

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

Description of contents

- (1) Box no. **3060**
- (2) Folder title/number: **(6)**
Administrative Review by Public Welfare Official

(3) Date: **?**

(4) Subject:

| Classification | Type of record |
|----------------|----------------|
| 9760 | 1 |

(5) Item description and comment:
Tokushima

(6) Reproduction: Yes No

(7) Film no. _____ Sheet no. _____

(Compiled by *National Diet Library*)

1. Local Administration of Public Welfare of Shishikui Town
2. Local Administration of Public Welfare of Koyadaira Village
3. " " " " Higashiyayama Village
4. " " " " Naka-Kito Village
5. " " " " Anabuki Town

Reports Control Symbol MG-16
 ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: TOKUSHIMA Date 19 Sept 49

1. Welfare office visited: ANABUKI
2. Population of area: 4,427
3. Total case load of office as of end of review period. Date 31 Aug 49
 - a. Number of persons - outdoor relief 147
 - b. Number of persons - in institutions 1
4. Number of paid welfare workers in office ONE
5. Minsei-iin:
 - a. Number of men 5
 - b. Number of women 2
 - c. Average case load per minsei-iin 6
6. Case load activities:

| | Past month | Past 2 months | |
|--|------------|---------------|---|
| a. Applications for assistance | 3 | 8 | 7 |
| b. Applications approved for assistance | 3 | 8 | |
| c. Applications for assistance formally rejected | 0 | 0 | |
| d. Cases discontinued | 2 | 2 | |
| e. Cases increased in amount of assistance | 2 | 2 | |
| f. Cases decreased in amount of assistance | 1 | 1 | |
| g. Cases suspended | 0 | 0 | |
| h. Complaints or appeals resulting in case opening | 0 | 0 | |
| i. Complaints or appeals resulting in increased assistance | 0 | 0 | |
| j. Cases reviewed by minsei-iin | 8 | 10 | |

7. Number of records examined by welfare officer 5. Of these:
 - a. Number budget requirements entries up to date 5
 - b. Number income and resources entries up to date 5
 - c. Number containing record of formal application 5
 - d. Number paid more than table for local approval 0
 - (1) With approval of governor
 - (2) With approval of Welfare Ministry
 - e. Number of cases with minsei-iin visits recorded for previous month
8. Number family visits made by MG representative 0
 Number of discrepancies found 0
9. Dates office received prefecture funds for current quarter
 - a. For residents 8 July 49
 - b. For nonresidents N.A.
10. Dates offices received national government funds for current quarter 8 Aug 49
11. Dates office last visited by district or prefecture officials 28 Aug 49

Robert L. McFadden
 Signature of MG Welfare Officer

Use reverse side for explanatory remarks.
 Inclosure 2 to OD #6, Hq Eighth Army, 24 Jan 49

1st Lt JNF.

LOCAL ADMINISTRATION OF
PUBLIC WELFARE

Anabuki
(Local Agency)

Review made by:

R.L. McCree

Date: 18 Sept 49

1. General. Includes information to be obtained from Ken Welfare Department prior to local agency review. Items 2 and 3 are to be checked at time of review.

1. Prefecture Review:

- a. Date agency reviewed by Ken representative _____.
- b. Names of reviewers _____.
- c. Brief summary of findings _____.

2. Case load: As of last day of most recent complete month August.
(Where discrepancies are found at time of review, write local data in same space.)

a. Daily Life Security Law

| | Cases | Persons | Amt Disbursed |
|---------------------------|-------|---------|---------------|
| (1) Livelihood Assistance | 44 | 148 | \$75,600 |
| (2) Medical Aid | 10 | 10 | \$18,640 |
| (3) Maternal Aid | 0 | 0 | |
| (4) Funeral Aid | 0 | 0 | |
| (5) Occupational Aid | 0 | 0 | |
| Totals | 54 | 158 | \$94,240 |

b. Other Public Welfare Programs

| | Cases | Persons | Amount Disbursed |
|---|-------|---------|------------------|
| (1) Jido Hogo Ho (Child Welfare Law) | 2 | 2 | ¥2,800 |
| (2) Furoji Hogo Taisaku (Juvenile Vagrant's Protection Measure) | | | |
| (3) Sensai Gakudo Taisaku (War Suf. School Children's Measure) | | | |
| (4) Shonen Ho (Juvenile Delinquency Law) | | | |
| (5) Mifukuinsha Kyuycho (Undemob. Persons Compensation) | 2 | 2 | ¥3,200 |
| (6) Shohei-in Ho (Disabled Soldier's Home Law) | | | |
| (7) Risaie Kyojyo Ho (Disaster Relief Law) | 4 | 14 | ¥2,800 |
| (8) Sainan Kyugo Ho (Sea Disaster Relief Law) | | | |
| (9) Kokuritsu Kankain Kei (Ntl Reformatory Law) | | | |
| (10) Kyosei-in Ho (Correctional Institutions Law) | | | |
| (11) Fujin Hogo Taisaku (Women's Protection Measure) | | | |
| (12) Kanchuinin Oyobi Do Shibonin (Wayfarers' Law) | | | |
| (13) Seishinabyo Sha Kango Ho (Care of Mentally Ill Law) | | | |
| (14) Hokkaido Kyu Dojin Hogo Ho (Hokkaido Natives Protection Law) | | | |
| (15) Shakai Jigyo Ho (Social Work Law) | | | |
| (16) Koeki Shichiya Ho (Public Pawnshop Law) | | | |
| TOTALS | 8 | 23 | ¥8,800 |

b. At time of review, obtain from local agency records the following information for same period covered in subparagraph a, preceding:

| (1) Date Ntl Govt funds received | (2) Period covered | (3) Amount | (4) Date Ken funds revd. | (5) Period covered | | (6) Amount | |
|----------------------------------|--------------------|------------|--------------------------|--------------------|-----------------------|-------------------|-----------------------|
| | | | | (a) For residents | (b) For non-residents | (a) For residents | (b) For non-residents |
| 23 May | April May June | \$124,000 | 24 May 49 | April May | | \$48,600 | |
| 28 June | July | \$87,000 | | June | | | |
| 3 Aug | Aug Sept | \$210,000 | 8 July 49 | July Aug Sept | | \$36,000 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

c. At time of review, obtain from local agency records the following information for each of the previous six months:

| (1) Month | (2) Period of payment to recipients | (3) Total amount of Ntl, Ken and local funds disbursed | (4) Balance of Welfare Funds on hand at end of month | | | |
|-----------|-------------------------------------|--|--|---------|-----------|-----------|
| | | | (a) National | (b) Ken | (c) Local | (d) Total |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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d. Is local agency required to make periodic estimates of future expenditures?

- (1) For what programs? Welfare (including child welfare)
- (2) For what periods? YEARLY
- (3) What procedures are used? _____

e. How does agency plan and manage to meet required matching of national prefectural funds?

- (1) Have there been any occasions on which funds for this purpose have been collected from the community by the agency or by any private organization? No. Give details. _____

II. METHOD AND SCOPE OF REVIEW

- 1. Review period: records from July to August. 1949
- 2. Time of investigation and investigators:

| Name | Date started | Date completed | No. hours |
|---------------------|----------------|----------------|-----------|
| <u>R. H. McCrea</u> | <u>19 Sept</u> | <u>20 Sept</u> | |
| | | | |
| | | | |

3. Prefecture officials assisting: N

| Name | Position | No. hrs | Nature of assistance |
|------------------|--------------------------|---------|----------------------|
| <u>T. Chozan</u> | <u>clerk Dist office</u> | | <u>Advice</u> |
| | | | |
| | | | |

4. District (or Gun, Shi, etc.) officials assisting: _____
Field supervisor: _____

5. Local officials interviewed:

| Name | Position | Interviewer |
|----------------------|--------------------|-------------|
| <u>K. KAGEYAMA</u> | <u>MAJOT</u> | |
| <u>T. SAKURAMATA</u> | <u>WELFARE OFF</u> | |
| | | |
| | | |

6. Other sources of information (conferences, staff meetings, special reports, Prefectural Bureau reports) _____

7. Records reviewed for period from _____ to _____. ("Scheduled" refers to the process of extracting essential information from a case record on a prepared form for later tabulation and study of data and for spot-checking.)

| TYPE OF RECORD | TOTAL | DISL PA | IND- ICAL | MATER- NITY | OCCUP- ATION | FUN- TIONAL |
|------------------------------|-------|------------|--------------|----------------|-----------------|----------------|
| Total reviewed | | | | | | |
| Total scheduled | | | | | | |
| Total open 6 months or more | | | | | | |
| Number scheduled | | | | | | |
| Total approved last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Rejected last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Total Appeals last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Others (specify) | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total read not scheduled | | | | | | |

Comment on selection of records (method of selection, any special considerations) _____

8. Reason for selecting this agency LOCATION & SIZE

9. Characteristics of community served:

a. Population at present: 4,427 before war 3,500.
Social factors: _____

b. Principal industries or crops SAWMILL, CLAY TILE, RICE BARLEY

c. Others (e.g. financial ability): TOBACCO

10. Statistical data for review period:

| TYPE OF DATA | DISL PA | IND | OCC | MAT | FUN | CH |
|--|------------|-----|-----|-----|-----|----|
| No. of Recipients last day of review period | | | | | | |
| Percent of prefecture total | | | | | | |
| No. applications pending last day of period | | | | | | |
| Average payments last month of period | | | | | | |
| Rank in prefecture | | | | | | |
| Prefecture average (payments) | | | | | | |
| Average value of recipients' resources (as recorded) | | | | | | |
| Average of recipients' requirements (as recorded) | | | | | | |

III. LOCAL OFFICE FUNCTION, ORGANIZATION AND STAFF

1. Area covered: Shi() Ku() Machi(X) Mura()
 Other(). Specify _____. Note: For a Shi, indicate the number of Ku;
 for a Ku, the number of districts; for a Machi or Mura, the number of burakus.

2. Programs administered:

- a. Livelihood Assistance (X)
- b. Medical Aid (X)
- c. Occupation Aid (X)
- d. Maternity Aid (X)
- e. Funeral Aid (X)
- f. Relief in kind (X)
- g. Child welfare Services (X)
- h. Other programs or functions (describe) Repatriates of Foreign NAT'L.

3. a. Agency organization: Make a chart of the local government indicating relative position of welfare section and in detail the organization of welfare activities. Attach chart as inclosure.

b. Make a chart of the organization of minsei-in, indicating parenthetically numbers of minsei-in (at each level of organization). Attach chart as inclosure.

4. Office space and locations:

a. Describe office space and facilities; location and convenience to clients. DESK IN LARGE OFFICE

b. Are offices or buildings owned: privately ____, by prefecture ____, by local government X, other (specify) _____.

5. Office hours (indicate differences for various offices).

| | Week days | Saturdays |
|-------------|--------------------|--------------------|
| For Clients | <u>0830 - 1715</u> | <u>0830 - 1200</u> |
| Staff | <u>0830 - 1715</u> | <u>0830 - 1200</u> |

6. Staff of local office (date 19 Sept). Include child welfare officials assigned to area.

| Position (personnel classification) | Auth. Total | No. Employed | No. Vacancies |
|-------------------------------------|-------------|--------------|---------------|
| MAYOR | | 1 | |
| VICE MAYOR | | 1 | |
| TREASURER | | 1 | |
| CLERKS (MUNICIPAL OFFICIAL) | | 2 | |
| ASSIST. CLERK | | 4 | |
| | | | |
| | | | |

7. Minsei-iin and Child Welfare Worker Caseloads on _____ 19____. Where number of minsei-iin, exceeds 20, copy of form may be left with local officials for completion and later transmitted to welfare officer. If for any reason, such as indications of poor work, items pertaining to qualifications (occupation, age, education, experience, etc.) may be added.

| a. Minsei-iin (1 line ea.) | | b. Number of cases carried over on last day of month | | | | | | | | c. Number of applications pending on last day of month | | | | | | | |
|-------------------------------|-------------|---|------|------|------|------|-------------|-------------|-------|---|------|------|------|------|-------------|-------------|--|
| Name | 1/ Total | DISL P. | Med. | Mat. | Occ. | Fun. | Rel. Aid | CW Serv. | Total | DISL P. | Med. | Mat. | Occ. | Fun. | Rel. Aid | CW Serv. | |
| (1) | | | | | | | | | | | | | | | | | |
| (2) | | | | | | | | | | | | | | | | | |
| (3) | | | | | | | | | | | | | | | | | |
| (4) | | | | | | | | | | | | | | | | | |
| (5) | | | | | | | | | | | | | | | | | |
| (6) | | | | | | | | | | | | | | | | | |
| (7) | | | | | | | | | | | | | | | | | |
| (8) | | | | | | | | | | | | | | | | | |
| (9) | | | | | | | | | | | | | | | | | |
| (10) | | | | | | | | | | | | | | | | | |
| (11) | | | | | | | | | | | | | | | | | |
| (12) | | | | | | | | | | | | | | | | | |
| (13) | | | | | | | | | | | | | | | | | |
| (14) | | | | | | | | | | | | | | | | | |
| (15) | | | | | | | | | | | | | | | | | |
| (16) | | | | | | | | | | | | | | | | | |
| (17) | | | | | | | | | | | | | | | | | |
| (18) | | | | | | | | | | | | | | | | | |
| (19) | | | | | | | | | | | | | | | | | |

1/ Total as reported to prefecture. If different from total of assigned case loads, indicate such difference in a separate line. State whether unassigned or unaccounted for.

8. What does agency consider a standard case load?

a. For minsei-iin 6

b. For child welfare worker 6

c. Explain variations from standard. _____

d. Do case loads include the population of welfare institutions in the district? Yes

e. If not, how are these recipients handled? _____

f. What is population of normal minsei-iin district? 120 FAMILIES

g. Are any cases handled directly by minsei-iin Cho or by paid officials, including child welfare workers? _____ Explain _____

9. See Section XVII for critique.

IV. PUBLIC ASSISTANCE: Application Process

1. Where do applicants apply for assistance: at home of minsei-iin X; minsei-iin kan _____; welfare office _____? Explain any exceptions which are made. At town office first

2. To whom is application made: minsei-iin X; minsei-iin-cho _____; welfare officials _____? And then town office

3. Are applications for child welfare services handled separately? No. Handled differently? _____ Explain procedure. _____

4. Is applicant informed of all eligibility requirements? Yes. (need, residence, responsible relatives unable to assist, registration at labor exchange, etc.) Indicate items not explained _____

5. Is applicant informed of agency policy and procedure for verifying factors of eligibility? Yes. By whom is information given and when? MONTHLY Meeting MINSEI-IIN

6. Must applicant meet any prerequisite before agency will consider application (Proof of registration at labor exchange, of residence, etc.)? No. If so explain _____

7. a. For what steps in the process of establishing eligibility is applicant responsible? NONE

b. What is done to assist applicant if he is unable to assume this responsibility? _____

8. Is application signed by applicant? . If so, when (at time of initial interview, after investigation, after proof of eligibility)
9. a. Are procedures different for persons who are residents of prefecture but not of local community? N. If so, explain
- b. Does residence status effect consideration given by agency? NO
How?
10. Requests rejected or otherwise disposed of without formal application:
- a. For what reasons are requests rejected? Enough Income
- b. If applicant insists, though considered obviously ineligible, is application taken? Yes.
- c. What records are kept of rejection or disposition and where are they filed? None - (suggested they do)
- d. Number of requests rejected from to :
11. If applicant needs assistance before decision on application, how is need met? By M.S. (wrong given correct procedure)
12. a. Is payment under DSL of any type of assistance ever authorized prior to establishment of eligibility? No. If so, what is extent of practice and what is considered sufficient proof to warrant prior payment?
- b. How soon after first payment is investigation completed? 2-days.
13. Is there at least one interview with each applicant before any payment? Yes. Explain any exception
14. Are home visits usually made prior to decision on eligibility? Yes
15. a. What evidences of eligibility are usually obtained independently of applicant (bank clearances, employers' statements, insurance records)? Neighbors & post office & BANK EMPLOYER
- b. What information concerning this procedure is given to applicant? No
16. What information is usually requested from references or other agencies? Not Necessary
17. What is usually interval between applicant's first request and final decision week. Give common reasons for delay.

18. Is there a time limit for disposition of applications? None If so, what action is taken if decision is not made within time limit? _____

19. Have waiting lists been established during review period? No. If so;

a. Why has this been necessary? _____

b. At what point in procedure have they been established (e.g. before first interview, between first interview and investigation, after investigation)? _____

c. In what order are names taken from the list? _____

d. How many are now (date _____) on waiting list? _____

20. Is applicant ever advised to withdraw his application? yes. If so, in what circumstances and for what reasons? _____

21. What assistance is given to rejected applicants to obtain needed services?

Welfare Official & M.S.

22. Give titles of welfare officials responsible for recommending, reviewing and making final decisions in types of action listed:

| TYPE OF ACTION | Action recommended by | Action Reviewed by | Final decision by |
|----------------------------|-----------------------|--------------------|-------------------|
| a. Approval for assistance | M.S. | M.S. Meeting | MAJAY |
| b. Amount of Payment | " | " | " |
| c. Change in Payment | | | |
| d. Suspension | | | |
| e. Reinstatement | | | |
| f. Continuing Payment | | | |
| g. Cancellation of Award | | | |
| h. Rejection - Formal | | | |
| i. Rejection - Informal | " | " | " |

j. Explain deviation from above procedure None

23. Are recommendations of minsei-in or local officials frequently changed prior to final decision? No. If so, by whom and in what circumstances? _____

24. How are applicants notified of following decisions?

- a. Application approved M.S.
- b. Application rejected - formal M.S. (MINSEI-IN)
- c. Application rejected - informal M.S.
- d. Changes in payment Called in Town Office (Welfare Official)
- e. Discontinuance and suspension of payment By Welfare Official
- f. Referral for institutional care _____

V. PUBLIC ASSISTANCE AFFIDAVIT OF SUPPORT PUBLIC HOUSING

1. How often is eligibility reviewed? Every two months
2. By whom are reviews made? _____
3. Method of determining continuing eligibility:
 - a. What is usual method (e.g., home visits, office interviews, other)?
Home visits & office
 - b. Do procedures provide for a personal interview? Yes Explain any circumstances in which personal interviews are not held. _____
4. What eligibility factors are considered?
 - a. Need? _____
 - b. Last visit to labor exchange? _____
 - c. Ability of relative to support? _____
 - d. Others (specify)? _____
5. Are cases formally reapproved after review? _____. By whom? _____
Describe procedure. _____
6. By what devices does agency know when redeterminations are due? _____
7. How are addresses of recipients, including recipients in institutions, kept current? _____
8. By what means does agency check on death of recipients (e.g., clearance with public health section, family registration section, etc.)? _____
9. Does agency plan to see recipients between periodic reviews? _____
If so, discuss (e.g., place, frequency, purpose) _____
10. Does agency maintain any regular collateral contacts (e.g., employers, labor exchange, responsible relatives, etc.)? _____
11. Is responsibility placed on recipient for informing agency of changes in eligibility? _____. If so, describe method and any reports required periodically. _____
12. Does agency ever discontinue payment without supported evidence of ineligibility? _____

13. Does agency ever suspend payments? _____

a. If so, in what circumstances? _____

b. If not, is there a method by which reinstatement of discontinued grants can be made promptly? _____ Describe. _____

14. Is the discontinuance of payment always effective within 30 days after agency had the facts necessary to determine that a recipient is no longer eligible? _____. If not, explain exceptions. _____

15. What service does agency provide after payment is discontinued? _____

16. See Section VII for critique.

VI. PUBLIC ASSISTANCE: Eligibility Requirements Other Than Need

Note: The purpose of this section is to furnish a framework for analysis of the effect of each eligibility factor in the administration of public assistance. In order to accomplish this purpose, some of the questions are stated in general terms.

For each factor consider prefecture or local interpretations and methods of determining eligibility which significantly (1) limit eligibility more than the Daily Life Security Law requires, (2) adversely affect recipients, (3) operate to delay the granting of assistance, (4) present undue administrative difficulties or (5) afford examples of unusual resourcefulness or constructive program development.

In order to make such an analysis, it will be necessary to obtain the basic facts concerning the agency interpretations and methods of making determinations on each factor. Those basic facts should be recorded if any of the points listed above (1 through 5) is relevant or if local practice departs substantially from prefecture instructions, provisions or national standards. If, however, the prefecture instructions are followed and results of local practices appear to be satisfactory, it is not necessary to record in detail the methods of verification or similar information.

1. Willingness to work. What are local practices concerning the requirement that persons capable must:

a. Have a will to work _____

b. Not neglect their work _____

c. Make an effort to maintain themselves _____

2. Is registration and maintenance of contact with local labor exchange required? _____. Explain procedure for verification. _____

3. Quality of behavior. What are local practices concerning the provision that persons of "indifferent behavior" are not eligible? _____

How is quality of behavior determined? _____

4. Support by responsible relatives.

a. What are local practices concerning support by relatives? _____

b. How is existence of responsible supporter determined? _____

c. How is supporter's ability to assist investigated? _____

d. If relatives are unwilling to contribute, are any further steps taken by agency to secure contributions? _____. If so, describe. _____

5. Residence.

a. What are local practices concerning residence requirements? _____

b. What is local definition of "residence"? _____

c. Is official registration of applicants checked? _____.

d. Are needy non-residents given assistance? _____.

e. Are needy non-residents shipped to place of official registration? _____.

f. Are payments made to residents temporarily outside limits of jurisdiction (give circumstances and procedure)? _____

6. Citizenship. What are local practices concerning citizenship of applicants? _____

7. Other eligibility requirements? _____

8. Are there difficulties or problems in establishing particular factors of eligibility? _____. If so, describe. _____

9. Are persons otherwise eligible excluded because eligibility factors can not be determined by the prescribed methods? _____. If so, to what extent?

10. Does availability or lack of other community resources for service or care affect local interpretations or eligibility requirements? _____. If so, describe.

11. See Section XVII for critique.

VII. PUBLIC ASSISTANCE: Determination of Need and Amount of Assistance.

1. Requirements.

a. For each of the requirements listed in the table below, select the standard being used locally, and indicate opposite the requirement by entering the Arabic numeral of the immediately following subparagraph which describes the standard used. (Inclose with the completed review copies of any available standards and cost data).

- (1) As given in prefecture instructions, e.g. the quantity and cost figures established as standard by prefecture.
- (2) Locally established cost figures for prefecture quantity standard.
- (3) Both quantity standard and cost figures as established locally.
- (4) Payment of actual cost, as obtained from recipient. If maximums have been established beyond which local agency will not meet the actual cost, specify the maximums set.
- (5) Locally established fixed amount per individual or family.
- (6) National standard total budget varied according to number of persons in family.
- (7) Other locally established standard. Describe. _____

- (8) No standard.
- (9) Enter if the requirement is ordinarily omitted from assistance plans.

| REQUIREMENTS | Standard in use | Remarks |
|---------------------------|-----------------|---------|
| (a) Food | | |
| (b) Rent | | |
| (c) upkeep of own home | | |
| (d) Fuel | | |
| (e) Light | | |
| (f) Water | | |
| (g) Clothing | | |
| (h) Personal Upkeep | | |
| (i) Insurance | | |
| (j) Transportation | | |
| (k) Education, recreation | | |
| (l) Health | | |
| (m) | | |
| (n) | | |

b. For each requirement for which local agency has adopted standards which differ from those in the prefecture plan or from national standard, complete the following:

| Requirement | Source, basis for, or method of establishing cost figures (e.g., locally developed standard, published standard) | Cost figure prepared by whom | Date of last revision |
|-------------|--|------------------------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

c. What modifications are made in local food standard for:

- (1) Special diets _____
- (2) Size of family (e.g., percentage increase for large family) _____
- (3) Other (specify) _____

d. Indicate what is provided in local standard for:

- (1) Rent _____
- (2) Upkeep of own home: Taxes(); repairs(); payment of interest(); payment of principal(); insurance(); _____().
- (3) Fuel, light, water _____
- (4) Clothing _____

(5) Household supplies _____

(6) Education, recreation _____

c. What is agency's plan for including the following as requirements in assistance plan? (Indicate in what types of cases and what cost figures or other standards have been adopted.)

(1) Personal services for recipient (e.g., housekeeping service, guide services) _____

(2) Health and medical care _____

(3) Sheltered care _____

(4) Expenses connected with employment _____

(5) Other (specify) _____

d. How are cost figures used in including requirements in assistance plans? (Secure copy of any local form for recording assistance plan.)

(1) Standard cost figures used entirely().

(2) Standard cost figures adapted to individual's requirements by including cost according to applicant's information if (check one or more if applicable):

(a) Equal to cost figures ()

(b) Above cost figures ()

(c) Within range of cost figures ()

(d) Less than cost figures ()

(e) If adaptation is made when applicant's information indicates an amount less or more than cost figure, in what instances, and in accordance with what local agency policies? _____

(f) If practices noted above vary between requirements, indicate extent and types of variation. _____

(g) How are non-recurring or seasonal requirements included in assistance plans (e.g., by including total requirements in one month, by spreading over several months or year)? _____

(h) See Section XVII for critique.

2. Resources.

a. Indicate for each of the types of resource below, by check in the proper column, usual practices in making investigations:

| Type of resource | Investigation made | | Usual Source Consulted (check one or both) | |
|----------------------------------|--------------------|-------------|---|-------------------|
| | routinely | selectively | Recipient | Collateral source |
| (1) Real property: | | | | |
| (a) Residence | | | | |
| (b) Other | | | | |
| (2) Cash: (a) on hand | | | | |
| (b) deposit | | | | |
| (3) Securities | | | | |
| (4) Insurance policies | | | | |
| (5) Pensions, compensation | | | | |
| (6) Employment: | | | | |
| (a) Recipients | | | | |
| (b) Others | | | | |
| (7) Earnings other than wages | | | | |
| (8) Contributions from relatives | | | | |
| (9) Other | | | | |

b. Real property:

- (1) Method of estimating value _____
- (2) How is income from property considered in determining amount of assistance payment? _____
- (3) Methods of investigation _____

c. Savings, securities, chattels:

- (1) Method of estimating value of securities and chattels _____
- (2) Methods of investigation _____

d. Insurance:

- (1) Methods of investigation _____
- (2) Does agency require or recommend adjustment of insurance in any instance? _____. If so, explain circumstances and action by agency. _____

(3) Describe any other local practices or policies concerning insurance _____

e. Pensions, compensation (Comment on any phases of local practices and policies concerning Workmen's Compensation, Welfare Pensions, industrial pensions, and other regularly paid benefits.): _____

f. Employment.

(1) Methods of investigating employment of recipients and determining amount of wages. _____

(2) Are wages of other members verified by independent investigation? _____. If so, explain, indicating in what instances, and what use is made of information concerning wages of:
 Spouse: _____
 Other members of family in need, _____
 Other members of self-supporting family _____

(3) What portions of total wages of the following are included as income in making assistance plan:
 (a) Recipient (or grantee) _____
 (b) Spouse _____
 (c) Children _____
 (d) Other members of household in need _____
 (e) Other members of self-supporting family _____

g. How is amount of earnings other than wages determined and how taken into account in the assistance plan for:

- (1) Business enterprises: _____

- (2) Garden or farm produce (for family consumption) _____

- (3) Garden or farm produce (sold) _____

- (4) Boarders _____

- (5) Other (specify) _____

h. Contributions from relatives

(1) On what basis is income from relatives included in the assistance plan (e.g., known contribution, expectation of contribution, ability to contribute)? _____

i. Are any types of resources disregarded in making the assistance plan (e.g., wages of minor children, home grown produce, earnings of blind persons)? _____. If so, indicate type of resource and why disregarded.

j. How does agency make adjustments in assistance plans for non-recurring and seasonal income? _____

k. Limitation on ownership of resources (in terms of yen value) as a factor of eligibility and use of property controls (e.g. liens, assignments, liquidation or forced disposal, use of trust funds).

| | Limitation on Ownership | | | | | Type of Control |
|-----------------------|-------------------------|-------------|-------------|-------------|-------------|-----------------|
| | F.A. | MED ..ID | M.T ..ID | VOC ..ID | ELR ..ID | |
| (1) Real Property | | | | | | |
| (2) Savings and cash | | | | | | |
| (3) Negotiable assets | | | | | | |
| (4) Life insurance | | | | | | |
| (5) | | | | | | |

(6) If no specified maximum is set in prefecture plan or locally for those resources, what standards are used to determine whether individual is in need? _____

l. Is transfer of property a basis for denying assistance? _____. If so, explain, indicating categories and the basis on which determinations are made

m. See Section XVII for critique.

3. Method of Determining Need.

a. Do agency's methods provide for learning from recipient his circumstances and living arrangements that affect his need? _____. How is the information used in determining need? _____

b. What is the agency's method of determining recipient's need in each of the following living arrangements? (Indicate whether or not total family need is determined, and method of determining recipient's requirements and resources when living in these family groupings.)

(2) In hospital for temporary care _____

(3) What consideration is given to requirements not provided by the institution? _____

d. Are assistance payments always equal to total need of recipients as determined by the agency? _____. If not, is adjustment of payment made by:

(1) Fixed percentage of requirements (specify percent) _____

(2) Fixed percentage of deficit (specify percent) _____

(3) Other method (specify) _____

e. If assistance payments are less than total need of recipient (except when due to maximum on payments):

(1) Why are adjustments necessary? _____

(2) On the basis of what factors was adjustment formula decided? _____

(3) By whom are adjustments made? _____

f. If total need is in excess of established standard, are adjustments made in all cases using:

(1) Table II (governor's authority) _____

(2) Table III (Ministry's authority) _____

(3) Explain local procedure _____

g. When amount of payment is affected by limitations on funds, are adjustments over made by reduction in amounts included for requirements? _____. If so, explain, including requirements effected and method of making adjustment. _____

h. Were administrative reductions for any period made during past year? _____. If so, indicate:

(1) Dates effective _____

(2) Basis of reduction (e.g., percentage, flat amount) _____

(3) Made in all cases simultaneously or as cases were reinvestigated. _____

i. Are there limitations on the maximum payment which may be made?
If so:

- (1) What local maximums are there? _____
- (2) Is total need of recipient determined and recorded? _____
- (3) How is unmet need provided for? _____

j. See Section XVII for critique.

VII PUBLIC ASSISTANCE: Authorization and Methods of Payment

1. What constitutes the authorization for payment (e.g., standard form, payroll)? Payroll

2. Who officially authorizes payment? Mayor

3. Are changes ever made by higher echelons in the amount of payment authorized? No

4. What information is given on the authorization:

a. Case data (other than name, address, and amount of payment) _____

b. If birthdates and school grades are not shown, are they available? Yes

c. Is amount claimed for matching shown (if different from total payment)? _____

(1) If not, where is it recorded? _____

5. Where are payments prepared?

- a. Prefecture office ()
- b. Local agency office (X)
- c. Local fiscal office (X)
- d. _____ ()

6. From what office are payments made?

- a. Prefecture office ()
- b. Local agency office (X)
- c. Local fiscal office ()
- d. _____ ()

7. How are payments delivered to recipient:

- a. If to recipient in hand, where? In office by treasurer
- b. When recipient is in hospital or nursing home. by neighbor or friend
- c. When recipient is institutionalized outside jurisdiction? N.A.
- d. Under other unusual circumstances? (specify) _____

8. If payments are delivered to someone other than the recipient in any instance:

- a. How does recipient indicate to whom payment is to be made? _____

- (1) What record does agency keep of recipient's instructions?

- b. Are payments ever made to someone who then makes delivery? _____

9. Are supplementary payments made? _____. If so:
- a. In what circumstances (e.g., medical care, non-recurring needs)?

- b. Approximately how many were issued in last month of review period?

- c. Describe methods of delivery and handling, if in any way different from those outlined in items 5 through 8 _____

10. What is the usual interval between date of authorization and date of payment to recipient? _____
11. Discuss any steps in the mechanics of payment which cause delays (e.g., interval between authorization and preparation of payroll):
- a. For initial payment _____

- b. For changes in payment _____

12. Payments to guardians:
- a. For how many recipients are payments made to guardians? _____
- b. What persons serve as guardians (e.g., relatives, court officials)?
 _____. Indicate the nature of their services (e.g., care of recipient, control of expenditures) _____

- c. What part does agency take in guardianship proceedings? _____

- d. How are costs of guardianship paid?
- (1) Initial costs _____
- (2) Continuing costs _____
- e. What accounting do guardians make of funds handled? _____

13. Are payments ever made by order power of attorney If so, describe arrangements and agency part of family

14. Do agency policies permit release of allowance after death of recipient?

a. Who may receive such payments? _____

b. Indicate any difficulties the agency has encountered in making payments involving deceased recipients. _____

15. What records of payments are kept in the local agency office? _____

a. Are these records available to the Minsei-ian or child welfare workers? _____

16. Are there any practices which raise questions of restricted payment (e.g., in making payment to persons in an institution, handling of funds by agency staff, withholding of checks)? _____

17. See Section XVII for critique.

IA. PUBLIC ASSISTANCE: Complaints and Appeals

1. What does ~~the~~ consider a complaint? _____

a. On what basis is it determined whether a request is an inquiry, complaint, or appeal? _____

b. What is the usual procedure in handling complaints made in the following circumstances? (Describe, including staff responsibility for handling and supervision, promptness of handling, and method of follow-up.)

(1) In person to minsei-ian _____

(2) In person to minsei-ian kan-cho, or minsei-ian Cho _____

(3) By letter or telephone _____

(4) To other local official _____

(5) Referred from prefecture office _____

(6) By others on behalf of clients _____

c. Are there differences in procedures for handling complaints according to subject, emphasis, or repetition? _____. If so, describe, _____

d. Is there any formal review, such as hearing or review by local board or agency committee, for complaints? _____. If so, describe, indicating in what circumstances it is used. _____

e. Approximately how many complaints are received monthly? _____
What are the most common reasons for complaints? _____

f. What records, reports, and analyses are made of the number of and reasons for complaints? (If statistical or other analyses are available, attach copies) _____

g. How is analysis of complaints (formal or informal) used?

(1) In modification of policies and procedures _____

(2) In supervision _____

2. Appeals.

a. On what occasions and how are individuals notified of the right to appeal? (Indicate the occasion or enter "None" in each space)

- | | |
|-----------------------------|--|
| (1) First request _____ | (9) Are there planned exceptions to the above? _____. If so, describe, _____ |
| (2) Application _____ | _____ |
| (3) Approval _____ | _____ |
| (4) Rejection _____ | _____ |
| (5) Closing _____ | _____ |
| (6) Change in payment _____ | _____ |
| (7) Complaint _____ | _____ |
| (8) _____ | _____ |

b. Are any printed (or otherwise duplicated) notices other than those stipulated by the prefecture agency used? _____. If so, describe use and attach copies. _____

c. Are prefecture rules and regulations governing appeal available locally for examination by any interested person? _____

d. May appeals be made from all types of agency actions (regarding eligibility and amount of payment, e.g., denial of opportunity to apply, rejection of application)? _____. If not, specify types not subject to appeal.

e. May appeals involving all types of factors be made (e.g., employability, need)? _____. If not, specify types and reasons _____

f. In what circumstances does agency encourage individual to appeal? _____

g. In what circumstances does agency discourage appeal? _____

h. Are there any agency procedures with which individual must comply before he may file an appeal? _____. If so, describe and attach copies of written procedures. _____

i. What are the steps between appeal and prefecture agency hearing? (Describe, including (1) preliminary review, (2) assistance to applicant in preparing for hearing and arranging attendance and representation, (3) materials given to prefecture agency and/or appellant, (4) prefecture agency assistance to local agency). _____

j. Who from local agency attends hearing? (Give positions and describe participation) _____

k. How and when is a prefecture agency decision on appeal put into effect and what methods of follow-up are used? _____

l. Is a copy of the record of hearing on file in local agency? _____. If so:

(1) What is the type of record? _____

(2) Is it available for examination of appellant? _____

m. How many appeals were filed during period reviewed (or most recent period for which data are available)? _____. Give reasons for appeals. Indicate manner in which they were disposed. (attach available data.) _____

How is analysis of appeal cases made?

- (1) In modification of policies and procedures? _____
- (2) In supervision? _____

o. See Section VII for critique.

X. PUBLIC ASSISTANCE Case Records.

1. Type of case record:

- a. household budget (X)
- b. Separate record for each type of assistance? (X)
- c. For each individual recipient? (X)
- d. Other? _____ ()

2. Content of case record:

- | | |
|-----------------------------------|-------------------------------|
| a. Forms | b. Other |
| (1) Face sheet (X) | (1) Narrative () |
| (2) Application (X) | (2) Correspondence () |
| (3) Record of assistance plan (X) | (3) Verifications () |
| (4) Authorization of payment (X) | (4) Other (specify) _____ () |
| (5) Recertification (X) | (5) _____ () |
| (6) Other (specify) _____ () | (6) _____ () |
| (7) _____ () | |

c. Are all data relating to recipient's eligibility, including verifications, filed in case record? Yes. If not, where? _____

d. Is case record material uniformly arranged? Yes. Comment on arrangement. _____

e. Are case records current? (1) Narrative? Yes (2) Forms? Yes. (3) Reinvestigations? _____. (4) Correspondence? _____. (5) Other case record material _____. If not current, explain. _____

f. Describe general form and content of narrative. _____

g. Are case records maintained so that all essential facts and dates concerning current eligibility and the amount of payment are readily determined? Yes

3. Safeguarding confidential nature of information.

a. What formal action (e.g., rules, regulations, resolutions) has been taken by local agency to safeguard the confidential nature of information? _____

b. Who is responsible for the security of case records?

c. What devices are used for protecting case records (e.g., lock files, charge-out system)?

d. Who is responsible for approving release of case information?

(1) Indicate type of information released, to whom given, and method.

e. Are any reports regarding applicants or recipients filed outside the office of the local agency (e.g., records of liens, payrolls)? If so;

- (1) Indicate type of records and where filed.
(2) Are records available to the public?
(3) What steps have been taken to prevent their use for other than administrative purposes?

f. Have lists of recipients been used for other than administrative purposes during the last year? If so:

- (1) By whom and how were they acquired?
(2) For what purpose were they used?
(3) What action was taken by agency?

g. Describe any practices not discussed above which raise questions regarding the confidential nature of information.

h. See Section VII for critique.

XI. Child Welfare M.D. and as Child Welfare officials

1. Jido Fukushi Shi (Child Welfare Officials):

- a. How many Jido Fukushi Shi are assigned to area of agency jurisdiction?
b. How frequently are the Jido Fukushi Shi in the area?
c. Where do Jido Fukushi Shi establish headquarters?

d. What types of conferences are held? _____

(1) By whom attended? _____

e. What have been results of Jido Koshu-shi activities in area? _____

2. Jido Iin.

a. Are minsei-iin aware of their responsibilities under the Child Welfare Law? _____

(1) Are all minsei-iin considered Jido-iin? _____

b. What training have the minsei-iin received in connection with their duties under the Child Welfare Law? _____

3. Shonen Hogo Shi (Probation Officers).

a. Number part-time Shonen Hogo Shi in area. _____

b. Number full-time Shonen Hogo Shi in area. _____

c. How selected and what vocations are represented? _____

d. Describe activities (responsibilities and methods). _____

4. Is there a local Child Welfare Board? _____. Indicate agencies and professions represented. _____

5. Where is nearest Child Welfare center? _____

a. What is referral process? _____

b. Number of referrals made since 1 Jan 48 _____

6. Protection of children.

a. Are all dependent and neglected children referred to Child Welfare Center? _____

(1) What are exceptions? _____

b. Is supervision provided for child welfare cases under care of parents or guardians? _____

c. How and by whom is supervision maintained of foster homes and children in institutions? _____

d. Are cases of abuse and neglect referred to State Police for legal action to remove children when necessary? _____

e. Have all agencies within local agency area been approved by Governor of prefecture? _____

(1) Is copy of original application for approval (or comparable information) on file in local agency office? _____

(2) List those not yet approved. _____

f. Has local agency recommended termination of any child caring agencies? _____
 On what basis? _____

g. Have all nursery teachers met qualifications and passed examinations before "Board of Examination of Nursery Teachers"? _____ Explain exceptions. _____

7. Is there an inter-departmental committee, composed of members of the welfare, labor, health and education sections, which coordinates activities under the Child Welfare Law? _____

8. Do all child caring agencies comply with compulsory education regulations? _____ Explain exceptions. _____

9. Are child labor regulations enforced in foster homes and institutions? _____ Explain exceptions. _____

10. In last three months, what action has been taken locally in instances of violations of prohibited acts against children? _____

11. Is confidential nature of child welfare records adequately protected? _____

12. Maternal and Child Health.

a. How are referrals to health centers made in the following instances:

(1) Prenatal and post natal care? _____

(2) "Weak" and handicapped children? _____

(3) Examination of preschool children? _____

b. Have health centers' activities included:

(1) Training courses _____ on _____

(2) Lectures _____ on _____

(3) Distribution of informational material _____ on _____

13. How does local agency plan and manage to meet matching requirements in order to secure available national and prefecture child welfare funds? _____

14. In past three months, how many appeals from decisions under the Child Welfare Law have been filed? _____

a. Outline how these appeals were handled. _____

15. See Section XVII for critique.

XII. DISASTER RELIEF.

None in writing.

1. Are local officials thoroughly familiar with prefecture Disaster Plan? _____

2. Is there a local plan which conforms with, and is coordinated with, the prefecture plan? _____

a. What publicity has the local plan received? _____

3. Are locally responsible persons familiar with the plan? _____

4. What is the role of the local Red Cross Chapter? _____

a. How is Red Cross activity to be coordinated with that of official agencies? _____

b. What Red Cross disaster training programs are now in effect? _____

5. Does local plan provide for immediate reporting to prefecture disaster officials? _____

a. What alternate means of communication are available in case of telephone or other wire breakdown? _____

6. Are disaster relief activities of welfare section integrated with plans of police, health, economics, engineering and other governmental divisions? Explain fully. _____

7. See Section XVI for critique.

XIII. ALLIE IN KIND

1. Distributions made in last two months (In column d(2) enter cost of items if distribution was on a charge basis):

| a. Date | b. Items | c. For whom designated | d. Type of distribution | |
|---------|----------|------------------------|-------------------------|----------|
| | | | (1) Free | (2) Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. How was eligibility determined, and by whom? _____

3. What items were turned over to organizations for distribution?

| a. Date | b. Items | c. Distribution Organization |
|---------|----------|------------------------------|
| | | |
| | | |
| | | |
| | | |

d. What checks were made to assure proper distribution? _____

4. From what agency were allotments of goods and instructions for distribution received? _____

a. What discrepancies existed between goods allotted and amount received? _____

(1) If discrepancies existed, what corrective action was taken by both receiving and allotting agencies? _____

b. Explain any discrepancies between amounts received and amounts distributed. _____

5. Describe types of receipts obtained from recipients and accounting records (attach copies) _____

6. Is a permanent file of receipts and records maintained? _____

7. When items have been distributed on a purchase basis, have recipients of public assistance been able to purchase the amounts allotted? _____. If not, explain. _____

7. See Section XVII for critique.

XIV PRIVATE ORGANIZATIONS

1. List all private welfare organizations in local agency jurisdiction:

| a. Name of Organization | b. Zeidan nojin (yes or no) | c. Service function | d. Source of funds |
|-------------------------|-----------------------------|---------------------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |

2. In the past year, what lump-sum subsidies of national, prefectural or local funds have been made?

| a. Date | b. Organization to which made | c. Amount of subsidy | d. Reason granted | e. Authorized by: |
|---------|-------------------------------|----------------------|-------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3. Is there a local organization which serves as a central clearing, coordinating, or general community organization and which includes public as well as private welfare agencies _____. Describe organization and operation. _____

4. What duties do local welfare officials perform for the private organizations, what percentage of working time is utilized and what offices in the organizations are held by officials:

| a. Organization | b. Duties performed | c. % Working time | d. Offices held by: |
|-----------------|---------------------|-------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5. Do private organizations or individuals submit or receipt of directives? _____

6. See Section XVII for critique.

XV. INSTITUTIONS.

1. In the following table list all institutions in area of local agency jurisdiction:

| a. Name of institution | b. Type | c. Public Quasi-public Private | d. Operated By: | e. Super- vised by: | f. Inmates | |
|------------------------|---------|--------------------------------------|--------------------|------------------------|---------------------|---------------------|
| | | | | | (1) Rec- ving P. | (2) Not Eligible |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2. Has local agency established, or are there local ordinances, with which all institutions under local agency supervision must comply in regard to standards:

- a. Of care? _____
- b. Of personnel? _____
- c. Of management? _____
- d. Of accounting? _____
- e. Describe these standards or ordinances which do exist. _____
- f. Is there a licensing procedure? _____
 - (1) If so, how frequently are licenses reviewed? _____
 - (2) Who issues licenses? _____

3. For those institutions which are supervised locally:

- a. How frequently are inspections made by welfare officials? _____
- b. How frequently are inspections made by health officials? _____
- c. How frequently are inspections made by fire officials? _____
- d. What other officials make inspections? _____
- e. How frequently are accounts audited? _____. By whom? _____

4. List most frequently encountered inadequacies found by local officials.

a. What action is taken when inadequacies are found? _____

(1) What is follow-up procedure? _____

5. Does local office make assistance payments for inmates of national or prefecture supervised institutions? _____

6. How are amounts of assistance determined for inmates of:

a. Public institutions? _____

b. Private institutions? _____

7. How are amounts of administrative expense determined for:

a. Public institutions? _____

b. Private institutions? _____

8. See Section XVII for critique.

XVI. TRAINING OF OFFICIALS AND OTHERS.

1. Training of local officials (include immediate subordinates of section chiefs).

a. Formal education (if of senmon gakko or university level, indicate major subject):

| Official | School (name if senmon gakko or university) | Number yrs. completed | Major-subject |
|----------|---|-----------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

b. What special training have officials had during past six months?

| Approx. dates | Sponsor | Subject | Hours |
|---------------|---------|---------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

2. Training of Minsei-iin.

a. What formal training sessions have been held for minsei-iin during past six months (do not include the regular meetings of the Minsei-iin Kai)?

| Approx. dates | Source of instructors | Subject | Hours |
|---------------|-----------------------|---------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

b. Did local officials attend above meetings? _____

c. Are training aids devised by the prefecture available for local use? _____

d. Has local agency received and distributed publications prepared by the:

(1) Japan Social Work Association? _____

(2) Minsei-in Federation? _____

(3) Welfare Ministry? _____

(4) Other (specify). _____

3. Training of Shonen Hogo Shi. (Summarize whatever information can be obtained). _____

4. See Section XVII for critique.

XVII. CRITIQUE.

(Note: This section presents an outline which may be used by the welfare officer in summarizing findings of the review and evaluating the agency's administration. Since the outline is not meant to be all-inclusive or limiting, the welfare officer may adapt it or extend it as circumstances indicate.)

1. Financing (refer to Section 1)

a. Evaluate methods of preparing budgeting estimates.

b. Discuss ability of local agency to meet matching requirements.

c. If such has been the case, how have delays in receipts of national and prefectural funds affected the overall program?

2. Scope and Organization (refer to Sections II and III)

a. Comment on scope of agency's program, including all services.

b. Discuss aspects of organization which effect administration (e.g., integration of program, finance, delegation of authority, staffing).

c. Evaluate compilation of statistics as required by prefecture.

3. Application process (refer to Section IV)

a. Analyze the effect agency's handling of informal rejections has on official count of applications.

b. What phases of the application process might result in restrictions or limitations on the right to apply?

4. Determination of continuing eligibility (refer to Section V)

a. If reports are required from recipients, is there any indication that they constitute a restrictive practice?

b. Do agency procedures provide adequate continuous review?

5. Eligibility requirements other than need (refer to Section VI)

a. Comment on local interpretations of the various eligibility requirements, the methods of establishing eligibility, possible effects on recipients of procedures used, and whether or not the requirements established locally conform with prefectural instructions and national standards.

6. Determination of need and amount of assistance (refer to Section VII)

a. Requirements. Comment on extent to which all requirements are being met, completeness and clarity of instructions, adequacy and currency of standards and cost figures in use, variations from prefecture and national standards and plans, and difficulty encountered in determining requirements.

b. Resources. In determining resources, availability thereof, limitations on possessions, indicate the extent to which recipient is primary source of information, extent to which investigations provide adequate knowledge of resources and are carefully planned, or any indications that resources are under- or over- valued.

c. Amount of payment. Outline any restrictive practices in regard to determining amount of payment.

d. Comment on extent to which needs of recipients are being realistically and adequately met; that procedures in determining need are objective and equitably applied. Also review difficulties the agency has encountered in determination of need.

7. Authorization and methods of payment. (refer to Section VIII)

a. Comment on authorization procedures and disbursement controls.

8. Complaints and appeals. (refer to Section IX)

a. Discuss methods of handling complaints and appeals including use of formal procedures, recording, and change in policy. Discuss freedom of access to appeal procedure.

9. Case records (refer to Section X)

a. Comment on case records maintenance including usability, currency, accuracy, neatness and confidentiality.

10. Child Welfare (refer to Section XI)

a. Discuss adequacy of the existing program and whether or not the amount of progress in its development since promulgation of the law is what could normally be expected. What have been handicaps in development of the program and how are these being overcome?

b. Are barriers between divisions of the local government being surmounted in implementation of the Child Welfare Law?

11. Disaster Relief (refer to Section XII)

a. Indicate adequacy of local disaster plans in meeting requirements of planning for forecast and emergency phases.

12. Relief in Kind (refer to Section XIII)

a. Comment on effectiveness of controls on relief-in-kind distribution.

b. If such is the case, comment on effects on assistance recipients in not being able to purchase relief-in-kind for their own use.

13. Private organizations (refer to Section XIV)

a. Discuss relationship between public officials and private organizations.

b. Discuss effectiveness of private organizations in regard to meeting community welfare needs.

14. Institutions (refer to Section XV)

a. Comment on local agency's role in supervision of institutions (e.g., do workshops giving training tend to become places of permanent employment; has any attempt been made to standardize accounting procedures).

15. Training of officials.

a. Comment on adequacy of the training programs.

ADDENDUM

1. Summarize recommendations made to officials present at the review.

2. Summarize recommendations made to other officials.

Reports Control Symbol MG-16
ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Tokushima Date 9 Sept 49

1. Welfare office visited: NAKA KITA Village
2. Population of area: 2,347
3. Total case load of office as of end of review period. Date 9 Sept 49
 - a. Number of persons - outdoor relief 53
 - b. Number of persons - in institutions 0
4. Number of paid welfare workers in office two
5. Minsei-iin:
 - a. Number of men 8
 - b. Number of women 1
 - c. Average case load per minsei-iin 2 1/2
6. Case load activities:

| | Past month | Past 2 months | Total |
|--|------------|---------------|-------|
| a. Applications for assistance | 0 | 0 | 0 |
| b. Applications approved for assistance | 0 | 0 | 0 |
| c. Applications for assistance formally rejected | 0 | 0 | 0 |
| d. Cases discontinued | 0 | 0 | 0 |
| e. Cases increased in amount of assistance | 0 | 12 | 13 |
| f. Cases decreased in amount of assistance | 0 | 3 | 3 |
| g. Cases suspended | 0 | 0 | 0 |
| h. Complaints or appeals resulting in case opening | 0 | 0 | 0 |
| i. Complaints or appeals resulting in increased assistance | 0 | 0 | 0 |
| j. Cases reviewed by minsei-iin | 0 | 0 | 0 |

7. Number of records examined by welfare officer 6. Of these:
 - a. Number budget requirements entries up to date 0
 - b. Number income and resources entries up to date 0
 - c. Number containing record of formal application 6
 - d. Number paid more than table for local approval 0
 - (1) With approval of governor
 - (2) With approval of Welfare Ministry
 - e. Number of cases with minsei-iin visits recorded for previous month 0
8. Number family visits made by MG representative 6
 Number of discrepancies found 6
9. Dates office received prefecture funds for current quarter
 - a. For residents 4 Aug 49
 - b. For nonresidents NONE
10. Dates offices received national government funds for current quarter 13 July
15 Aug
11. Dates office last visited by district or prefecture officials 4 Aug 49

Robert L. McCrea
 Signature of MG Welfare Officer

Use reverse side for explanatory remarks. 1st Lt INF
 Inclosure 2 to OD #6, Hq Eighth Army, 24 Jan 49

Mayor stated complete responsibility of welfare left up to M.S. No local official
 District official going to stay two days to assist (Disaster Plan Red Cross left aid) & correct records.

LOCAL ADMINISTRATION OF PUBLIC WELFARE

NAKA-KITO Village
 (Local Agency)

Review made by:

B. L. McGehee 1st Lt INF

Date: 8 Sept 1949

1. General. Includes information to be obtained from Ken Welfare Department prior to local agency review. Items 2 and 3 are to be checked at time of review.

1. Prefecture Review:

- a. Date agency reviewed by Ken representative _____
- b. Names of reviewers _____
- c. Brief summary of findings _____

2. Case load: As of last day of most recent complete month August 1949. (Where discrepancies are found at time of review, write local data in same space.)

a. Daily Life Security Law

| | Cases | Persons | Amt Disbursed |
|---------------------------|-------|---------|---------------|
| (1) Livelihood Assistance | 19 | 53 | \$11,750 |
| (2) Medical Aid | 0 | 0 | 0 |
| (3) Maternal Aid | 0 | 0 | 0 |
| (4) Funeral Aid | 0 | 0 | 0 |
| (5) Occupational Aid | 0 | 0 | 0 |
| Totals | 19 | 53 | \$11,750 |

b. Other Public Welfare Programs

| | Cases | Persons | Amount Disbursed |
|---|-------|---------|------------------|
| (1) Jido Hogo Ho (Child Welfare Law) | | | |
| (2) Furoji Hogo Taisaku (Juvenile Vagrant's Protection Measure) | | | |
| (3) Sensai Gakudo Taisaku (War Suf. School Children's Measure) | | | |
| (4) Shonen Ho (Juvenile Delinquency Law) | | | |
| (5) Mifukuinsha Kyuycho (Undemob. Persons Compensation) | 1 | 6 | \$3,800 |
| (6) Shohei-in Ho (Disabled Soldier's Home Law) | | | |
| (7) Risai Kyojyo Ho (Disaster Relief Law) | | | |
| (8) Sainan Kyugo Ho (Sea Disaster Relief Law) | | | |
| (9) Koboritsu Kankain Kei (Ntl Reformatory Law) | | | |
| (10) Kyosei-in Ho (Correctional Institutions Law) | | | |
| (11) Fujin Hogo Taisaku (Women's Protection Measure) | | | |
| (12) Kanchiyuin Gyobi Do Shibonin (Wayfarers' Law) | | | |
| (13) Seishinbyo Sha Kango Ho (Care of Mentally Ill Law) | | | |
| (14) Hokkaido Kyu Dojin Hogo Ho (Hokkaido Natives Protection Law) | | | |
| (15) Shakai Jigyo Ho (Social Work Law) | | | |
| (16) Koeki Shichiya Ho (Public Pawnshop Law) | | | |

TOTALS

b. At time of review, obtain from local agency records the following information for same period covered in subparagraph a. preceding:

| (1) Date Ntl Govt funds received | (2) Period covered | (3) Amount | (4) Date Ken funds revd. | (5) Period covered | | (6) Amount | |
|----------------------------------|--------------------|------------|--------------------------|--------------------|-----------------------|-------------------|-----------------------|
| | | | | (a) For residents | (b) For non-residents | (a) For residents | (b) For non-residents |
| 13 July 49 | July, Aug, Sept | \$9,000 | 4 Aug 49 | July, Aug | | \$3,400 | |
| 15 Aug 49 | " " " | \$27,000 | | Sept. | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

c. At time of review, obtain from local agency records the following information for each of the previous six months:

| (1) Month | (2) Period of payment to recipients | (3) Total amount of Ntl, Ken and local funds disbursed | (4) Balance of Welfare Funds on hand at end of month | | | |
|-----------|-------------------------------------|--|--|---------|-----------|-----------|
| | | | (a) National | (b) Ken | (c) Local | (d) Total |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

d. Is local agency required to make periodic estimates of future expenses? Yes, ONE YEAR

(1) For what programs? P.A. & Child Welfare, M.S. Allowances,

(2) For what periods? ONE YEAR

(3) What procedures are used? Village Budget

e. How does agency plan and manage to meet required matching of national prefectural funds? Village Budget

(1) Have there been any occasions on which funds for this purpose have been collected from the community by the agency or by any private organization? No. Give details.

II. METHOD AND SCOPE OF STUDY

1. Review period: records from July to Sept.

2. Time of investigation and investigators:

| Name | Date started | Date completed | No. hours |
|------|--------------|----------------|-----------|
| | | | |
| | | | |
| | | | |

3. Prefecture officials assisting:

| NAME | Position | No. hrs | Nature of assistance |
|------------------|-----------------------------|----------|----------------------|
| <u>M. MASUDA</u> | <u>Dist Welfare OFFICER</u> | <u>9</u> | <u>Advise</u> |
| | | | |
| | | | |

4. District (or Gun, Shi, etc.) officials assisting: M. MASUDA
Field supervisor

5. Local officials interviewed:

| Name | Position | Interviewer |
|-----------------------|----------------------|---------------------|
| <u>M. YUASA</u> | <u>MAYOR</u> | <u>R. L. MCCREA</u> |
| <u>V. USIYARDYAMA</u> | <u>Vice MAYOR</u> | |
| <u>K. SHIODOME</u> | <u>WELFARE Chief</u> | |
| | | |
| | | |

Other sources of information (conference staff meetings, special reports, prefectural Bureau reports)

7. Records reviewed for period from July to Sept ("scheduled" refers to the process of extracting essential information from a case record on a prepared form for later tabulation and study of data and for spot-checking.)

| TYPE OF RECORD | TOTAL | DISB-PA | IND-ICAL | MATER-NITY | OCCUP-TION | FUN-ctinal |
|------------------------------|-------|---------|----------|------------|------------|------------|
| Total reviewed | | | | | | |
| Total scheduled | | | | | | |
| Total open 6 months or more | | | | | | |
| Number scheduled | | | | | | |
| Total approved last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Rejected last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Total Appeals last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Others (specify) | | | | | | |
| | | | | | | |
| | | | | | | |
| Total read not scheduled | | | | | | |

Comment on selection of records (method of selection, any special considerations)

8. Reason for selecting this agency SIZED LOCATION

9. Characteristics of community served:

a. Population at present: 2,347 before war 1,980.
Social factors: _____

b. Principal industries or crops Timber, Forestry

c. Others (e.g. financial ability): Paper Material & Tea

10. Statistical data for review period:

| TYPE OF DATA | DISB-PA | IND | OCC | MAT | FUN | CW |
|--|---------|-----|-----|-----|-----|----|
| No. of recipients last day of review period | | | | | | |
| Percent of prefecture total | | | | | | |
| No. applications pending last day of period | | | | | | |
| Average payments last month of period | | | | | | |
| Rank in prefecture | | | | | | |
| Prefecture average (payments) | | | | | | |
| Average value of recipients' resources (as recorded) | | | | | | |
| Average of recipients' requirements (as recorded) | | | | | | |

III. LOCAL OFFICE FUNCTIONS, ORGANIZATION AND STAFF

1. Area covered: SHI() KU() MACHI() MURA(~~X~~)
 Other(). Specify _____. Note: For a Shi, indicate the number of Ku; for a Ku, the number of districts; for a Machi or Mura, the number of burakus.

2. Programs administered:

- a. Livelihood Assistance
- b. Medical Aid
- c. Occupation Aid
- d. Maternity Aid
- e. Funeral Aid
- f. Relief in kind
- g. Child Welfare Services
- h. Other programs or functions (describe) REPATRIATE AFFAIRS

3. a. Agency organization: Make a chart of the local government indicating relative position of welfare section and in detail the organization of welfare activities. Attach chart as inclosure.

b. Make a chart of the organization of minsei-in, indicating parenthetically numbers of minsei-in (at each level of organization). Attach chart as inclosure.

4. Office space and locations:

a. Describe office space and facilities; location and convenience to clients. SPACE ONE LARGE ROOM.

b. Are offices or buildings owned: privately ____, by prefecture ____, by local government X, other (specify) _____.

5. Office hours (indicate differences for various offices).

| | Week days | Saturdays |
|-------------|------------------|------------------|
| For Clients | <u>0830-0530</u> | <u>0830-1200</u> |
| Staff | <u>0830-0530</u> | <u>0830-1200</u> |

6. Staff of local office (date 8 Sept 49). Include child welfare officials assigned to area.

| Position (personnel classification) | Auth. Total | No. Employed | No. Vacancies |
|-------------------------------------|-------------|--------------|---------------|
| <u>MAYOR</u> | <u>1</u> | <u>1</u> | |
| <u>VICE MAYOR</u> | <u>1</u> | <u>1</u> | |
| <u>WELFARE CLERK</u> | <u>2</u> | <u>2</u> | |
| | | | |
| | | | |
| | | | |
| | | | |

4

7. Minsei-iin and Child Welfare Worker Caseloads on _____ 19____. Where number of minsei-iin, exceeds 20, copy of form may be left with local officials for completion and later transmitted to welfare officer. If for any reason, such as indications of poor work, items pertaining to qualifications (occupation, age, education, experience, etc.) may be added.

| a. Minsei-iin (1 line ea.) | | b. Number of cases carried over on last day of month | | | | | | | | c. Number of applications pending on last day of month | | | | | | | |
|-------------------------------|-------------|---|------|------|------|------|-------------|-------------|-------|---|------|------|------|------|-------------|-------------|--|
| Name | 1/ Total | DISL P. | Med. | Mnt. | Occ. | Fun. | Rel. Aid | CW Serv. | Total | DISL P. | Med. | Mnt. | Occ. | Fun. | Rel. Aid | CW Serv. | |
| (1) | | | | | | | | | | | | | | | | | |
| (2) | | | | | | | | | | | | | | | | | |
| (3) | | | | | | | | | | | | | | | | | |
| (4) | | | | | | | | | | | | | | | | | |
| (5) | | | | | | | | | | | | | | | | | |
| (6) | | | | | | | | | | | | | | | | | |
| (7) | | | | | | | | | | | | | | | | | |
| (8) | | | | | | | | | | | | | | | | | |
| (9) | | | | | | | | | | | | | | | | | |
| (10) | | | | | | | | | | | | | | | | | |
| (11) | | | | | | | | | | | | | | | | | |
| (12) | | | | | | | | | | | | | | | | | |
| (13) | | | | | | | | | | | | | | | | | |
| (14) | | | | | | | | | | | | | | | | | |
| (15) | | | | | | | | | | | | | | | | | |
| (16) | | | | | | | | | | | | | | | | | |
| (17) | | | | | | | | | | | | | | | | | |
| (18) | | | | | | | | | | | | | | | | | |
| (19) | | | | | | | | | | | | | | | | | |
| (20) | | | | | | | | | | | | | | | | | |

- 8 -

1/ Total as reported to prefecture. If different from total of assigned case loads, indicate such difference in a separate line. State whether unassigned or unaccounted for.

8. What does agency consider a standard case load?

a. For minsei-iin 2 1/2 cases

b. For child welfare worker 2 1/2 cases

c. Explain variations from standard. NONE

d. Do case loads include the population of welfare institutions in the district? Yes

e. If not, how are these recipients handled? _____

f. What is population of normal minsei-iin district? 267 people

g. Are any cases handled directly by minsei-iin Cho or by paid officials, including child welfare workers? No. Explain _____

9. See Section XVII for critique.

IV. PUBLIC ASSISTANCE: Application Process

1. Where do applicants apply for assistance: at home of minsei-iin X; minsei-iin kan _____; welfare office _____? Explain any exceptions which are made. _____

2. To whom is application made: minsei-iin _____; minsei-iin-cho _____; welfare officials _____?

3. Are applications for child welfare services handled separately? NO. Handled differently? _____. Explain procedure. _____

4. Is applicant informed of all eligibility requirements? Yes. (need, residence, responsible relatives unable to assist, registration at labor exchange, etc.) Indicate items not explained _____

5. Is applicant informed of agency policy and procedure for verifying factors of eligibility? Yes. By whom is information given and when? _____

6. Must applicant meet any prerequisite before agency will consider application (Proof of registration at labor exchange, of residence, etc.)? No. If so explain _____

7. a. For what steps in the process of establishing eligibility is applicant responsible? NONE

b. What is done to assist applicant if he is unable to assume this responsibility? _____

8. Is application made by applicant at time of initial interview, after investigation, after proof of eligibility? _____
9. a. Are procedures different for persons who are residents of prefecture but not of local community? _____ If so, explain _____
- b. Does residence status effect consideration given by agency? None
How? _____
10. Requests rejected or otherwise disposed of without formal application:
- a. For what reasons are requests rejected? When Family has Enough Income.
- b. If applicant insists, though considered obviously ineligible, is application taken? Yes.
- c. What records are kept of rejection or disposition and where are they filed? No Knowledge
- d. Number of requests rejected from July to Sept: None
11. If applicant needs assistance before decision on application, how is need met? Paid out of Village Office
12. a. Is payment under DSA of any type or assistance ever authorized prior to establishment of eligibility? _____. If so, what is extent of practice and what is considered sufficient proof to warrant prior payment? _____
- b. How soon after first payment is investigation completed? SAME DAY.
13. Is there at least one interview with each applicant before any payment? Yes. Explain any exception _____
14. Are home visits usually made prior to decision on eligibility? Yes
15. a. What evidences of eligibility are usually obtained independently of applicant (bank clearances, employers' statements, insurance records)? Income, Neighbors
- b. What information concerning this procedure is given to applicant? None
16. What information is usually requested from references or other agencies? _____
17. What is usually interval between applicant's first request and final decision 2-Weeks. Give common reasons for delay. 2

18. Is there a time limit for allocation of applications? No. If so, what action is taken if decision is not made within time limit? _____

19. Have waiting lists been established during review period? No. If so;

a. Why has this been necessary? _____

b. At what point in procedure have they been established (e.g. before first interview, between first interview and investigation, after investigation)? _____

c. In what order are names taken from the list? _____

d. How many are now (date _____) on waiting list? _____

20. Is applicant ever advised to withdraw his application? No. If so, in what circumstances and for what reasons? _____

21. What assistance is given to rejected applicants to obtain needed services?

Referral to Employment

22. Give titles of welfare officials responsible for recommending, reviewing and making final decisions in types of action listed:

| TYPE OF ACTION | Action recommended by | Action Reviewed by | Final decision by |
|----------------------------|-----------------------|--------------------|-------------------|
| a. Approval for assistance | MINSEI-IIN | MINSEI-IIN | MAHAT |
| b. Amount of Payment | " | Meeting | " |
| c. Change in Payment | " | " | " |
| d. Suspension | " | " | " |
| e. Reinstatement | " | " | " |
| f. Continuing Payment | " | " | " |
| g. Cancellation of Award | " | " | " |
| h. Rejection - Formal | " | " | " |
| i. Rejection - Informal | " | " | " |

j. Explain deviation from above procedure _____

23. Are recommendations of minsei-iin or local officials frequently changed prior to final decision? No. If so, by whom and in what circumstances? _____

24. How are applicants notified of following decisions?

- a. Application approved MINSEI - IIN
- b. Application rejected - formal _____
- c. Application rejected - informal _____
- d. Changes in payment _____
- e. Discontinuance and suspension of payment _____
- f. Referral for institutional care _____

V. PUBLIC ASSISTANCE: FEDERAL GOVERNMENT PUBLIC ASSISTANCE

1. How often is eligibility reviewed? _____.
2. By whom are reviews made? _____.
3. Method of determining continuing eligibility:
 - a. What is usual method (e.g. home visits, office interviews, other)? _____
 - b. Do procedures provide for a personal interview? _____. Explain any circumstances in which personal interviews are not held. _____
4. What eligibility factors are considered?
 - a. Need? _____
 - b. Last visit to labor exchange? _____
 - c. Ability of relative to support? _____
 - d. Others (specify)? _____
5. Are cases formally reapproved after review? _____. By whom? _____
Describe procedure. _____
6. By what devices does agency know when redeterminations are due? _____
7. How are addresses of recipients, including recipients in institutions, kept current? _____
8. By what means does agency check on death of recipients (e.g. clearance with public health section, family registration section, etc.)? _____
9. Does agency plan to see recipients between periodic reviews? _____
If so, discuss (e.g., place, frequency, purpose) _____
10. Does agency maintain any regular collateral contacts (e.g., employers, labor exchange, responsible relatives, etc.)? _____
11. Is responsibility placed on recipient for informing agency of changes in eligibility? _____. If so, describe method and any reports required periodically. _____
12. Does agency ever discontinue payment without supported evidence of ineligibility? _____.

13. Does agency ever suspend payment? _____

a. If so, in what circumstances? _____

b. If not, is there a method by which reinstatement of discontinued grants can be made promptly? _____. Describe. _____

14. Is the discontinuance of payment always effective within 30 days after agency had the facts necessary to determine that a recipient is no longer eligible? _____. If not, explain exceptions. _____

15. What service does agency provide after payment is discontinued? _____

16. See Section AVII for critique.

VI. PUBLIC ASSISTANCE: Eligibility Requirements Other Than Need

Note: The purpose of this section is to furnish a framework for analysis of the effect of each eligibility factor in the administration of public assistance. In order to accomplish this purpose, some of the questions are stated in general terms.

For each factor consider prefecture or local interpretations and methods of determining eligibility which significantly (1) limit eligibility more than the Daily Life Security Law requires, (2) adversely affect recipients, (3) operate to delay the granting of assistance, (4) present undue administrative difficulties or (5) afford examples of unusual resourcefulness or constructive program development.

In order to make such an analysis, it will be necessary to obtain the basic facts concerning the agency interpretations and methods of making determinations on each factor. Those basic facts should be recorded if any of the points listed above (1 through 5) is relevant or if local practice departs substantially from prefecture instructions, provisions or national standards. If, however, the prefecture instructions are followed and results of local practices appear to be satisfactory, it is not necessary to record in detail the methods of verification or similar information.

1. Willingness to work. What are local practices concerning the requirement that persons capable must:

a. Have a will to work _____

b. Not neglect their work _____

c. Make an effort to maintain themselves _____

2. Is registration and maintenance of contact with local labor exchange required? _____. Explain procedure for verification. _____

3. Quality of behavior. What are local practices concerning the provision that persons of "indifferent behavior" are not eligible? _____

How is quality of behavior determined? _____

4. Support by responsible relatives:

a. What are local practices concerning support by relatives? _____

b. How is existence of responsible supporter determined? _____

c. How is supporter's ability to assist investigated? _____

d. If relatives are unwilling to contribute, are any further steps taken by agency to secure contributions? _____. If so, describe. _____

5. Residence.

a. What are local practices concerning residence requirements? _____

ONE YEAR

b. What is local definition of "residence"? _____

ONE YEAR

c. Is official registration of applicants checked? _____

yes

d. Are needy non-residents given assistance? _____

yes

e. Are needy non-residents shipped to place of official registration? _____

f. Are payments made to residents temporarily outside limits of jurisdiction (give circumstances and procedure)? _____

6. Citizenship. What are local practices concerning citizenship of applicants? _____

7. Other eligibility requirements? _____

8. Are there difficulties or problems in establishing particular factors of eligibility? _____. If so, describe. _____

9. Are persons otherwise eligible excluded because eligibility factors can not be determined by the prescribed methods? _____. If so, to what extent?

10. Does availability or lack of other community resources for service or care affect local interpretations or eligibility requirements? _____. If so, describe.

11. See Section XVII for critique.

VII. PUBLIC ASSISTANCE: Determination of Need and Amount of Assistance.

1. Requirements.

a. For each of the requirements listed in the table below, select the standard being used locally, and indicate opposite the requirement by entering the Arabic numeral of the immediately following subparagraph which describes the standard used. (Inclose with the completed review copies of any available standards and cost data).

- (1) As given in prefecture instructions, e.g. the quantity and cost figures established as standard by prefecture.
- (2) Locally established cost figures for prefecture quantity standard.
- (3) Both quantity standard and cost figures as established locally.
- (4) Payment of actual cost, as obtained from recipient. If maximums have been established beyond which local agency will not meet the actual cost, specify the maximums set.
- (5) Locally established fixed amount per individual or family.
- (6) National standard total budget varied according to number of persons in family.
- (7) Other locally established standard. Describe. _____

- (8) No standard.
- (9) Enter if the requirement is ordinarily omitted from assistance plans.

| REQUIREMENTS | Standard in use | Remarks |
|---------------------------|-----------------|---------|
| (a) Food | | |
| (b) Rent | 49 | |
| (c) upkeep of own home | | |
| (d) Fuel | | |
| (e) Light | | |
| (f) Water | | |
| (g) Clothing | | |
| (h) Personal Upkeep | | |
| (i) Insurance | | |
| (j) Transportation | | |
| (k) Education, recreation | | |
| (l) Health | | |
| (m) | | |
| (n) | | |

b. For each requirement for which local agency has adopted standards which differ from those in the prefecture plan or from national standard, complete the following:

| Requirement | Source, basis for, or method of establishing cost figures (e.g., locally developed standard, published standard) | Cost figure prepared by whom | Date of last revision |
|-------------|--|------------------------------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |

c. What modifications are made in local food standard for:

- (1) Special diets _____
- (2) Size of family (e.g., percentage increase for large family) _____
- (3) Other (specify) _____

d. Indicate what is provided in local standard for:

- (1) Rent _____
- (2) Upkeep of own home: Taxes(); repairs(); payment of interest(); payment of principal(); insurance(); _____().
- (3) Fuel, light, water _____
- (4) Clothing _____

(5) Household supplies _____

(6) Education, recreation _____

e. What is agency's plan for including the following as requirements in assistance plan? (Indicate in what types of cases and what cost figures or other standards have been adopted.)

(1) Personal services for recipient (e.g., housekeeping service, guide services) _____

(2) Health and medical care _____

(3) Sheltered care _____

(4) Expenses connected with employment _____

(5) Other (specify) _____

d. How are cost figures used in including requirements in assistance plans? (Secure copy of any local form for recording assistance plan.)

(1) Standard cost figures used entirely().

(2) Standard cost figures adapted to individual's requirements by including cost according to applicant's information if (check one or more if applicable):

(a) Equal to cost figures ()

(b) Above cost figures ()

(c) Within range of cost figures ()

(d) Less than cost figures ()

(e) If adaptation is made when applicant's information indicates an amount less or more than cost figure, in what instances, and in accordance with what local agency policies? _____

(f) If practices noted above vary between requirements, indicate extent and types of variation. _____

(g) How are non-recurring or seasonal requirements included in assistance plans (e.g., by including total requirements in one month, by spreading over several months or year)? _____

(h) See Section XVII for critique.

2. Resources.

a. Indicate for each of the types of resource below, by check in the proper column, usual practices in making investigations:

| Type of resource | Investigation made | | Usual Source Consulted (check one or both) | |
|----------------------------------|--------------------|-------------|---|-------------------|
| | routinely | selectively | Recipient | Collateral source |
| (1) Real property: | | | | |
| (a) Residence | | | | |
| (b) Other | | | | |
| (2) Cash: (a) on hand | | | | |
| (b) deposit | | | | |
| (3) Securities | | | | |
| (4) Insurance policies | | | | |
| (5) Pensions, compensation | | | | |
| (6) Employment: | | | | |
| (a) Recipients | | | | |
| (b) Others | | | | |
| (7) Earnings other than wages | | | | |
| (8) Contributions from relatives | | | | |
| (9) Other | | | | |

b. Real property:

- (1) Method of estimating value _____
- (2) How is income from property considered in determining amount of assistance payment? _____
- (3) Methods of investigation _____

c. Savings, securities, chattels:

- (1) Method of estimating value of securities and chattels _____
- (2) Methods of investigation _____

d. Insurance:

- (1) Methods of investigation _____
- (2) Does agency require or recommend adjustment of insurance in any instance? _____. If so, explain circumstances and action by agency. _____

(3) Describe any other local practices or policies concerning insurance _____

e. Pensions, compensation (Comment on any phases of local practices and policies concerning Workmen's Compensation, Welfare Pensions, industrial pensions, and other regularly paid benefits.): _____

f. Employment.

(1) Methods of investigating employment of recipients and determining amount of wages. _____

(2) Are wages of other members verified by independent investigation? _____. If so, explain, indicating in what instances, and what use is made of information concerning wages of:

Spouse: _____

Other members of family in need, _____

Other members of self-supporting family _____

(3) What portions of total wages of the following are included as income in making assistance plan:

(a) Recipient (or grantee) _____

(b) Spouse _____

(c) Children _____

(d) Other members of household in need _____

(e) Other members of self-supporting family _____

g. How is amount of earnings other than wages determined and how taken into account in the assistance plan for:

(1) Business enterprises: _____

(2) Garden or farm produce (for family consumption) _____

(3) Garden or farm produce (sold) _____

(4) Boarders _____

(5) Other (specify) _____

4

h. Contributions from relatives

(1) On what basis is income from relatives included in the assistance plan (e.g., known contribution, expectation of contribution, ability to contribute)? _____

i. Are any types of resources disregarded in making the assistance plan (e.g., wages of minor children, home grown produce, earnings of blind persons)? _____. If so, indicate type of resource and why disregarded.

j. How does agency make adjustments in assistance plans for non-recurring and seasonal income? _____

k. Limitation on ownership of resources (in terms of yen value) as a factor of eligibility and use of property controls (e.g. liens, assignments, liquidation or forced disposal, use of trust funds).

| | Limitation on Ownership | | | | | Type of Control |
|-----------------------|-------------------------|-------------|-------------|-------------|-------------|-----------------|
| | P. | MBD ..ID | ..T ..ID | VCC ..ID | BLR ..ID | |
| (1) Real Property | | | | | | |
| (2) Savings and cash | | | | | | |
| (3) Negotiable assets | | | | | | |
| (4) Life insurance | | | | | | |
| (5) | | | | | | |

(6) If no specified maximum is set in prefecture plan or locally for those resources, what standards are used to determine whether individual is in need? _____

l. Is transfer of property a basis for denying assistance? _____. If so, explain, indicating categories and the basis on which determinations are made

m. See Section XVII for critique.

3. Method of Determining Need.

a. Do agency's methods provide for learning from recipient his circumstances and living arrangements that affect his need? _____. How is the information used in determining need? _____

b. What is the agency's method of determining recipient's need in each of the following living arrangements? (Indicate whether or not total family need is determined, and method of determining recipient's requirements and resources when living in these family groupings.)

- (1) Spouse _____

- (2) Children and grantee only _____

- (3) Family in need of assistance _____

- (4) Self-supporting family _____

c. Who is considered essential to recipient's well-being and therefore affecting his need? (Explain how their requirements and resources are considered.)

- (1) Spouse _____

- (2) Parents or persons acting as parents _____

- (3) Others performing essential services _____

d. If family requirements and resources are determined, does the difference between total requirements and total resources affect the need of the eligible person (e.g. use of family deficit as recipient's need)? _____. If so, explain method used and types of case situation _____

4. Amount of payment.

a. If recipient is living in a family group, are common household expenses considered part of his need? _____. If so, in what types of cases? _____

b. What consideration is given to needs of legal dependents of recipients? _____

(1) If through resources of recipient, explain who are considered legal dependents and method of determining amounts provided to meet their needs. _____

c. How is assistance plan made for recipient residing in institution?

(1) In private welfare institution (e.g., per capita cost, per capita cost minus income, fixed amount per capita) _____

(2) In hospital for temporary care _____

(3) What consideration is given to requirements not provided by the institution? _____

d. Are assistance payments always equal to total need of recipients as determined by the agency? _____. If not, is adjustment of payment made by:

(1) Fixed percentage of requirements (specify percent) _____

(2) Fixed percentage of deficit (specify percent) _____

(3) Other method (specify) _____

e. If assistance payments are less than total need of recipient (except when due to maximum on payments):

(1) Why are adjustments necessary? _____

(2) On the basis of what factors was adjustment formula decided? _____

(3) By whom are adjustments made? _____

f. If total need is in excess of established standard, are adjustments made in all cases using:

(1) Table II (governor's authority) _____

(2) Table III (Ministry's authority) _____

(3) Explain local procedure _____

g. When amount of payment is affected by limitations on funds, are adjustments over made by reduction in amounts included for requirements? _____. If so, explain, including requirements effected and method of making adjustment. _____

h. Were administrative reductions for any period made during past year? _____. If so, indicate:

(1) Dates effective _____

(2) Basis of reduction (e.g., percentage, flat amount) _____

(3) Made in all cases simultaneously or as cases were reinvestigated. _____

i. Are there limitations on the maximum payment which may be made?
If so:

- (1) What local maximums are there? _____
- (2) Is total need of recipient determined and recorded? _____
- (3) How is unmet need provided for? _____

j. See Section XVII for critique.

VII PUBLIC ASSISTANCE: Authorization and Methods of Payment

1. What constitutes the authorization for payment (e.g., standard form, payroll)? Stamp

2. Who officially authorizes payment? Treasurer & Mayor

3. Are changes ever made by higher echelons in the amount of payment authorized? _____

4. What information is given on the authorization:

a. Case data (other than name, address, and amount of payment) _____

b. If birthdates and school grades are not shown, are they available? _____

c. Is amount claimed for matching shown (if different from total payment)? _____

(1) If not, where is it recorded? _____

5. Where are payments prepared?

- a. Prefecture office ()
- b. Local agency office (X)
- c. Local fiscal office ()
- d. _____ ()

6. From what office are payments made?

- a. Prefecture office ()
- b. Local agency office (X)
- c. Local fiscal office ()
- d. _____ ()

7. How are payments delivered to recipient:

a. If to recipient in hand, where? Come to OFFICE

b. When recipient is in hospital or nursing home. Relative

c. When recipient is institutionalized outside jurisdiction? MAIL

d. Under other unusual circumstances? (Specify) _____

8. If payments are delivered to someone other than the recipient in any instance: Relative

a. How does recipient indicate to whom payment is to be made? By Stamp

(1) What record does agency keep of recipient's instructions?

b. Are payments ever made to someone who then makes delivery? No

9. Are supplementary payments made? yes. If so:

a. In what circumstances (e.g., medical care, non-recurring needs)?

Blankets

b. Approximately how many were issued in last month of review period?

2-Blankets.

c. Describe methods of delivery and handling, if in any way different from those outlined in items 5 through 8

10. What is the usual interval between date of authorization and date of payment to recipient? _____.

11. Discuss any steps in the mechanics of payment which cause delays (e.g., interval between authorization and preparation of payroll):

a. For initial payment _____

b. For changes in payment _____

12. Payments to guardians:

a. For how many recipients are payments made to guardians? 2

b. What persons serve as guardians (e.g., relatives, court officials)?
_____. Indicate the nature of their services (e.g.,
care of recipient, control of expenditures) _____

c. What part does agency take in guardianship proceedings? _____

d. How are costs of guardianship paid?

(1) Initial costs _____

(2) Continuing costs _____

e. What accounting do guardians make of funds handled? _____

13. Are payments ever delayed or withheld? If so, describe arrangements and agency _____

14. Do agency policies permit release of allowance after death of recipient? _____

a. Who may receive such payment. _____

b. Indicate any difficulties the agency has encountered in making payments involving deceased recipients. _____

15. What records of payments are kept in the local agency office? Yes
Safe in treasurer's office Receipted payroll.

a. Are these records available to the Minsei-iin or child welfare workers? Yes.

16. Are there any practices which raise questions of restricted payment (e.g., in making payment to persons in an institution, handling of funds by agency staff, withholding of checks)? Yes

17. See Section XVII for critique.

IX. PUBLIC ASSISTANCE: Complaints and appeals

1. What does agency consider a complaint? _____

a. On what basis is it determined whether a request is an inquiry, complaint, or appeal? _____

b. What is the usual procedure in handling complaints made in the following circumstances? (Describe, including staff responsibility for handling and supervision, promptness of handling, and method of follow-up.)

(1) In person to minsei-iin _____

(2) In person to minsei-iin kan-cho, or minsei-iin Cho _____

(3) By letter or telephone _____

(4) To other local official _____

(5) Referred from prefecture office _____

4

(6) By others on behalf of clients _____

c. Are there differences in procedures for handling complaints according to subject, emphasis, or repetition? _____. If so, describe, _____

d. Is there any formal review, such as hearing or review by local board or agency committee, for complaints? _____. If so, describe, indicating in what circumstances it is used. _____

e. Approximately how many complaints are received monthly? _____
What are the most common reasons for complaints? _____

f. What records, reports, and analyses are made of the number of and reasons for complaints? (If statistical or other analyses are available, attach copies) _____

g. How is analysis of complaints (formal or informal) used?

(1) In modification of policies and procedures _____

(2) In supervision _____

2. Appeals.

a. On what occasions and how are individuals notified of the right to appeal? (Indicate the occasion or enter "name" in each space)

- | | |
|-----------------------------|--|
| (1) First request _____ | (9) Are there planned exceptions to the above? _____. If so, describe. _____ |
| (2) Application _____ | _____ |
| (3) Approval _____ | _____ |
| (4) Rejection _____ | _____ |
| (5) Closing _____ | _____ |
| (6) Change in payment _____ | _____ |
| (7) Complaint _____ | _____ |
| (8) _____ | _____ |

b. Are any printed (or otherwise duplicated) notices other than those stipulated by the prefecture agency used? _____. If so, describe use and attach copies. _____

c. Are prefecture rules and regulations governing appeal available locally for examination by any interested person? _____

d. May appeals be made from all types of agency action regarding eligibility and amount of pay (e.g., denial of opportunity to apply, rejection of application)? _____. If not, specify types not subject to appeal.

e. May appeals involving all types of factors be made (e.g., employability, need)? _____. If not, specify types and reasons _____

f. In what circumstances does agency encourage individual to appeal? _____

g. In what circumstances does agency discourage appeal? _____

h. Are there any agency procedures with which individual must comply before he may file an appeal? _____. If so, describe and attach copies of written procedures. _____

i. What are the steps between appeal and prefecture agency hearing? (Describe, including (1) preliminary review, (2) assistance to applicant in preparing for hearing and arranging attendance and representation, (3) materials given to prefecture agency and/or appellant, (4) prefecture agency assistance to local agency). _____

j. Who from local agency attends hearing? (Give positions and describe participation) _____

k. How and when is a prefecture agency decision on appeal put into effect and what methods of follow-up are used? _____

l. Is a copy of the record of hearing on file in local agency? _____
If so:

(1) What is the type of record? _____

(2) Is it available for examination of appellant? _____

m. How many appeals were filed during period reviewed (or most recent period for which data are available)? _____. Give reasons for appeals. Indicate manner in which they were disposed. (attach available date.) _____

n. How is analysis of appeal cases used?

- (1) In modification of policies and procedure? _____
- (2) In supervision? _____

o. See Section VII for critique.

X. PUBLIC ASSISTANCE Case Records.

1. Type of case record:

- a. household basis? (X)
- b. Separate record for each type of assistance? (X)
- c. For each individual recipient? (X)
- d. Other? No determination sheet ()

2. Content of case record:

a. Forms

b. Other

and of date

- | | | | |
|-------------------------------|-----|---------------------|-----|
| (1) Face sheet | (X) | (1) Narrative | () |
| (2) Application | (X) | (2) Correspondence | () |
| (3) Record of assistance plan | () | (3) Verifications | () |
| (4) Authorization of payment | (X) | (4) Other (specify) | () |
| (5) Recertification <i>W</i> | () | (5) _____ | () |
| (6) Other (specify) | () | (6) _____ | () |
| (7) _____ | () | | |

c. Are all data relating to recipient's eligibility, including verifications, filed in case record? No. If not, where? separate

d. Is case record material uniformly arranged? No. Comment on arrangement. _____

e. Are case records current? (1) Narrative? _____ (2) Forms? _____ (3) Reinvestigations? _____ (4) Correspondence? _____ (5) Other case record material _____

If not current, explain. No - No determination sheet

f. Describe general form and content of narrative. _____

g. Are case records maintained so that all essential facts and dates concerning current eligibility and the amount of payment are readily determined? No

3. Safeguarding confidential nature of information.

a. What formal action (e.g., rules, regulations, resolutions) has been taken by local agency to safeguard the confidential nature of information? _____

b. Who is responsible for... _____

c. What devices are used for protecting case records (e.g., lock files, charge-out system)? _____

d. Who is responsible for approving release of case information? _____

(1) Indicate type of information released, to whom given, and method. _____

e. Are any reports regarding applicants or recipients filed outside the office of the local agency (e.g., records of liens, payrolls)? _____. If so;

(1) Indicate type of records and where filed. _____

(2) Are records available to the public? _____

(3) What steps have been taken to prevent their use for other than administrative purposes? _____

f. Have lists of recipients been used for other than administrative purposes during the last year? _____. If so:

(1) By whom and how were they acquired? _____

(2) For what purpose were they used? _____

(3) What action was taken by agency? _____

g. Describe any practices not discussed above which raise questions regarding the confidential nature of information. _____

h. See Section XVII for critique.

XI. Child Welfare

1. Jido Fukushi Shi (Child Welfare Officials):

a. How many Jido Fukushi Shi are assigned to area of agency jurisdiction? _____

b. How frequently are the Jido Fukushi Shi in the area? _____

c. Where do Jido Fukushi Shi establish headquarters? _____

d. What types of conferences are held? _____

(1) By whom attended? _____

e. What have been results of Jido Fukushi Shi activities in area? _____

2. Jiao Iin.

a. Are minsei-iin aware of their responsibilities under the Child Welfare Law? _____

(1) Are all minsei-iin considered Jido-iin? _____

b. What training have the minsei-iin received in connection with their duties under the Child Welfare Law? _____

3. Shonen Hogo Shi (Promotion Officers).

a. Number part-time Shonen Hogo Shi in area. _____

b. Number full-time Shonen Hogo Shi in area. _____

c. How selected and what vocations are represented? _____

d. Describe activities (responsibilities and methods). _____

4. Is there a local Child Welfare board? _____ indicate agencies and professions represented, _____

5. Where is nearest Child Welfare center? _____

a. What is referral process? _____

b. Number of referrals made since 1 Jan 48 _____

6. Protection of children.

a. Are all dependent and neglected children referred to Child Welfare Center? _____

(1) What are exceptions? _____

b. Is supervision provided for child welfare cases under care of parents or guardians? _____

c. How and by whom is supervision maintained of foster homes and children in institutions? _____

d. Are cases of _____ referred to _____ for legal action to remove children when necessary? _____.

e. Have all agencies within local agency area been approved by governor of prefecture? _____.

(1) Is copy of original application for approval (or comparable information) on file in local agency office? _____.

(2) List those not yet approved. _____

f. Has local agency recommended termination of any child caring agencies? _____.
On what basis? _____

g. Have all nursery teachers met qualifications and passed examinations before "Board of Examination of Nursery Teachers"? _____. Explain exceptions. _____

7. Is there an inter-departmental committee, composed of members of the welfare, labor, health and education sections, which coordinates activities under the Child Welfare Law? _____.

8. Do all child caring agencies comply with compulsory education regulations? _____. Explain exceptions. _____

9. Are child labor regulations enforced in foster homes and institutions? _____. Explain exceptions. _____

10. In last three months, what action has been taken locally in instances of violations of prohibited acts against children? _____

11. Is confidential nature of child welfare records adequately protected? _____.

12. Maternal and Child Health.

a. How are referrals to health centers made in the following instances:

(1) Prenatal and post natal care? _____

(2) "Weak" and handicapped children? _____

(3) Examination of preschool children? _____

b. Have health centers' activities included:

(1) Training courses _____ on _____

(2) Lectures _____ on _____

(3) Distribution of informational material _____ on _____

13. How does local agency plan and arrange to meet matching requirements in order to secure available national and prefecture child welfare funds? _____

14. In past three months, how many appeals from decisions under the Child Welfare Law have been filed? _____

a. Outline how these appeals were handled. _____

15. See Section XVII for critique.

XII. DISASTER PLANNING.

1. Are local officials thoroughly familiar with prefecture Disaster Plan? Yes.

2. Is there a local plan which conforms with, and is coordinated with, the prefecture plan? Yes

a. What publicity has the local plan received? Meeting, 23 RTCA-LIASON MAN - Fire Brigade Meeting

3. Are locally responsible persons familiar with the plan? Yes

4. What is the role of the local Red Cross Chapter? None

a. How is Red Cross activity to be coordinated with that of official agencies? _____

b. What Red Cross disaster training programs are now in effect? _____

5. Does local plan provide for immediate reporting to prefecture disaster officials? Yes

a. What alternate means of communication are available in case of telephone or other wire breakdown? _____

6. Are disaster relief activities of welfare section integrated with plans of police, health, economics, engineering and other governmental divisions? Yes
 Explain fully. _____

7. See Section XVI for critique.

ANNEX. RELIEF IN KIND

1. Distributions made in last two months (In column d(2) enter cost of items if distribution was on a charge basis):

| a. Date | b. Items | c. For whom designated | d. Type of distribution | |
|---------|----------|------------------------|-------------------------|----------|
| | | | (1) Free | (2) Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. How was eligibility determined, and by whom? _____

3. What items were turned over to organizations for distribution?

| a. Date | b. Items | c. Distribution Organization |
|---------|----------|------------------------------|
| | | |
| | | |
| | | |
| | | |

d. What checks were made to assure proper distribution? _____

4. From what agency were allotments of goods and instructions for distribution received? _____

a. What discrepancies existed between goods allotted and amount received? _____

(1) If discrepancies existed, what corrective action was taken by both receiving and allotting agencies? _____

b. Explain any discrepancies between amounts received and amounts distributed. _____

5. Describe types of receipts obtained from recipients and accounting records (attach copies) _____

a. Is a permanent file of receipts and records maintained? _____

6. When items have been distributed on a purchase basis, have recipients of public assistance been able to purchase the amounts allotted? _____. If not, explain. _____

7. See Section XVII for answer.

XIV PRIVATE ORGANIZATIONS

1. List all private welfare organizations in local agency jurisdiction:

| a. Name of organization | b. Zaidan nojin (yes or no) | c. Service function | d. Source of funds |
|-------------------------|-----------------------------|---------------------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |

2. In the past year, what lump-sum subsidies of national, prefectural or local funds have been made?

| a. Date | b. Organization to which made | c. Amount of subsidy | d. Person granted | e. Authorized by: |
|---------|-------------------------------|----------------------|-------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3. Is there a local organization which serves as a central clearing, coordinating, or general community organization and which includes public as well as private welfare agencies? _____. Describe organization and operation. _____

4. What duties do local welfare officials perform for the private organizations, what percentage of working time is utilized and what offices in the organizations are held by officials:

| a. Organization | b. Duties performed | c. % working time | d. Offices held by: |
|-----------------|---------------------|-------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

5. Do private organizations have a system for the receipt of directives? _____

6. See Section XVII for critique.

XV. INSTITUTIONS.

1. In the following table list all institutions in area of local agency jurisdiction:

| a. Name of institution | b. Type | c. Public Quasi-public Private | d. Operated By: | e. Super- vised by: | f. Inmates | |
|------------------------|---------|--------------------------------------|--------------------|------------------------|----------------------|---------------------|
| | | | | | (1) Rec- ving Pa. | (2) Not Eligible |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2. Has local agency established, or are there local ordinances, with which all institutions under local agency supervision must comply in regard to standards:

- a. Of care? _____
- b. Of personnel? _____
- c. Of management? _____
- d. Of accounting? _____
- e. Describe those standards or ordinances which do exist. _____
- f. Is there a licensing procedure? _____
 - (1) If so, how frequently are licenses reviewed? _____
 - (2) Who issues licenses? _____

3. For those institutions which are supervised locally:

- a. How frequently are inspections made by welfare officials? _____
- b. How frequently are inspections made by health officials? _____
- c. How frequently are inspections made by fire officials? _____
- d. What other officials make inspections? _____
- e. How frequently are accounts audited? _____ . By whom? _____

4. List most frequently encountered inadequacies found by local officials.

- a. What action is taken when inadequacies are found? _____
- (1) What is follow-up procedure? _____

5. Does local office make assistance payments for inmates of national or prefecture supervised institutions? _____

6. How are amounts of assistance determined for inmates of:

a. Public institutions? _____

b. Private institutions? _____

7. How are amounts of administrative expense determined for:

a. Public institutions? _____

b. Private institutions? _____

8. See Section XVII for critique.

XVI. TRAINING OF OFFICIALS AND OTHERS.

1. Training of local officials (include immediate subordinates of section chiefs).

a. Formal education (if of senmon gakko or university level, indicate major subject):

| Official | School (name if senmon gakko or university) | Number yrs. completed | Major-subject |
|----------|---|-----------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

b. What special training have officials had during past six months?

| Approx. dates | Sponsor | Subject | Hours |
|---------------|---------|---------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

2. Training of Minsei-iin.

a. What formal training sessions have been held for minsei-iin during past six months (do not include the regular meetings of the Minsei-iin Kai)?

4

| Approx. dates | Source of instructors | Subject | Hours |
|---------------|-----------------------|---------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

b. Did local officials attend above meetings? _____

c. Are training aids devised by the prefecture available for local use? _____

d. Has local agency received and distributed publications prepared by the:

(1) Japan Social Work Association? _____

(2) Kinsei-kin Federation? _____

(3) Welfare Ministry? _____

(4) Other (specify). _____

3. Training of Shonen Hogo Shi. (Summarize whatever information can be obtained). _____

4. See Section XVII for critique.

XVII. CRITIQUE:

(Note: This section presents an outline which may be used by the welfare officer in summarizing findings of the review and evaluating the agency's administration. Since the outline is not meant to be all-inclusive or limiting, the welfare officer may adapt it or extend it as circumstances indicate.)

1. Financing (refer to Section 1)

a. Evaluate methods of preparing budgeting estimates.

b. Discuss ability of local agency to meet matching requirements.

c. If such has been the case, how have delays in receipts of national and prefectural funds effected the overall program?

2. Scope and Organization (refer to Sections II and III)

a. Comment on scope of agency's program, including all services.

b. Discuss aspects of organization which effect administration (e.g., integration of program, finance, delegation of authority, staffing).

c. Evaluate compilation of statistics as required by prefecture.

3. Application process (refer to Section IV)
 - a. Analyze the effect agency's handling of informal rejections has on official count of applications.
 - b. What phases of the application process might result in restrictions or limitations on the right to apply?
4. Determination of continuing eligibility (refer to Section V)
 - a. If reports are required from recipients, is there any indication that they constitute a restrictive practice?
 - b. Do agency procedures provide adequate continuous review?
5. Eligibility requirements other than need (refer to Section VI)
 - a. Comment on local interpretations of the various eligibility requirements, the methods of establishing eligibility, possible effects on recipients of procedures used, and whether or not the requirements established locally conform with prefectural instructions and national standards.
6. Determination of need and amount of assistance (refer to Section VII)
 - a. Requirements. Comment on extent to which all requirements are being met, completeness and clarity of instructions, adequacy and currency of standards and cost figures in use, variations from prefecture and national standards and plans, and difficulty encountered in determining requirements.
 - b. Resources. In determining resources, availability thereof, limitations on possessions, indicate the extent to which recipient is primary source of information, extent to which investigations provide adequate knowledge of resources and are carefully planned, or any indications that resources are under- or over- valued.
 - c. Amount of payment. Outline any restrictive practices in regard to determining amount of payment.
 - d. Comment on extent to which needs of recipients are being realistically and adequately met; that procedures in determining need are objective and equitably applied. Also review difficulties the agency has encountered in determination of need.
7. Authorization and methods of payment. (refer to Section VIII)
 - a. Comment on authorization procedures and disbursement controls.
8. Complaints and appeals. (refer to Section IX)
 - a. Discuss methods of handling complaints and appeals including use of formal procedures, recording, and change in policy. Discuss freedom of access to appeal procedure.
9. Case records (refer to Section X)
 - a. Comment on case records maintenance including usability, currency, accuracy, neatness and confidentiality.

10. Child Welfare (refer to Section XI)

a. Discuss adequacy of the existing program and whether or not the amount of progress in its development since promulgation of the law is what could normally be expected. What have been handicaps in development of the program and how are these being overcome?

b. Are barriers between divisions of the local government being surmounted in implementation of the Child Welfare Law?

11. Disaster Relief (refer to Section XII)

a. Indicate adequacy of local disaster plans in meeting requirements of planning for forecast and emergency phases.

12. Relief in Kind (refer to Section XIII)

a. Comment on effectiveness of controls on relief-in-kind distribution.

b. If such is the case, comment on effects on assistance recipients in not being able to purchase relief-in-kind for their own use.

13. Private Organizations (refer to Section XIV)

a. Discuss relationship between public officials and private organizations.

b. Discuss effectiveness of private organizations in regard to meeting community welfare needs.

14. Institutions (refer to Section XV)

a. Comment on local agency's role in supervision of institutions (e.g., do workshops giving training tend to become places of permanent employment; has any attempt been made to standardize accounting procedures).

15. Training of Officials.

a. Comment on adequacy of the training programs.

ADDENDUM

1. Summarize recommendations made to officials present at the review.

2. Summarize recommendations made to other officials.

CASE REVIEW CHECK LIST

Municipality Naka-Kita Village

Family name Kawaguchi Date of Review July 1949 By Mr. Tamura
 Date of Visit 8 September 1949 By Reiko Kaneko Type of aid living aid Amount 900 yen.

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|--------|-------------|-----|-----|------------|-----------|--------|--|
| 1. | Miyoko | householder | F | 21 | yes | made | 1000 | The income is not spent for this family. |
| 2. | Tyouti | brother | M | 17 | yes | day-labor | 2200 | |
| 3. | Akira | brother | M | 17 | no | | | |
| 4. | Siguko | sister | F | 9 | | | | |
| 5. | | | | | schoolgirl | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

Income

Requirements

| Source of income | Amount | | Expense Items | Amount | | |
|-----------------------|------------|------------|--|--------------|------------|------------|
| | Record (1) | Client (2) | | Standard (3) | Record (4) | Client (5) |
| a. Employment by ¥ | 1400 | 2200 | Staple Foods | ¥ 4055 | 1925.85 | 2850 |
| b. Employment by | | | Other Foods | | | |
| c. Employment by | | | Clothing | 130 | 200 | 50 |
| d. Land(farming) | | | Medical | 230 | | |
| e. Aid from Relatives | | | Housing Expenses | 170 | | |
| f. Savings | | | Fuel | 275 | 28 | 50 |
| g. Other (Itemize) | | | School Expenses | | | 100 |
| TOTAL RESOURCES | 1400 | 2200 | Other (Itemize) | 40 | 50 | 50 |
| Living aid | 900 | 900 | TOTAL | 4800 | 2203.85 | 3100 |
| Resources plus aid | 2300 | 3100 | Explain differences between (3) and (4). The record is not correct. | | | |

Difference between recorded requirements and resources plus assistances.
 Total column (1) _____ Total column (4) _____
 Greater by _____ Greater by _____
 Why is this a public assistance case? Explain.

Special problems. Their parents died of sickness some years ago. Although their grand-mother and aunt live in this village they are very poor to assist this family. Although Tyouti works as a day-labor and earns money about 2200 yen a month. It is not enough to live on.

Attitude of Minsei-in, officials: good
 Frequency of visits: 3 or 4 times a month
 Regularity of assistance grants: monthly
 Other comments: At Village office

Remarks and Evaluation:

CASE REVIEW CHECK LIST

Municipality Naka Kito Village

Family name Nakamura Date of Review July 1949 By Mrs. Mariguti
 Date of Visit 8 September 1949 BY Roko Koyama Type of aid Living Aid Amount 700

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|----------|-------------|-----|-----|-----------|------------|--------|---------|
| 1. | Schitiro | householder | M | 66 | No | | | |
| 2. | Kaga | wife | F | 45 | No | | | |
| 3. | Maiti | son | M | 13 | | school boy | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

| Source of income | Income | | Expense Items | Requirements | | |
|-----------------------|------------|------------|------------------|--------------|------------|------------|
| | Record (1) | Client (2) | | Standard (3) | Record (4) | Client (5) |
| a. Employment by ¥ | | | Staple Foods | ¥ 2660 | 1341.57 | 1700 |
| b. Employment by | | | Other Foods | | | |
| c. Employment by | | | Clothing | 95 | 50 | |
| d. Land(farming) | | | Medical | 170 | | 50 |
| e. Aid from Relatives | | | Housing Expenses | 65 | | |
| f. Savings | | | Fuel | 215 | 28 | 100 |
| g. Other(Itemize) | 700 | 1000 | School Expenses | | | 70 |
| TOTAL RESOURCES | 700 | 1000 | Other(Itemize) | 35 | 200 | 30 |
| Living aid | 900 | 900 | TOTAL | 3240 | 1619 | 1950 |
| Resources plus aid | 1600 | 1900 | | | | |

Explain differences between (3) and (4).
 Because the record was not according to the Standard.

Difference between recorded requirements and resources plus assistances.
 Total column (1) _____ Total column (4) _____
 Greater by _____ Greater by _____

Why is this a public assistance case? Explain.

This couple is not working and they are not well, so their daughter was working in Kamatsushima as a made. During she was working she sending about seven hundred yen for her parents per month, however her mother become illness in first part of August therefore she come back home to take care. Two days ago she want to work as a made because her mother got well and she will send 1000 ¥ for her parents per month from now on.
 Also this family is war-suffered family.

Attitude of Minsei-in, officials: _____
 Frequency of visits: _____
 Regularity of assistance grants: _____
 Other comments: _____
 Remarks and Evaluation: _____
 Kind
 3 or 4 times a month
 Monthly At Village Office

CASE REVIEW CHECK LIST

Municipality Naka Kito Village
 Family name Shirashi Date of Review July 1949 By Mrs. Moriguti
 Date of Visit 8 September 1949 BY Reiko Kamegaki Type of aid Living Amount 500

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|----------|-------------|-----|-----|-----------|----------|--------|---------|
| 1. | Kesataru | Householder | M | 86 | No | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

| Source of income | Income | | Expense Items | Requirements | | |
|-----------------------|------------|------------|------------------|--------------|-----------------------|-----|
| | Record (1) | Client (2) | | Standard (3) | Record (4) Client (5) | |
| a. Employment by ¥ | | | Staple Foods ¥ | 910 | 393.54 | 400 |
| b. Employment by | | | Other Foods | | | |
| c. Employment by | | | Clothing | 35 | | 20 |
| d. Land(farming) | | | Medical | 60 | | |
| e. Aid from Relatives | | | Housing Expenses | 50 | | |
| f. Savings | | | Fuel | 130 | | 50 |
| g. Other(Itemize) | | | School Expenses | | | |
| TOTAL RESOURCES | | | Other(Itemize) | 35 | 50 | 30 |
| Living aid | 500 | 500 | TOTAL | 1220 | 443.54 | 500 |
| Resources plus aid | 500 | 500 | | | | |

Explain differences between (3) and (4).
 Because the record was not according to recent standard

Difference between recorded requirements and resources plus assistances.
 Total column (1) 500
 Greater by 56.46
 Total column (4) 443.54
 Greater by

Why is this a public assistance case? Explain.
 He is too old to works, and is a deaf. This deaf has a son, however the son has absolutely different opinion for his father so he does not take care his father.

Attitude of Minsei-in, officials: Kind
 Frequency of visits: Twice or 3 times a month
 Regularity of assistance grants: monthly
 Other comments: At Village Office

Remarks and Evaluation:
 The investigation was not completed because he is a deaf.

CASE REVIEW CHECK LIST

Municipality _____

Family name _____ Date of Review _____ By _____
 Date of Visit _____ By _____ Type of aid _____ Amount _____

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|------|------|-----|-----|-----------|----------|--------|---------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

| Source of income | Income | | Expense Items | Requirements | | |
|-----------------------|------------|------------|--|--------------|-------------------|------------|
| | Record (1) | Client (2) | | Standard (3) | Amount Record (4) | Client (5) |
| a. Employment by ¥ | _____ | _____ | Staple Foods ¥ | _____ | _____ | _____ |
| b. Employment by | _____ | _____ | Other Foods | _____ | _____ | _____ |
| c. Employment by | _____ | _____ | Clothing | _____ | _____ | _____ |
| d. Land(farming) | _____ | _____ | Medical | _____ | _____ | _____ |
| e. Aid from Relatives | _____ | _____ | Housing Expenses | _____ | _____ | _____ |
| f. Savings | _____ | _____ | Fuel | _____ | _____ | _____ |
| g. Other(Itemize) | _____ | _____ | School Expenses | _____ | _____ | _____ |
| TOTAL RESOURCES | _____ | _____ | Other(Itemize) | _____ | _____ | _____ |
| Living aid | _____ | _____ | TOTAL | _____ | _____ | _____ |
| Resources plus aid | _____ | _____ | Explain differences between (3) and (4). | | | |

Difference between recorded requirements and resources plus assistances.
 Total column (1) _____ Total column (4) _____
 Greater by _____ Greater by _____
 Why is this a public assistance case? Explain.

Special problems.

Attitude of Minsei-in, officials:
 Frequency of visits:
 Regularity of assistance grants:
 Other comments:

Remarks and Evaluation:

CASE REVIEW CHECK LIST

Consistent

Municipality Saka-Kita Village
 Family name Kitayama Date of Review July 1949 By Mrs. Morisuchi
 Date of Visit 9/18 '49 By S. Morikawa Type of aid living Amount 4000 yen

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|--------|-------------|------|-----|-----------|------------|--------|---------|
| 1. | Kazumi | householder | male | 11 | No | school boy | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

| Source of income | Amount | | Expense Items | Requirements | | |
|-----------------------|------------|------------|------------------|--------------|-------------------|------------|
| | Record (1) | Client (2) | | Standard (3) | Amount Record (4) | Client (5) |
| a. Employment by ¥ | | | Staple Foods ¥ | 935 | 477 | 480 |
| b. Employment by | | | Other Foods | | | |
| c. Employment by | | | Clothing | 29 | 50 | 100 |
| d. Land(farming) | | | Medical | 56 | 0 | 50 |
| e. Aid from Relatives | 200 | 300 | Housing Expenses | 50 | 0 | 0 |
| f. Savings | | | Fuel | 130 | 0 | 0 |
| g. Other(Itemize) | | | School Expenses | 97 | 0 | 100 |
| TOTAL RESOURCES | 200 | 300 | Other(Itemize) | 35 | 50 | 30 |
| Living aid | 400 | 400 | TOTAL | 1332 | 577 | 760 |
| Resources plus aid | 600 | 700 | | | | |

Explain differences between (3) and (4).
We has no housing expenses, fuel and vegetables because he is assisted by his uncle.

Difference between recorded requirements and resources plus assistances.
 Total column (1) 600 Total column (4) 577
 Greater by 33 Greater by _____

Why is this a public assistance case? Explain.
He is an illegitimate and orphan. His mother died of sickness some years ago. So he is taken care by his uncle. But the uncle's family is not wealthy to support him.

The uncle works as a day-labour and earns about 4,000 ~ 5,000 yen a month. He supports 4 people.

Attitude of Minsei-in, officials: Kind and good.
 Frequency of visits: Once or twice a month.
 Regularity of assistance grants: yes, monthly. at the village office.
 Other comments: None

Remarks and Evaluation: Properly aided

CASE REVIEW CHECK LIST

Municipality Saka-bito Village

Family name Shiratai Date of Review July 1949 By Mrs. Moriguchi
 Date of Visit 7/8 1949 By S. Morihara Type of aid living Amount 500 Yen

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|---------|-------------|--------|-----|-----------|--------------------------|--------|--------------|
| 1. | Koyatsu | householder | female | 40 | | Helping neighbours' work | | (day-labour) |
| 2. | Mitsuko | daughter | female | 15 | NO | School girl | | weak person |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

| Income | | | Requirements | | | |
|-----------------------|------------|------------|---|--------------|------------|------------|
| Source of income | Record (1) | Client (2) | Expense Items | Standard (3) | Record (4) | Client (5) |
| a. Employment by ¥ | 900 | 1,500 | Staple Foods | ¥1,930. | 948.03 | 1,750. |
| b. Employment by | | | Other Foods | | | |
| c. Employment by | | | Clothing | 82. | 50 | 100 |
| d. Land(farming) | | | Medical | 108. | 150 | 375 |
| e. Aid from Relatives | | | Housing Expenses | 50 | 10 | 27 |
| f. Savings | | | Fuel | 205 | 28 | 30 |
| g. Other(Itemize) | | 300 | School Expenses | 161 | | 300 |
| TOTAL RESOURCES | 900 | 1,800 | Other(Itemize) | 35 | 200 | 200 |
| Living aid | 500 | 500 | TOTAL | 2,551. | 1,386.03 | 2,782 |
| Resources plus aid | 1,400 | 2,300 | Explain differences between (3) and (4). This record was not made according to the standard. | | | |

Difference between recorded requirements and resources plus assistances.
 Total column (1) 1,400 Total column (4) 1,386.03
 Greater by 13.97 Greater by _____

Why is this a public assistance case? Explain.
Her husband died of sickness. Afterward she works as a day-labour and takes care of her only daughter but her income is meagre to cover monthly requirements.

Attitude of Minsei-in, officials: Kind and good.
 Frequency of visits: Sometimes minsei-in meets this recipient.
 Regularity of assistance grants: Yes, monthly.
 Other comments: None

Remarks and Evaluation: This family can live on her income and Public Assistance

CASE REVIEW CHECK LIST

Municipality Naba-Kito Village

Family name Abashi Date of Review July, 1949 By Mrs. Moriguchi
 Date of Visit 9/5 '49 By L. Morikawa Type of aid Living Amount ---

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|-----------|-------------|--------|-----|-----------|----------|--------|---------|
| 1. | Wanako | householder | female | 33 | | | | |
| 2. | Toshiyuki | son | male | 4 | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

| Source of income | Income | | Expense Items | Requirements | | |
|--------------------|------------|------------|------------------|--------------|-------------------|------------|
| | Record (1) | Client (2) | | Standard (3) | Amount Record (4) | Client (5) |
| a. Employment by ¥ | 500 | | Staple Foods | ¥ 1,475 | 752.60 | |
| b. Employment by | | | Other Foods | | | |
| c. Employment by | | | Clothing | 58 | 50 | |
| d. Land(farming) | | | Medical | 92 | 50 | |
| e. Aid from | | | Housing Expenses | 50 | | |
| Relatives | | | Fuel | 205 | 28 | |
| f. Savings | | | School Expenses | 0 | | |
| g. Other(Itemize) | | | Other(Itemize) | 35 | 100 | |
| TOTAL RESOURCES | 500 | | TOTAL | 1,915 | 980 | |
| Living aid | 500 | 500 | | | | |
| Resources plus aid | 1,000 | | | | | |

Explain differences between (3) and (4).
 This record was not made according to the standard.

Difference between recorded requirements and resources plus assistances.
 Total column (1) 1,000 Total column (4) 980
 Greater by 20 Greater by ---

Why is this a public assistance case? Explain.
 This family repatriated from Formosa and live in her parents' home but the parents are not so rich.
 Special problems.

None

Attitude of Minsei-in, officials:
 Frequency of visits:
 Regularity of assistance grants:
 Other comments:

Remarks and Evaluation: I could not inspect this case because she was absent.
 According to minsei-in she will get money and Public Assistance will be closed from next month.

CASE REVIEW CHECK LIST

Municipality _____

Family name _____ Date of Review _____ By _____
 Date of Visit _____ By _____ Type of aid _____ Amount _____

| No. | Name | Rel. | Sex | Age | Employed? | Typework | Income | Remarks |
|-----|------|------|-----|-----|-----------|----------|--------|---------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |

Income

Requirements

| Source of income | Amount | | Expense Items | Amount | |
|-----------------------|------------|------------|--|--------------|------------|
| | Record (1) | Client (2) | | Standard (3) | Record (4) |
| a. Employment by ¥ | | | Staple Foods ¥ | | |
| b. Employment by | | | Other Foods | | |
| c. Employment by | | | Clothing | | |
| d. Land(farming) | | | Medical | | |
| e. Aid from Relatives | | | Housing Expenses | | |
| f. Savings | | | Fuel | | |
| g. Other(Itemize) | | | School Expenses | | |
| TOTAL RESOURCES | | | Other(Itemize) | | |
| Living aid | | | TOTAL | | |
| Resources plus aid | | | Explain differences between (3) and (4). | | |

Differenece between recorded requirements and resources plus assistances.
 Total column (1) _____ Total column (4) _____
 Greater by _____ Greater by _____
 Why is this a public assistance case? Explain. _____

Special problems.

Attitude of Minsei-iin, officials:

Frequency of visits:

Regularity of assistance grants:

Other comments:

Remarks and Evaluation:

File

Reports Control Symbol MG-16
 ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

- Prefecture: tokushima Date 26 Aug 49
1. Welfare office visited: HIGASHIYAMA VILLAGE
 2. Population of area: 7,240
 3. Total case load of office as of end of review period. Date 26 Aug 49
 - a. Number of persons - outdoor relief 170 = 75 FAMILIES
 - b. Number of persons - in institutions None
 4. Number of paid welfare workers in office two
 5. Minsei-iin:
 - a. Number of men 12
 - b. Number of women 1
 - c. Average case load per minsei-iin 7
 6. Case load activities:

| | Past month | Past 2 months |
|--|------------|---------------|
| a. Applications for assistance | 1 | 3 |
| b. Applications approved for assistance | 1 | 3 |
| c. Applications for assistance formally rejected | 0 | 0 |
| d. Cases discontinued | 1 | 3 |
| e. Cases increased in amount of assistance | 0 | 2 |
| f. Cases decreased in amount of assistance | 1 | 0 |
| g. Cases suspended | 0 | 0 |
| h. Complaints or appeals resulting in case opening | 0 | 0 |
| i. Complaints or appeals resulting in increased assistance | 0 | 0 |
| j. Cases reviewed by minsei-iin | 4 | 7 |

7. Number of records examined by welfare officer 4. Of these:
 - a. Number budget requirements entries up to date 3
 - b. Number income and resources entries up to date 3
 - c. Number containing record of formal application 4
 - d. Number paid more than table for local approval 2
 - (1) With approval of governor 0
 - (2) With approval of Welfare Ministry 0
 - e. Number of cases with minsei-iin visits recorded for previous month
8. Number family visits made by MG representative
 Number of discrepancies found
9. Dates office received prefecture funds for current quarter
 - a. For residents 14 MAY 49
 - b. For nonresidents None
10. Dates offices received national government funds for current quarter 27 MAY 49
11. Dates office last visited by district or prefecture officials 10 July 49

Robert L. Welch
 Signature of MG Welfare Officer
1st Lt Ind

Use reverse side for explanatory remarks.
 Inclosure 2 to OD #6, Hq Eighth Army, 24 Jan 49

File

Child Welfare
Report

LOCAL ADMINISTRATION OF
PUBLIC WELFARE

HIGASHIWAYAMA VILLAGE
(Local Agency)

Review made by: B. L. McCrear

Date: 25 Aug 49

1. General. Includes information to be obtained from Ken Welfare Department prior to local agency review. Items 2 and 3 are to be checked at time of review.

1. Prefecture Review:

- a. Date agency reviewed by Ken representative JANUARY 1949
- b. Names of reviewers _____
- c. Brief summary of findings _____

2. Case load: AS of last day of most recent complete month July.
(Where discrepancies are found at time of review, write local data in same space.)

a. Daily Life Security Law

| | Cases | Persons | Amt Disbursed |
|---------------------------|-------|---------|---------------|
| (1) Livelihood Assistance | 75 | 170 | 444,600 |
| (2) Medical Aid | 6 | 6 | 414,070 |
| (3) Maternal Aid | 0 | 0 | |
| (4) Funeral Aid | 0 | 0 | |
| (5) Occupational Aid | 0 | 0 | |
| Totals | 81 | 186 | 458,670 |

b. Other Public Welfare Programs

| | Cases | Persons | Amount Disbursed |
|---|-------|---------|------------------|
| (1) Jido Hogo Ho (Child Welfare Law) | | | |
| (2) Furoji Hogo Taisaku (Juvenile Vagrant's Protection Measure) | | | |
| (3) Sensai Gakudo Taisaku (War Suf. School Children's Measure) | | | |
| (4) Shonen Ho (Juvenile Delinquency Law) | | | |
| (5) Mifukuinsha Kyuycho (Undemob. Persons Compensation) | 10 | 10 | ¥11,600 |
| (6) Shohei-in Ho (Disabled Soldier's Home Law) | | | |
| (7) Risai Kyojyo Ho (Disaster Relief Law) | | | |
| (8) Sainan Kyugo Ho (Sea Disaster Relief Law) | | | |
| (9) Kokuritsu Kankain Kei (Ntl Reformatory Law) | | | |
| (10) Kyosei-in Ho (Correctional Institutions Law) | | | |
| (11) Fujin Hogo Taisaku (Women's Protection Measure) | | | |
| (12) Karabyonin Oyobi Do Shibonin (Wayfarers' Law) | 1 | 1 | ¥4,350 |
| (13) Seishinbyo Sha Kango Ho (Care of Mentally Ill Law) | | | |
| (14) Hokkaido Kyu Dojin Hogo Ho (Hokkaido Natives Protection Law) | | | |
| (15) Shakai Jigyo Ho (Social Work Law) | | | |
| (16) Koeki Shichiya Ho (Public Pawnshop Law) | | | |

TOTALS

3. Financing.

a. Obtain from the Ken the following information for the last previous complete fiscal year and that part of the current fiscal year which has been completed:

| (1) Date Ntl Govt funds were sent to local agency | (2) Period covered | (3) Amount | (4) Date Ken funds were sent to local agency | | (5) Period covered | | (6) Amount | | |
|---|--------------------|------------|--|-----------------------|--------------------|-----------------------|-------------------|-----------------------|--|
| | | | (a) For residents | (b) For non-residents | (a) For residents | (b) for non-residents | (a) For residents | (b) for non-residents | |
| | MAY, JUNE July | | | | | | | | |
| 15 MAY | 15 MAY | 4110.00 | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |

d. Is local agency required to make periodic estimates of future expenditures? 1-YEAR

(1) For what programs? Child Welfare, welfare etc

(2) For what periods? ONE YEAR

(3) What procedures are used?

e. How does agency plan and manage to meet required matching of national prefectural funds? Village Office Budget.

(1) Have there been any occasions on which funds for this purpose have been collected from the community by the agency or by any private organization? No. Give details.

II. METHOD AND SCOPE OF REVIEW

1. Review period: records from May to July.

2. Time of investigation and investigators:

| Name | Date started | Date completed | No. hours |
|------|--------------|----------------|-----------|
| | | | |
| | | | |
| | | | |

3. Prefecture officials assisting:

| Name | Position | No. hrs | Nature of assistance |
|-----------------|------------------------------|---------|----------------------|
| <u>T-CHAZAN</u> | <u>Chief District Office</u> | | |
| | | | |
| | | | |

4. District (or Gun, Shi, etc.) officials assisting:
 Field supervisor _____

5. Local officials interviewed:

| Name | Position | Interviewer |
|------------------|-------------------------|-------------|
| <u>N. ASA</u> | <u>MAYOR</u> | |
| <u>S. SUZUKI</u> | <u>Vice Mayor</u> | |
| <u>Y. SAHARA</u> | <u>Welfare official</u> | |
| | | |
| | | |

6. Other sources of information (conferences, staff meetings, special reports, Prefectural Bureau reports)

7. Records reviewed for period from May to July. ("Scheduled" refers to the process of extracting essential information from a case record on a prepared form for later tabulation and study of data and for spot-checking.)

| TYPE OF RECORD | TOTAL | DISL PA | MED-ICAL | MATER-NITY | OCCUP-ATION | FUN-ctional |
|------------------------------|-------|---------|----------|------------|-------------|-------------|
| Total reviewed | | | | | | |
| Total scheduled | | | | | | |
| Total open 6 months or more | | | | | | |
| Number scheduled | | | | | | |
| Total approved last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Rejected last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Total Appeals last 6 months | | | | | | |
| Number scheduled | | | | | | |
| Others (specify) | | | | | | |
| | | | | | | |
| | | | | | | |
| Total read not scheduled | | | | | | |

Comment on selection of records (method of selection, any special considerations)

8. Reason for selecting this agency Sized Location

9. Characteristics of community served:

a. Population at present: 7,240 before war 5,500.
Social factors:

b. Principal industries or crops Tobacco, Timber, Paper

c. Others (e.g. financial ability): CHARCOAL

10. Statistical data for review period:

| TYPE OF DATA | DISL PA | MED | OCC | MAT | FUN | CW |
|--|---------|-----|-----|-----|-----|----|
| No. of Recipients last day of review period | | | | | | |
| Percent of prefecture total | | | | | | |
| No. applications pending last day of period | | | | | | |
| Average payments last month of period | | | | | | |
| Rank in prefecture | | | | | | |
| Prefecture average (payments) | | | | | | |
| Average value of recipients' resources (as recorded) | | | | | | |
| Average of recipients' requirements (as recorded) | | | | | | |

III. LOCAL OFFICE FUNCTIONS, ADMINISTRATION AND STAFF

1. Area covered: Shi() Ku() M.Chl() Mura(X)
 Other(). Specify _____. Note: For Shi, indicate the number of Ku;
 for a Ku, the number of districts; for M.Chl or Mura, the number of burakus.

2. Programs administered:

- a. Livelihood Assistance (X)
- b. Medical Aid (X)
- c. Occupation Aid (X)
- d. Maternity Aid (X)
- e. Funeral Aid (X)
- f. Relief in kind (X)
- g. Child Welfare Services (X)
- h. Other programs or functions (describe) None

3. a. Agency organization: Make a chart of the local government indicating relative position of welfare section and in detail the organization of welfare activities. Attach chart as inclosure.

b. Make a chart of the organization of minsei-in, indicating parenthetically numbers of minsei-in (at each level of organization). Attach chart as inclosure.

4. Office space and locations:

a. Describe office space and facilities; location and convenience to clients. 1-Desk in one large room.

b. Are offices or buildings owned: privately ____, by prefecture ____, by local government X, other (specify) _____

5. Office hours (indicate differences for various offices).

| | Week days | Saturdays |
|-------------|------------------|------------------|
| For Clients | <u>0800-1700</u> | <u>0800-1700</u> |
| Staff | <u>0800-1700</u> | <u>0800-1700</u> |

6. Staff of local office (date 1-4 Ass'y Clerk). Include child welfare officials assigned to area. 1-Child Welfare Officials

| Position (personnel classification) | Auth. Total | No. Employed | No. Vacancies |
|-------------------------------------|-------------|--------------|---------------|
| | | | |
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775013

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

7. Minsei-iin and Child Welfare Worker Caseloads on _____ 19____. Where number of minsei-iin, exceeds 20, copy of form may be left with local officials for completion and later transmitted to welfare officer. If for any reason, such as indications of poor work, items pertaining to qualifications (occupation, age, education, experience, etc.) may be added.

| a. Minsei-iin (1 line ea.) | | b. Number of cases carried over on last day of month | | | | | | | c. Number of applications pending on last day of month | | | | | | | |
|-------------------------------|-------------|---|------|------|------|------|--------------|-------------|---|------------|------|------|------|------|--------------|-------------|
| Name | 1/ Total | DISL P. | Med. | Mat. | Occ. | Fun. | rel. Kind | CW Serv. | Total | DISL P. | Med. | Mat. | Occ. | Fun. | rel. Kind | CW Serv. |
| (1) | | | | | | | | | | | | | | | | |
| (2) | | | | | | | | | | | | | | | | |
| (3) | | | | | | | | | | | | | | | | |
| (4) | | | | | | | | | | | | | | | | |
| (5) | | | | | | | | | | | | | | | | |
| (6) | | | | | | | | | | | | | | | | |
| (7) | | | | | | | | | | | | | | | | |
| (8) | | | | | | | | | | | | | | | | |
| (9) | | | | | | | | | | | | | | | | |
| (10) | | | | | | | | | | | | | | | | |
| (11) | | | | | | | | | | | | | | | | |
| (12) | | | | | | | | | | | | | | | | |
| (13) | | | | | | | | | | | | | | | | |
| (14) | | | | | | | | | | | | | | | | |
| (15) | | | | | | | | | | | | | | | | |
| (16) | | | | | | | | | | | | | | | | |
| (17) | | | | | | | | | | | | | | | | |
| (18) | | | | | | | | | | | | | | | | |
| (19) | | | | | | | | | | | | | | | | |
| (20) | | | | | | | | | | | | | | | | |

1/ Total as reported to prefecture. If different from total of assigned case loads, indicate such difference in a separate line. State whether unassigned or unaccounted for.

8. What does agency consider a standard case load?

a. For minsei-iin 7

b. For child welfare worker _____

c. Explain variations from standard. _____

d. Do case loads include the population of welfare institutions in the district? Yes.

e. If not, how are these recipients handled? _____

f. What is population of normal minsei-iin district? 100 FAMILIES.

g. Are any cases handled directly by minsei-iin Cho or by paid officials, including child welfare workers? No. Explain _____

9. See Section XVII for critique.

IV. PUBLIC ASSISTANCE: Application Process

1. Where do applicants apply for assistance: at home of minsei-iin X; minsei-iin kan _____; welfare office _____? Explain any exceptions which are made. _____

2. To whom is application made: minsei-iin X; minsei-iin-cho _____; welfare officials _____?

3. Are applications for child welfare services handled separately? X. Handled differently? _____. Explain procedure. _____

4. Is applicant informed of all eligibility requirements? Yes. (need, residence, responsible relatives unable to assist, registration at labor exchange, etc.) Indicate items not explained _____

5. Is applicant informed of agency policy and procedure for verifying factors of eligibility? Yes. By whom is information given and when? Minsei-iin

6. Must applicant meet any prerequisite before agency will consider application (Proof of registration at labor exchange, of residence, etc.)? Yes. If so explain No labor exchange here in village

7. a. For what steps in the process of establishing eligibility is applicant responsible? _____

b. What is done to assist applicant if he is unable to assume this responsibility? _____