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

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

Description of contents

(1) Box no. 3062

(2) Folder title/number: (2)
Administrative Review - Kochi

(3) Date: ? - Sept. 1949

(4) Subject:

Classification	Type of record
9760	e, i

(5) Item description and comment:

Kochi

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi-ken Date 30 August 1949

1. Welfare office visited: Ochi-cho, Takaoka-gun
2. Population of area: 6,500. -
3. Total case load of office as of end of review period. Date 30 August 1949
   a. Number of persons -- outdoor relief 118
   b. Number of persons - in institutions -
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 11
   b. Number of women 5
   c. Average case load per minsei-iin 2
6. Case load activities:

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

7. Number of records examined by welfare officer All . Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application All
   d. Number paid more than table for local approval None
      (1) With approval of governor -
      (2) With approval of Welfare Ministry -
   e. Number of cases with minsei-iin visits recorded for previous month All
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 16 July
   b. For nonresidents -
10. Dates offices received national government funds for current quarter 18 July
11. Dates offices last visited by district or prefecture officials 10 August

Lt. Rovert T. Wilson
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

(Over)

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

The Minsei-Iin of this town checks each case monthly. The Welfare Official checks each case once every 3 months by a home call. They have their own form for computing income which is patterned after the 10th revision. At the present they do not have a child Welfare board but are in the process of getting one. As they are located close to Kochi City, most of their business is done with the Child Welfare Center. Records are in excellent shape but they are having a little confusion in computing the value of income off a garden. At the present their disaster plan has not been completed but will be by 10 September.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi-ken Date 8 Sept. 1949

1. Welfare office visited: Aki-cho, Aki-gun.
2. Population of area: 13,500.
3. Total case load of office as of end of review period. Date 8 Sept. 1949
   a. Number of persons - outdoor relief 118 Families
   b. Number of persons - in institutions X
4. Number of paid welfare workers in office 2
5. Minsei-iin:
   a. Number of men 17
   b. Number of women 3
   c. Average case load per minsei-iin 21
6. Case load activities:

		Past month	Past 2 months	
a.	Applications for assistance	6	9	
b.	Applications approved for assistance	6	9	
c.	Applications for assistance formally rejected	6	9	
d.	Cases discontinued	0	0	
e.	Cases increased in amount of assistance	1	2	
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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	All	All	

7. Number of records examined by welfare officer 50. Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application All
   d. Number paid more than table for local approval None
      (1) With approval of governor X
      (2) With approval of Welfare Ministry X
   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 12 July 1949
   b. For nonresidents X
10. Dates offices received national government funds for current quarter 12 July '49
11. Dates offices last visited by district or prefecture officials 1 Sept. 1949

_____
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

(Over)

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

A very well run office, with a very energetic Welfare Officer in charge. The deviation from the 10th revision could be found. They have monthly checks by the Minsei-Iin. The office requires that the recipient put in a new application once every 3 months. They believe that this has a tendency to make the people become more aware and to try to help themselves more.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 25 August 1949

1. Welfare office visited: Ogawa-mura, Takaoka-gun
2. Population of area: 3,084 as of 24 August 1949
3. Total case load of office as of end of review period. Date 31 July 1949
   a. Number of persons - outdoor relief 22 families, 87 persons
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office 1 Concurrently holding duty as Public Health Officer.
5. Minsei-iin:
   a. Number of men 7
   b. Number of women 1
   c. Average case load per minsei-iin 3 cases
6. Case load activities:

	July Past month	June Past 2 months	
a. Applications for assistance	3	0	
b. Applications approved for assistance	3	0	
c. Applications for assistance formally rejected	1	0	
d. Cases discontinued	0	0	
e. Cases increased in amount of assistance	5	0	
f. Cases decreased in amount of assistance	2	0	
g. Cases supended	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	All	All	

7. Number of records examined by welfare officer 87. Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application All
   d. Number paid more than table for local approval -
      (1) With approval of governor -
      (2) With approval of Welfare Ministry -
   e. Number of cases with minsei-iin visits recorded for previous month All
8. Number family visits made by MG representative 0. Number of discrepancies found See reverse side.
9. Dates office received prefecture funds for current quarter.
   a. For residents 15 July 1949 for Aug., Sept., and Oct.
   b. For nonresidents None
10. Dates offices received national government funds for current quarter 15 July 1949
11. Dates offices last visited by district or prefecture officials 22 July 1949

Robert T. Wilson

R. T. Wilson, 1st Lt., FA
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

Welfare Officer Wada was appointed to present duty on 10 June 1949. He is new at his position but thoroughly understands Hatsu Sha 49 (10th revision).

Review revealed that this office have been paying the assistant grant in the first week of the following month rather than 1st of the month. Records and books were kept in order, only defect detected was that payments were computed to nearest hundred yen, but this was corrected following Administrative Review.

Village Welfare Officer stated that they have no set appeal system because they have not received any complaint or appeal in past years.

He further stated that there are many eligible persons in this village but they decline to receive the public assistance because they still interpret the public assistance in term of charity and receiving charity is against their tradition.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Prefecture Date 22 August 1949

1. Welfare office visited: Nagaoka-mura Nagaoka
2. Population of area: 8,150
3. Total case load of office as of end of review period. Date 22 August 1949
   a. Number of persons - outdoor relief 219
   b. Number of persons - in institutions X
4. Number of paid welfare workers in office 3
5. Minsei-iin:
   a. Number of men 13
   b. Number of women 3
   c. Average case load per minsei-iin 6 families
6. Case load activities:

		Past month	Past 2 months	
a.	Applications for assistance	8	9	
b.	Applications approved for assistance	8	9	
c.	Applications for assistance formally rejected	-	-	
d.	Cases discontinued	-	4	
e.	Cases increased in amount of assistance	1	1	
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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	69	69	

7. Number of records examined by welfare officer 50. Of these:
   a. Number budget requirements entries up to date None
   b. Number income and resources entries up to date None
   c. Number containing record of formal application None
   d. Number paid more than table for local approval None
      (1) With approval of governor X
      (2) With approval of Welfare Ministry X
   e. Number of cases with minsei-iin visits recorded for previous month 0
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 18 July 1949
   b. For nonresidents X
10. Dates offices received national government funds for current quarter 18 July 1949
11. Dates offices last visited by district or prefecture officials July 1949

Robert T. Wilson

Robert T. Wilson
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

The welfare officials of this village have a difficult time in trying to keep a well run welfare system as the largest percentage of the population is made up of the so called Japanese outcasts. The Welfare officials claim that they have no definite method of getting a statement of income earned and expenditures from the recipients, as they are in a habit of giving false report.

The Welfare Office is attempting to pay according to the 10th revision but they do not use the case history forms as provided in the 10th revision. At the present time they are using a very crude system which is not kept confidential, nor is it easy to understand. They have a Minsei-iin meeting every month but keep no record of the Minsei-iin home visits. They claim this was not necessary as the Minsei-iin were very familiar with the clients home. It was explained by the Welfare Officer why records should be kept.

At the present they are giving the needy what the Welfare Office believes they need. Then if the needy cannot live on that, they are to come to the Welfare office where they can receive anadditional sum. Welfare Officer explained that this was a very poor system and that the 10th revision should be followed as close as possible. This villagewas visited earlier this year and has shown very little improvement.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 12 July 1949

1. Welfare office visited: Nakasuji-mura, Hata-gun
2. Population of area: 2,065
3. Total case load of office as of end of review period. Date 12 July 1949
   a. Number of persons - outdoor relief 20
   b. Number of persons - in institutions 1
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 5
   b. Number of women 0
   c. Average case load per minsei-iin 4
6. Case load activities:

		Past month	Past 2 months	
a.	Applications for assistance	1	1	
b.	Applications approved for assistance	1	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	1	1	
e.	Cases increased in amount of assistance	3	3	
f.	Cases decreased in amount of assistance	1	1	
g.	Cases supended	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	1	1	

7. Number of records examined by welfare officer 21. Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application None
   d. Number paid more than table for local approval None
      (1) With approval of governor x
      (2) With approval of Welfare Ministry x
   e. Number of cases with minsei-iin visits recorded for previous month None
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 21 June 1949
   b. For nonresidents 21 June 1949
10. Dates offices received national government funds for current quarter 21 June 1949
11. Dates offices last visited by district or prefecture officials February 1949

Signature of MG Welfare Officer
ROBERT T. WILSON
1st Lt., FA

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

The Minsei-In of this village have not been making regular visits to the homes of the recipient as they assume that all cases remain the same. When a home call is made it is not made a matter of record. The Mayor had not verified any of the cases to date. This village was visited about 8 months ago and found to be in very bad shape, since then they have improved a great deal. The Welfare officials knowledge of the child welfare law is very vague. Their disaster plan is set up and all officials are oriented as to their responsibilities in case of disaster.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 13 July 1949

1. Welfare office visited: Shimizu-cho, Hata-gun
2. Population of area: 15,375
3. Total case load of office as of end of review period. Date 30 June 1949
   a. Number of persons - outdoor relief 82
   b. Number of persons - in institutions 2
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 24
   b. Number of women 2
   c. Average case load per minsei-iin 3.5
6. Case load activities:

	Past month	Past 2 months	
a. Applications for assistance	0	0	
b. Applications approved for assistance	0	0	
c. Applications for assistance formally rejected	0	0	
d. Cases discontinued	0	0	
e. Cases increased in amount of assistance	0	0	
f. Cases decreased in amount of assistance	0	0	
g. Cases supended	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	84	84	

7. Number of records examined by welfare officer 50 Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application None
   d. Number paid more than table for local approval None
      (1) With approval of governor X
      (2) With approval of Welfare Ministry X
   e. Number of cases with minsei-iin visits recorded for previous month 82
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 27 June 1949
   b. For nonresidents 27 June 1949
10. Dates offices received national government funds for current quarter 27 June 1949
11. Dates offices last visited by district or prefecture officials April 1949

Signature of MG Welfare Officer
ROBERT T. WILSON
1st Lt., FA

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

This town has not paid on the 10th revision. Expect payment to be made by 20th July. Have had two Minsei-Iin meetings on the 10th revision to date. They have an up to date disaster plan. Administratively this town is in excellent shape.

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

HEADQUARTERS
KOCHI CIVIL AFFAIRS TEAM
APO 1050

SUBJECT: Field Trip Report, Hata-gun 11 - 15 July 1949

TO : Commanding Officer

FROM : Welfare Officer

1. An Administrative Review of the Daily Life Security Law and National Health Insurance was held in the following towns in Hata-gun:

a. Saga-mura; This town was checked in reference to National Health Insurance. The office in general was in good shape administratively. At the present time the biggest complaint of the people is that they do not have a clinic in the town. To compensate for this there are plans at the present to build a hospital or clinic. All doctors are paid on a fee basis and not salary.

b. Nakasuji-mura; An Administrative Review was made of this town. In November of 1948 this town was visited and found to be in very bad shape. This visit showed that a great deal of improvement was made. They have started on the 10th revision of the D.L.S.L., of 21 cases examined it was found that the mayor had not verified the money paid. Minsei-Iin have not made re-examinations of the cases as they assume that since there has been very few changes that most of the cases remain the same. The Welfare official had a very slight knowledge of the Child Welfare Law.

c. Shimizu-cho; An Administrative Review was made of this town. They were in good shape administratively. They have not started on the 10th revision as yet, but expect to have all payments made under the new revision by 20 July. The Welfare official seems to have a great deal of interest in his job. As in the case of many other towns they complain of not receiving the National Grants on time.

d. Mizaki-mura; This town was also visited last year, and is still in as bad shape as it was then. An Administrative Review could not be made as there was no one present who knew any thing about the books. The Welfare officer was in Kochi and the mayor was at a conference in an other town. It was recommended to the gun official that special attention be paid to this town as they have a habit of letting their affairs get bad.

(Over)

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

e. It is believed that more surveillance be paid to Hata-gun as they are far behind the rest of the prefecture, and in many cases the officials are poor and have no interest in their work. The larger towns of Nakamura, Sukumo and Shimizu are generally in good shape but the smaller towns are the complete opposite. All discrepancies were called to the attention of gun and prefecture officials.

ROBERT T. WILSON
1st Lt., FA
Welfare Officer

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Copy

Prefecture: Kochi Date 23 June 1949

1. Welfare office visited: Kamihayama-mura, Takaoka-gun
2. Population of area: 4,598 As of 1 June 1949
3. Total case load of office as of end of review period. Date 31 May 1949
   a. Number of persons - outdoor relief 36
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office Okabayashi in charge.
5. Minsei-iin:
   a. Number of men 8
   b. Number of women 2
   c. Average case load per minsei-iin 3.6
6. Case load activities:

		May Past month	April Past 2 months	
a.	Applications for assistance	2	3	
b.	Applications approved for assistance	2	3	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	2	2	
e.	Cases increased in amount of assistance	0	0	
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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	All	All	

7. Number of records examined by welfare officer 36 . Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application None
   d. Number paid more than table for local approval None
      (1) With approval of governor None
      (2) With approval of Welfare Ministry None
   e. Number of cases with minsei-iin visits recorded for previous month None
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 13 May for May
   b. For nonresidents for June & July
10. Dates offices received national government funds for current quarter 22 June
11. Dates offices last visited by district or prefecture officials 12 June 1949

ROBERT T. WILSON
1st Lt., FA
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

(Over)

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

May Public Assistance grants were paid in first week of June by Village Welfare Section. Official in charge explained that they have always been paying one month later. Welfare Officer pointed out that Daily Life Security Law provides for payment in advance setting dates of payment earlier each month until they be able to pay according to Law.

and recommended to correct it by

Case records were incomplete and inaccurate and show that Welfare official had little or no knowledge of Sha-Hatsu 129. Recommended Gun official for strict supervision and guidance.

Administrative Review will be made again after Welfare official has had better knowledge of Sha-Hatsu 129 and 49.

5 suits for elementary school students and 2 blankets were distributed among needy families as relief in kind on 31 May 1949.

Red Cross Women's Volunteer Service Group was organized recently.

There is no doctor in this village though they own a clinic which is closed temporary till they could find a doctor to take over.

Town assembly feels that one of the solutions is to operate National Health Insurance Association and utilize town clinic for that purpose. This problem will be placed in next town assembly agenda.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 21 JUNE 1949

1. Welfare office visited: Yusuhara-Mura, Takaoka-gun.
2. Population of area: 10,480
3. Total case load of office as of end of review period. Date 31 May 1949
   a. Number of persons - outdoor relief 101 families, 317 persons.
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office Chief, Nishimura, full time
   ONE assistant, full time
5. Minsei-iin:
   a. Number of men 13
   b. Number of women 5
   c. Average case load per minsei-iin 6 cases.
6. Case load activities:

		May Past month	April Past 2 months	
a.	Applications for assistance	1	4	
b.	Applications approved for assistance	1	4	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	4	12	
e.	Cases increased in amount of assistance	0	50	*
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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	All	All	

7. Number of records examined by welfare officer 50. Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application All
   d. Number paid more than table for local approval NONE.
      (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 0
8. Number family visits made by MG representative 0. Number of discrepancies found .
9. Dates office received prefecture funds for current quarter.
   a. For residents * See reverse side
   b. For nonresidents 0
10. Dates offices received national government funds for current quarter See reverse
11. Dates offices last visited by district or prefecture officials 15 Feb. 1949

W. Robert T. Wilson
Signature of MG Welfare Officer
1st. Lt. T.A.

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

* following recertification program.

(over.)

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

National and Prefecture subsidies for month of May were received on 3 June 1949. This village was able to make May Public Assistance grants by borrowing from village general fund.

Books and records were found to be in good conditions and could not detect any defect.

Welfare Section has completed the payment of June Assistance grants, and the differences from 10th revision (Sha Hatsu 49) will be ~~reimbursed~~ disbursed by end of June.

Welfare official seems very competent and efficient and has good knowledge of Sha Hatsu 129. He was one of two candidates to represnet the training session by Ministry of Welfare in Kochi City.

Child Welfare Program is inactive in this village and has not yet referred any child to Child Welfare Center.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 22 JUNE

1. Welfare office visited: Higashitsuno-Mura, Takaoka-gun.
2. Population of area: 6440 As of 31 May 1949
3. Total case load of office as of end of review period: Date 31 May 1949
   a. Number of persons - outdoor relief 40 families, 129 persons
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office Chief, Yamamoto; also in charge of Statistic Assistant Miss Nonami
5. Minsei-iin:
   a. Number of men 9
   b. Number of women 2
   c. Average case load per minsei-iin 4
6. Case load activities:

	Past month	Past 2 months	
a. Applications for assistance	0	0	
b. Applications approved for assistance	0	0	
c. Applications for assistance formally rejected	0	0	
d. Cases discontinued	1	0	
e. Cases increased in amount of assistance	0	0	
f. Cases decreased in amount of assistance	0	0	
g. Cases supended	1	1	*
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	40	40	

7. Number of records examined by welfare officer 40. Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application NONE
   d. Number paid more than table for local approval NONE
      (1) With approval of governor NONE
      (2) With approval of Welfare Ministry NONE
   e. Number of cases with minsei-iin visits recorded for previous month NONE
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 31 May for May
   b. For nonresidents
10. Dates offices received national government funds for current quarter 31 May for May
11. Dates offices last visited by district or prefecture officials
    Gun official — March 1949
    Pref. official — March 1949

Robert T. Wilson
1st. Lt. FA
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

* Temporary employment

(Over)

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

This Village Welfare official was assigned to present position on 19 June 1949 and has little knowledge of Welfare. Former welfare official was one of ten incompetent welfare officials throughout Takaoka-gun whom Gun Welfare Officials have urged each town official to replace. The action was taken immediately and placed new competent welfare officials without any interference from Military Government.

June Assistant grants were made in advance in accordance with Daily Life Security Law.

Case records were inaccurate and incomplete.

There were no change of records shown on Education Expenses during months of March and April when school year changes and so does the standard. Sha Hatsu 49 (10 th revision) is retroactive to 1 June and differences will be paid by end of the month.

Administrative Review will be continued after new welfare official has had a chance to make corrections.

There were three non-attendance school children. Reasons were that parents, in each case, were not too enthusiastic about sending their children to school and children themselves disliked school. Jido-iin will contact the families and if necessary will send them to Central Child Welfare Center for examination.

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 10 May 1949

1. Welfare office visited: Higashimata
2. Population of area: 5,300
3. Total case load of office as of end of review period. Date 5 May
   a. Number of persons - outdoor relief 150 persons, 42 families
   b. Number of persons - in institutions 1 in NATL Sanitorium, Kyoto. Medical
4. Number of paid welfare workers in office Chief, Tsuno, also in charge of care
5. Minsei-iin: Education & Asst. Village Chief.
   a. Number of men 11 1 Asst. Mrs Iwasaki, full time.
   b. Number of women 2
   c. Average case load per minsei-iin 3 families
6. Case load activities:

	April Past month	March Past 2 months	
a. Applications for assistance	2	0	
b. Applications approved for assistance	2	0	
c. Applications for assistance formally rejected	0	0	
d. Cases discontinued	0	1	(Died)
e. Cases increased in amount of assistance	1	0	
f. Cases decreased in amount of assistance	0	0	
g. Cases supended	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	All	All	

7. Number of records examined by welfare officer 30. Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application All
   d. Number paid more than table for local approval None
      (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 0. Number of discrepancies found .
9. Dates office received prefecture funds for current quarter.
   a. For residents See reverse
   b. For nonresidents
10. Dates offices received national government funds for current quarter See reverse
11. Dates offices last visited by district ~~or prefecture~~ officials Feb. 1949

John W. Rourk
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

(Over)

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

This village was able to make May relief payment on 5 May by Welfare Section borrowing from village general fund.
On 13 April, National and Prefectural Subsidies were received for February and March. On 9 May, National Subsidy was received for first half of April and for 1948 deficit. Books and records were found to be in good condition. Only defect detected was that payments were computed to nearest hundred yen, but this was corrected following Administrative Review.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 10 May 1949

1. Welfare office visited: Okitsu
2. Population of area: 3,339
3. Total case load of office as of end of review period. Date 30 April
   a. Number of persons - outdoor relief 80 persons 39 families
   b. Number of persons - in institutions None.
4. Number of paid welfare workers in office 2
5. Minsei-iin:
   a. Number of men 10
   b. Number of women 2
   c. Average case load per minsei-iin 3½ families
6. Case load activities:

		April Past month	March Past 2 months	
a.	Applications for assistance	0	1	
b.	Applications approved for assistance	0	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued 20 persons	10 P.	0	
e.	Cases increased in amount of assistance	20	0	
f.	Cases decreased in amount of assistance	7	0	
g.	Cases supended	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	? All	2 All	

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

John W. Rourk
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

(Over)

(Note: HAMASAKI, Welfare Chief, incomplete)

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

1. National and Prefectural Subsidies for February and March were not received until 7 April. On 9 May, National Subsidy for first 15 days of April was received.

2. Case records were inaccurate and incomplete. Rates of assistance paid bore no resemblance to the standards set by Hatsu-sha 129. No medical nor maternal aid has ever been paid

3. Town Welfare Chief appeared to be incompetent, and Gun Welfare Officials in March urged the Town Officials to replace him. It is expected that will be done at the end of the current month, with no interference from Military Government.

4. Administrative Review will be continued after new welfare official has had a chance to make corrections.

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: **Kochi** Date **9 May 1949**

1. Welfare office visited: **Kubokawa**
2. Population of area: **11,459**
3. Total case load of office as of end of review period. Date **30 April**
   a. Number of persons - outdoor relief **53 families, 142 persons**
   b. Number of persons - in institutions **None**
4. Number of paid welfare workers in office **1 full time, 1 part time**
5. Minsei-iin:
   a. Number of men **21**
   b. Number of women **2**
   c. Average case load per minsei-iin **2 families**
6. Case load activities:

	April Past month	March Past 2 months	
a. Applications for assistance	0	2	
b. Applications approved for assistance	0	2	
c. Applications for assistance formally rejected	0	0	
d. Cases discontinued	4	4	
e. Cases increased in amount of assistance	0	44	*
f. Cases decreased in amount of assistance	0	0	
g. Cases supended	0	1	
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	All	All	

7. Number of records examined by welfare officer **25**. Of these:
   a. Number budget requirements entries up to date **All**
   b. Number income and resources entries up to date **All**
   c. Number containing record of formal application **All**
   d. Number paid more than table for local approval **None**
      (1) With approval of governor
      (2) With approval of Welfare Ministry
   e. Number of cases with minsei-iin visits recorded for previous month **None**
8. Number family visits made by MG representative **50**. Number of discrepancies found **A few minor ones.**
9. Dates office received prefecture funds for current quarter.
   a. For residents **See reverse**
   b. For nonresidents
10. Dates offices received national government funds for current quarter **See reverse**
11. Dates offices last visited by district ~~or prefecture~~ officials **9 Mar.**

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

*** Following recertification program**

(Over)

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

Welfare Section of this town was forced to borrow from town general funds to make April and May relief payments. Prefecture and National Subsidies for February and March were not received until 8 April. On 9 May National Subsidy for first half of April was received. Books and records were in order, except some home calls indicated higher incomes than those recorded. Re-investigation by Minsei-iin recommended.

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 22 APRIL 1949

1. Welfare office visited: TANO MACHI, AKI GUN
2. Population of area: 4825
3. Total case load of office as of end of review period. Date 31 MARCH
   a. Number of persons - outdoor relief 39 FAMILIES, 127 PERSONS
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 8
   b. Number of women 2
   c. Average case load per minsei-iin 4 FAMILIES
6. Case load activities:

		MAR Past month	FEB. Past 2 months	
a.	Applications for assistance	0	1	
b.	Applications approved for assistance	0	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	0	3	
e.	Cases increased in amount of assistance	0	0	
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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		ALL	

7. Number of records examined by welfare officer 20. Of these:
   a. Number budget requirements entries up to date ALL
   b. Number income and resources entries up to date ALL
   c. Number containing record of formal application ALL
   d. Number paid more than table for local approval NONE
      (1) With approval of governor NONE
      (2) With approval of Welfare Ministry NONE
   e. Number of cases with minsei-iin visits recorded for previous month ALL
8. Number family visits made by MG representative NONE. Number of discrepancies found .
9. Dates office received prefecture funds for current quarter.
   a. For residents 8 MARCH FOR FEB. AND MARCH
   b. For nonresidents " "
10. Dates offices received national government funds for current quarter 12 MARCH
11. Dates offices last visited by district ~~or prefecture~~ officials 14 MARCH, FOR AUDIT OF BOOKS, REVIEW OF INDIVIDUAL CASE RECORDS.

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

RECERTIFICATION COMPLETED 6 FEB. LED TO DISCONTINUANCE OF 3 CASES. HOTSU SHA 12.9 EFFECTIVE IN JAN. INCREASED AMOUNTS TO 6 FAMILIES. APRIL PAYMENTS MADE ON 5 APRIL, ON MONEY BORROWED FROM TOWN GENERAL FUNDS, DUE TO FAILURE TO RECEIVE SUBSIDY. (OVER)

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

TOWN DISASTER PLAN REWRITTEN, AND APPROPRIATE ROLE GIVEN TO LOCAL RED CROSS.

CASE RECORDS GREATLY IMPROVED, BUT BY ERROR IN COMPUTING MARCH PAYMENTS OF EDUCATIONAL ALLOWANCE THEY WERE PAID TWICE, AND WILL BE RECTIFIED BY WITHHOLDING NEXT MONTH.

~~CHILD WELFARE PROGRAM IMPROVING BY ADDITIONAL ACTION OF MINISTRY ACTING AS I DO HIM.~~

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 21 APRIL '49

1. Welfare office visited: MUROTO-MISAKI, AKI GUN
2. Population of area: 7100
3. Total case load of office as of end of review period. Date 31 MARCH.
   a. Number of persons - outdoor relief 120 PERSONS 38 FAMILIES
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 10
   b. Number of women 3
   c. Average case load per minsei-iin 3 FAMILIES
6. Case load activities:

	FEB Past month	MAR. Past 2 months	
a. Applications for assistance	2	1	
b. Applications approved for assistance	2	1	
c. Applications for assistance formally rejected	0	0	
d. Cases discontinued	3	0	
e. Cases increased in amount of assistance	28	0	
f. Cases decreased in amount of assistance	0	0	
g. Cases supended	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	ALL		

7. Number of records examined by welfare officer 20. Of these:
   a. Number budget requirements entries up to date ALL
   b. Number income and resources entries up to date ALL
   c. Number containing record of formal application ALL
   d. Number paid more than table for local approval NONE
      (1) With approval of governor NONE
      (2) With approval of Welfare Ministry NONE
   e. Number of cases with minsei-iin visits recorded for previous month ALL
8. Number family visits made by MG representative NONE. Number of discrepancies found NONE.
9. Dates office received prefecture funds for current quarter.
   a. For residents 11 MARCH FOR FEB. & MAR.
   b. For nonresidents
10. Dates offices received national government funds for current quarter 14 MARCH.
11. Dates offices last visited by district ~~or prefecture~~ officials 24 MARCH ~~FOR CHILD WELFARE, DISASTER RELIEF, ECT.~~

John W. Rourk.
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

~~PLAN ON REOPENING NATL HEALTH INSURANCE~~.

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

60 CHILDREN ~~EE~~ OF NEEDY AT ~~PRIVATE DAY NURSERY~~.

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 20 APRIL 49

1. Welfare office visited: SAKIHAMA CHO
2. Population of area: 4320
3. Total case load of office as of end of review period. Date ~~2~~ 31 MARCH
   a. Number of persons - outdoor relief 90 (28 FAMILIES)
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 7
   b. Number of women 4
   c. Average case load per minsei-iin 3 FAMILIES
6. Case load activities:

		FEB Past month	MAR Past 2 months	
a.	Applications for assistance	0	0	
b.	Applications approved for assistance	0	0	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	7	1	
e.	Cases increased in amount of assistance	27	0	
f.	Cases decreased in amount of assistance	1	0	
g.	Cases supended	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	ALL		

7. Number of records examined by welfare officer 15. Of these:
   a. Number budget requirements entries up to date ALL
   b. Number income and resources entries up to date ALL
   c. Number containing record of formal application ALL
   d. Number paid more than table for local approval NONE
      (1) With approval of governor
      (2) With approval of Welfare Ministry
   e. Number of cases with minsei-iin visits recorded for previous month NONE
8. Number family visits made by MG representative NONE. Number of discrepancies found .
9. Dates office received prefecture funds for current quarter.
   a. For residents 10 MARCH FOR FEB & MAR. PYMTS.
   b. For nonresidents
10. Dates offices received national government funds for current quarter 12 MARCH
11. Dates offices last visited by district ~~or prefecture~~ officials 31 MARCH.

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

7 FAMILIES DISCONTINUED (21 PERSONS) BY RECERTIFICATION IN FEB. OF 28 FAMILIES ON ROLLS NOW, ONLY 4 WERE ~~PD~~ PAID IN APRIL DUE TO SHORTAGE OF FUNDS AND FAILURE TO RECEIVE NATIONAL SUBSIDY.

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 22 March, 1949

1. Welfare office visited: Shimoda-cho
2. Population of area: 5,100
3. Total case load of office as of end of review period. Date 28 Feb.
   a. Number of persons - outdoor relief 141 (39 families)
   b. Number of persons - in institutions 2
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 8
   b. Number of women 2
   c. Average case load per minsei-iin 4 families
6. Case load activities:

		Feb.	Jan.	
a.	Applications for assistance	0	1	
b.	Applications approved for assistance	0	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued (Recertification Program)	67	0	
e.	Cases increased in amount of assistance (By Hatsu sha 129)	5	0	
f.	Cases decreased in amount of assistance	3	0	
g.	Cases supended	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	All		

7. Number of records examined by welfare officer 15. 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 All
   d. Number paid more than table for local approval 21
      (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 39. Number of discrepancies found 25.
9. Dates office received prefecture funds for current quarter.
   a. For residents 6 Dec. '48 for Nov. Dec. Jan.
   b. For nonresidents " "
10. Dates offices received national government funds for current quarter 26 Dec.
11. Dates offices last visited by district or prefecture officials 22 January

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 22March 1949

1. Welfare office visited: Nakamura-cho
2. Population of area: 9,750
3. Total case load of office as of end of review period. Date 28 Feb. '49
   a. Number of persons - outdoor relief 55
   b. Number of persons - in institutions 3
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 12
   b. Number of women 4
   c. Average case load per minsei-iin 3½ families
6. Case load activities:

		Feb. month	Jan. month	
a.	Applications for assistance	4	0	
b.	Applications approved for assistance	2	0	
c.	Applications for assistance formally rejected	2	0	
d.	Cases discontinued	0	2	
e.	Cases increased in amount of assistance (By Hatsu-sha 129)	0	52	persons
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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	55		

7. Number of records examined by welfare officer 11. Of these:
   a. Number budget requirements entries up to date All
   b. Number income and resources entries up to date All
   c. Number containing record of formal application All
   d. Number paid more than table for local approval 0
      (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 0
8. Number family visits made by MG representative 0. Number of discrepancies found ____.
9. Dates office received prefecture funds for current quarter.
   a. For residents 6 Dec. for Nov. Dec. Jan.
   b. For nonresidents 6 Dec.
10. Dates offices received national government funds for current quarter 6 Dec.
11. Dates offices last visited by district or prefecture officials 6 Dec.

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 27 MARCH AND ~~11 APRIL~~ 14 APRIL

1. Welfare office visited: YAMADA MACHI
2. Population of area: 8200
3. Total case load of office as of end of review period. Date 28 FEB
   a. Number of persons - outdoor relief 134 PERSONS 63 FAMILIES
   b. Number of persons - in institutions 4 IN NAT'L HOSP.
4. Number of paid welfare workers in office 2.
5. Minsei-iin:
   a. Number of men 12
   b. Number of women 2
   c. Average case load per minsei-iin 4 TO 5 FAMILIES
6. Case load activities:

		Past month (FEB.)	Past 2 months (JAN)	
a.	Applications for assistance	1	0	
b.	Applications approved for assistance	1	0	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	2	0	
e.	Cases increased in amount of assistance	30	0	
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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	ALL		

7. Number of records examined by welfare officer 30. Of these:
   a. Number budget requirements entries up to date ALL
   b. Number income and resources entries up to date ALL
   c. Number containing record of formal application ALL.
   d. Number paid more than table for local approval NONE
      (1) With approval of governor NONE
      (2) With approval of Welfare Ministry NONE
   e. Number of cases with minsei-iin visits recorded for previous month NONE
8. Number family visits made by MG representative _____. Number of discrepancies found _____.
9. Dates office received prefecture funds for current quarter.
   a. For residents 15 FEB. (FEB & MARCH SUBSIDY)
   b. For nonresidents _____
10. Dates offices received national government funds for current quarter 15 FEB
11. Dates offices last visited by district ~~or prefecture~~ officials 22 March

~~12. 21 MARCH, 10 MARCH, OR [illegible] 24.~~

John W Rourk
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

~~March payment to be made 21 March.~~

~~Recertification completed 10 Feb~~ 2 disc. no other changes

~~" also in Dec. & many dec~~

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

1 DAY NURSERY.

600 Repats
7 fam, 17 persons. Repats receiving assistance.

Natl Health Ins. Asan? Major promoting in Assembly, but no definate action.

Planning Woolen Mill Insan - Jos. planned by Womens Volunteer Service - Red Cross).
Need 10 looms at $4000.

8200 | 134.00 .016
82 00
52 00
49 200
3800
00

loom

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

GUIDE FOR REVIEW OF AN ORGANIZATION ADMINISTRERING NATIONAL HEALTH INSURANCE (NHI)

1. Identity of Organization.
   a. Name: MOTOYAMA NATIONAL HEALTH INS. ASSOC. Location: MOTOYAMA TOWN
   b. Type: Minicipal (City ____, Town ____, Village ___): Association (General ✓, Special ___, other Juridical Person ___). If the organization is a Special Association or other Juridical Person, indicate the industry concerned: TOWNSPEOPLE IN CONTROL
   BUT MAJOR ONE OF THE REPRESENTATIVES PRIVATE
   c. Date of formation 1945. Predicessor, if any: NONE

2 Coverage Data:
   a) Number of contributors* 1204, their dependents 4836, total insured 6040
   b) Number of residents in area 7000 and 85% that are insured under N.H.I.
   c) Number of doctors in area 6 and 100% that are used by the NHI organization
   d) Number of nurses in area 14 and 85% that are used by the NHI organization.

3. Administrative Bodies
   a) Check the type or types of administrative bodies used by the organization, enter the frequency of regular meetings of such bodies, i.e., "weekly", "monthly",etc., the number of members, and the number of members representing the interests indicated:

Type of Administrative Body	In Effect	Meeting Frequency	Number of Members	Number Insured	Representing Medical	Representing Public
City, Town, or Village Assembly.						
City, Town, or Village Adivsory Council						
Association Board.....	✓		15	15	0	15
Association Directors..... (EXEC.)	✓		10	10	1	9
Other (Enter type).....						

4. Service and Medical Personnel
   a) Enter services and personnel provided by the organization:

Type of Service	Check if Provided	Percent or Limit of Benefit Cost Allowed	Number of Days Allowed	Type of Personnel	Number Full Time	Number Other
Medical care	✓	30% (REDUCED FROM 50%)	NO LIMIT	Doctors	3	3
Dental.....	0			Dentists	0	0
Maternity..	0	DISCONTINUED		Pharmacists	0	0
Funeral....	0			Nurses	12	0
Other.....	0			PH Nurses	1	0

   b) If additional services and personnel are planned enter type and expected data of availability: ADDING 1 MORE DOCTOR, FULL TIME, IN MARCH ALSO 1 PHARMACIST. STARTING PREVENTATIVE PROGRAM,

5. Facilities
   a) Enter information on medical facilities provided by the organization:

Type of Facility	Number Used	Med. Service Capacity In-patients	Out-patients	Dental Service Yes	Dental Service NO	Other Service Yes	Other Service No
NHI Hospitals	1	55	100		✓		✓
NHI Clinics..	0				✓		
NHI Other...	0				✓		
Other than NHI (not owned but used by the organization)							
Hospitals..	0				✓		
Clinics....	3	0	60		✓		✓
Other.....					✓		✓

   b) If additional facilities are planned enter type and expected date of availability: EFF. 1 MARCH, 1 CLINIC WILL BE OPENED AT NEIGHBORING VILLAGE, ALSO EXPECT TO IMPROVE X-RAY EQUIPMENT.

(*) Head or heads of household

Inclosure #2. WHICH HAS ASSN. BUT NO DOCTOR (OKAWA VILLAGE)

WITH PERIODIC EXAMINATIONS, NURSE, INSTRUCTIONS ON PREVENTION AND HOME CALLS BY PH

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

IT IS CUSTOMARY TO PAY UP AT END OF FISCAL YEAR

6. Financial Affairs and Operations

a) Contributions: Current amount per contributor*, highest ¥150, lowest ¥35 average ¥42; how ofter collected, monthly V, quarterly__ semi-annually__, annually__, other period__: amount in arrears at end of last completed month ¥242,405. (¥138,398 COLLECTED FIRST 10 MO. OF FISCAL YEAR)

b) Income: Total for preceding fiscal year ¥2,983,248.81; percent of total received during preceding fiscal year from, contributions__%, partial payment of benefits by the insured__%, municipal subsidy__%, prefectural subsidy__%, national subsidy__%, other sources__%.

c) Expenses: Total for preceding fiscal year ¥__; percent of total expense for preceding fiscal year for medical care__%, maternity 0 %, nursing__%, funeral 0 %, health facilities__%, administration__%, other__%.

d) Amount of assets ¥__, liabilities ¥__, and reserve fund ¥__ of the organization at the end of preceding fiscal year.

e) Is the organization subject to periodic audit by outside interests? YES If so, what type of audit is made and by whom? PREF. OFFICE. HOWEVER, NOT DONE.

f) Have monthly reports been submitted promptly to Gun and Prefectural offices? YES What is the latest monthly report available? Give Date 15 FEB. 48 SUBMITTED JAN. REP.

7. Payments for Medical and Other Services

a) What is the amount allowed for medical fee point? ¥10

b) Enter amount of monthly salary paid to full time doctors ¥ 3 DOCTORS: JAN. 10.000 / 10.000 / 10.000 + X-RAY SPEC. ¥5000

P.H. Nurses ¥ 3300.

c) What other remuneration, if any, is received by full time doctors HOUSING. SEMI-ANN. BONUS 1 MO SALARY full time nurses ~~3300~~ & BONUS 2 MO. SALARY PER YR.

d) How are other part time, contractual, etc., doctors paid? ONLY FUEL RICE.

¥10 POINT SYSTEM.

8. Complaints

a) Enter the major types of complaints received from members regarding:
   (1) Benefits NONE
   (2) Contributions V TOO HIGH.
   (3) Other issues HEALTH NURSE ADVOCATES MATERNITY CARE

b) Is there a prescribed formal procedure established for filing and giving consideration to complaints and appeals? NO. Is it used? NO.

9. Informational Service.

a) What methods are used by the organization in giving information to insured and others? GEN. COMM. MEMBERS TURN INFO. TO PEOPLE BY LETTER, NEWSPAPER ADS. TO 6 SURROUNDING VILLAGES FOR HOSPITAL FACILITIES

10. Contact Information

a) Date of contact 17 FEB. 49.

b) Persons contacted and their titles { H. TAKAHASHI, PRES. OF ASS'N. CHIEF. / NISHIOKA, EXECUTIVE MEMBER REPRESENT. / OGASAWARA REPRESENTATIVE & BOOKKEEPER }

c) Has a prvious contact been made with this organization? NO If so when ____.

d) Present contact made by J. W. Rowan.

Remarks:

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 15 MARCH 1949

1. Welfare office visited: KURE
2. Population of area: 7000 1700 FAMILIES
3. Total case load of office as of end of review period. Date 28 FEBRUARY
   a. Number of persons - outdoor relief 163
   b. Number of persons - in institutions 8
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men 12
   b. Number of women 5
   c. Average case load per minsei-iin 4 FAMILIES
6. Case load activities:

		FEB. Past month	JAN. ~~Past 2 months~~	
a.	Applications for assistance	1	1	
b.	Applications approved for assistance	1	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	0	0	
e.	Cases increased in amount of assistance	32	22	
f.	Cases decreased in amount of assistance	11	13	
g.	Cases supended	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	ALL.		

7. Number of records examined by welfare officer 20. Of these:
   a. Number budget requirements entries up to date NONE
   b. Number income and resources entries up to date NONE
   c. Number containing record of formal application ALL
   d. Number paid more than table for local approval NONE
      (1) With approval of governor
      (2) With approval of Welfare Ministry
   e. Number of cases with minsei-iin visits recorded for previous month NONE
8. Number family visits made by MG representative NONE. Number of discrepancies found .
9. Dates office received prefecture funds for current quarter.
   a. For residents 10 DECEMBER
   b. For nonresidents
10. Dates offices received national government funds for current quarter 24 DECEMBER 1948
11. Dates offices last visited by district ~~or prefecture~~ officials 12 MARCH 1949

John W Rouch
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

Not yet ready to operate under Hatan sho 124

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

FILE

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 14 MARCH 1949

1. Welfare office visited: SUSAKI
2. Population of area: 16,276
3. Total case load of office as of end of review period. Date 28 FEBRUARY 1949
   a. Number of persons - outdoor relief 105
   b. Number of persons - in institutions 1
4. Number of paid welfare workers in office 2
5. Minsei-iin:
   a. Number of men 17
   b. Number of women 5
   c. Average case load per minsei-iin 5
6. Case load activities:

		FEB. Past month	JAN. Past 2 months	
a.	Applications for assistance	2	1	
b.	Applications approved for assistance	2	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	11	0	
e.	Cases increased in amount of assistance	80	0	
f.	Cases decreased in amount of assistance	12	0	
g.	Cases supended	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			

7. Number of records examined by welfare officer 25. Of these:
   a. Number budget requirements entries up to date ALL
   b. Number income and resources entries up to date ALL
   c. Number containing record of formal application NONE
   d. Number paid more than table for local approval NONE
      (1) With approval of governor
      (2) With approval of Welfare Ministry
   e. Number of cases with minsei-iin visits recorded for previous month NONE
8. Number family visits made by MG representative NONE. Number of discrepancies found .
9. Dates office received prefecture funds for current quarter.
   a. For residents 6 DECEMBER 1948 (NOV-JAN. QUARTER)
   b. For nonresidents " " "
10. Dates offices received national government funds for current quarter 27 DECEMBER
11. Dates offices last visited by district ~~or prefecture~~ officials 26 FEBRUARY. ON HATSU-SHA 129 AND RECERTIFICATION

John W Round
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

97 LIVING ASSISTANCE
33 " " ALSO RECEIVE MEDICAL AID.
8 MEDICAL AID ONLY

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

GUN OFFICIAL: DAI, WELFARE CHIEF & SAKAIMOTO, GENERAL AFFAIRS CHIEF
TRAINING SESSION FOR TOWN WELFARE OFFICIALS BY HQ 750SHA129 ON 8 FEB GUN. GUN OFFICIAL
NOW MAKING FIELD TRIPS TO TOWNS FOR INDIVIDUAL INSTRUCTIONS
ALSO TRAINING SESSION IN DEC. FOR MINSEI IIN UNDER 129. RECERTIFICATION
COMPLETED UNDER 129.

ADMINISTRATIVE REVIEW CHECK LIST

DATE 15 FEB 49

PLACE NOICHI GUN KAMI PREFECTURE KOCHI

REVIEWED BY J.W. Roird INTERPRETER FUJIMOTO

POPULATION 5256

PERCENT OF OCCUPATIONS FARMERS 50 TO 60 %, COMMERCE 10% (PAPER MAG)

MAYOR NOZAKI

WELFARE OFFICIAL SHIMOUCHI,

NUMBER OF ASSISTANTS 1 ASSISTANT, PART TIME

EXPERIENCE 1 YR. 2 MO. ON JOB. NO PREVIOUS EXPERIENCE

EDUCATION FOREIGN LANGUAGE COLLEGE GRADUATE, OSAKA

TRAINING ON JOB ONLY

1. TOTAL CASE LOAD OF OFFICE 18 PERIOD 31 DEC. 48 TO 31 JAN 49

2. NUMBER OF MINSEI-IIN 10 (MEN 6 WOMEN 4)

D. L. S. L.

	CASES	PERSONS	AMOUNT DISBURSED	New Appl	Cases Closed	Reject
(1) LIVELIHOOD ASSISTANCE	15	41	¥ 200	0 (1 IN DEC)	1	1 SEPT. 48
(2) MEDICAL AID 1 (2 IN NATL HOSP)	3	3	¥ 000	0	1	
(3) MATERNAL AID	0	0	0	0		
(4) FUNERAL AID	0	0	0	0		
(5) OCCUPATIONAL AID	0	0	0	0		
TOTALS	18	44	31,200	0	2	

3. ARE CASE RECORDS KEPT CONFIDENTIAL? YES

4. WHO HAS ACCESS TO RECORDS? MAYOR, WELF

5. WHAT IS STANDARD CASE LOAD FOR MINSEI-IIN? AVERAGE

6. WHERE DO APPLICANTS APPLY FOR ASSISTANCE? MINSEI-IIN. APPLICATION THEN ON FILE IN WELFARE OFFICE

7. WHO GIVES FINAL DECISION ON APPLICATION? MINSEI-IIN MEETING, + MAYOR

Changeover to Hatsuuka 129 delayed February Daijmists, which will be made on the 21st of February.

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

8. FOR WHAT REASONS ARE REQUESTS REJECTED? INELIGIBILITY

9. NUMBER OF REJECTS DURING MONTH OF 1 IN SEPT. 1948 ? ? ?

10. ARE HOME VISITS MADE BEFORE APPROVAL? YES

11. BY WHOM? MINSEI IIN

12. WHAT IS USUAL INTERVAL BETWEEN APPLICANTS FIRST REQUEST AND FINAL DECISION? SPECIAL MEETING OF MINSEI-IIN COMM. APPROVES EMERGENCY CASES, THEN RECONSIDERS AT GENERAL MTG. IF DELAY, WHY

13. TITLES OF WELFARE OFFICIAL RESPONSIBLE FOR FOLLOWING:

TYPE OF ACTION	ACTION RECOMMENDED BY	ACTION REVIEWED BY	FINAL DECISION BY
a. APPROVAL FOR ASSISTANCE	MINSEI IIN	WELF. SECT. CHIEF	MAYOR
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	"	"	"

14. HOW OFTEN IS ELIGIBILITY REVIEWED? DIST. MINSEI-IIN MAKE MONTHLY CALLS. WELFARE OFFICIAL ALSO DOES EACH TWO MONTHS.

15. IS THERE ANY RECORD? NO.

16. BY WHOM ARE REVIEWS MADE? MINSEI IIN

17. ARE REVIEWS HOME CALLS YES PERSONAL YES

OTHERS EMPLOYERS

18. WILLINGNESS TO WORK. WHAT ARE LOCAL PRACTICES?

a. HAVE WILL TO WORK

b. NOT NEGLECT THEIR WORK

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

c. MAKE EFFORT TO MAINTAIN THEMSELVES _____

d. REGISTRATION WITH LABOR EXCHANGE NONE HERE. NO ABLE-BODIED HAVE APPLIED FOR ASSISTANCE.

19. LOCAL PRACTICE OF SUPPORT BY RELATIVES ATTEMPT TO ENFORCE.

20. WHAT IF RELATIVES REFUSE TO SUPPORT _____

21. DETERMINATION OF NEED IN ACCORDANCE WITH HOTSU SHA'S BASE.

REQUIREMENTS	STANDARD IN USE	REMARKS
a. FOOD	HOTSU SHA 129	
b. RENT		
c. UPKEEP OF OWN HOME		
d. FUEL		
e. LIGHT		
f. WATER		
g. CLOTHING		
h. PERSONAL UPKEEP		
i. TRANSPORTATION		
j. INSURANCE		
k. EDUCATION		
l. RECREATION		
m. HEALTH		
n.		
o.		
p.		

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

22. WHO OFFICIALLY AUTHORIZES PAYMENT? VICE MAYOR

23. FROM WHAT OFFICE ARE PAYMENTS MADE? TOWN OFFICE

24. HOW ARE PAYMENTS DELIVERED TO RECIPIENTS:

a. IF TO RECIPIENT IN HAND, WHERE? TOWN OFFICE

b. IF RECIPIENT IN HOSPITAL ETC. SEND TO HOSPITAL MGR.

c. OTHER CIRCUMSTANCES

25. WHAT RECORDS OF PAYMENT ARE KEPT. RECEIPT FROM CLIENT

26. BY WHOM WELFARE SECTION

27. DOES OFFICE HAVE COMPLAINTS NONE HOW MANY

28. DISPOSITION

29. DO CLIENTS KNOWOF RIGHT TO APPEAL YES

30. NUMBER OF APPEALS IN LAST 2 MONTHS NONE DISPOSITION

31. HOW MANY CHILD WELFARE OFFICIALS NONE

32. ARE MINSEI-IIN AWARE OF THEIR RESPONSIBILITIES UNDER THE CHILD WELFARE LAW? YES TRAINING SESSION BY GUN.

33. IF NOT, WHY?

34. IS THERE A LOCAL CHILD WELFARE BOARD? NO

35. IF NOT WHAT TAKES IT'S PLACE? ?

36. WHERE IS NEAREST CHILD WELFARE CENTER? KOCHI

37. WHAT ACTION IS TAKEN IN THE CASE OF NEGLECT & ABUSE OF CHILDREN?

NONE SO FAR. IF ANY DEVELOP MINSEI IN CAPABLE OF HANDLING

X 38. DOES VILLAGE HAVE A DISASTER PLAN? NONE. EXCEPT FLOOD RELIEF COMMITTEE

39. IS IT COORDINATED WITH PREFECTURE PLAN? ADVICED MAYOR AND GUN OFFICIAL TO GET TOGETHER ON THIS.

40. WHAT PUBLICITY HASTHE LOCAL PLAN RECEIVED?

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

41. WHAT IS THE ROLE OF THE LOCAL RED CROSS CHAPTER? MAYOR IS DIST. CHIEF. 500 TO 600 MEMBERS

42. DOES THE PLAN CALL FOR IMEDIATE REPORT TO PREFECTURE DISASTER OFFICIALS?

43. WHAT IS ALTERNATE MEANS OF COMMUNICATION?

44. DID VILLAGE EVER RECEIVE RELIEF IN KIND? DEC. 1948 GIRLS DRESSES TO NEEDY BY PURCHASE. NO SPECIAL CLOTHING ALLOWANCE. ONLY 2 DRESSES. ¥342.

45. PRIVATE ORGANIZATIONS:

NAME OF ORGANIZATION	TYPE OF ORGANIZATION	PUBLIC OR PRIVATE	~~SOURCE OF~~ FUNDS
DOHO ENGO KAI			(STILL IN VILLAGE OFFICE BUT DISBAND OUT)
CONSUMERS ASSN			

46. DO LOCAL OFFICIALS CHECK LOCAL INSTITUTIONS?

47. HOW FREQUENTLY?

48. IF NOT, WHY NOT?

NAME OF INSTITUTION	TYPE	OPERATED BY	SUPERVISED BY	LAST INSPECTED BY W. OFF.
KAGAMI NO HAKU-EN	DAY NURSERY	PRIVATE	WOMENS SOCIETY	12 FEB 49 (71 CHILDREN, NEEDS REHABILITATION.
				NO PUBLIC FUNDS.
				SUPPORTED BY COMM CHEST

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

REMARKS: _____

OFFICE: REVIEWED BY:

CASE NO.	NO. PERS	STANDARD RATE	INCOME	RATE MINUS INCOME	ACTUAL PYMT.	PLUS or MINUS	HOME CALL	REMARKS

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 15 FEB. 49

1. Welfare office visited: NOICHI MACHI
2. Population of area: 5256
3. Total case load of office as of end of review period. Date 31 JAN. 49
   a. Number of persons - outdoor relief 41 (18 FAMILIES)
   b. Number of persons - in institutions 2 (NATL HOSPITAL)
4. Number of paid welfare workers in office 1 FULL TIME, 1 PART TIME
5. Minsei-iin:
   a. Number of men 6
   b. Number of women 4
   c. Average case load per minsei-iin 1.8
6. Case load activities:

		Past month	Past 2 months	
a.	Applications for assistance	0	1	
b.	Applications approved for assistance	0	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	1	0	
e.	Cases increased in amount of assistance	1	0	
*f.	Cases decreased in amount of assistance	1	2	
g.	Cases supended	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	15	15	

7. Number of records examined by welfare officer 18. Of these:
   a. Number budget requirements entries up to date 18
   b. Number income and resources entries up to date 18
   c. Number containing record of formal application 0
   d. Number paid more than table for local approval 0
      (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 0
8. Number family visits made by MG representative 13. Number of discrepancies found 2 (MINOR).
9. Dates office received prefecture funds for current quarter.
   a. For residents 10 NOV. 48 FOR NOV. DEC. JAN.
   b. For nonresidents 10 NOV. 48
10. Dates offices received national government funds for current quarter 10 NOV. 48
11. Dates offices last visited by district or prefecture officials 10 FEB. AND 15 FEB
12. * DUE TO OVERPAYMENTS PREVIOUSLY.

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

NO FUNDS RECEIVED FOR CURRENT QUARTER BEGINNING FEBRUARY.

~~HAVE SURPLUS OF ¥ 20,000 ON HAND, DUE TO PREVIOUS OVER-ESTIMATES.~~

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 7 FEB. 49

1. Welfare office visited: GOMEN MACHI AND NODA MURA (JOINT ADMINISTRATION, SEPARATE RECORDS)
2. Population of area: 17786 GOMEN 708 NODA
3. Total case load of office as of end of review period. Date 31 JAN. 49
   a. Number of persons - outdoor relief ~~12~~ 27
   b. Number of persons - in institutions 0. ~~(3 CASES MEDICAL AID ONLY)~~
4. Number of paid welfare workers in office 1 (MR KODO, WELFARE AND TOWN STATISTC
5. Minsei-iin:
   a. Number of men { GO 3 / NO 3
   b. Number of women ~~GO 2 WOMEN~~
   c. Average case load per minsei-iin 2
6. Case load activities:

		Past month	Past 2 months	
a.	Applications for assistance LAST: SEPT. 30 1 CASE	0	0	1 FOR MEDICAL REC.
b.	Applications approved for assistance APPROVED	0	0	
c.	Applications for assistance formally rejected NONE	0	0	
d.	Cases discontinued 4	0	4	
e.	Cases increased in amount of assistance			
f.	Cases decreased in amount of assistance			
g.	Cases supended 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	11	11	

7. Number of records examined by welfare officer 100% (11 CASES). Of these:
   a. Number budget requirements entries up to date ALL.
   b. Number income and resources entries up to date ALL
   c. Number containing record of formal application NONE
   d. Number paid more than table for local approval NONE
      (1) With approval of governor NONE
      (2) With approval of Welfare Ministry NONE
   e. Number of cases with minsei-iin visits recorded for previous month NONE
8. Number family visits made by MG representative 10. Number of discrepancies found NONE.
9. Dates office received prefecture funds for current quarter.
   a. For residents 9 NOV. 48
   b. For nonresidents 0
10. Dates offices received national government funds for current quarter 19 NOV. 48 (NOV. DEC. JAN.)
11. Dates offices last visited by district or prefecture officials 26 JAN. 49

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

NO FUNDS RECEIVED FOR CURRENT QUARTER BEGINNING FEBRUARY.

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: KOCHI Date 8 FEB. 49

1. Welfare office visited: NAGAOKA-MURA
2. Population of area: 6291
3. Total case load of office as of end of review period. Date 31 JAN. '49
   a. Number of persons - outdoor relief 235 (70 FAMILIES)
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office 1 FULL TIME, 1 PART TIME.
5. Minsei-iin:
   a. Number of men 13
   b. Number of women 3
   c. Average case load per minsei-iin 5
6. Case load activities:

	Past month	Past 2 months	
a. Applications for assistance	1	4	
b. Applications approved for assistance	1	4	
c. Applications for assistance formally rejected	0	1	
d. Cases discontinued	3	0	
e. Cases increased in amount of assistance	1	0	
f. Cases decreased in amount of assistance	0	0	
g. Cases supended	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 RECERTIFICATION TO BE COMPLETED 23 FEBRUARY			

7. Number of records examined by welfare officer 30. Of these:
   a. Number budget requirements entries up to date 25
   b. Number income and resources entries up to date 25
   c. Number containing record of formal application 0
   d. Number paid more than table for local approval 0
      (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 0
8. Number family visits made by MG representative 30. Number of discrepancies found 2.
9. Dates office received prefecture funds for current quarter.
   a. For residents 9 NOV. 1948
   b. For nonresidents 0
10. Dates offices received national government funds for current quarter 19 NOV. 48
11. Dates offices last visited by district or prefecture officials 27 JAN. 48
12. NO FUNDS RECEIVED FOR CURRENT QUARTER BEGINNING FEBRUARY.

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

ADMINISTRATIVE REVIEW CHECK LIST

DATE 8 FEB. 49

PLACE NAGAOKA MURA GUN TOSA-NAGAOKA PREFECTURE KOCHI

REVIEWED BY Board INTERPRETER FUJIMOTO

POPULATION 8291

PERCENT OF OCCUPATIONS FARMERS 60%, Industry 403, Commerce 141, Transp. 22.

MAYOR: SAKAMOTO

WELFARE OFFICIAL YAMASAKI,

NUMBER OF ASSISTANTS MATSU MURA (PART TIME)

EXPERIENCE NO PREVIOUS EXP. IN WELFARE. 3 MO. ON PRESENT JOB

EDUCATION MIDDLE SCHOOL

TRAINING ONLY OCCASIONAL GUN INSTRUCTION

1. TOTAL CASE LOAD OF OFFICE [illegible] PERIOD 1 JAN TO 31 JAN

2. NUMBER OF MINSEI-IIN 16 (MEN 13 WOMEN 3)

D. L. S. L.

	CASES	PERSONS	AMOUNT DISBURSED
(1) LIVELIHOOD ASSISTANCE	70	235	54,748
(2) MEDICAL AID	11(4)	15(8)	27,365
(3) MATERNAL AID	0	0	
(4) FUNERAL AID	2		2000
(5) OCCUPATIONAL AID	0		
TOTALS	79		

3. ARE CASE RECORDS KEPT CONFIDENTIAL?

4. WHO HAS ACCESS TO RECORDS?

5. WHAT IS STANDARD CASE LOAD FOR MINSEI-IIN? 5 AVERAGE

6. WHERE DO APPLICANTS APPLY FOR ASSISTANCE? MOST TO TOWN OFFICE; AND REFERRED TO MINSEI IIN

7. WHO GIVES FINAL DECISION ON APPLICATION? WELFARE CHIEF

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

8. FOR WHAT REASONS ARE REQUESTS REJECTED? .

9. NUMBER OF REJECTS DURING MONTH OF DEC. ? ONE ?

10. ARE HOME VISITS MADE BEFORE APPROVAL?

11. BY WHOM? MINSEI IIN

12. WHAT IS USUAL INTERVAL BETWEEN APPLICANTS FIRST REQUEST AND FINAL DECISION? at monthly meeting of MC Comm. IF DELAY, WHY Meanwhile, emergency aid may be given

13. TITLES OF WELFARE OFFICIAL RESPONSIBLE FOR FOLLOWING:

TYPE OF ACTION	ACTION RECOMMENDED BY	ACTION REVIEWED BY	FINAL DECISIONBY
a. APPROVAL FOR ASSISTANCE	MINSEI IIN	WELF. CHIEF	MAJOR
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			

14. HOW OFTEN IS ELIGIBILITY REVIEWED? Recert. starting 22 Feb.

15. IS THERE ANY RECORD? Last year.

16. BY WHOM ARE REVIEWS MADE? Minseiin

17. ARE REVIEWS HOME CALLS yes PERSONAL

OTHERS

18. WILLINGNESS TO WORK.. WHAT ARE LOCAL PRACTICES? No able-bodied applicants

a. HAVE WILL TO WORK

b. NOT NEGLECT THEIR WORK

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

c. MAKE EFFORT TO MAINTAIN THEMSELVES _____

d. REGISTRATION WITH LABOR EXCHANGE _____

19. LOCAL PRACTICE OF SUPPORT BY RELATIVES When possible.

20. WHAT IF RELATIVES REFUSE TO SUPPORT Given by A.S.L.

_____

21. DETERMINATION OF NEED _____

_____

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. TRANSPORTATION		
j. INSURANCE		
k. EDUCATION		
l. RECREATION		
m. HEALTH		
n.		
o.		
p.		

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

22. WHO OFFICIALLY AUTHORIZES PAYMENT? welfare dir. automatically approves those in active

23. FROM WHAT OFFICE ARE PAYMENTS MADE? This office

24. HOW ARE PAYMENTS DELIVERED TO RECIPIENTS:

a. IF TO RECIPIENT IN HAND, WHERE? at this office

b. IF RECIPIENT IN HOSPITAL ETC.

c. OTHER CIRCUMSTANCES If unable to call at office, Nurse in delivers it.

25. WHAT RECORDS OF PAYMENT ARE KEPT. Recipient receipt book.

26. BY WHOM Finance Section & duplicate in Welfare.

27. DOES OFFICE HAVE COMPLAINTS Yes HOW MANY 2 informal

28. DISPOSITION No action

29. DO CLIENTS KNOWOF RIGHT TO APPEAL Apparently not

30. NUMBER OF APPEALS IN LAST 2 MONTHS no DISPOSITION

31. HOW MANY CHILD WELFARE OFFICIALS None

32. ARE MINSEI-IIN AWARE OF THEIR RESPONSIBILITIES UNDER THE CHILD WELFARE LAW? ?

33. IF NOT, WHY?

34. IS THERE A LOCAL CHILD WELFARE BOARD? No delinquency

35. IF NOT WHAT TAKES IT'S PLACE? Welfare Sect. Chief. 2 cases referrals

36. WHERE IS NEAREST CHILD WELFARE CENTER? Kochi City

37. WHAT ACTION IS TAKEN IN THE CASE OF NEGLECT & ABUSE OF CHILDREN?

One neglect case to Pref. Child Welf. Sect. Chief. Reprimand!

38. DOES VILLAGE HAVE A DISASTER PLAN? Yes

39. IS IT COORDINATED WITH PREFECTURE PLAN? Yes

40. WHAT PUBLICITY HASTHE LOCAL PLAN RECEIVED? Posters & verbal instruction by sub-division chief?

PTA only active organization

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

41. WHAT IS THE ROLE OF THE LOCAL RED CROSS ~~CHAPTER~~ Branch? "Relief Group". Medical assistance, prevention of illness, medical education.

42. DOES THE PLAN CALL FOR IMEDIATE REPORT TO PREFECTURE DISASTER OFFICIALS? Yes

43. WHAT IS ALTERNATE MEANS OF COMMUNICATION? Bycicle?

44. DID VILLAGE EVER RECEIVE RELIEF IN KIND? None.

45. PRIVATE ORGANIZATIONS:

NAME OF ORGANIZATION	TYPE OF ORGANIZATION	PUBLIC OR PRIVATE	SOURCE OF FUNDS
Repatriates Welfare Assn.		Private	Private

46. DO LOCAL OFFICIALS CHECK LOCAL INSTITUTIONS?

47. HOW FREQUENTLY?

48. IF NOT, WHY NOT?

NAME OF INSTITUTION None	TYPE	OPERATED BY	SUPERVISED BY	LAST INSPECTED BY W. OFF.

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

REMARKS:

OFFICE:

REVIEWED BY:

CASE NO.	NO. PERS	STANDARD RATE	INCOME	RATE MINUS INCOME	ACTUAL PYMT.	PLUS or MINUS	HOME CALL	REMARKS

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 77 5013

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

GUN - YAMAMOTO - ASST WELF CHIEF

YAMAMOTO - MAYOR

KUDO - Head of Welfare

MITSUI - GUN WELF. CHIEF
(2 MO. EXPERIENCE)
2 YRS IN ECONOMICS

LOCAL ADMINISTRATION OF
PUBLIC WELFARE

GOMEN AND NODA.
(Local Agency)
(SAME ADMINISTRATION, BUT SEPARATE BOOKS)

Review made by:
ROURK

Date: 7 FEB. 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 ? NONE.
" " " " GUN " 26 JANUARY 1949

b. Names of reviewers YAMAMOTO AND KURODWA.

c. Brief summary of findings "GOOD CONDITION, NO RECOMMENDATIONS"
GAVE INSTRUCTIONS AND CONDUCTED REVIEW UNDER HATSU SHA 129

2. Case load: As of last day of most recent complete month 31 JAN. '49: 7-GOMEN 14 P.
4 NODA 13 P.
(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	7 GOMEN 4 NODA	14 13	¥ 4818 G. ¥ 5692 N
(2) Medical Aid	3 GOMEN. 1 NODA (4 LIV. ASST)	3 1	¥ 8598 G ¥ 3249 N
(3) Maternal Aid	0 0	0 0	
(4) Funeral Aid	0 0	0 0	
(5) Occupational Aid	0 0	0 0	
Totals	14	30	

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

3. Financing.

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

Pref Acctg Letter shows

(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
19 NOV. 48	NOV. 48 DEC. 48 JAN. 49	Y 24,390 N Y 35,268 G	9 NOV.		NOV. DEC. JAN.		4410 G 3048 N	6 Nov 6 Nov
25 SEPT 48	SEPT. 48 OCT. 48	11370 G 8568 N	27 SEPT		SEPT OCT.		1422 G 1071 N	
23 AUG. 48	JULY 48 AUG. 48	17945 G 9503 N	13 AUG. 48		JULY AUG. + DEFICITS		2243 G 1187 N	
22 JULY 48	UNSPECIFIED MONTHS OF FISCAL YEAR	8767 G 4636 N	19 JULY 48		MAY AND JUNE		1096 G 580 N	
27 MAY 48		7847 G 2126 N	31 MAY 48				Y 980 G 266 N	
8 MAY 48		20574 G 4085 N						

- 3 -

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

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

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
JAN	4TH TO 10 TH.		+3962 G -2596 DEFICIT	-2358 G -1004 N	G	
DEC	1ST TO 10 TH.					
NOV	1ST TO 10 TO.					
OCT	1ST TO 10 TH					
SEPT	1 TO 10 TH.					
AUG	1 TO 10 TH					

EXPECT TO PAY BY 10 FEB. WHETHER OR NOT, THEY RECEIVE SUBSIDIES
WILL USE GENERAL FUNDS OF TOWN

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

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

(1) For what programs? ALL.

(2) For what periods? TOTAL, 1 YR. IN ADVANCE MAR. 31 ALLOWING FOR 10% TOWN, 10% PREF. & 80% NATL.

(3) What procedures are used? 1 YR. ESTIMATE, TOWN BUDGET. AND SEPARATE TO PREF THRU GUN.

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

(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 1 SEPT 46 to 31 JAN. 49.

2. Time of investigation and investigators:

Name	Date started	Date completed	No. hours
ROURK JOHN W	7 FEB 49	7 FEB	

3. Prefecture officials assisting:

Name	Position	No. hrs	Nature of assistance
NONE	~~GUN WELFARE CHIEF~~ TOWN		

4. District (or Gun, Shi, etc.) officials assisting: WELFARE SECTION CHIEF: MITSUIE
Field supervisor

5. Local officials interviewed:

Name	Position	Interviewer
~~NA~~ YAMAMOTO	MAYOR	Rourk
KUBO	WELF. SECT. CHIEF	Rourk
?	FINANCE CHIEF	Rourk

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

Other sources of information (conference, 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	MED-ICAL	MATER-NITY	OCCUP-ATION	FUN-ERAL
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_____.

9. Characteristics of community served:

a. Population at present:_____ before war_____.
Social factors: FARM COMMUNITY

b. Principal industries or crops RICE

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

10. Statistical data for review period:

TYPE OF DATA	DISL PA	MED	OCC	MAT	FUN	C
No. of recipients last day of review period						
Percent of prefecture total						
No. applications pending last day of period	0					
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)						

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

II. LOCAL OFFICE FUNCTION, ORGANIZATION, AND STAFF

1. Area covered: Shi( ) Ku( ) Machi( ) 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 buraku.

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	(O)
h.	Other programs or functions (describe)	O

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-iin, indicating parenthetically numbers of minsei-iin (at each level of organization). Attach chart as inclosure. CHIEF + 7 ASSISTANTS

4. Office space and locations:

a. Describe office space and facilities; location and convenience to clients. AVERAGE SMALL TOWN OFFICE

b. Are offices or buildings owned: privately____, by prefecture____, by local government ✓, other (specify)_____

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

	Week days	Saturdays
For Clients	8:30 TO 5	SAME
Staff	" " "	

6. Staff of local office (date 1). Include child welfare officials assigned to area.

Position (personnel classification)	Auth. Total	No. Employed	No. Vacancies
KUBO, CHIEF			

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

7. Minsei-iin and Child Welfare Worker Caseloads on 31 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	DLSL Pa.	Med.	Mat.	Occ.	Fun.	Rel. Kind	CW Serv.		Total	DLSL Pa.	Med.	Mat.	Occ.	Fun.	Rel. Kind	CW Serv.	
(1) G ✓		3								0								
(2) O ✓		2	1							0								
(3) M ✓		1	1							0								
(4) E ✓		1								0								
(5) ✓		0	1							0								
(6) N ✓		3								0								
(7) O ✓		1	1							0								
(8) A ✓		0								0								
(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.

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

8. What does agency consider a standard case load?

a. For minsei-iin _____

b. For child welfare worker 0

c. Explain variations from standard. _____

d. Do case loads include the population of welfare institutions in the district? 0.

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

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

g. Are any cases handled directly by minsei-iin Cho (CHIEF KEN) or by paid officials, including child welfare workers? 0. Explain _____

9. See Section XVII for critique.

IV. PUBLIC ASSISTANCE: Application Process

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

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

3. Are applications for child welfare services handled separately? NONE. Handled differently? _____. Explain procedure. _____

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

5. Is applicant informed of agency policy and procedure for verifying facts of eligibility? YES. By whom is information given and when? MINSEI IIN AT FIRST INTERVIEW

6. Must applicant meet any prerequisite before agency will consider application (Proof of registration at labor exchange, of residence, etc.)? _____. If so explain NO LABOR EXCHANGE HERE. MINSEI IIN HELPS TO FIND EMPLOYMENT

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? MINSEI IIN HELPS

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

8. Is application signed by applicant? YES. 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? NO. 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? NONE

b. If applicant insists, though considered obviously ineligible, is application taken? WOULD BE TAKEN

c. What records are kept of rejection or disposition and where are they filed? NO INELIGIBLE APPLICANTS SO FAR, SO NO REJECTIONS.

d. Number of requests rejected from NONE to :

11. If applicant needs assistance before decision on application, how is need met? EMERGENCY MEETING CALLED

12. a. Is payment under DLSL 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? PRIOR TO

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)?

b. What information concerning this procedure is given to applicant? HE IS TOLD OF COLLATERAL CALLS

16. What information is usually requested from references or other agencies?

17. What is usual interval between applicant's first request and final decision. IMMEDIATE. Give common reasons for delay.

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

18. Is there a time limit for disposition of applications? NO. If so, what action is taken if decision isnot 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?

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	WELFARE CHIEF	MAYOR
b. Amount of Payment	" "	"	"
c. Change in Payment	" "	"	"
d. Suspension	"	"	"
e. Reinstatment	"	"	"
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 tofinal decision? NO. If so, by whom and in what circumstances?

24. How are applicants notified of following decisions?

a. Application approved VERBAL NOTICE BY 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 " "

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

PUBLIC ASSISTANCE: Determination of Continuing Eligibility

1. How often is eligibility reviewed? MONTHLY BY HOME CALL.

2. By whom are reviews made? MINSEI IIN. COMPLETED RECERTIFICATION ON 26 JAN. '79.

3. Method of determining continuing eligibility:

a. What is usual method (e.g. home visits, office interviews, other)? HOME

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? V
b. Last visit to labor exchange? 0
c. Ability of relative to support? ?
d. Others (specify)?

5. Are cases formally reapproved after review? YES. By whom? MINSEI IIN COMMITTEE Describe procedure. SUBMIT TO MAYOR

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.)? MINSEI IIN'S NEIGHBORHOOD KNOWLEDGE

9. Does agency plan to see recipients between periodic reviews? YES If so, discuss (e.g., place, frequency, purpose) MONTHLY HOME CALL BY M

10. Does agency maintain any regular collateral contacts (e.g., employers, labor exchange, responsible relatives, etc.)? YES.

11. Is responsibility placed on recipient for informing agency of changes in eligibility? YES. If so, describe method and any reports required periodically.

12. Does agency ever discontinue payment without supported evidence of ineligibility? NO.

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

13. Does agency ever suspend payments? NO.

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? YES. If not, explain exceptions._____

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

16. See Section XVII 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 depart 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 ? IF ABLE BODIED.

b. Not neglect their work_____

c. Make an effort to maintain themselves_____

2. Is registration and maintenance of contact with local labor exchange required? NO. Explain procedure for verification._____

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

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?_____
IN SUCH CASE, ATTEMPTING TO GET SUPPORT.

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?_____
NO NON-RESIDENTS HAVE APPLIED

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

c. Is official registration of applicants checked?_____
YES.

d. Are needy non-residents given assistance?_____
WOULD BE, IF APPLIED, TO EXTENT OF NAT'L AND PART. SHARES.

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)?_____
WOULD BE, IF ANY

6. Citizenship. What are local practices concerning citizenship of applicants?_____
SAME AS OTHER APPLICANTS.

7. Other eligibility requirements?_____

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

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

9. Are persons otherwise eligible excluded because eligibility factors cannot be determined by the prescribed methods? N/6. If so, to what extent?

10. Does availability or lack of other community resources for service or care affect local interpretations or eligibility requirements? NO. 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.
INTERPRETATION OF 129 HITSUJI-SHA

(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.

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

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_____

_____

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

(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.

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

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._____

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

(3) Describe any other local practices or policies concerni... 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)_____

_____

_____

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

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
	PA	MED AID	MAT AID	VOC AID	BLN AID	
(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 explain, indicating categories and the basis on which determinations are

_____

_____

_____

_____

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.

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

(1) Spouse only_____

(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 therefo.. 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 ex - ses 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)_____

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

(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? N/O. 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._____

_____

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

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 _____

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)?_____

2. Who officially authorizes payment?_____

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 ( ) c. Local fiscal office ( )
b. Local agency office ( ) d. _____ ( )

6. From what office are payments made?

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

7. How are payments delivered to recipient:

a. If to recipient in hand, where?_____

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

c. When recipient is institutionalized outside jurisdiction?_____

d. Under other unusual circumstances? (Specify)_____

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

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

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 minsei-iin 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 procedings?_____

_____

d. How are costs of guardianship paid?

(1) Initial costs_____

(2) Continuing costs_____

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

_____

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

Are payments ever handled under power of attorney?_____. If so, descr arrangements and agency's part in them._____

_____

_____

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?_____

_____

a. Are these records available to the Minsei-iin 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, witholding of checks)?_____

_____

_____

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_____

_____

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

(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_____
(2) Application_____
(3) Approval_____
(4) Rejection_____
(5) Closing_____
(6) Change in payment_____
(7) Complaint_____
(8) _____

(9) Are there planned exceptions to the above?_____. If so, describe._____

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?_____.

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

d. May appeals be made from all types of agency action 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.)_____

_____

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

n. How is analysis of appeal cases used?

(1) In modification of policies and procedures?_____

_____

_____

(2) In supervision?_____

_____

_____

o. See Section XVII for critique.

X. PUBLIC ASSISTANCE: Case Records.

1. Type of case record:

a. Household basis? ( )
b. Separate record for each type of assistance? ( )
c. For each individual recipient? ( )
d. Other?_____ ( )

2. Content of case record:

a. Forms

(1)	Face sheet	( )	
(2)	Application	( )	
(3)	Record of assistance plan	( )	
(4)	Authorization of payment	( )	
(5)	Recertification	( )	
(6)	Other (specify)	( )	
(7)	_____	( )	

b. Other

(1)	Narrative	( )
(2)	Correspondence	( )
(3)	Verifications	( )
(4)	Other (specify)_____	( )
(5)	_____	( )
(6)	_____	( )

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

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

_____

e. Are case records current? (1) Narrative?_____ (2) Forms?_____. (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?_____

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?

_____

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

b. Who is responsible for safe keeping and filing 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 XVII for critique.

XI. Child Welfare

A. 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?_____

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

d. What types of conferences are held?_____

(1) By whom attended?_____

e. What have been results of Jido Fukushi 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? NONE

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? NONE. Indicate agencies and professions represented._____

5. Where is nearest Child Welfare center? KOCHI CITY

a. What is referral process?_____

b. Number of referrals made since 1 Jan 48 NONE

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?_____

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

d. Are cases of abuse and neglect referred to Family Courts for legal action to remove children when necessary? HAVE HAD NONE.

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 terminatin 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 activites under the Child Welfare Law? NO.

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_____

_____

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

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 handles._____

15. See Section XVII for critique.

XII. DISASTER RELIEF.

1. Are local officials (thoroughly?) familiar with prefecture Disaster Plan? YES. UNDER VICE-MAYOR, ORDERED BY PREFECTURE DEC'Y 8

2. Is there a local plan which conforms with, and is coordenated with, the prefecture plan? YES THRU COMMITTEE OF 18 THROUGHOUT TOWN

a. What publicity has the local plan received? COMMITTEE ADVISED THEIR NEIGHBORHOOD.

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

4. What is the role of the local Red Cross ~~Chapter~~? BRANCH OF KOCHI CHAPTER ? DOUBTFUL

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? BY VEHICLE OR ON FOOT TO PREFECTURE

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.

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

XIII. RELIEF IN KIND.

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

a. Date	b. Items	c. For whom designated	d. Type of distribution (1) Free	d. Type of distribution (2) Cost
24 JAN	BABY DRESSES	REPATRIATES		✓

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
NONE		

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

4. From what agency were allotments of goods and instructions for distribution received? NO LARA ETC.

a. What discrepancies existed between goods allotted and amount recei.

(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) _____

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

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 critique.

XIV PRIVATE ORGANIZATIONS.

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

a. Name of Organization	b. Zaidan Hojin (yes or no)	c. Service function	d. Source of funds
REPAT. WELF. ASSN.		HELP REPATRIATES	PRIVATE.
SOCIAL WORKERS ASSN.		DAY NURSERY	PRIVATE

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:
	NONE			

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 NO. 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:
NONE			

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

5. Do private organizations use official channels for transmittal or receipt of directives?_____

6. See Section XVII for critique.

XV. INSTITUTIONS. ~~NONE~~ ONE

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. Supervised by:	f. Inmates (1) Receiving P.	f. Inmates (2) Not Eligible
COMCIV MAKUEN	DAY NURSERY	PRIVATE	SOC. WORKERS ASSN.			

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

NONE

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?_____

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

5. Does local office make assistance payments for inmates of national or prefecture supervised institutions? NONE

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

a. Public institutions? NONE

b. Private institutions?

7. How are amounts of administrative expense determined for:

a. Public institutions? NONE

b. Private institutions? NONE

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?

NONE. EXCEPT 2 MEETINGS AT GUN, AND ONE VISIT FROM GUN, ON NEW RATES, ETC.

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)?

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

Approx. dates	Source of instructors	Subject	Hours
26 JAN	WELF. OFFICIAL, TOWN	HATSUSHA 129	4

b. Did local officials attend above meetings? YES

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

d. Has local agency received and distributed publications prepared by

(1) Japan Social Work Association? NONE

(2) Minsei-iin Federation? MONTHLY

(3) Welfare Ministry? NONE

(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.

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

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 ... equitably applied. Also review difficulties the agency has encountered i... 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.

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

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.

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 15 Feb. 49

1. Welfare office visited: Noichi-machi
2. Population of area: 5256
3. Total case load of office as of end of review period. Date 31 Jan. 49
   a. Number of persons - outdoor relief 41 (18 families)
   b. Number of persons - in institutions 2 (Natl Hospital)
4. Number of paid welfare workers in office 1 Full time, 1 part time
5. Minsei-iin:
   a. Number of men 6
   b. Number of women 4
   c. Average case load per minsei-iin 1.8
6. Case load activities:

		Past month	Past 2 months	
a.	Applications for assistance	0	1	
b.	Applications approved for assistance	0	1	
c.	Applications for assistance formally rejected	0	0	
d.	Cases discontinued	1	0	
e.	Cases increased in amount of assistance	1	0	
f.	Cases decreased in amount of assistance	1	2	
g.	Cases supended	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	15	15	

7. Number of records examined by welfare officer 18. Of these:
   a. Number budget requirements entries up to date 18
   b. Number income and resources entries up to date 18
   c. Number containing record of formal application 0
   d. Number paid more than table for local approval 0
      (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 0
8. Number family visits made by MG representative 13. Number of discrepancies found 2 (Minor).
9. Dates office received prefecture funds for current quarter.
   a. For residents 10 Nov. 48 for Nov. Dec. Jan.
   b. For nonresidents 10 Nov. 48
10. Dates offices received national government funds for current quarter 10 Nov. 48
11. Dates offices last visited by district or prefecture officials 10 Feb. & 15 Feb.
12. No funds received for current quarter beginning February.

John W. Rourk
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 8 Feb. 49

1. Welfare office visited: Nagaoka-mura
2. Population of area: 8291
3. Total case load of office as of end of review period. Date 31 Jan. '49
   a. Number of persons - outdoor relief 235 (70 families)
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office 1 full time, 1 part time.
5. Minsei-iin:
   a. Number of men 13
   b. Number of women 3
   c. Average case load per minsei-iin 5
6. Case load activities:

		Jan. Past month	Dec. Past 2 months	
a.	Applications for assistance	1	4	
b.	Applications approved for assistance	1	4	
c.	Applications for assistance formally rejected	0	1	
d.	Cases discontinued	3	0	
e.	Cases increased in amount of assistance	1	0	
f.	Cases decreased in amount of assistance	0	0	
g.	Cases supended	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 Recertification to be completed 23 February.			

7. Number of records examined by welfare officer 30. Of these:
   a. Number budget requirements entries up to date 25
   b. Number income and resources entries up to date 25
   c. Number containing record of formal application 0
   d. Number paid more than table for local approval 0
      (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 0
8. Number family visits made by MG representative 30. Number of discrepancies found 2.
9. Dates office received prefecture funds for current quarter.
   a. For residents 9 Nov. 1948.
   b. For nonresidents 0
10. Dates offices received national government funds for current quarter 19 Nov. 48
11. Dates offices last visited by district or prefecture officials 27 Jan. 48
12. No funds received for current quarter beginning February.

John W Lound
Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

Reports Control Symbol MG-16

ADMINISTRATIVE REVIEW OF PUBLIC WELFARE OFFICER

Prefecture: Kochi Date 7 Feb. '49

1. Welfare office visited: Gomen-machi and Noda-mura (Joint administration, separate records)
2. Population of area: 1,773 (Gomen) 703 (Noda)
3. Total case load of office as of end of review period. Date 31 Jan. '49
   a. Number of persons - outdoor relief 27
   b. Number of persons - in institutions 0
4. Number of paid welfare workers in office 1
5. Minsei-iin:
   a. Number of men Gomen: 3 Noda: 3
   b. Number of women Gomen: 2
   c. Average case load per minsei-iin 2
6. Case load activities:

	Past month	Past 2 months	
a. Applications for assistance Last: Sept. 30 1 case	0	0	1 for medical Dec.
b. Applications approved for assistance Approved	0	0	
c. Applications for assistance formally rejected None	0	0	
d. Cases discontinued 4	0	4	
e. Cases increased in amount of assistance	0	0	
f. Cases decreased in amount of assistance	0	0	
g. Cases supended 0	0	0	
h. Complaints or appeals resulting in case opening 0	0	0	
i. Complaints or appeals resulting in increased assistance	0	0	
j. Cases reviewed by minsei-iin	11	11	

7. Number of records examined by welfare officer 100% (11 cases) Of these:
   a. Number budget requirements entries up to date All.
   b. Number income and resources entries up to date All.
   c. Number containing record of formal application None.
   d. Number paid more than table for local approval None.
      (1) With approval of governor None.
      (2) With approval of Welfare Ministry None.
   e. Number of cases with minsei-iin visits recorded for previous month None
8. Number family visits made by MG representative 10. Number of discrepancies found None.
9. Dates office received prefecture funds for current quarter.
   a. For residents 9 Nov. '48.
   b. For nonresidents 0
10. Dates offices received national government funds for current quarter 19 Nov. '48 (Nov. Dec. Jan.)
11. Dates offices last visited by district or prefecture officials 26 Jan. 49
12. No funds received for current quarter beginning February.

Signature of MG Welfare Officer

Use reverse side for explanatory remarks.

Inclosure 2 to Operational Directive 6 Hq Eight Army, 24 January 1949

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

NODA MURA

POINTS TO BE CHECKED ON
DURING ADMINISTRATIVE REVIEW

1. Is at least one interview made before payment is started?

YES, BY MINSEI IIN

2. Are home visits made before the determination of eligibility?

YES, BY MINSEI IIN

3. Does Minsei-Iin check bank records - pay records - police records?

YES YES DEPENDS ON THE CASE

4. What information is thus obtained?

WHETHER ELIGIBLE OR NOT

5. Is a time limit set?

NO TIME LIMIT

6. Are there waiting lists? Why? How are names taken from the list?

NO.

7. Are rejected applicants given aid in obtaining other services?

CLOTHING • MEDICAL ALLOWANCES

8. How are applicants notified of action taken?

BY TOWN OFFICE AND MINSEI IIN

1. How often is eligibility reviewed?

MONTHLY

2. Is there a required interval on period?

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

3. What is method of determination?

4. Are these people referred to the labor exchange?

NO, PLENTY OF WORK IN TOWN

5. Is ability of relatives to support checked?

YES

6. Is there a formal reapproval? By whom? Does agency know where re-determination is due?

7. How are addresses kept current?

FILES

8. How are records of deaths kept?

ENTERED IN FILES

9. Are any regular contacts maintained?

MONTHLY

10. Is responsibility placed on the recipient for changes in status reporting?

YES

11. Are any cases closed without review?

NO

12. Is suspension procedure used?

NO

13. Can reinstatement be made promptly when necessary?

REINVESTIGATION

14. Are cases always closed after 30 days after eligibility?