drawn on blackboard and a supplementary visual aid chart on local welfare office organization were used to illustrate Public Welfare Advisor's presentation.

(2) It was pointed out that the basic dificiencies in office practice and case handling were primarily due to the irrational city welfare bureau organization and structure in which:

(a) Supervision is lacking, and

(b) Assignment of staff duties is confusing and overlapping and minutely divided, and lacking in responsibility being placed on appropriate staff members.

(3) During the time needed by the bureau and prefecture in studying methods of reorganizing the entire city welfare structure, the bureau should immediately take steps to reorganize at least one ward welfare setup, preferably Naka-ku in which the following could be accomplished:

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(a) Establish the welfare subsection as a section which is independent of the economic subsection.

(b) Remove such non-welfare functions as rent control and construction which are in one of its divisions from the present welfare subsection.

(c) Remove the handling of ship company's claims for insurance damages from welfare operation.

(d) Plan for the removal of private agency activities such as Red Cross and Community Chest working offices from the functions assigned to the public welfare officials.

(e) Organize the welfare section so that it has two subsections, one of which is a protection, that is, case work subsection in which at least five case workers carry integrated case loads based on geographical areas, and in which there is intake interviewer. The other subsection should be concerned with general affairs, that is, statistics and accounts, etc.

(4) The office layout should provide for private interviewing space for each case worker and for an intake interviewer. This can be done by separating case workers' desks from one another by screens. The applicants and clients should have a waiting room so that they need not stand until seen.

(5) The City Welfare Bureau should begin preparing a manual of operations, which would include:

(a) Job descriptions of all personnel particularly at the operating level.

(b) All forms and how they are to be used and routed.

(c) Basic principles in investigation and case work practice.

(d) Office procedures, including use of master index file, case worker control cards, visiting schedules, etc.

(6) <u>Various violations of laws, Welfare Ministry instructions, and regulations which were pointed out:</u>

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(a) Violation of Sha Otsu Hatsu #39 - dated 27 February 1948 - Community Chest Campaign: Article 1- Public officials will not be responsible for collection, accounting, safeguarding or distribution of funds. In Naka-ku, one official spends 80% of his time on such matters and maintains such accounts and records and receives funds collected.

(b) Violation of Ministry of Welfare Ordinance #17, dated 25 April 1949 - Kosei-Sho-Rei #17 (a part of enforcement regulations of DLSL (Ministry of Welfare Ordinance #38, 1946 amendment) Article 8 - (2) take necessary steps within 14 days - only extended under special circumstance to 30 days.)

1. It is impossible to determine exact date of first application because client first must go to house of Minsei-iin and then come to office.

2. The date which the Minsei-iin telephones to refer an applicant is not recorded.

3. Examples of applications accepted after an initial interview or home visit:

a. Toyo case - the office did not record the date client visited Minsei-iin.

b. Did not record date the client first came to the office to apply. The investigator recalled how client come back to the office to file an application after his initial home visit - the application was dated 17 January 1950.

c. On 1 ~~April~~ Feb 1950, 16 days later, a "desk worker", filled out the income and expense form.

d. Dates on which seals of staff were placed on decision form were not indicated.

e. The first grant was issued 27 February 1950 - yet the application per their own records was filed on 17 January 1950. This took a total of 42 days per their own records.

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4. Another case:

   a. No record of application or interview held in October or November 1949 was recorded.

   b. Family applied at office again on 24 April 1950.

   c. On 10 May - 17 days later - the case was being held for the Minsei-iin council approval on 25 May - a total of six months from family's first attempt to secure aid and even from their own records - a total of one month would elapse waiting for the Minsei-iin council - then no doubt several more days would elapse before sending out decision notice.

5. Home visits made revealed that all recipients waited one and more months before they received their initial grant, for example:

   a. Case of Takahashi - applied end of February 1950 when Minsei-iin gave her a card introducing her to the ward office. First grant issued was 19 April about seven weeks later.

   b. Case of Yamada - applied in February at home of Minsei-iin. Jimusho investigator visited about 15 March - first grant issued on 13 April - 2½ months delay. This family had also revealed a need for medical aid but do not know how to secure it.

(c) Violation of Hatsu Sho #72 - dated 31 October 1949 - as Yokohama City is one of the Welfare Ministry designated areas:

   1. Article 2 - "procedures," paragraph 4 of the instruction requires that the mayor should immediately on determining eligibility for need put into effect assistance and then consult opinion of Minsei-iin. In Naka-ku cases have been held up pending the Minsei-iin council approvals.

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2. Article 2 - paragraph 5 of this instruction on procedures - says notifications are to be issued by the office. In Naka-ku notifications are delivered by the Minsei-iin.

3. Article 2 - paragraph 7 requires guidance to be given by paid staff. In Naka-ku, the office depends on Minsei-iin to report changes and give guidance.

4. Also in this instruction, paragraph b, 1, the paid officials are to be involved in child welfare case work. In this office a number of such cases are apparently being carried independently by Jido-iin, and the paid staff are not involved in child welfare.

(d) Violation of Imperial Ordinance #438, Enforcement of DLSL, dated 20 September 1946: Requires grants to be issued in advance for a period of not more than one month. In Naka-ku, grants are issued around 15th of a month. This should be done in first week of month or at the beginning of the month and the initial grant should be prorated from date of application or decision to the regular due date and should be authorized as soon as investigation is completed when case is found eligible.

(e) Violation of Hatsu Sha #106, dated 16 September 1946, Enforcement of DLSL, No. 4, item 15, which states that: Cases coming under existing legislation such as the Wayfarers' Law are eligible for care under those laws and not the DLSL . In Naka-ku, it was found that the cost of all wayfarers' cases in need of hospitalization are paid for under the DLSL and only burial cases come under the Wayfarers' Law. The prefectural and bureau officials claim that these persons are not really wayfarers because they do not have a destination to which they are going and as such come under DLSL. However, the individual office records are not clear on this and the office does call them all "wayfarers." (100% of funds spent under Wayfarers' Law is provided out of prefectural funds only.)

(7) Other Matters Which Require Correction:

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(a) The delivery of monthly notification cards by either the Minsei-iin or case workers should be discontinued. These cards need only be mailed on initial grants and not monthly if the same date is set each month as a regular due date.

(b) The practice of requiring relatives to sign oaths agreeing to contribute to recipients certain amounts in the far distant future is not desirable as it is not the intention of the DLSL to mortgage such person's futures. A signed statement from such relatives on the basis of their current ability to contribute to recipients in need is acceptable providing the officials do not intend to hold relatives liable for contributions in the future in the event that they are financially unable to continue helping recipients.

(c) General Affairs Division personnel of the Welfare Section should not have authority over case decisions on eligibility. The duties of general affairs should concern accuracy of case budget calculations and not the social content on which decisions are made.

(d) Only seals of staff persons involved in case decisions should be required. Furthermore as each staff person places his seal on the record, the date placed thereon should be recorded with it.

(e) Clients need not be routinely required to come to the Welfare Section each month to place their seal on the welfare records before going to the Accounts Section.

(f) The practice of the Accounts Section of placing the seal of the client on each payment sheet in three places so that future errors can be corrected should be discontinued. The seal or recipient should be placed thereon only by the recipient and on one place on the sheet. Individual sheets for each case should be done away with and have its place a list. The wasteful use of paper of the present method is obvious.

(g) Case records should include the Hogo Daicho's now filed separately, national reinvestigation forms and history sheets.

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(8) Minsei-iin and Jido-iin Activities:

(a) The eight district Minsei-iin and Jido-iin councils in Naka Ward should be incorporated into one ward Minsei-iin and Jido-iin council, which could function also as a family and child welfare council. This would result in:

1. Less duplication of effort and time on the part of officials in attending many small meetings.

2. The Minsei-iin being used primarily as an advisory and cooperating body.

3. Strengthening the responsibility which the paid staff has for administering the public programs.

4. Making it clear in practice that the Minsei-iin under the law do not have "the right to make decisions" as they have claimed by insisting that their approval and seal must go on every needy case before help in any form is given.

5. More rapid approval of cases as it would only be necessary to report on the office case decision to the Minsei-iin councils instead of holding up cases for their approvals.

(b) The limitation of the function of the Minsei-iin and Jido-iin should be clearly defined as well as procedures to be followed by the paid staff in regard to when and how the Minsei-iin or Jido-iin are to be asked to cooperate.

6. At the final conference on 20 May, the Prefectural Welfare Section Chief presented an overall report (see Inclosure 4, which incorporated the basic recommendations previously made by KsCAR on 12 May 1950). Subsequent to his report, the head of the Prefectural Protection Section and the head of the Prefectural Children's Section reported on essentially the same items as indicated above. However, the Children's Section's final report placed less emphasis on the Jido-iin activities and more on the paid staff's responsibilities.

a. Following the prefectural reports, KsCAR discussed the rational approach to the implementation of Hatsu Sha #72 and the reasons why the Welfare Bureau should establish welfare district offices (Minsei Anteisho) along the lines now being set up in Osaka City. The limitation on the use of the Minsei-iin under Hatsu Sha #72 and the need forwritten data on the limitations of their functions. The drafting of a plan which would reorganize the Naka Welfare Subsection so that the two Minsei Jimusho's are combined into one case work subsection. The establishment of the Naka

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Welfare Section as an experimental office from which the City Welfare Bureau could:

(1) Develop an office manual.

(2) Use this office as a basis for the reorganization of the other ward welfare subsections.

7. The discussion which followed the final prefectural and KsCAR reports indicated a willingness on the part of the ward, city welfare bureau and prefecture to immediately take steps to not only study the reorganization of the entire Welfare Bureau but to also immediately set up the Naka Ward Welfare Office as a model for the rest.

ANNABELLE H. KENT

5 Incls
1. Naka WO Org
2. Cit Sec Org
3. Welf SS Staff
4. Comment on DLSL
5. Suggested Org Chart

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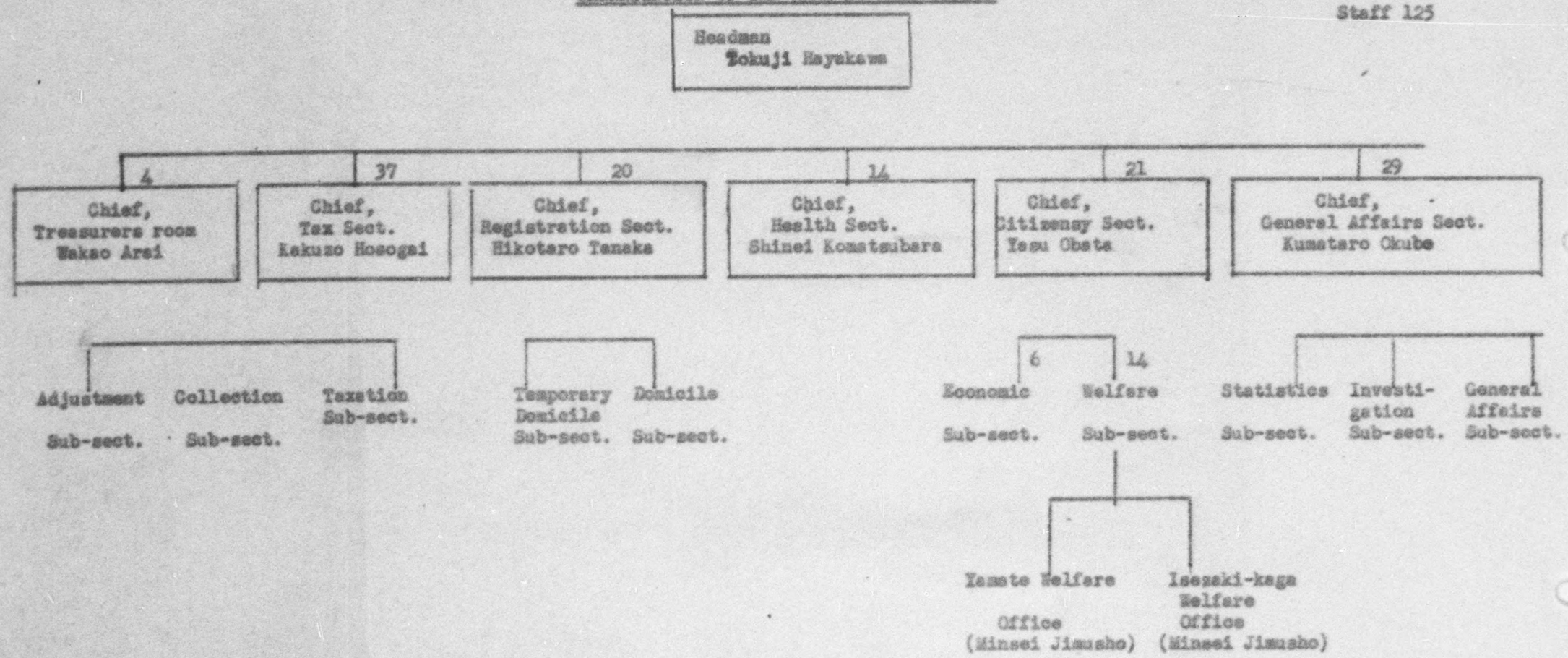
ORGANIZATION OF THE NAKA-KU WARD OFFICE

Staff 125



(There are six branch offices of this ward Office, which are not listed hereon.)

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Incl 3

ORGANIZATIONAL CHART OF CITIZENS SECTION, NAKA WARD OFFICE, YOKOHAMA CITY

- **Toku KOBAYASHI, Chief, Welfare Subsection:**
  - General Affairs Division
    - Official, Gissburo MITSUMORI — Minsei-iin
    - Official, Kazuo YAMANOUCHI — CWL, Demobilization, Assistance for employment.
    - Official, Kazuo HOSOKAWA — DLSL, Wayfarer's Relief Law, Vagrants.
    - Employee, Kei OKADA — -ditto-
    - Employee, Tokue ISHIWATA — Survivor's, Sea Disaster, Issue of Certificate
    - Employee, Toshio KASHIWABARA — Occupational loan.
  - Yamate Minsei Jimusho
    - Chief, Masao HIRAI — Interviewing, business handling
    - Employee, Aiji NAKANE — Investigation
  - Isezaki Kaga Minsei Jimusho
    - Chief, Shumpei NAGURA — Interviewing, business handling
    - Employee, Noboru IWAZAKI — Investigation
  - Social Investigator
    - Ayako HIRASAWA — Investigation
  - Official, Yoko KAIZUKA — Report and approval of construction.
  - Official, Yasuji OMURA — Rent
- **Yasu OBATA, Chief, Citizens' Section**
- **Seikichi MIYAMOTO, Chief, Economic Subsection**
  - Official, Hidekichi NAITO — Guidance of ration center, statistics, supervision of price.
  - Employee, Miyoko YASUMOTO — Ration of sugar, oil, and charcoal.
  - Official, Nobu YUKAWA — Ration of miso, soy, baby's food
  - Employee, Mitsuharu SHIGETA — -ditto-
  - Official, Rokuzo TAKANASHI — Farm, horticulture, Stockbreeding affairs.
  - Employee, Mamoru KATO — -ditto-

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Salary, School-career and Rank of Personnel in charge of Welfare Sub-section

Name	Occupation	Rank	Salary	Finished School	Welfare Affs. Experience
Yasuji Obata	Official	11	11,644.00	Tokyo Higher Normal School Port-graduate Course (physical culture).	1 year 6 months
Tadashi Kobayashi	"	8	10,129.00	Finished 3 years course of Middle School.	4 years
Masao Hirai	"	8	9,847.00	Finished Higher Primary School.	3 years
Shunpei Nagura	"	7	8,796.00	Finished 2 years course of Commercial School.	4 years
Gizaburo Mitsumori	"	6	7,857.00	Finished Higher Primary School.	6 years 6 months
Kazuo Yanouchi	"	7	7,018.00	Graduated from the commercial course. of Waseda University.	2 years 10 months
Yoko Kaizuka	"	7	8,313.00	Finished the first grade of Middle School.	3 years
Kazuo Hosokawa	"	6	7,426.00	Graduated from primary school	6 years 2 months
Koji Ohmura	"	6	6,440.00	Graduated from the law department of Japan University.	3 years
Noboru Iwazaki	Employee	4	5,444.00	Graduated from the Junior high school	3 years
Aiji Nakane	"	5	5,600.00	Graduated from the law department fo Tokyo College.	3 years
Megumu Okada	"	5	6,094.00	Graduated from the Middle School	2 years 11 months
Toshio Kashiwabara	"	1	4,223.00	Finished the third grade of Commercial school.	2 years 11 months
Fukuye Ishiwata	"	4	5,600.00	Graduated from the Primary school.	3 years 8 months
Ayako Hirosawa	"		5,800.00	Traduate Meiji University.	3 years 7 month

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18 May 1950

Comment on enforcement of DLSL and CWL at Naka Ward

Inspector: Mamoru Fujimori,
Chief, Welfare Section, Prefectural
Welfare Dept.

I hereby relate my comment on Welfare Administration, particularly on Public Assistance program and Paid Worker System according to the result of our review during 20 April,4 May based on "Principle of review".

We understand the City is considering the reorganization of ward office, but we should like to call their attention on the following points:

1. Judging from the professional nature of welfare work and its importance in present situation, we recommend them to give independency for Welfare Subsection to be Section.

2. Move the responsibility of Welfare Subsection for handling of rental and construction business and disaster business to other pertinent Section or Division.

3. Make clear distinction of duty between General Affairs and Case Worker's Division to make clear the professional duty of case worker next problem is as to office brilding. The present location of ward office is at the end of Ward area and the Welfare Subsection, as well as Minsei Jimusho, locates at the second floor. For the convenience of citizen and client, we suggest their device to move the office to the first floor. Together with this problem, we suggest they will set the desh of case worker and intake worker near to the visitor also the desk of case worker shall be seferated, if possible, with screen, and set the chair for client. At any rate, consider the convenience for visiters to give good service. Next is Minsei Jimusho. At present, they have two Jimushos in the Ward Office. Our suggestion is to combine two into one Jimusho or consolidate with Welfare Subsection sotthat as mamany case workers as possible can work more on the case to get more effectivevess. They should consider the allocation of caseload to each worker according to the number of caseload, nat to the administrative partition,etc., Next is the operative aspect. Reconsider the term of "Public" assistance, make clear the role of Minsei-iin (Jido-iin) and Minsei-iin Council so that the work be done by case worker's responsibility next is the business handling. We presume for the adjustment of Hogo Daicho they needs more effort as the basis for analysis of each case. Paticularly, history sheet family situation, change of need, verification of income (resovrce) should be carefully handled.

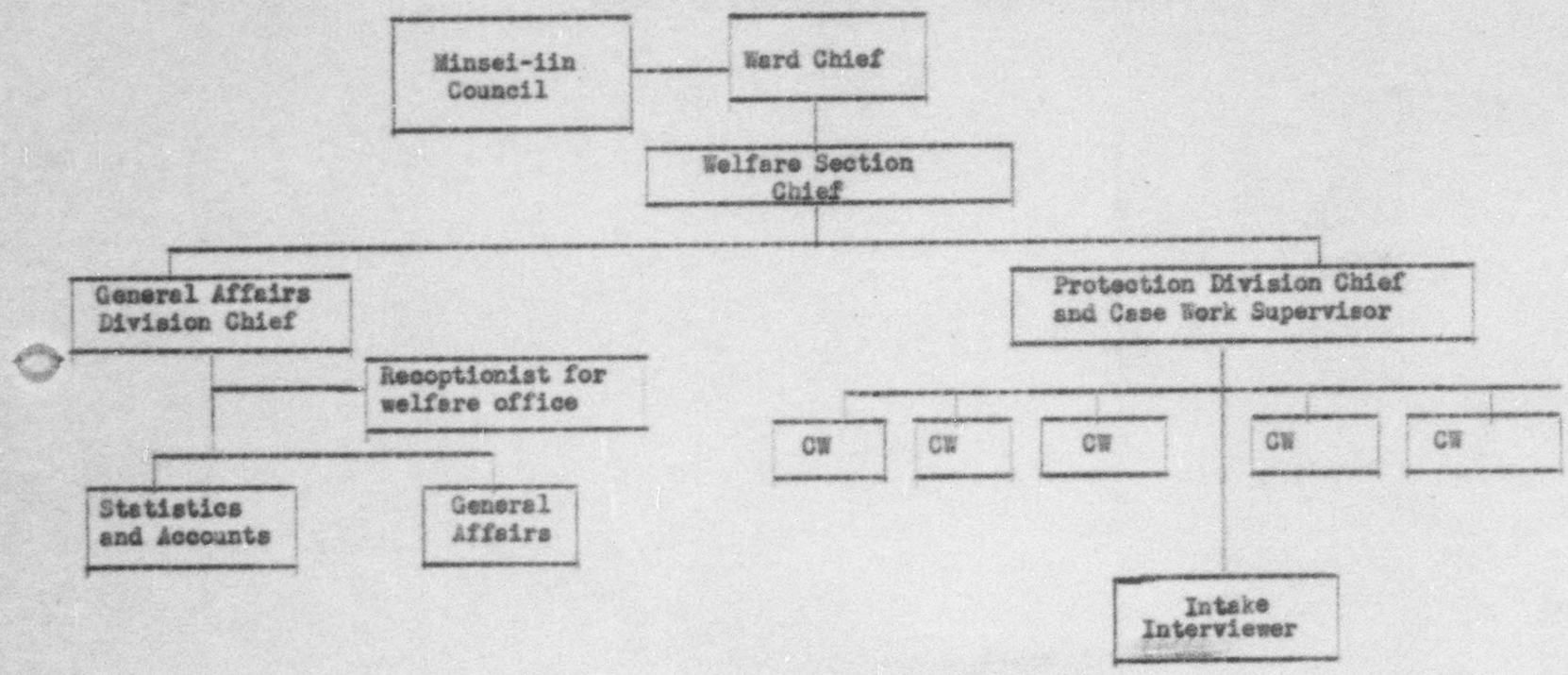
As the homevisit of client is, as it were, the core of investigation and guidance to decide the disposition of relief, they should concentrate on homevisit because under the present system, homevisit seems to be neglected rather.

The above are the outline of our comment, and we shall give detail comment according to the "Principle of review".

Incl 4-5

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 773 013

Suggested Chart of Organization for Naka-ku Welfare Office



NOTE: Each case worker is assigned a territorial area in which he is responsible for an undifferentiated case load including investigation and case work services to individuals and families under DLSL, CWL, Wayfarers' Law, Disaster Law, Occupational Loans, Law for Welfare of Disabled, etc.