Statistics
(統計様式第4号)
Form #4

DLSL

~~Monthly~~ Aid Condition Report for (name of month)
月分保護状況報告（生活扶助）

Paid Amount 給與金額	世帯数 Number of Households	人員 Number of Persons	金額 Sum of Money	一世帯當り平均額 Average amount per Household	一人當り平均額 Average amount per Person
Confirmed ~~Amount as~~ Minimum 最低生活費認定額 Living Costs					
Confirmed Income 收入認定額					
Confirmed Maximum Income 最高收入認定額					
Number of Non-Income 無收入世帯數 Households					
Increased Payment 增額された給與額					
Decreased Payment 減額された給與額					

Note: As for the number of households and persons in the confirmed income column, the number of non-income households shall not be included.
註、收入認定額欄の世帯数、人員には無收入世帯数を除く。

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 745 013

Statistics
(統計様式第5号)
Form #5

Case Worker's Record for (name of month)
月分 ケース・ウワーカー 取扱整理簿

		事務所 Office				訪問 Call					其の他	
		面接 Interview	連絡ケース Liaison Case	民生委員等による訪問 Call by Minsei-iin, etc.	計 Total	ケース訪問 Call on Case	民生委員等による訪問 Call by Minsei-iin, etc.	關係機關 Agencies Concerned	計 Total	會議出席 attendance at Conference		計 Total
生活保護法	生活扶助 Livelihood Assistance											
	教育扶助 Educational Aid											
	住宅扶助 Housing Aid											
	醫療扶助 Medical Care Aid											
	出産扶助 Birth Aid											
	生業扶助 Occupation Aid											
	葬祭扶助 Funeral Aid											
	計 Total											
兒童福祉法 Child Welfare Law												
身体傷害者福祉法 Physically Handicapped Person Welfare Law												
生業資金 Occupation Fund												
未亡人生業資金 Occupation Fund for Widows												
其の他 Others												
計 Total												

DLSL

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 743 013

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 745 013

Protection Fee

Report on Expenditure for (month) of 19——

Statistics Form #6

(統計様式第6号)

昭和　年　月分保護費支出報告

Name of City, Town, Village 市町村 Chiho-Jimusho 地方事務所

Duplicate 併給

Classification 種別		Those Living Less than a Year. 居住一ヶ年未満				Those Living More than a Year. 居住一ヶ年以上				Sum Total 合計				Duplicate 併給			
		世帯數	實人員	延人員	金額	世帯數	實人員	延人員	金額	世帯數	實人員	延人員	金額	世帯數	實人員	延人員	金額
生活扶助費	Living aid 生活扶助費																
	Out 居宅																
	In 收容																
	Artificial Feeding Expenses 人工榮養費																
	Transfer Expenses 移送費																
	Temporary Aid 一時扶助費																
	Total 小計																
教育扶助費	Educational Aid 教育費																
	~~School Luncheon Fees~~ 學校給食費																
	Commutation Fee, etc. 通學費及びその他の費用																
	Total 小計																
住宅扶助費	House Rent 家賃																
	Repairs 補修費																
	Total 小計																
醫療扶助費	Medical Care Expenses 醫療費	Out 居宅															
		In 入院															
	Nursing Fee 看護費																
	Transfer Expenses 移送費																
	~~Artificial Limb Expenses~~ 義肢義足費																
	Total 小計																
出産扶助費	Birth Aid 出産扶助費																
生業扶助費	Employment Security 生業扶助費																

No. of Household

Sum of Money

Cumulative No. of Recipients

Real No. of Recipients

Livelihood Assistance
Educational Aid
Living Aid
Medical Care Aid

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費	Total 小計																
教育扶助費 Educational Aid	Educational Aid 教育費																
	School Luncheon Fees 學校給食費																
	Commutation Fee, etc. 通學費及びその他の費用																
	Total 小計																
住宅扶助費 Housing Aid	House Rent 家賃																
	Repairs 補修費																
	Total 小計																
醫療扶助費 Medical Care Aid	Medical Care Expenses 醫療費 Out 居宅 In 入院																
	Nursing Fee 看護費																
	Transfer Expenses 移送費																
	Artificial Limb Expenses 義肢義足費																
	Total 小計																
出産扶助費	Birth Aid																
生業扶助費 Occupational Aid	Employment Security 就勞助成費																
	Vocational Training 技能修得費																
	Total 小計																
葬祭扶助費	Funeral Aid																
保護費計	Total of Protection Fees																
保護施設事務費	Office Work Expenditure for Agencies																
委託事務費	Expenditure for Entrusted Business																
計	Total																
民生委員費	Minsei-iin Fee																
合計	Sum Total																

Accounts of Medical Care Aid 醫療扶助費の狀況	No. of Recipients in (month) 月分扶助者		Cumulative No. of Recipients in — 同延人員		Amount of Medical Care Aid 同醫療扶助費		Accounts of Amount Defrayed this month as Medical Care Aid 本月支出醫療扶助費内譯		Outstanding Account 未拂額
							前月扶助者分	前月以前扶助者分	
	居宅 Out 人	入院 In 人	居宅 Out 人	入院 In 人	居宅 Out 円	入院 In 円	For Recipients of Preceding Month 円	For Recipients of Months before Preceding Month 円	円

備考 Remarks
1、本支出報告はその月に実際に支拂つた費用についての世帯数実人員、延人員、金額について記載報告すること。
2、併給は各種別とも生活扶助費該当者を中心として計算記載すること、即ち生活扶助費を受ける適用者であつて他の保護種別を受けるものを記載すること。
3、医療扶助費の狀況欄中「月分扶助者医療扶助費」にはその月に保護している扶助者について、前月までの支拂実績等からできる限り正確に

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Office Work Expenditure for Agencies 保護施設事務費																
Expenditure for Entrusted Business 委託事務費																
Total 計																
Minsei-iin Fee 民生委員費																
Sum Total 合計																
Accounts of Medical Care Aid 醫療扶助費の狀況	No. of Recipients in (month) 月分扶助者		Cumulative No. of Recipients in — 同延人員		Amount of Medical Care Aid 同醫療扶助費		Accounts of Amount Defrayed This Month as Medical Care Aid 本月支出醫療扶助費内譯				Outstanding Account 未拂額
	居宅 Out	入院 In	居宅 Out	入院 In	居宅 Out	入院 In	前月扶助者分 For Recipients of ~~in~~ Preceding Month		前月以前扶助者分 For Recipients of ~~in~~ Months before Preceding Month		
	人	人	人	人	円	円	円		円		円

備考 Remarks

1、本支出報告はその月に実際に支拂つた費用についての世帯数実人員、延人員、金額について記載報告すること。

2、併給は各種別とも生活扶助費該当者を中心として計算記載すること、即ち生活扶助費を受ける適用者であつて他の保護種別を受けるものを記載すること。

3、医療扶助費の狀況欄中「月分扶助者医療扶助費」にはその月に保護している扶助者について、前月までの支拂実績等からできる限り正確に知り得る範囲においてその費用を計算記載すること。

4、医療扶助費未拂額は医療担当者より療養報酬の請求があつてその支拂いをしていない額を記載すること。

5、本支出報告は年度終了後一ヶ年分に集計して年報として6月10日までに報告すること、集計に当つて世帯数、実人員はその年間に取扱つた数の頭数の合計であることに注意すること。

Remarks 1. The number of households, real number of recipients, cumulative number of recipients and the sum of money shall, in connection with the real expenses defrayed by the office during the month, be entered and reported in this sheet.

2. As for 'duplicate', calculation and entry ~~shall~~ must be made from the viewpoint of livelihood assistance recipients in each case; or, ~~only~~ those livelihood assistance recipients who receive other aid or aids shall be entered.

3. ~~In~~ As for the 'amount of medical care aid' column, the expenses shall be ~~calculated~~ calculated and entered, after careful deduction from the real expenses till the preceding month concerning the recipients in question.

4. As for the outstanding account of medical care aid, the unpaid amount requested by the person in charge of medical care shall be entered.

5. This report shall be prepared after the completion of

(Please turn over.)

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Protection Fee
Report on Expenditure for (month) of 19 ___

Statistics
Form #6
(統計様式第6号)

Classification 種別		
Living aid 生活扶助費	Out 居	
生委託事務費	In	
Total 計		
Minsei-iin Fee 民生委員費		
Sum Total 合計		
Accounts of Medical Care aid 醫療扶助費の狀況		

備考 Remarks
1、本支出
2、併給は
記載す
3、医療扶
知り得
4、医療扶
5、本支出
数の頭

a fiscal year and the report for the fiscal year shall be submitted by June 10. In summing up, it must be noticed that the number of households and the real number of recipients are the sum of heads dealt with during the fiscal year.

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For your information : Reference Diagram
別揭　參考圖

Case File
ケース、ファイル

30 c.m

ケースまでの經路略圖
Diagram showing how to get to the ~~case~~ recipients.

25 c.m

To be folded
折　　目

内面 Inside

表面 Outside

ケース番号	Case No.	申請番号	No. of Application
氏　名	Name	申請年月日	Date of Application
住　所	Address	決定年月日	Date of Decision
開始年月日	Date of Commencement	廃止年月日	Date of Discontinuance
		担当者氏名	Name of Person in Charge

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Mori/rn
August 1950

Handbook For Handling Business Of Daily Life Security Law

Welfare Section, Kanagawa Prefectural
Welfare Department

Preface (Abridged)

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Appendix Table Showing the Current Standard

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Chapter 1. Outline of The Protection Business

Paragraph 1. Classification of Protection Business

Protection business is generally classified in the following four kinds and shall be dealt with promptly and pertinently corresponding to its respective nature on the basis of the law.

A. "Business for clients" mainly deals with business concerning the finding-out of clients, interview and application, investigation, decision of protection, grant of protection, case guidance and appeal of complaint, and it aims the gurantee of the minimum living for the clients and the encouragement of independent life and, at the same time, deals with the fundamental materials of the protection statistics.

B. Protection Statistics Business. Putting in order the achievement of protection and clarify the actual situation of protection, and at the same time keep it in good order as a basis for planning activity.

C. Accounting Business of the Protection Expenses, Carry out the payment of protection expense, protection institution business expenses, entrusting business expenses and Minsei-iin expenses which were spent on the enforcement of protection business and transact clearly the concerned accounting affairs of the expenses forne by city, town and village, borne by prefectures and the national government.

D. General Affairs of Protection. Circulate and fil'e the general law, regulations and notifications. Accept and dispatch documents such as instructions and notifications to clients, and conduct the business concerning relief in kind.

Paragraph 2. Course of Handling Protection Business

Protection business shall be carried out without stagnation through the course indicated in the separate paper, and the protection status under this law should be sure to be kept in order, and the responsibility for the business must be clarified.

Paragraph 3. Placement of Paid Personnel

In selecting the paid personnel, following points must be considered.

* Enthusiasm for promoting social welfare
* Conversance with laws and regulations
* Ability to apply laws and regulations exhaustively.
* Esteem for the client's personality.
* Democratic attitude in carryingout protection business
* Eargerness for trying positively to lead and guide clients.

Necessary personnel shall be placed in accordance with the quantity of the client business, statistics, and accounting and general affairs business. Protection business for clients shall be made a specialized profession with the social welfare secretaries or those who follow him being appointed for the business, and corresponding to it, skillful personnel shall be alloted to the statistics, accounting and general affairs business respectively aiming an efficient and effective execution and the security of the business.

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In handling the client business, previous division of area corresponding to the number of clients (households under the related laws and regulations) should be made for the purpose of clarifying their duty. In carrying out this division of area, allotment of duty should be decided not by the administrative area but by the complete consideration of the distribution of cases and the utilization of transportation facilities.
(However this shall not be applied to towns and villages which have no necessity of the alloted duty).

Chapter 2. Finding Out of Client

Paragraph 1. Way of Finding

Finding-out of clients is the first step of the protection activity, and the law shall be enforced with the finding-out of clients Finding-out of clients shall be conducted by the social investigation, and inspection tour of the area in charge and home call of the clients should also be utilized. Further, utmost positive efforts should be made to find out the client keeping wide contact with various spheres such as child welfare official, Minsei-iin, school, police station, health centre and public employment security office. Especially, trying to find out the objectives of the education aid through the social investigation keeping contact with schools is an effective way of finding.

Paragraph 2. Transaction of Finding

When the client is found, hear and record his circumstances in details from the client himself or his neighbours (Minsei-iin), according to the method of interview-provided in Chapter 3 and guide the client, his legally responsible relative or other relatives in the same household to submit a application for protection.
Provided the client is under an urgent circumstances, immediate decision of granting protection shall be made through authority protection measure without waiting an application and start the protection (Article 7. Proviso to Art. 7. paragraph 3 Article 4. Art. 25)

Chapter 3. Interview and Application

Paragraph 1. Points of Interview and Guidance

A. Method of Interview

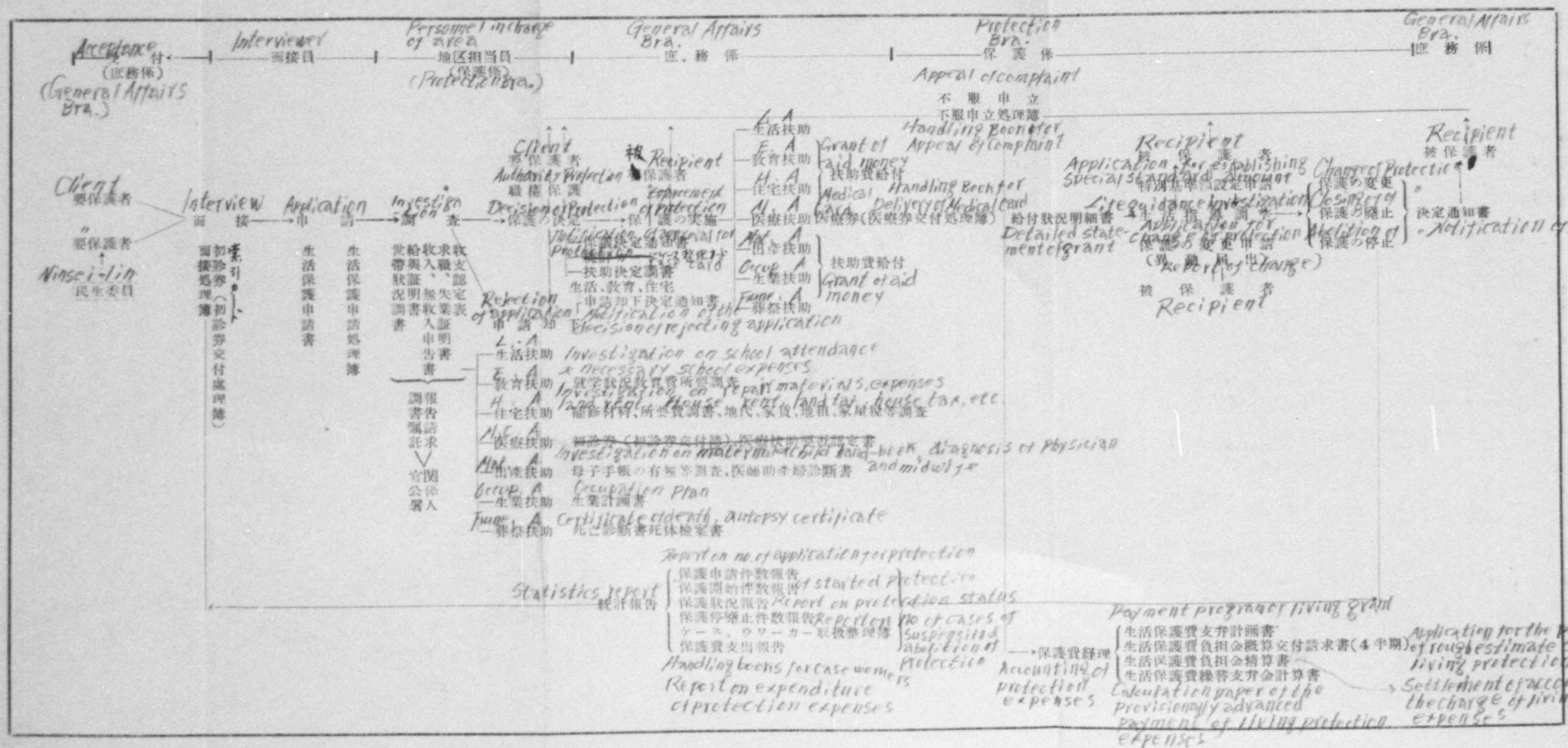
Contact with the client shall be started with an interview

Interview is a fundamental technic of case work, and it mainly aims at the establishment of sound and constructive relationship between the interviewes and the client. In conducting interview guide the client to make a statement of his stressed siluation with liberty and sincerity and comply with his consultation not making mechanical questions only. After the interview, record the general situation and the result of guidance in the interview book (Form No. 1). This record shall be perused daily by the chief protection division (or branch). In conducting an interview, following points must be particulary kept in mind.

(a) In conducting an interview, indiscriminate treatment should always be aimed at.

Course in which The Business of Daily Life Security Law is Handled

生活保護法事務取扱經路



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(b) Guide the client with adefinite purpose based on the necessity of the client.

(c) Take necessary measures for preventing the client from distraction, deference, noise and abstruction. Moreover, take care of not disclosing his secret.

(d) To carry out the above purpose, an interview-consultation room shall be reserved. In case no such room exists, take great care in selecting an interview place.

(e) Intake-workers shall make their duty clear to the client, give him a feeling of safety and confidence and guide and control the client to express his own main problem.

(f) Guide the client to support himself by breaking through his difficulities for himself and by establishing responsibility and self-confidence.

(g) Explain the outline of the law to the clients and make them understand rights,obligations and penal regulations provided for in the law.

B. Result of Interview and its Decision on the results of interview should be made on the cool and fair judgement and should be such as to make the client convinced. However,it must be transacted through the following procedures according to the conditions of the client.

(a) Make those who were found in need of applying for protection or those who want to apply for protection take necessary procedures for protection.

(b) To those who were found not in need of applying for protection in the interview, give informations concerning aid provided for in the other law, concerning support by the legally responsible relative in the Civil Law and the practical case of social institutions and resources, or take closing measures. (Art. 7. Paragraph 1 and 2 Art. 4).

Interviewer, ~~with~~ the acceptance of the applications provided for in the following paragraph, prepare an index card (Form No. 2) and fill it with necessary informations (induplicate). Concerning an application for medical treatment, deliver an initial medical examination card (Form No.3) and explain about the use of it.

The initial card delivery book (Form No. 4) shall be kept in good order.

Paragraph 2. Acceptance of Application For Protection.

A. Acceptance of Application.

An Application for protection shall be accepted with the presentation of the written application (Form No. 5 and No. 6).

The interviewer will guide those who can not make an entry in an application form or will fill for them. (Art. 7. Regulation 2.)

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Detailed explanations shall be given concerning the items of statement of the application and the seal shall be attached on it after the completion of application. In case an applicant is not a client, the relationship between them must be confirmed as to whether he is a legally responsible person (legally responsible relative for the client or other relatives in the same household) or not.
In case an application is filled by an interviewer, it must be read to the applicant without fail and put his seal on it, upon his consent.
When an interview for application is over, tell an applicant that the concerned worker in charge of the area (Mr. so and so) will call him at a certain time on a certainday to carry out a detailed investigation upon and asking his conveniences, let him go home.
In this case an information must be given to the applicant that, unless there should be any special reason, a notification of decision is to be sent to him, however, if ~~we~~ notification is sent evenafter the elapse of 30 days, the application shall be regarded as has been rejected and an appeal against this decision can be made.
Application number shall be decided for the accepted applications, enter it into the Protection Application Transaction Book (Form No. 7) and transfer the application and index card to the worker in charge of the area.
Serial number shall be attached according to the order of acceptance of application as anapplication number, and this number shall be used until the decision of protection is reached.However, a case number shall be decided with the decision of protection, and only this case number will be used for the treatment of this household There fore, notice should be taken of not to confuse the using period of the application number with that of the case number.

B. Preparation for Investigation of the Worker In Charge of Area.

When the worker in charge of area takes over the application and index card from the interviewer, put the necessary statement in the household situation note (Form No. 8).

In this case, if an interview between the client and the worker at the office is possible, detailed investigations based upon the above mentioned household conditions ~~must be~~ must be carried out.

In addition, request for presentation of the following documents will be made to the applicant concerning the actual earning status of the client.

(a) Employment certificate and pay certificate from those who are being employed (Form No. 9)

(b) Income report from those who are earning through self-trade, side-work and others. (Form No. 10).

(c) Non-income report from those without income (Form No. 11).
Further, job-seeking certificate or day labor certificate shall be requested to submit to the unemployed people (Form No. 12).

Chapter 4. Investigation

Paragraph 1. Method of Investigation

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Investigation shall be conducted through an interview by the worker in charge of area, who call on the applicant at the appointed date agreed-upon at the time of application. The official investigation card must be carried with in conducting this investigation. (Art. 28)
Investigation shall be conducted on the basis of household condition investigation table. However, concerning the informations already acquired at the time of application, reconfirmation must be made. Further obscure matters or doubts must be made clear through cooperation of neighbouring people or Minseiin. In the investigation, necessary matters shall be investigated on the type of protection applied for. While an earger effort to acquire an extensive materials necessary for the decision of protection should be made irrespective of the scope of application.

Paragraph 2. Content of Investigation

A. Investigation on the fundamental household conditions and living conditions.

(Investigation necessary for every protection)
The fundamental investigation common to all protection is the investigation on household conditions and living conditions and is carried out according to the household condition investigation slip and the income and expenditure estimation table (Budget Sheet). (Form No. 13).
The content of this investigation should necessarily be written in details taking into consideration that it will not only give the correct and precise fundamental materials for the decision of protection but will be made materials for the guidance after the decision and enforcement of protection.

(a) Household Conditions Investigation
This investigation is carried out for the purpose of getting the general state of the household by taking hold of the outline of the living conditions of the household.

(1) Household Condition
Head of household, permanent domicile, residence, previous residence and the starting date of residence are the subjects of this investigation. In this investigation, informations of the legally responsible relatives or the clue of his living history could be made clear by perusing the copy of his census register or by investigating the reason of the move to the present residence.

(2) Household Members' Status
Sources of earnings can be taken hold of through investigation of names, sex, family relation, date of birth, schooling history, health condition and especially, working ability and occupation, or an information of living history can be acquired by asking the reasons of the abscence or death of the members or by asking their economic relations.

(3) Property and liability
Concerning the property, real estate (insurance and securities) is to be investigated and concerning the liability

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investigation on amount, obligee, relationship reason of loan and repaying condition is to be carried out.
In addition, concerning the property, investigation on whether or not there is any part to be disposed on the basis of minimum living, and whether or not such disposition can be actually realized, shall be made. Through these investigations fundamental materials for living attitude and living power can be collected, however, in estimating these, a sound and appropriate estimation in conformity with the social economic situations, should be carried out with the close care of not falling into the mechanical estimation.

(4) Residental Condition
Kind of residence, ownership, tsubo, construction, number of rooms and mat (tatami), using conditions, house rent, land rent, sanitary condition, equipment of furnitures, water supply and electricity etc. should be investigated. In case spare room are found, or in case the house is too much decayed, utilization or repair respectively must be considered.

(b) Living Expenses Investigation
The outline of the household living shall be made clear through the above investigation, but moreover, investigate how they are leading economic lives actually and get the standard amount indicated in the minimum living cost estimation column of the income or expenditure table, corresponding to the investigated result. An applicant report shall be studied in referrence to the above standard amount.

(1) Food and Drink Expenses
Investigate the self-supporting status of staple-food, supplementary food and seasoning expenses to catch the amount of reduction by self-support and at the same time, get the materials of living attitude by asking especially the kind of supplementary food.
In case of artificial nutrition, inquire into it and enter the result in the artificial nutrition expenses column.
Further, concerning such items as nutritions food and so, forth which are necessary to be treated according to the special standard, an application for the creation of the special standard should be made.

(2) Clothing and Daily Articles Expenses
Investigate an actual monthly expenditure on this item.
The standard for this item being limited to an extremly low extent, a practical use of temporary assistance or other means should be considered according to the quantity of stocks.

(3) Health and Sanitary Expenses.
Expenses for bath, barber and sanitation belong to this item.
Parts which are used for these purposes without an actual

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monetary payment must be taken hold of.

(4) Housing Expenses
Investigate an actually paid expenditures of house rent, land rent, house-tax, furniture and articles and water charge and in case of use of well-water, maintenance expenses and others must be considered.

(5) Light and Fuel Expenses
Investigate an actual payment of electricity fuels (firewood coal) and matches etc. Concerning the fuel expenses, self-supplying part must be inquired.

(6) Various Expenses
Investigate new papers, travelling and communications expenses. Especially investigate the social expenses etc., to get materials of living attitude.

(7) School Expenses
Investigate expenses of text books, other school articles, goods for school attendance and school lunch supply, and other necessary expenses. Especially investigate the necessary expenses for compulsory education such as various expenses for practice of social affairs lesson, transportation expenses for school attendance and so forth.

(c) Income Investigation

Investigate how the above living expenses are managed, and to what extent, an actual living ability or its possibility exist, to take hold of the properties actually disposed or utilized. Enter it in details in the income.

(1) Income from real estate or movable property actually utilized.

(2) Property which are not being utilized but which can be used practically.

(3) Savings

(4) Member of household who are working, kind of work and their income. In this case, concerning private business, income side-work income or temporary income, try particulary to get its averaged income, and take care not to carry out an investigation mechanically and fixedly.

(5) Assistance by legally responsible relatives, and acquaintances (Para. 2. Art. 4)
Concerning the income coming from above sources employment certificate or salary certificate shall be requested to those who are under standing service with periodical income. However, make those who are getting income through, side-business, day-work and help for other's family present their income report. While, make those without income present non-income reports.

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In this case, amount of necessary expenses for getting these income should be investigated with its substance and basis. In carrying out these investigations, efforts to request investigation or reports from the concerned government or public offices, employer and other related persons should be made. Concerning the unemployed, presentation of job-seeking certificate or day-work certificate shall be requested to the Public Employment Security Office for the purpose of getting informations about the job-seeking conditions and the unemployment insurance delivery situation. (Art. 29)
Support by the legally responsible relatives shall be treated in prority to this law. However, this responsibility of support shall be, in principle, carried out upon the harmonious agreement between the client and the legally responsible relatives. Complete investigation should be made to get exhaustive informations of their capacity.
(Para. 2. Art. 4)

(d) Observiation of Living Attitude

Observe the actual living conditions on the basis of the above household condition investigation and the income and expenditure status to take hold of the actual living tendency of the household and make it a fundamental data for living guidance.

B. Other investigations accompanied by the kind of aid.

(a) Investigation on Education Aid

Financial data of the Education Aid can be acquired from the household living condition investigation, and an investigation on the school attendance condition is an necessary element of the living guidance. Its content is the abscence situation, school-friend relationship and studying status.

(b) Investigation on Housing Aid

As to the repairing of houses, prepare the housing repair paper (Form No. 14) investigating necessary repair materials and necessary expenses with the confirmation of the damage situation.

(c) Investigation on Medical Aid

Concerning the medical aid applicants' results of physical examination by the designated physican should be confirmed by the presentation of the initial medical card delivered previously, and prepare the medical treatment approval paper (Form No. 15) to get the basis of decision. In making the decision of necessity or unnecessity of medical treatment, special considerations must be taken to clarify the basis of "directly necessary expenses for medical treatment".

(d) Investigation on Maternity Aid

Decision should be made upon investigation of the maternal and child handbook, and of the actual pregnant situation.

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(e) Investigation on Occupation Aid

Taking into full consider tion the applicant's eargerness, possibility of realization and its future prospectiveness for self-suporting program of the occupational plan, study of the plan, guidance and confirmation of the employment should be made. Make them submit the occupation plan paper (Form No. 16) while encouraging them to learn technical ability and to bet work. (Art. 17 Law).

(f) Investigation on Funeral Aid.

Make the applicant submit a death certificate or post mortem certificate to get a confirmation of death.
Then investigate the transport tion expenses from the place of death to the burial place and other necessary funeral expenses such as cremation expenses, burial expenses and so forth.

Paragraph 3. Points Which Should be Especially Heeded In Investigation.

A. Investigation of points which shall be the elements for decision of protection should be carried out irrespective of the applied subject.

B. Investigation should be carried out as a link of protection guidance not ending in the simple mechanical investigation for decision of protection.

C. Reports of the applicant should always be true, and therefore a constant observation of his reports should be made. (Art. 78)

D. A special attention should be paid to the following points in carrying out an investigation of the special case.

(a) Vagrant

Cause of vagrancy, family, supporting relationship, process of vagrancy, begging status and present status etc.

(b) Criminals Household

Cause of criminality, character of the crime, the first offence or the repeated offence, criminal's personality, household relationship and influences upon the criminal's household or the neighbourhood.

(c) Minors and children under 18.

Conditions of measures taken under the application of the Child Welfare Law, present living conditions, supporting relatives and other relatives etc.

(d) Old Single Man.

Supporting relations, ownership of house, present living circumstances, life history, desire for establishment of institutions, etc.

Chapter 5. Decision of Protection

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Paragraph 1. Decision on the Applied Protection

A. General Points of Decision

A decision for the applied protection shall be carried out based upon the investigation provided for in the preceding chapter, however, the decision, not limiting to the applied subject only, should be made on type, degree, and measures of the necessary protection.
In making a decision, consideration must be taken to reach a reasonable decision aiming at the self-independency of the household.
Concerning living aid, housing aid and education aid, compare the applicant's income made clear by the Aid Decision Paper (Form No. 17) with the officially estimated amount of the "income and expenditure (budget) table" for that household and the difference between the two shall be granted as aid money. Concerning the housing aid and approval for 100 percent excess of standard house-rent and for the disbursement of 3,000 yen repair expenses shall be given by the authorization of a prefectural governor. In case the disbursement of more than 3,000 yen is necessary, a special standard should be established upon the authorization of the Minister of Welfare. Concerning medical aid, extent of protection shall be decided by the Medical Aid grant sheet.
When a grant of the protection is decided, protection grant (Form No. 18) notification should be immediately sent to the applicant.
This notification must be delivered to the applicant within 14 days after the receipt of an application.
However, under special circumstances such as investigation or so this period can be prolonged for 30 days.
In this case, the delay of decision due to investigation and so forth, should possibly notified to the applicants beforehand and make him understand the reason of delay.

B. Decision on grant of the Occupation Aid for those making use of workshops.

Make one who desire to be a worker of the protective workshop present an application for employment of worker (Form No. 19) and make final decision considering whether any limit of working ability should exist in conformity with the essential qualification of a worker (Provided separately).
In presenting this application, the following requisites must be filled.

(1) Presentation of employment application for PESO and of certificate attesting no proper employment at present. Concerning those who can not keep contact with PESO on account of trafic circumstances or so, the above messures should be taken by the mayor of city town and village.

(2) Make those applicants who are slight patients, patients or slight lunatics present a certificate issued by the head of health centre in addition to the above documents.

(b) Decision of grant of Occupation Aid for Workers,

Dicision of grant of occupation aid for workers shall be made in accordance with the following way.

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(1) In case the concerned worker is being granted the living aid or in case any member of his household is being granted medical aid, the occupation aid shall be decided as duplicate aid.

(2) Concerning those except the above mentioned workers, an income and expenditure estimation should be carried out strictly. Concerning those who are not receiving the living aid or medical aid at present but who will be the recipient of the living aid or medical aid working in the workshops because of stressed living conditions, the occupation aid shall be decided to grant only for those whose monthly amount of income estimation for their household is less than the amount of the estimated minimum living cost plus the amount given in the following table.

No. of household members	1	2	3	4	5	6
Added Amount	700 yen	800 "	900 "	1000 "	1100 "	1200 "

In case more than two members of the household are working as workshop worker, 700 yen is added to every increase of member.
This estimation should be carried out at least once for every three months.
One who was recognized a right worker in accordance with the above mentioned standard shall be delivered the fitness certificate for protective work-shop worker (Form No. 20) by the mayor of city, town or village. This information should be conveyed to the Public Employment Security Office.
The term of validity of this fitness certificate shall be for six months, and after every elapse of six months, the above recognition must be renewed. Further, the mayor of city, town and village should prepare and file the ledger of protective workshop workers besides various documents for grant of protection for the workers of the workshop within the jurisdiction.

Paragraph 2. Decision on the Rejection of Application

Application for protection should be rejected in the following cases and the notification of the decision of rejecting application (Form No. 21) should be sent to the applicant.

A. When the grant of protection expenses or relief in kind is deemed unnecessary as a result of investigation (or physical examination).

B. When the decision of protection is impossible on account of rejection, obstruction or shirking of the necessary spot-investigation or on account of the designated physical examination.
When the rejection for application is decided, the executive worker should keep the index card and application handling book in good order.

Paragraph 3. Decision on Grant of Authority Protection.

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When the client is found in an urgen condition or when such information is given by Minsei-iin, decide immediately the type, method and extent of the necessary protection, send the notification of decision of protection provided for in the preceding paragraph and start the protection.

Paragraph 4. Transaction of Business After the Decision of Protection

When the decision of granting protection is made, the worker in charge of the area enter the date of decision into the index card and send it to the executive worker with the related documents of decision. At the same time, establish an attitude of guiding the case and make as preliminary entry in the filing card of case (Form No. 22) and keep it for the convenience of understanding the whole case.
The executive worker decide the case number for the household first of all, send the decision note, prepare the related documents except the index card enbloc, put them in the case file (see reference chart) and keep it in case number.
A worker responsible for taking charge of index cards shall adjust them at every change of protection and keep the custody division clear constantly.
The case number shall be decided for the household for which an approval of granting protection given in serial number and the number once created shall be used permanently concerning the protection of the concerned household. The executive worker should enter the process of decision in the Application Handling Book.
When the mayor of city, town and village in which the client is living started protection under an urgent situation of the client, he will send the copies of the related documents of protection to the mayor of city, town and village in which the recipient's residence exists. (Law. Art. 19 Para. 3).

Paragraph 5. Creation of Special Standard.

When the creation of a special standard for those clients with special conditions is recognized necessary, the application for creation of such special standard (Form No. 23) should be submitted to the governor of prefecture or to the Minister of Welfare according to the contents with the necessary documents corresponding to the type of protection added to it. In this case, the scope of protection which the mayor of city, town and village can deal with should be promptly decided and enforced. When a decision is given to the above application, decision of protection note should be sent to the applicant.

Chapter 6. Enforcement of Protection

In enforcing the protection, record the delivery status of protection expenses in the detailed statement of delivery of protection expenses (Form No. 24) by type of protection on all such occasions, and keep custody of it in the case file. Protection granted in the

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form of relief in kind shall be made clear in making the detailed statement of delivery and the amount granted should be recorded. (Law Art. 30, Art. 31)

A. Living aid grant should be paid in advance at a regular date every month at one-month-amount decided.
For this purpose, the living aid grant delivery sheet should be sent to the recipient.

B. In paying the grant, prepare the detailed statements of the delivery of living aid money (Form No. 26) in duplicate which shall be rent over to the accountant. After the payment is over, one copy of that paper should be returned to the executive worker.

C. When continuous aid grants such as the medical aid, the housing aid etc. are given as a duplicate aid in addition to the living aid, prepare the detailed statements of the delivery of living aid money, making their difference clear, and making of it by type is unnecessary.

D. Regardless of applied protection or authority protection, when accomodation in an institution is decided concerning the living aid, delivery of the sending paper (Form No. 27) to the accomodating institution shall be made to inform it of the decision.
However, when the accomodation is entrusted to institutions except the protection institution or to private homes, the above sending paper shall be sent over upon its approval.
Payment of the living aid money to the accomodated person shall be made to the recipient or the head of institution or to those who were entrusted accomodation and collect the recept respectively and keep it in good order.

E. When a new aid is started or when an aid is suspended or closed in the middle of the month, aid money for that month shall be delivered by days calculation.

F. When a transportation expenses was expended for accomodation of the old recipient in a home for the aged or for the sending of the vagrant to the regeneration agency, the minimum necessary expenses shall be paid separately.

G. In carrying out the special standard or the temporary aid, concerning the continued one, it shall be carried out according to item 1 of the preceding paragraph and concerning the temporary aid, it should be paid immediately taking prompt procedure for it at every occasion.

Paragraph 2. Enforcement of Education Aid

A. The Education Aid money shall be delivered in the divided necessary amount for the school term within the limit of the standard amount of the education aid or in the monthly divided amount.

B. When the school lunch expenses or the school-attendance expenses for those pupils who should utilize the transportation

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facilities, is granted, the minimum necessary expenses should be delivered.

C. In case trafic expenses and other expense are needed temporary for the practical learning of"social science course", it must be paid according to the created special standard amount.

D. When the education aid is granted to the recipient who are receiving the living aid as duplicate aid, the contents must be clarified.

E. When the school requisites expenses and school lunch expenses of the education aid are delivered to the head-master of the school to which the recipient is attending, a letter of attorney is necessary and make him present a receipt at every grant.

Paragraph 3. Enforcement of Housing Aid

A. House Rent

Delivery of the housing aid money for house-rent (rented house), house tax, and land tax (owner) shall be made within the scope of the standard amount of the housing aid, and as to the delivery which will exceed the standard amount, it should be made according to the special standard amount created for this purpose.

excess of 100 % to the governor
excess of more than 100 % to the Minister of Welfare

B. In case the above housing aid is granted to the recipient who are receiving the living aid, it should be paid with the living aid money making its content clear.

C. The repair expenses should be granted upon approval of the prefectural governor or of the Minister of Welfare on every occasion.

Paragraph 4. Enforcement of Medical Aid

A. When the final decision is reached on grant of the medical aid, deliver the medical card (Form No. 28) to the client and enter the details into the medical card delivery book (Form No. 29)

B. The selection of the medical agencies shall be made from within medical protection institutions, designated medical agencies or designated operators in accordance with the client's wish. However, if necessary on account of the conditions of illness, special designation shall be made.
In case of urgent circumstances this method shall not always be applied.

C. When the charges to be borne by the client are decided or when any part of the charges is borne by a social insurance, this fact should be clearly stated in the medical card and convey this information to the medical agency.

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D. When an entering into hospital by the medical aid is decided, sending sheet (Form No. 27) shall be delivered to the hospital or to the sanatorium in addition to the medical card. In this case, previous communication to the concerned medical agency should be performed.

E. When the charges of the consultation and medical care are claimed by the concerned medical agency, enter this into the medical card delivery book first, and send it to the examination agency. After the examination is over pay the decided charge to the agency entering the completion of payment into the medical treatment delivery book.
Mean while when charge of the initial consultation by the initial medical card is claimed, payment of the bill should be promptly made upon confirmation of its details. (Art. 53. Regulation 17)

F. In carrying out the payment of the charge of the medical consultation for recipients with their share in expenses decided and for recipients whose expenses are borne partly by a social insurance, that part should be paid by the recipient himself or the concerned social insurance.

G. When the trafic facilities or the vehicles and horses were utilized for extrance into the hospital or going-to- hospital, the minimum necessary expenses can be paid separately.

H. When the delivery of money grant is decided for medicines and medical treatment materials, the minimum necessary expenses for the purchase of them can be paid with the presentation of a bill.

I. When a medical treatment is given by an agency except the designated medical agencies, aid money shall be granted upon the presentation of a bill.

J. Expenses for nursing should be granted as relief in money according to the separately established standard.

K. Delivery of an artificial leg , corset etc. shall be made upon consultation with the concerned governor, with an application diagnosis, household condition investigation paper, income and expenditure calculation table, manufacturing cost estimation paper etc. submitted to him.
However the manufacturing of those articles should be carried out in the Sagamihara Hospital designated by the prefecture except in the special cases.
Accordingly, when the manufacturing is ordered to the manufacturing company except the designated one, consultation should be made on this point presenting the reasons of this special treatment.
(No. 479 Ko. 24 of July 2, 1949 - "Concerning designation of shops in charge of manufacture and repair of an artificial by and corset to be provided by DLSL")

Paragraph 5. Enforcement of Maternity Aid (Art. 35)

A. Concerning the maternity aid [redacted], monetary grant shall be given to the client within the limit of the maternity aid standard amount and make him utilize the designated mid-wife.

B. When the maternity aid is granted in the form of relief in kind, make the client utilize the designated mid-wife. Necessary expenses shall be paid to the mid-wife with direct demand of payment.

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C. Concerning necessary expenses of absorbent cotton, gauze and other hygience materials, the minimum necessary expenses shall be delivered with the presentation of a bill.

D. When hospitalization is needed on account of an abnormal parturition or of sickness accompanied by child-birth, accomodate the concerned patient in a lying-in agency (according to Art. 36 of child Welfare Law) or give him the medical aid.

Paragraph 6. Enforcement of Occupation Aid (Art. 36)

A. Concerning the occupation aid fund necessary for occupation, utensils materials, and articles necessary for employment, make the applicant present data sufficient enough to ascertain the real status and grant the aid within the scope of the standard amount.

B. The expenses for mastering technics of the occupation aid should be granted within the respective scope of the standard amount in accordance with its term. When this occupation aid money is delivered to the head of an institution, collect a receipt at every occasion.

Paragraph 7. Enforcement of Funeral Aid (Law Art. 37)

A. The funeral aid should be delivered to one who hold the funeral service within the scope of the standard amount of the funeral aid.

B. When there is no legally responsible relati e who holds the funeral service for the dead recipient, his property left behind shall be appropriated for the funeral service expenses first, and if it is found not sufficient enough to cover the whole expenses, the aid for the shortage part shall be granted to one who holds the funeral service for the dead recipient.
In this case, it is desirable that those who hold the funeral service should not be the mayor of city, town or village. (Law. Art. 76 Regulation Art. 22)

Paragraph 8. Confirmation on the enforcement of Special Protection

* Artificial nutrition expenses of the Living Aid and temporary aid money.
* School attendance expenses of the education aid.
* Repair expenses of the housing aid
* Monetary grant of the medical aid.
* Material expenses of the maternity aid
* Employment encouraging expenses of the occupation aid.
* Monetary grant of the funeral aid etc.

Concerning above listed monetary grants, efforts must be made to confirm the enforcing condition and to confirm whether the granted money was duely spent or not, through the examination of receipts etc., after the actual enforcement of this aid.

Chapter 7. Guidance and Investigation of Case

Paragraph 1. Case guidance

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Case guidance is the extremety important fundamental duty of the worker in charge of area and aims at making the recipients self-suppoting through the enforcement of protection by treating an individual recipient or household directly and individually.

A. Method of Case Guidance

A Worker in charge of area should establish a self-supporting new life plan for the concerned household based upon the progress of protection enforcement, analysis of extensive situations of the household acquired from the household condition investigation, cause and result of problems and grip of the later change, and should try to carry out the necessary guidsnce program positively.
Case Guidance shall be carried out by a worker in charge of area either in the way of an interview consultation at the office (City and Ward Office, town and village office) or in the way of an interview guidance by the home call. Either way is intended to transact and settle the problem through the continuous personal contact between the worker in charge of area and the client, centering around interview, or is intended to guide the client making use of the social institutions or social resources by the worker directly or Minsei-iin based upon informations acquired from the employer of the client, children's school, legally responsible relative or other concerned persons.
For this purpose, make a day schedule for a case worker everyday (to be prepared on the previous day) and make his activity clear.
The daily schedule for case workers shall be made in duplicate, one of them shall be submitted to the division chief to make their activity clear and at the same time it should be made use of as statistics materials.

(a) Guidance at the office

This guidance shall be given through solution of the problem and measures for the problem on the consultation made by the recipient or shall be given at the time of delivery of the protection expenses.

(b) Home Call Guidance

This guidance shall be carried out regularly or temporarily according to the cases for which the worker is responsible. The regular home call guidance shall be previously classfied as follows, according to the necessity of guiding the case.

(1) Household necessary to be called once for every ten days

(2) Household necessary to be called once for every twenty days etc.

Moreover, a temporary home call guidance shall be made when necessary during the interval. For this purpose, the necessary times of the above mentioned home call shall be previously entered in the case filing card and further, it will be changed and adjusted according to the subsquent conditions.

B. Content of Case Guidance (Law Art. 27)

The case guidance should be carried out within the necessary scope for the purpose of maintaining and improving the lives directly connected with protection

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and of achieving other protective purposes. At the same time, the recipient should be positively guided or be given proper guidance through consultation.

a) Direct Protection Guidance (Law.Art. 60)

This guidance is made directly in connection with protection for the purpose of achieving the aim of protection. This shall be carried out by instructions when such is necessary, and the most necessary instruction shall be issued in writing.
The direct protection guidance not only aims at the guidance centering around the legal obligation of the recipient but aims at the guidance of pursuing the independence of case. For this purpose, if necessary, applications of various protections and extensive social resources should be made use of.

(a') Work Guidance

Guide the clients to work hard according to their ability, anaylysing cases such as composition of household, location of companies in which they are employed, home-works and special technics, and at the same time, guide these people who depend their lives entirely upon protection having no positive and their own capacity, and lead them to approach such opportunities.

(b') Household Economy Guidance

The household Economy Guidance is the most important guidance because the soundness or the unsoundness of lives of the case directly due to the way of household economy management. In guiding the household economy character of the case should naturally be esteemed, however, as to expenditure of household economy, the recipient should be guided to economize it in connection with the protection expenses or the actual application of protection now being in force, and, as to income, they must be guided to maintain it soundly with the work guidance.
However, in this case irrespective of the more than necessary fixed guidance, guidance on a temporary household economy management necessary, should be made flexibly and expediently.

(c') Guidance for the Maintenance and Improvement of Life

Guide the recipients to lead independent positive lives in the sphere of housing sanitation and mental sanitation, not to mention the maintenance of household economy which is the basis of maintaining the living and to make them improve their lives positively.
Always keeping in mind that concerning living aid and medical aid, the purpose of protection can not be acheved without the guidance not to say the grant of living aid money or medical aid money. Particulary, pertinent advices or guidances should be given concerning the policy of living.

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Moreover, concerning the medical aid, keep close cooperation with the person in charge of medical treatment and give positive guidance about the relationship between the patient and the family, etc.

(d') Occupation Guidance

Guide those recipients who are at present engaging in occupation and who are going to get employment, requesting cooperation of the concerned employees along with the establishment of lives. Guide those who are deemed necessary, through application of occupation aid.

(e') Other Guidance

Give the guidance to those cases with child in nurse or child attending to school, concerning the bring-up and education, and keep close contact with schools and child welfare officials.

o In case of change of income and expenditure, change of household and so forth which will affect the protection, such changes should be reported at once by the recipients.

(f') Treatment of Violation of Guidance and Directives

Even if the recipients act contray to the obiligation imposed upon them by the direct guidance of protection and directions - which, when necessary shall be carried out in writing, analyse the couse indetails and direct them properly not changing, suspending or closing the protection mechanically and uniformly.
In enforcing the change, suspension or closure of protection, send the recipient a written notification beforhand suggesting the possibility of explanation for the given reasons, and the place and time for it to give him an opportunity of explanation. Final decision should be made after the result is made clear. (Art. 62 Law Regulation Art. 18)

o General Living Guidance

Case guidance shall be carried out extending over the whole sphere of life with the direct guidance of protection and for this purpose, always accept a consultation of the case positively and guide the recipient to report their troubles voluntarily.
The subjects to be guided will vary according to the individual case covering every kind of problems such as registration, lending and borrowing of housings, residence removal, second marriage, side-work, employment and school child's friend and so forth, but always advise and guide them centering around the independency of the case not restricting the recipients to their fixed status of the recipient. Concerning the professional matters, transfer them to the respective agencies or institutions to be mediated.

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o Protection Guidance After Suspension or Closure

The case guidance aims at the independent self-supporting life of the recipient with the enforcement of protection. However, complete independence and return to the society are not always the pre-requisite to the suspension and closure of protection. In some cases, continued assistance and guidances ~~needed~~ ^ as ~~bind~~ guidance of case for a certain period is necessary concerning cases of the suspension and closure of protection.

Guidance of protection after the suspension and closure of protection is carried out in compliance with this necessity and is particulary necissitated after the closure of the living aid, medical aid and occupation aid. This guidance should naturally be given for other aids.

This guidance shall usually be given through home-call guidance and mainly aims to extend the recipient's self-supporting conditions positively.

Especially in their realizing the livelihood plan to give them pertinent advices and guidances and the enforcement of this guidance after the suspension and closure of protection shall be conducted with cooperation of neighbours and the concerned persons.

C. Record of Case Guidance

Case guidance should be carried out based upon the various scientific conditions acquries from the case analysis and through the constant observation of the result, usher in another new analysis and expect the improvement of the case by giving new guidances.

Accordingly as to guidance which is the condition for the improvement, it must be always kept in order as the basis of case guidance in the form of protection guide history.

For this purpose, guidance given should be entered in the "Protection guidance progrss table" (Form No. 31) on all such occasions to make it the basis ~~of~~ or a new guidance and at the same time to make it materials for clarifying the whole case.

Furthermore, case filing cards should be kept in good order for making it available for the grip of case and for the statistical purpose.

Paragraph 2. Case Investigation

A. Enforcement Way of Investigation

Case guidance is not the mere guidance but it will become effective when the guidance is enforced through the mutual contact with the investigations and observations.

That is, guidance is conditioned on investigation. Accordingly, investigation and guidance affect each other keeping contact with respective fields and it should be enforced synthetically.

B. Content of Investigation

(a) Investigation on Protection Condition.

Investigation shall be carried out on the following problems centering around protection.

o Is the grant of protection now being enforced enough?

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- o Is another protection necessary?
  (duplicate aid, change of aid)
- o Has the necessity for protection been removed and recovered?
  (Suspension, closure, change)
  (Art. Law 25. Paragraph 2, Art. 26)

(b) Investigation on Guidance Condition

Further investigation on the history and result of guidance enforced on the basis of investigation should be made to make the guidance effective.
"Guidance Conditions Investigation" too, can not be separated from the Protection Condition Investigation and can not be enforced independently but should be enforced keeping mutual contact and making use of each result.

C. Dealing of Investigation

Results of investigation being the basis of a new-case guidance should be dealt with as soon as possible and guidance should be given in the new stage and conditions of case.
This must be recorded in the guidance history table.

(a) Change of Protection

Change of kind of protection and charge of extent of protection shall be enforced corresponding to the change of living conditions. Necessary and pertinent protection should always be enforced. In carrying out the change of protection, a written notification of decision of protection (Form No. 18) including the concrete reasons for that decision should be sent to the recipient (Art. 25 Paragraph 2)

(b) Duplicate Aid

When an additional new-protection to the currently granted protection is necessary as a result of investigation, guide the recipient to present a duplicate protection application (Form No. 32) or decide to give a duplicate aid without waiting his duplicate aid application and enforce the duplicate protection sending a written notification of decision on grant of protection (Art. 11 Par. 2)

(c) Suspension of Protection

Suspension of protection means a provisional suspension of protection on condition that a continued guidance for the case should be enforced when the causes for protection are temporary removed or improved. That is, it is a disposition which needs the decision on closure or resumption of protection.
Accordingly, case guidance during this suspended period should aim at helping its independency and at making it permanent.
When a decision on the suspension of protection is made, send a notification of decision on the suspension of protection (Form No. 33) to the recipient (Art. 26)

(d) Closure of Protection

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Closure of protection is an action which will be carried out when the protection is recognized unnecessary with the causes of protection being removed or with the causes being improved. However even in this case, carry out the above mentioned post-protection guidance to realize its complete permanency.
When a decision is made on the closure of protection, send a written notification of the decision on the closure of protection (Form No.33) to the recipient (Art. 26)

Chapter 8. Declaration of Dissatisfaction

Paragraph 1. Purport of Declaration of Dissatisfaction and Acceptance of It.

Declaration of dissatisfaction being the means of guarding the client's relief rights of demanding their desired protection against the decided protection measures taken by the mayor of city, town or village based upon the right of client to receive protection should be carefully dealt with and take great care not to infringe upon the client's will or not to restrict the exercise of rights by the client.
Declaration of dissatisfaction shall be accepted with the presentation of "Written Declaration of Dissatisfaction" (Form No. 34).
With the acceptance of the declaration of dissatisfaction, it shall be entered in the declaration of dissatisfaction disposition book (Form No. 35) and send it over to the prefectural governor within tendays with annexed necessary materials related to the declared matters of dissatisfaction,and with opinions of the mayor of city, town and village. (Art. 64 Par. 1 Art. 66 Par. 1 Enforcement Order Art. 3 Art. 64 Par. 2)
In accepting the dissatisfaction declaration, when it is recognized fair and proper, cancel the rejection of protection application or take such measure as to change the decisions immediately without waiting a decision or an approval by the governor or the Minister of the Welfare.
The action should have to be reported to the prefectural governor at once. Even when such an action was taken, written declaration of dissatisfaction should be sent over to the prefectural governor without fail.
When an declaration which is not under jurisdiction is accepted, send it over to the concerned mayor of city, town and village within ten days and notify the fact to the person who presented declaration (Art. 4 Enforcement Order)

Paragraph 2. Action For Decision or Adjudication.

When a decision by the prefectural governor or an adjudication by the Minister of Welfare is given, take actions based on the decision or adjudication immediately and report it to the prefectural governor or to the Minister of Welfare.
The development of this action should be entered in the declaration of dissatisfaction disposition book.

Chapter 9. Protection Statistics

Paragraph 1. Idea of Protection Statistics

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Protection statistics are not only the materials denoting the enforcing conditions of the protection administration but are used as the fundamental materials for a planning activity of the protection administration and are the indispensable factor for an effective operation of the protection administration. Accordingly, the protection statistics should be made in such accuracy as can be used as the basis of plan, and expenditure for the operation of protection administration and as the materials of information activities.

Paragraph 2. Making of protection Statistics and Report

Protection Statistics being divided in the monthly report on protection statistics denoting the movement of protection and the monthly report on protection expenses statistics denoting the statistics on protection expenses, reports should be made according to the following classification.

A.. Monthly Report or Protection Statistics

The monthly report on protection statistics is composed of the following five kinds (in case of report four kinds) of statistics and submit the report of the previous month to the concerned department of the prefecture.

(a) Report on the Number of Protection Application cases (Statistics Form No. 1)

Make the application situation clear by the protection application disposition book.

(b) Report on the Number of Started Protection Cases (Statistics Form No. 2)

Report the number of protection cases started in the previous month classifying it by the protection causes according to the kind, by using the protection application disposition book.

(c) Report on the Number of Suspension and Closure of Protection Cases (Statistics Form No. 3)

Report the number subject cases classifying them by causes of suspension or closure in correspondence with the protection period, according to the index cards which were disposed of because of suspension and closure.

(d) Report on Protection Situation (Statistics Form No. 4)

Report on the relationship between the granted money and the estimated amount, based upon the detailed statement of the grant of protection money.

(e) Case transaction Book For Caseworkers (Statistics Form No. 5)

Collect informations of caseworkers activities and keep it in order according to the case workers schedule.

B. Monthly Report On Protection Expenses Statistics.

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The monthly report of protection expenses statistics should be submitted to the prefectural authorities by 15th every month, stating the expending conditions of protection expenses for the previous month.

(a) Report on Expenditure of Protection Expenses (Statistics Form No. 6)
Report the actually disbursed amount in the previous month, dividing it by kind of protection and by way of protection.
Report on the disbursement of protection money should be submitted to the prefectural authorities till June 10 every year as the annual report on the disbursement of protection expenses, summing up all expenditures.

Chapter 10. ~~Money~~ Intendance of Protection Grant

Paragraph 1. Outline of Intendance of Protection Grant

Protection is carried out under the official responsibility and its financial resources to be appropriated for it come from the national taxes. Share and disbursement of the Government, prefecture, city town and village are respectively decided and carried out from this resources.
Accordingly, its intendance should be always accurately disposed based upon the defenite ground.
For this purpose, prepare and keep books (Protection Grant Set-Off Book) for every kind of protection, which will make an expending condition of protection money clear, and share of the government and prefecture in the disbursement of protection money by city, town and village, disposal of delivery of their burden and request for settled account should be dealt with correctly. (Art. 70, 73, 75 of the law)

Paragraph 2. Accounting Business of Protection Expenses

A. Establishment of Defrayment Program of Living Aid

Make the living aid disbursement program (Form No. 35) for each fiscal year and submit it to the prefectural authorities by February 10 of the previous fiscal year, adding a copy of income and expenditure budget of c.t.v. or its draft to the program
This program should be established based upon the income and expenditure budget which was established on the reliable data acquired from the protection statistics and protection expenses statistics of the previous fiscal year.

B. Request for Rough Estimate Delivery of Shared Amount of the Living Aid Money

Make the request paper for rough-estimate delivery of shared amount of the living aid money (Form No. 37 1 & 2) concerning the necessary estimated amount based upon the report on disbursement of protection expenses at every quarter of the respective fiscal years and submit it to the prefectural authorities by the next date adding a ro rough estimate calculation sheet (Form No. 38 1 & 2) which will make calculating basis clear.

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The First Quarter Feb. 10
The Second " End of May
The Third " End of August
The Fourth " End of November

C. Clearance of Shared Amount of Living Aid Money (Enforcement Order Art. 10)

Concerning clearance of the shared amount of rough estimate delivery by the Government or Prefecture, make a clearance sheet of the living aid shared amount (Form No. 39 1 & 2) after the expiration of the concerned fiscal year and submit it to the prefectural authorities by June 10 to be cleared, adding an extract copy of the income and expenditure settled account of the same year to it.

D. Request for Provisional Defrayment

City, town and village which have defrayed provisionally the protection expenses and business expenses for protection institutions to the protection institutions designated by the minister of Welfare, designated medical agencies and other institutions to be treated as such and city, town and village which have defrayed provisionally the protection expenses and business expenses for institutions under an urgent circumstances of the client should request the compensation for those expenses to the concerned city, town and village responsible for defrayment bill (Form No. 41) and documentary evidence for defrayment (Art. 72, Law, Art. 9 Enforcement Order).

When c.t.v. responsible for legal defrayment are requested to pay for the above mentioned bill, compensation should be made within 30 days after the day of request.

E. Return of Expenses and Collection of Expenses

In the emergency protection, if the recipient has his own means, if the legally responsible relative is able to support the recipient or if the recipient is given protection by a false application or other unjust ways, return or collection of expenses from such recipient should be carried out by sending a living aid money return (collection note to the responsible person for that expenses (Art. 63 Art. 77, 78 Law Art. 23 Regulation)

When the expenses are returned or collected by the above procedure, transfer it in the protection expenses item of the original budget items, and make this revenue clear in the request for rough estimate delivery of protection expenses and in the clearance of protection expenses.

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Appendix

Current Standard Amount Table
(Excluding business expenses for institution and entrusting expenses)

A. Standard Amount Table of Living Aid Calculation

(Class A)

Amount / Age	District A unit yen	District B	District C	Amount to be added according to Age
Below 2 years & above 0 year	440	430	425	Actual expenses for artificial nutrition
2 - 5	860	805	765	expenses for under one year baby
5 - 9	1,115	1,030	975	
9 - 13	1,200	1,115	1,060	

	Male	Female	Male	Female	Male	Female	
13 - 14	1,595	1,435	1,455	1,315	1,360	1,240	
14 - 25	1,470	1,210	1,350	1,125	1,270	1,070	
25 - 60	1,340	1,050	1,235	985	1,165	945	
Above 60	1,205	965	1,110	900	1,050	860	

(Class B)

Amount / Age	District A	" B	" C
1	285 Yen	275 Yen	200 Yen
2	385	375	290
3	395	385	300
4	475	470	380
5	475	470	380
Everyone inclease above 6	15	15	15

Kind / Amount	District A	" B	" C
*	Yen 1,285	1200	1155
**	1,470	1375	1310

* Institution for the aged & Institution for protection.

** Regeneration Institution.

Note: Transfer expenses is the minimum actual expenses necessary for transfer.

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B. Standard Amount Table of Housing Aid

House Rent	Classification	No. of Person 1	" 2	" 3	" 4	Above 5
	District A	35 Yen	35 Yen	55 Yen	55"	70 "
	District B	30	30	45	45	60
	District C	25	25	40	40	55

Note: Governor is authorized to establish a special standard up to 100 % of the Standard Amount
Repair Expenses ..... Up to ¥3,000 by approval of Governor (one case)

C. Standard Amount Table of Education Aid (Annual Amount)

School year / Item	Elementary School						Middle School		
	1	2	3	4	5	6	1	2	3
Text Book	Yen 85	Yen 105	Yen 130	Yen 195	Yen 185	Yen 210	Yen 315	Yen 300	Yen 345
School Requisite	450	405	440	750	715	660	2420	1390	1390
School Attendance Articles	215	215	215	215	215	215	240	240	240
Total	750	725	785	1160	1115	1685	2975	1930	1975

Note: 1. In delivering Education Aid, sum up the necessary Amount for the concerned month within the above annual amount.
2. Sum up the monthly actual expenses for school lunch for school children receiving school lunch.
3. As to the trafic expenses for school attendance, sum up the monthly minimum necessary actual expenses for school attendance.

D. Medical Aid Expenses

1. Aid is to be granted according to the examples of the National Health Insurance of c.t.v. inwhich the designated medical agencies are located. In case no National Health Insurance Law is enforced, it will be according to the Health Insurance.

2. Concerning monetary grant for transfer, medicines and medical treatment materials, minimum necessary expenses for purchasing them.

3. Concerning monetary grant for transfer, minimum necessary expenses for purchasing them.

4. Expenses for operation and nursing shall be according to the separately agreed-upon amount.

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E. Standard Amount Table of Maternity Aid

Division	Standard Amount
District A	1,000 Yen
District B	1,000
District C	900

Note: Concerning absorbent cotton gauze and other hygenic materials, minimum necessary expenses for purchasing them.

F. Standard Amount Table of Occupation Aid

1. Encouragement for employment within ¥3,000 (1 case)

2. Study of skill
   Under one month .....within ¥500
   Above one month - under months " ¥1,500
   Above three months - under Six months within ¥3,000

G. Standard Amount Table of Funeral Aid

Division		Standard Amount
		Yen
District A	Adult	2,000
	Minor	1,500
District B	"	1,900
	"	1,400
District C	"	1,800
	"	1,300

H. Additional Grant To the Food & Drinking Expenses and Special Reduction Amount From the Income, In Special Cases

District A ..... within ¥350
" B ..... " ¥300
" C ..... " ¥260

I. In case any special circumstance should exist for the recipient, application for creating special standard should be approved by the Minister of Welfare.

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Nakayama/rn

Manual for Procedures of DLSL Administration
Yokohama City Minsei Anteisho
(Welfare Security Office) August 1950

CHAPTER 1. Outline of Protection Work

Only making the proper classification of protection work and promoting the operation of work efficiently and effectively under the well-qualified personnel who is also well arranged in compliance fully with the classification of work, will being the result of the complete protection work under DLSL.

Paragraph 1. Classification of Protection Work

Protection work is to be divided into the following four kinds of type, and be made the proper and prompt disposition according to its nature by law.

1. Work concerned with the persons requiring the assistance

Finding of the needy, interview and application, investigation, determination of aid, execution of assistance, case guidance and appeal are to be the main factors in this work, so as to guarantee their minimum living as well as encourage them to become self-supporting and also handle the fundamental materials for the statistic of assistance.

2. General Affairs Work of Protection

a. The statistical work of protection is to adjust the result of assistance as well as make the condition of aid clear, as the basis of the planning activity.

b. Accounting business of protection expenses needed for the execution of assistance as protection expense, administrative costs and entrust expense for the protective institution and Minsei-iin expense, and also make it clear to handle the accounting business concerning city, town, village defrayment for prefectural or national subsidy.

c. Notice and adjustment of other law, regulations and notifications.

Paragraph 2. Arrangement of Paid Official

1. As to the selection of the paid officials in charge of protection work, they should choose those persons who are much eager to promote social welfare, well aware of various laws and regulations as well as well-qualified to operate the work thoroughly, respect the recipients' personality, execute the work from the standpoint of democracy and always try to develope it in the positive attitude for guidance.

2. In reference to the arrangement of the paid official, it shall be allocated according to the working load of work for clients, statistics and accounting business. Protection work for clients shall be specialized by allotment of the social welfare secretary, and corresponding to it, statistics, accounting and general affairs business shall be filled by the well-experienced official in order to obtain the efficiency and effect of the work.

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Paragraph 3. The Paid Official and Allotment of Protection Work

The function of the paid officials, as bellow-mentioned, should be handled smoothly in accordance with the attached sheet; and the paid officials should continuously adjust the protective condition with accuracy as well as clarify their responsibility.

1. Receptionist

(1) Acceptance of the applicants and consulters.
(2) Selection of the applicants and consulters.
(3) Referral of the applicants and consulters to the intake worker.
(4) Drawing up the acceptance list.

2. Intake-worker

(1) Consultation and guidance by interview to the applicants and consulters.
(2) Drawing up the interview record.
(3) Acceptance of the application sheet.
(4) Submission of record and reference materials to the case-worker through the division chief.
(5) Explanation on issuance of forms necessary for determination of aid.
(6) Referral to the social work institution or others.
(7) Delivery of the initial medical card.
(8) Consultation and guidance by interview to the recipients.

3. Case-worker

(1) Charge of protection area.
(2) Field investigation.
(3) Social investigation and finding of the needy.
(4) Collection of materials necessary for determination of aid.
(5) Livelihood guidance to the recipients, and preparation and issuance of the directives.
(6) Report of the protective condition.
(7) Approval on eligibility of assistance.
(8) Preparation and delivery of notification on decision, rejection, or change of aid.
(9) Replacement to the social work institution.
(10) Contact with various agencies.
(11) Distribution of relief-in-kind.

4. Protection Division Chief

(1) Guidance and supervision of the case-workers and intake-workers.
(2) Adjustment of cases for the case-workers.
(3) Allotment of guidance for the field investigation.
(4) Inspection for eligibility of aid.
(5) Inquiry on eligibility of aid.
(6) Interview in the presence of, or in absence of, the intake-worker.

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5. General Affairs Division

(1) Requirment and safekeeping of the budget.
(2) Procedure and payment of grant.
(3) Report and custody of supplementary accounting list.
(4) Settlement of grant.
(5) Making up the statistical report.
(6) Collection and announcement of materials.
(7) Recipt and issuance, adjustment and maintainance of documents concerned.
(8) Supply and safekeeping of equipments.

Paragraph 4. Attitude of Mind of Paid Officials

Those who are engaged in protection work, regardless of the type of work or sphere of the function, shall keep the close contact each other, as well as execute the proper protection, not to degenerate into the mechanical disposition.

CHAPTER 2. Finding Out of the Clients

Finding of the clients shall be regarded as the first step of the protection activity. The law shall be applied by the finding of the clients.

It is the principle that the protection shall be commenced based upon the application. However, as long as the mayor (city or ward) is to be responsible for execution of protection, those who are engaged in execution of protection shall pay the close attention to the living condition of people under their jurisdiction, and attempt to find out the clients in order to give the assistance to people thoroughly, whatever the case might be urgent or not.

The clients can be found out through the following referral under the campaign of spreading out the purpose and puport for the enforcement of this law.

1. Application for protection from the client, his legal supporter or relatives.

2. In case of the social investigation on people, surveyed by the case-worker under his jurisdiction.

3. Referral or finding out by Minsei-iin when he made the social investigation under his function activity.

4. Referral from the police station, health centre, Jido-Fukushishi, child welfare centre, PESO, school, social institution, working place, or agency.

Consequently, they shall make the social investigation, taking up the opportunity of home-visit to the clients, as well as keep positively the close contact with Jido-Fukushishi, Minsei-iin, school, police-station, health centre

Paragraph 2. Disposition of Finding

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So long as it is the principle that the application of protection shall be submitted in the written form by the client or his legal supporter or relatives in his household at Minsei Anteisho, those cases which are provided in 2, 3, and 4 Items mentioned above shall be handled as follows:

1. In case of Item 2.

Securing the detailed information of the condition from the clients or Minsei-iin by method of the interview, the case worker should explain the law kindly not to make the client feel inferiority, as well as guide the client in order to let him make the procedures of application to Minsei Anteisho.

2. In case of Item 2, 3 and 4.

Guide the client so as to make the application by means of home-visit or sending the written form to let him come to the office.

3. In case the client is not able to come to the office because of the physically disabled or other reasons, receive the application for him.

4. In case even if the case is considered to need protection or to be urgent, application for protection is not handled by the special reason, give protection being enforced by the authority as soon as possible not to wait the application.

CHAPTER 3. Interview and Application of Protection

Interview and application of protection are to be made, as the principle, for those who are faced with difficulty in maintainance of the minimum living. Consequently those who come to Minsei Anteisho will cover the large number under the types of the different nature, for instance, residents in the area, vagrants, those persons who do not know the procedures for application, though they want to apply, those who come to the office in order to consult about eligibility of receiving protection, census registration, Eugenic Protection Law, work-shop, referral of occupation, consultation on housing, health and sanitation, marriage, divorce or repatriation. The careful disposition is desirable not to make any mistake to handle the above-mentioned cases.

Paragraph 1. Summary of Acceptance

Item 1. Method of Acceptance

Pay attention to the following items so as to give the clients the friendly impression as well as try not to make any hindrance for disposition hereafter.

1. Consult with the client kindly with clearness of the words.

2. Be careful on your attitude not to give the unpleasant feeling to the clients.

3. Explain that the receptionist is to hear the purpose of the visit and to refer him to the person concerned.

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4. Explain that the intake-worker is to handle the procedures of protection, or to give the explanation of the law in the interview-room.

Item 2. Disposition after Acceptance

1. By securing the purpose of the visit, tell him the place in charge, according to each matter.

a. Consultation of Protection Work

(1) Let the client wait until his turn while let him submit the "Interview Card" to the intake worker.

(2) Refer the client to the intake-worker in the interview room with the polite manner.

b. Other Welfare Work

Other welfare matters Refer the client to the General Affairs Division Chief.

c. Consultation on Matters which are not handled in Minsei Anteisho.

Tell of the visiter about the location in which the matter is handled and also name of the person in charge, if possible.

2. In case of receipt of the application by mail, forward it to the Protection Division Chief, as soon as possible.

Paragraph 2. Method for Guidance Interview

Item 1. Method for Interview

1. Interview is a fundamental technique of the case-work, and it mainly aims at the establishment of the sound and constructive relationship between the intake-worker and the client. The intake-worker should not make only the mechanical questions but try to guide the client to let him tell his distressed condition freely and yet with sincerity. Then, report the general condition and the result of guidance in the "Interview Card," which will be perused by the Protection Division Chief.

The intake worker should keep in his mind the following points so as to let the client tell his true condition, as the psychological condition of the client is varied.

a. Treat the client equally.

b. Guide the client with a definite purpose based upon his necessity.

c. Pay the proper attention to prevent the client from distraction, constract, noise or abstruction, also keep his secret not to be disclosed.
and

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d. Be sure to make an interview at the interview-room. Because of this, the interview room must be established.

e. Clarify the duty of the intake-worker to the client. Control the client in order to let him express his own main problem freely, by giving him the impression of safety and confidence, as his good consultant.

f. Listen to the client's statement with patience and sincerity, even if he talks in a round-about way.

g. Explain the client about the outline of the law, necessary conditions of protection enforced by authority (duty) and also penal regulation.

h. Words for explanation should be used according to the degree of the client's education.

i. Explain the qualification of the applicant.

Item 2. Pivotal Points and Method of Interview

1. The pivotal point in the interview is that the intake worker shall treat the client to let him judge himself whether he is eligible or not, and also handle the procedures for application of aid, respecting the client's free will.

2. In case the intake-worker has to make a decision as the result of the interview, the intake-worker should make the client understand, based upon the calm and fair judgement.

3. After the interview, the intake-worker shall ask the client again whether he has will to apply or not, and then:

a. In case the client has no will or is not eligible for protection, encourage him and let him go home.

(1) Explain the client that the client should apply freely again, in case he can not maintain his living.

(2) In case, although the client is not eligible for protection he has any defect in his living, guide and encourage him while making the contact with the case-worker and Minsei-iin.

(3) Refer the client to the social work institution or others.

(4) Explain the client or make a disposition concerning assistance authorized by other laws, support by the legal supporter under the Civil Code, social institution or utilization of other resources.

b. In case the client has will to apply or is considered to need application for protection, regardless of eligibility for protection, let him ~~be~~ take the procedures for application.

Paragraph 3. Acceptance of Application for Protection

Item 1. Acceptance of Application

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1. As to application for protection, give the Application Sheet to the applicant and let him fill up in the necessary items and also put his seal and signature, and then receive it.

2. However, in case the applicant is not capable to fill it up, make up the application sheet instead, securing the reason for application from him. Read that application for him and let him put his seal upon consent. Then, receive it.

3. Appoint the date when the case-worker shall make the investigation and give the necessary forms with the explanation which shall be submitted, if possible, by the day when the field investigation is made, and let him go home.

4. At that time, the intake-worker shall not tell the applicant in reference to the decision of eligibility for protection. However, regarding ~~to~~ the emergent case, it could be given the proper disposition through the division chief, while making the contact with the case-worker. In this case, report that effect in the application sheet.

5. Explain that within 14 days after the application received, in case of no special reason, the notification on eligibility for protection shall be delivered to the applicant.

6. Explain that the applicant is able to make the appeal within 30 days after the decision made, if the applicant is not satisfied with the notification on decision of aid.

7. Be sure to explain that the applicant can make the appeal in case no notifican on decision is sent to him, which will be regarded as the application is rejected.

Paragraph 4. Disposition of Intake Business

All the matters handled in intake shall be written in the "Interview Card".

a. As to those who do not apply for protection or only consult, report in the interview card only "Interview" and maintain it in good order, according to the area in charge of the case-worker, for this will a good reference or material to be made the investigation with priority in case the case-worker will make the social investigation.

b. In case of acceptance of application for protection:

(1) Adjust it in "Application Disposition List", and establish "No. of Application Received".

(2) No. of application received which is established by order of acceptance shall be used till protection will be decided, as soon as decision is made "Case No. " shall be established: only this No. shall be used hereafter. Consequently, pay attention not to mix up "Case No." and "No. of application Received".

(3) Making up "Index Card".

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(4) As to application in reference to medical treatment, issue the "Initial Examination Card" with explanation of its usage and adjust it in the "Initial Examination Issuance List".

(5) After the disposition completed, hand over Application Sheet, Interview Card and Index Card to the case-worker through the Protection Division Chief.

CHAPTER 4. Investigation

So long as the investigation is to be one of the most important matters in order to grasp the actual living condition of the clients accurately as well as a fundamental material so as to decide the type and method of the proper protection, the case-worker ought to pay attention to the following items, asking the co-operation of Minsei-iin in charge.

(1) Handle the matters quickly and yet enthusiastically.

(2) Be patient, not to hasten to obtain the effect.

(3) Always study hard.

(4) Take the technical disposition.

(5) The synthetic observation shall be required.

(6) Keep the secret.

Paragraph 1. Method of Investigation

Item 1. Preparation for Investigation

Receiving the Application Sheet, Interview Card and Index Card from the intake-worker, the case-worker shall prepare and also fill up the "Investigation Sheet for Family Condition "according to the Application Sheet.

If it is possible to make interview of the client and the case-worker at the office, conduct the close investigation by the "Investigation Sheet for Family Condition".

Item 2. Outline of the Field Investigation

I. The pivotal point is to be in the field investigation. For this reason, the case-worker should conduct the detailed investigation regarding the place where the client lives in or other places concerned. At this time, be sure to bring the "Official Spot-Check Investigation Card".

A. Family Investigation:
It shall be conducted by the "Investigation Sheet for Family Condition."

(1) Explain the purpose of investigation to the client.

(2) Re-recognize as to the points which are to be known at the time of application.

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(3) Be discreet in word and deed lest the bad feeling should be given to the client.

(4) If the case-worker be not able to conduct the over-all investigation, wait the next opportunity, considering the condition.

(5) Attempt to let the client tell his true living condition.

(6) Investigate closely the client's family, house, asset, income, living expenses and legal supporters. In this case, centralizing on the client's statement, the case-worker shall grasp his living condition from the following points.

(a) Condition of Tatami and fittings & extent of its damage.

(b) Condition of furniture.

(c) How about the clothes of his family members?

(d) How about the health and nourished condition?

(e) How about the sanitary condition?

(f) How about his will for self-supporting?

B. Investigation in Neighborhood.

Conduct the research on living condition, behavior, character, intercourse with neighbors, reputation, and so forth, with at least two or three neighbors within the limit of not giving nuisance to the client.

(1) Does the client work the side-work?

(2) From where does the client get support?

(3) Does the client spend the daily life in waste?

C. Investigation of Legal Supporter

Make investigation on the extent of asset, support of the legal supporters who live in the city and also the degree of intimacy..

Regarding those who live in the distance, conduct the "Inspection on Document".

D. Opinion of Minsei-iin

It will be the most important reference to listen to the opinion of Minsei-iin who will be regarded as the neighbor.

E. Others.

Collect the reference materials which will be used for eligibility of protection, not sticking to the only application but making contact as possible as could be.

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II. Contents of Investigation.

A. The fundamental investigation common to all protections is the investigation on the basic family condition and living condition, which shall be carried out according to "Investigation Sheet on Family Condition" and "Income and Expenditure Approval Sheet".

The content of the investigation shall be filled up in details, taking into consideration that it will give not only the correct and accurate fundamental materials for decision of protection, but will be used as the references for guidance after the decision made and enforced.

1. Family Condition Investigation.

This investigation is to be carried out for the purpose of obtaining the general status of the household by grasping the outline of the living condition of the family.

(1) Family Condition

Familyhead, permanent domicile, residence, and the starting date of residence shall be the subject of this investigation. According to this investigation, information of the legal supporter or living history shall be secured by perusing the copy of the client's census register or by investigating the reason for remove to the present residence.

(2) Family Members' Status

Sources of earning can be taken hold of through investigation of name, sex, family relation, date of birth, schooling history, health condition and especially working ability and occupation, or an information of living history can be secured by asking the reason of the absence or death or family members and also their economic relation.

(3) Assets and Debts

Regarding the assets, real estate (including insurance and securities) is to be investigated, and as to debts, the investigation on amount, obligee, relationship, reason of loan and repaying condition is to be conducted.

In addition, as to assets, investigation on whether or not there is any part to be disposed upon the basis of the minimum living and also whether such disposition can be actually realized or not, shall be carried out. Through these investigations, the fundamental material for the living attitude and living ability can be obtained; however, in estimating these, the sound and appropriate estimation in conformity with the social economic situation shall be carried out with the close care, not falling into the mechanical estimation.

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(4) Housing Condition

The type of house, ownership, number of tsubo, construction, number of rooms and mat (Tatami), utilizing conditions, house-rent, land-rent, sanitary condition, adjustment condition of furniture, water-supply and electricity etc. shall be investigated. In case the spare room are found or the house is too much decayed utilization or repair respectively should be taken into the consideration.

2. Investigation on Living Expenses

Although the outline of the family living can be grasped by the above-mentioned investigation, the further investigation on how they are actually leading their economic life shall be conducted in order to make the "Research on Statement" as well as set up the "Standard Amount" by the "Minimum Living Expenses Approval Sheet" or the "Income and Expenditure Approval Sheet".

(1) Food and Drink Expenses.

Make a research on the self-supporting status in reference to the staple food, side-sishes and seasoning expenses in order to secure the amount of reduction by self-supporting, as well as obtain the materials for living attitude especially by asking kinds of side-dishes. In case of the artificial nutrition, inquire into it and enter the result in the column for the artificial nutrition expenses. Regarding such cases as the nutritious food and so for the which are necessary to be treated according to the special standard, the application for the special standard set-up shall be handled.

(2) Clothing and Accessories Expenses.

Investigate an actual monthly expenditure on this items. The standard for this item being limited to an extremely low extent, a practical use of the temporary assistance or other means shall be taken into the consideration according to the quantity of stocks.

(3) Health and Sanitary Expenses.

Expenses for bath, barber and sanitation shall be coming under this item. Portions which are used for these purposes without the actual monetary payment shall be taken hold of.

(4) Housing Expenses.

Conduct an investigation on the actually paid expenditures used for house-rent, land-rent, house-tax, furniture, and water-rate. In case of using the well, its maintainance expenses and others shall be considered.

(5) Light and Fuel Expenses

Investigate the actual payment of electicity, fuels, and matches. Especially regarding to the fuel expenses, self-supporting part must be inquired.

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(6) Miscellaneous Expenses

Make a research on the news-paper, transportation and communication expenses. Especially, be sure to investigate the social expenses in order to obtain the materials for living attitude.

(7) School Expenses

Investigate the expenses used for text-books, other school articles and school lunch and also other necessary things. Especially make the investigation on such necessary expenses used for the compulsory education as practice of the social affairs lesson or the transportation fee for school attendance, and so on.

3. Investigation on Income.

Investigate how the above living expenses are managed, and to what extent an actual living ability or its possibility exist, to take hold of the properties actually disposed or utilized. Enter such items in details in the "Income Approval Sheet".

(1) Income by real estate or movable property actually utilized.

(2) Asset which is not being utilized but can be used practically.

(3) Savings

(4) Family-member who are working:

Type of work and their income. In this case, regarding the private enterprise or side-work income and the temporary income, attempt particulary to get its average income and take care not to conduct the investigation only mechanically or fixedly.

(5) Assistance by the legal supporters, relatives or acquaintances.

In reference to the income coming from the above sources, the employment certificate or salary certificate should be required to those who are full-time employees and get the regular income. As to those who get income through the side-work, day-labor, helping others or private enterprise, let them submit "Income Statement Sheet". While, let those without any income, submit "non-income Statement Sheet".

Furthermore, in this case, investigate and grasp the amount of expenses with its substance and basis, necessary for obtaining the above income.
In conducting these investigations, ask the co-operation of other public offices concerned or employers to entrust the investigation or request the reports. Regarding the unemployed, submition of job-seeking certificate or day work certificate shall be required through the public Employment Security Office for the purpose of securing the information in reference to the job-seeking condition and grant payment condition of the unemployed insurance.

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Assistance by the legal supporters shall be treated in proriety to this law. However, so long as such assistance shall be, as the principle carried out upon the agreement between the client and the legal supporters, the detailed investigation shall be conducted in order to grasp their capacity.

4. Observation of Living Attitude

Observation the actual living condition upon the basis of the above family condition investigation and the income and expenditure status in order to secure the actual living tendency of the family and make it a fundamental date for living guidance.

B. Necessary investigations in compliance with other type of aid.

1. Investigation on Housing Aid

As to the repairing of houses, prepare the "Housing Repair Investigation sheet", making a research on the necessary materials and expenses for repairing with the confirmation of the damaged situation.

2. Investigation on Education Aid.

The financial data of education aid can be acquired by the "Family Condition Investigation Sheet". The investigation on the school attendance condition shall be the indispensable element for the living guidance. Its content shall be the absence situation, school-friend relationship and studing status.

3. Investigation on medical aid.

Regarding the applicants of the Medical Aid, prepare the "Medical Aid Eligibility Confirmation Sheet" which shall be utilized as the basis of decision, securing the result of the physical examination made by the designated doctor, through the Medical Treatment Initial Card.
In making the "Medical Aid Eligibility Confirmation Sheet", special consideration must be taken in, so as to clarify the basis of the directly necessary expenses for medical treatment.
As to nursing or transferring, by receiving the "Certificate for Necessity of Nursing or Transferring", enforce it.

4. Investigation on Maternity Aid.

Secure the actual situation by the close investigation on pregnancy or Mothers and Children Hand-Book."

5. Investigation on Occupational Aid.

As to planning of occupation, the sufficient consideration shall be taken into such matters as the applicant's eagerness, posibility of relation and its future prospectiveness for self-supporting. Study of the plan, guidance and confirmation of the employment should be made.

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Let the applicant submit the "Occupation Planning Sheet", while encouraging him to learn the technical ability and to get work.

6. Investigation on Funeral Aid

Request the "Death Certificate" or "Autopsy Sheet" so as to secure the confirmation of death. Investigate the transportation expense used for carrying the corpse from the place of death to the burial places, and other necessary expenses spent for cremation or burial, and so forth.

C. Matters which the paticular attention should be paid in conducting the investigation.

(1) Make the investigation on matters which will be the element for decision of protection extensively, not limiting its sphere only to the applied subject.

(2) Conduct the investigation as a like of protection guidance, not ending in the simple and mechanical way for the determination of aid.

(3) Make a careful observation to the statement of the applicant in order to grasp its truth.

(4) As to the investigation the special case, pay the close attention to the following points:

a. Vagrant:

Place birth residence

Reason for vagrancy, family, supporting relationship, history of vagrancy, begging status, present condition and so forth.

b. Criminal's Household

Reason for crime, nature of crime, the first offence or repeated one, criminal's personality, family relationship, influence upon the criminal's family or the neighborhood.

c. Minors and children under 18 of age.

Condition of disposition under the Child Welfare Law, present living condition, supporter or relatives, and so on.

d. Old Single Man

Relationship of supporter or relatives, ownership of house, present living condition, career, desire for replacement to institution.

Item 3. Investigation of Documents

Make the investigation of the documents to be attached after the field investigation is over.

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1. Adjustment of the documents

2. Recheck of contents.

It is convenient to make the investigation of documents at the same time when the field investigation is conducted, otherwise necessity of re-investigation on field will be arisen.

3. Referral to the legal supporter who lives in the distance or has no fixed abode.

4. In case the residence of the legal supporter is found out through referral to the mayor or confirmation of the social welfare secretary at the spot, it might not be necessary to make the attached documents if the place and other items are filled up in details in the investigation sheet. The social welfare secretary shall have responsibility for the confirmation of this case.

Paragraph 2. Disposition of Investigation (Approval)

Eligibility for protection shall be decided according to the result of the above field and documents investigations. Result of the investigation shall be the important material for decision. Therefore, as to approval, make the following disposition fairly.

1. Adjustment of the "Living Condition Investigation."

2. Adjustment of the "Income Approval Sheet".

The method of approval shall be in accordance with "10th living expense, standard amount, revised method, No. 2, 2".

3. Arrangement of the "Minimum Living Expense Approval Sheet".

The method of approval is similar to the above item. However, regain Education Expenses, calculate the necessary amount in that month within the limitation of the standard amount (a yearly amount).

In case any question or contradiction is found out in making the disposition, conduct re-investigation in order to solve it as soon as possible.

CHAPTER 5. Decision of Protection

Paragraph 1. Determination for Application of Aid

Item 1. General Matters for Decision

Decision for application of aid shall be made according to the above-mentioned investigation. It is necessary to pay attention to the following items so as to make the proper and prompt disposition.

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1. As to decision, decide the type, extent and method regarding the necessary protection, not limiting to the applied subject only.

2. The careful consideration should be taken in order to obtain the reasonable determination aiming at the self-independency, in confirmity with the actual condition and also desire of the family.

Item 2. Channel of Decision

Channel of decision for aid is as follows:

1. The case-worker shall approve the type, limitation and extent of aid and specify them in the "Approval Investigation."

2. If the investigation sheets for decision are filled up completely, adjust them as the following order and forward to the chief of Anteisho through the division chief.

(1) Attached documents.

(2) "Income and Expenditure Approval Sheet".

(3) "Living Condition Investigation Sheet".

(4) "Approval Investigation Sheet" (Medical Aid Eligibility Confirmation Sheet).

(5) Application Sheet.

3. The division chief shall re-check the approval based upon the materials which the case-worker made, and give the recognition to it. The chief of Minsei-Anteisho shall decide it, and then the final decision shall be made through the approval of the Ward Chief.

Item 3. Method of Decision

The following items should be paid attention to:

(1) Whether or not the client utilized any assets available or ability, in order to maintain the minimum living.

(2) Eligibility for obtaining aid under the law or any assistance by the legal supporters.

(3) Is the approval of income proper or not compared with the amount of income by working, type of occupation, working ability or the client's age?

(4) Is the necessary expense reasonable in order to obtain the income?

(5) Is the approval of the minimum living expense proper compared with the standard?

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(6) Is the mount which is indicated in addition to the minimum living expense approval proper?

(7) Are the type, extent, method or date opened of aid proper?

(8) Decide the eligibility of aid with comprehensive observation.

Paragraph 2. Decision for Rejection of Application

1. In case, the application is recognized that grant or relief in kind is not necessary, as the result of the investigation (or examination).

2. In case the client refuses to be investigated or examined which is necessary for decision.

Paragraph 3. Decision of Protection by Authority

In case the client in the urgent condition is found out or Minsei-iin finds such cases, decide the method and extent of necessary protection by the "Inquiry Regarding Decision, Change Suspension or abolition" according to the method of the investigation mentioned in the above chapter, and then commence the protection.

Paragraph 4. Determination of Occupational Aid for Those Who Utilize the Protection Workshop

Item 1. Approval of Workshop Worker

Let those who desire to work in workshop submit "Application for Worker", and approve depending the limitation of working ability according to the necessary qualifictions provided for separately.

At this application, discharge the following simultaneously:
Submission of employment application to PESO and certificate verifying the applicant is presently out of the suitable job.
However, the case-worker shall make the above disposition in case the client be not able to make contact, owing to, for instance, the traffic inconvenience.

Item 2. Determination of Occupational Aid for Workers

Determination of occupational aid for workers shall be done as mentioned below:

(1) In the event the applicant is receiving living aid presently or one of his household member is receiving medical aid, determine the occupational aid as the duplicate aid.

(2) As to the cases other than mentioned above, make a sure recognition of income, and, as to those who are, though not receiving living aid or medical aid, obliged to receive such unless they work in workshop, approve the living aid to only those whose approved income amounts are less than the minimum approved living expenses plus following amounts.

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Additional Amount	¥700	¥800	¥900	¥1,000	¥1,100	¥1,200
No. of Family-member	1	2	3	4	5	6

In case more than two members of the household are working as the workshop worker, ¥700 will be added to every person increased.

Excute this approval at least every three months.

The ward chief shall issue the "Certificate of Eligibility for Worker in workshop", to those who are approved as eligible in accordance with the above standard; and make a contact to PESO through the city office

This certificate shall be valid for the period of six months; and the said approval shall be renewed every six months.

Also the ward chief shall prepare the "Workshop Workers' Record" beside many documents regarding the determination of protection, and let the General Affairs Division keep such altogether.

Paragraph 5. Disposition after the Decision of Protection Made

Upon the approval of the ward chief, return such to the case-worker through the Protection Division chief.

Item 1. The Case Approved for Protection

The case-worker shall:

(1) Fix the case number. The case number must be consecutive on all households for which protection has been decided, and the same number must be used for the household permanently.

(2) Prepare and deliver the "Notification of Protection Decision". Also issue the notification of protection decision in case of Medical Aid. Simultaneously with the delivery of the notification to the applicant, notify the Minsei-iin in charge the content thereof.

(3) Prepare and deliver the "Transmitted Notification". Concurrently with the contact with regard to the accommodation into an institution, any pertinent facility, or private residense, fix the date on which the accommodation is to be made; and notify the recipient to be ready for accommodation, and transmit the recipient thereto. At this occasion, since the detailed procedures are required, for instance, on the certificate for change of address, pay a particular attention to the recipient to guide him without fail, and deliver a copy of "Record of Family Condition".

(4) Adjust and keep the index card in proper order, upon entering the date of decision and adjusting. After entering the date approved, and adjusting the cards, the cards shall be divided into the following four parts: one copy is by Alphabetical order and the other is by disposition of protection, which shall be kept in the case-cabinet by order of Case No.

a) Active case b) Suspended case c) Closed case d) Rejected case.

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(5) Prepare and keep "Case Control Card". Arrange and fill up and keep such in Control Card Cabinet.

(6) Fill up the "Interview Card". Upon entering necessary matters, return such to the intake-worker.

(7) Route all documents concerning the decision together to the General Affairs Division.

(8) Inquire the Local Minsei-iin Council.

The intake-worker shall:

Report how the decision was made in the "Application Disposition List" in accord with the interview card, and after adjustment, keep such in the order of application No.

The staffs in the General Affairs Division shall:

(1) When the documents concerning the decision is routed from the case-worker, make the "Detailed Relief Grant Payment List" and file same together, and simultaneously prepare and deliver the "Grant Payment Slip".

(2) Prepare the "Medical Treatment Card Issuance Disposition List" and issue the "Medical Treatment Card" to the recipient bringing the "Notification of the Protection Decision".
Regarding the countinueing medical treatment, deliver the medical treatment card, after the confirmation is secured.

(3) At the completion, put all documents concerning the decision into one case file, and keep it in the case cabinet.

(4) Inasmuch as the case-worker is the custodian of the index card of the case file, keep it in good order whenever any personnel shift takes place.

Item 2. Cases Rejected for Protection.

(1) The case-worker shall prepare and issue the "Notification of Protection Rejection", to the applicant.

(2) The case-worker shall also discharge matters prescribed in the preceding item.

Paragraph 6. Disposition of Special Standard Cases

If, as a result of the investigation according to the preceding chapter, the establishment of the special standard is recognized to be necessary, prepare "Application for Establishment of Special Standard," attached by documents required according to the kind of protection; and the route same to the Welfare Bureau addressed to either the Prefectural governor or the Welfare Minister depending on its content.

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At this occasion, in so far as the ward chief is able to dispose the protection, execute the decision and enforce same promptly.

Paragraph 7. Disposition of Exceptional Cases

In case any suspension arises with respect to the handling of the exceptional case, inquire the chief of the Welfare Bureau in accord with "The Inquiry Regarding the Disposition of Exceptional Case".

CHAPTER 6. Execution of Protection (Grant)

Grant of DLSL is to be enforced by two types; money in cash and relief-in-kind. In execution of protection, the condition of grant must be adjusted by the General Affairs Division according to types of aid, whenever the approval is made. Specification of grant, in case the grant is given by means of relief-in-kind, must be stated, and at the same time the amount of money equivalent for relief-in-kind also must be readjusted; however, as to relief-in-kind for the medical treatment, amount of money used for medical treatment must be adjusted.

Paragraph 1. Execution of Living Aid

Item 1. Indoor Relief:

(1) The date of payment shall be fixed for every month (by 5th of every month), and it shall be notified to the clients; let them come to the office with the payroll of the livelihood protection grant and the seal.

(2) The grant shall be issued to the recipient himself, and familyhead or others designated by the recipient or by the Welfare Bureau Chief.

(3) The General Affairs Staffs shall prepare two copies of the "Relief Grant Payment Detailed Sheet" by 10 days prior to the pay day, recheck the calculation, circulate them to the Accounting Section, and then pay the relief grant to the recipient shile let him put his seal on the sheet. Keep one copy in the Accounting Section as well as leave the other copy in the General Affairs Section.

(4) As to new cases, the payment for the month which the approval is made. must be done by daily rate according to Item 3, 4, mentioned above, to the client.

(5) (a) In case changes take place with the client in income or in the form of death or other things, the relief grant paid in advance should be refunded by deducting that much according to the daily-rate calculation, from the advance of next month and refilling the item concerned.

(b) However, in case it falls under Art. 80 of the Law, alteration, close and suspension should be clarified on the application.

(6) In case housing, education and other aids which are of continuous nature

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are granted duplicately with living aid, the distinction should be made clear and the "Relief Grant Payment Sheet" must be prepared but it need not be done by types of aids.

(7) In the enforcement of the special standard and temporary aid, the continuous aid should be paid upon arrangement as prompt as possible according to 1 previously stated and the temporary aid should be dealt with whenever it needs to be granted.

(8) The expenditure in this case should be in conformity with the types of aid concerned.

Item 2. Outdoor Relief:

(1) Chief of the protective institution entrusted with placement of the client must submit, to the General Affairs Division by 25th each month, "Claim for Estimated Aid Expense," by which the payment must be made in advance by 5th each month.

(2) Superintendent of protection or accommodation institutions must submit the "Settlement of Accountant" for the previous month in accordance with the Estimate Payment, by 5th each month and, if the payment is left over in the living expense necessary for the inmates (or due to death or other changes), it should be refunded together with the Settlement of Account and the amount may replenish the payment item concerned.

Paragraph 2. Execution of Housing Aid

(1) The grant of the housing aid expense for house-rental, house-tax, land-tax or land-rental and other must be made within the limitation of housing aid standard amount, and grants set out as of the special standard should be paid after the approval.

(2) In case housing aid is granted together with living aid to the client, the nature of the housing aid must be made distinct.

Paragraph 3. Execution of Education Aid

(1) Education aid is granted in the amount needed for each month within the standard amount of education aid expense.

(2) Where school lunch fee and transportation fee should be paid to the client, the minimum necessary expense therefore must be granted.

(3) In case education aid is granted together with living aid to the client, such aid in yen-amount should be specified categorically.

(4) In case school requisites expenses and school lunch expenses of education aid are granted to the principal of the school at which the recipient is attending, "School Lunch Certificate on Education Aid of DLSL" shall be delivered to the concerned person and make him present it to the principal.

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Above mentioned grant shall be delivered upon receiving a "Bill for School Requisites and School Lunch Expenses" from the principal. (Form No. 323, No. 33)

Paragraph 4. Execution of Medical Aid

(1) Let the medical agency to which medical treatment for the recipient is entrusted submit a bill of medical charges of the previous month by eight each month and upon investigation of its details, enter the request of payment in the Medical Card Delivery and Disposition Note and sent it to the City Protection Section by ten each month.

(2) Decided amount of grant shall be paid after every completion of examination over medical treatment charges.

(3) In paying medical consultation charges of those recipients who have their own share of charges or who have shares by social insurance, those shares should be paid by the recipient or by the concerned social insurance.

(4) In case grant in money is decided for medicines or medical treatment materials, minimum necessary purchasing expenses can be paid.

(5) Make a recipient, an attendant or the director of a hospital present "Bill for Nursing Charge" and make them put their seal on the receipt upon payment. (Form No. 31)

(6) Make a recipient present "Bill for Trafic Fee" necessary for attending hospital, and payment shall be made upon confirmation of date of medical treatment stated in the bill. (Form No. 39)

(7) In supplying wooden-legs, corsets and so forth, make the recipients submit the "Request Sheet" and payment shall be made directly to the manufacturers, with seals put on receipts. (24 Ko No. 479, July 2, 1949)

Paragraph 5. Execution of Maternity Aid

1. As to the grant of maternity aid, relief in money shall be granted to the recipients within the extent of maternity aid standard amount and make them utilize the designated midwife. (Art. 35 of the Law)

2. In case the maternity aid is granted in relief-in-kind, designate a midwife to be utilized by the concerned recipient, and the expenses for maternity shall be paid with the presentation of "Request Sheet" by the midwife.

3. The minimum necessary expenses for purchasing absorbent cotton, gauze and other sanitary materials shall be paid upon presentation of a bill.

4. In case of necessity of hospitalization on account of abnormal parturition or diseases caused by the parturition accommodate the patients in the lying-in agency established according to Art. 36 of the Child Welfare Law or treat them as medical aid.

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Paragraph 6. Execution of Occupation Aid

1. Concerning grant of fund necessary for occupation, deliver the payment notification to the recipient as soon as the protection started, and let him put his seal on a receipt.

2. As to the expenses used for mastering of skill necessary for occupation shall be paid within the extent of the standard amount respectively according to the period. In case this occupation aid grant is delivered to the director of the institution which will use this grant jointly make the director present a receipt on all such occasions.

Paragraph 7. Execution of Funeral Aid

1. Funeral aid grant shall be delivered to the person who perform the funeral within the extent of the funeral aid expenses standard amount (Art. 37 Law)

2. In case of item 2 Art. 18, make the person who perform the funeral present "Application for Funeral Aid" (Form No. 4) and deliver the grant to that person.

3. In case of carrying out the funeral aid to the person who perform the funeral because of having no legally responsible relatives to take charge of the funeral service for the dead, his property left behind should be appropriated for that expenses first of all, and if it is not enough, the shortage part of expenses shall be covered by the aid approved for it. (Art. 76 Law Art. 22 Regulations)

Paragraph 8. Grant for Administrative Cost of Institution

1. Grant shall be delivered upon presentation of request for payment using "Administrative Cost of Institution Bill". (Form No. 42)

Paragraph 9. Grant for Transportation Expenses

When transportation is necessary for delivering living aid, medical aid and funeral aid, let a person who took charge of the transportation submit a bill requesting for the minimum necessary expenses and make him present a receipt after the delivery of grant.

Paragraph 10. Confirmation on Execution of the Special Protection

- o Artificial nutrition expenses, temporary aid grant
- o School attendance expenses under the education aid
- o Repair expenses under the housing aid
- o Benefit in money under the medical aid
- o Material expenses under the maternity aid
- o Employment encouraging expenses under the occupation aid

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o Benefit in money under the funeral aid

Concerning above listed aid grants in money, try to check the actual execution of these grants by inquiring receipts, etc., or to check whether or not the granted money was properly expended, after the execution of the aid.

CHAPTER 7. Guidance and Investigation of the Case

(Measures to be taken after the Commencement of Protection)
For the purpose of carrying out proper protection and also accomplishing the spirit of this law, carry out the constant investigation over the recipients and their households.

Change of protection and increase or decrease of aid grants shall be carried out in accordance with their actual living conditions and further, it is extremely necessary to bring about the conditions in which closing or suspension of protection or revision in the amount of relief grant can be realized, through the pertinent guidance or the encouragement of self-supporting.

Paragraph 1. Essentials in Carrying Out the Guidance and Investigation

1. Many recipients are apt to lose their will to support themselves and to improve themselves wholly dependent upon the protection accustoming themselves to it.

2. Various effective measures should be taken to prevent the protection from being fixed desultorily for a long period.

3. Investigations and guidance should be carried out from every angle mentally and physically to speed up the improvement of life and to inspire the spirit of independence rather than dependence.

Paragraph 2. Preliminary Preparation

1. Adjustment of Control Card

Protected families shall be classified in the A, B, and C stages according to the necessary quantity of home call investigations using filing cards.

A. Family which needs more than once home-call in a month.

B. Family which needs more than once home-call in two months.

C. Family which does not need more than once home call in three continuous months.

D. Prepare "Daily Schedule" (Form No. 59)

Daily schedule for case workers will make their activities clear designedly. This schedule shall be submitted to the Division Chief every morning in order to

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make case workers activities clear and to use it as data for statistics after revising it when the business is over.

Paragraph 3. Case Guidance

Item 1. Method of Case Guidance

1. Guidance at the Office

This guidance shall be made in the following two ways.

- o Guide the recipients through the settlement of problems which the case-worker was consulted by those recipients when they visited the office.

- o Guide the recipients in a specially necessary way when they come to the office to get relief grant or so forth.

2. Home Call Guidance

Home call guidance shall be carried out periodically and temporary, in accordance with the actual conditions of the case. Periodical home-call shall be carried out in a certain period, previously classifying the families in the following three categories according to the necessity of the case guidance.

- o Family to be called once in ten days

- o Family to be called once in twenty days

- o Family to be called once in a month

Moreover, if necessary, temporary home-call guidance shall be carried out during this period.
In carrying this home-call, efficient transaction of business is required; when making spot-check for a new application, utilize this opportunity to make home-visit to other recipients in the neighborhood.

Item 2. Type of Case Guidance

Case guidance is carried out not only in the necessary field to achieve the purpose of protection such as maintenance and improvement of life, directly in connection with protection but is carried out positively in various fields of life. It is also carried out through consultations by the recipients brought up to case workers.

1. Direct Protection Guidance

Direct protection guidance is that which is carried out directly in connection with protection to achieve the purpose of protection, and is carried out through instruction if necessary. Instructions specially necessary shall be given in writing.

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Direct protection guidance aims at not only the guidance centering around legal obligations of the recipients but at the independence of the case along with the purpose of the protection. For this purpose, try to have application of various protections and to utilize the extensive social resources when necessary.

A. Work Guidance

Guide the recipients to work hard according to their ability after analysing the composition of family, geographical conditions for employment and work, side-job and special obility.
Guide the recipients to amend their negative attitude toward their working ability and opportunity with their lives wholly dependent upon protection and try to guide them positively to take hold of the opportunity.

(a) Let those who have working ability apply for employment security office and at the same time case worker himself should ask PESO to give them jobs.

(b) Guide them to visit the office repeatedly.

(c) Let them apply for side-jobs and the case worker himself should keep contact with the concerned agencies to get side-jobs for them.

B. Family Budget Guidance

Well or badly managed housekeeping will directly lead to the soundness or unsoundness of the living of the recipient therefore, guidance on this point is most important. Personality of the recipient should naturally be esteemed in the family budget guidance, and particularly guide the recipient to economize expenditures on the complete realization that they are receiving relief grant or they are placed under the application of protection.
Maintenance along with the working guidance. However in this case, as to the temporary management of family economy, special attention should be paid to give such family flexible and expedient guidance.

C. Guidance for Maintenance and Improvement of Life.

Guide the recipient to improve their lives giving them advices on circumstances sanitation and mental sanitation (to establish self-supporting positive lives) adding to the maintenance of family economy which is the pivot of life-maintenance. Especially, as to the living aid and medical aid, keep in mind that achievement of purpose of protection can not be expected without the pertinent guidance in addition to the delivery of living aid grant and medical aid grant. Proper advice and guidance should be given on the design of living.
At to medical aid, in this case, keep close contact with the concerned doctor and give positive guidance on the relationship between the patient and his family.

D. Occupation Guidance

Guide those who are being employed and those who are about to get employment in cooperation with the concerned employer while assisting them in their setting up design of living.

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Apply the occupation aid to those people who do need it and guide them.

E. Other Guidance

(a) Concerning cases which have children under nursing and schooling, guide them on nursing conditions and school entrance conditions while keeping close contact with school, child welfare official and health center.

(b) In case of change of earning and expending, change of residence, change of family composition, such facts should be reported immediately.

F. Handling Violation of Guidance Instruction

Direct protection guidance and instructions shall be given in writing, if necessary. However, even when the recipients violated obiligations to obey those guidance and instructions, guide them properly analysing its cause closely not taking such measures change, suspension and closure of protection mechanically and uniformly.
In case of carrying out change, suspension and closure of protection, send a written form including reasons, recipients' right to explain and date and place for their appeal to the recipients beforhand to give them a change of expressing their opinions. Final measure should be reached after examining its result.

2. General Life Guidance

Case guidance shall be carried out extending over all field of life, and for this, positively receive consultations by the recipient and guide him to being his problems up to case workers. Points to be guided shall vary with an individual case and will cover registration, housing, moving, remarriage, side-job, employment and school·friend problems and other general problems. However always give pertinent advice and guidance, taking into consideration the independency of the case and not suppressing or fixing the recipient to his present status.
As to professional transaction, try to get service from respective agencies and institutions.

3. Protection Guidance after Suspension and Closure

The purpose of case guidance is to make the recipient self-supporting with the enforcement of protection, however, suspension or closure of protection will not be carried out on the strict condition of complete independence and return to the general society. In some case, some continuous assistance and guidance seem to be necessary, threrefore, case guidance for a certain period is necessary for cases which protection is supended or closed. Protection guidance after suspension and closure is carried out based upon this necessity and it is especially needed after living aid, medical sid and occupation aid is suspended or closed, but it will be accompanied by other aids. This guidance shall be usually carried out through home-call guidance and its main purpose is to develop the conditions of self-support positively. In realizing the design of living, try to give pertinent advices and guidance. The cooperation of neighbouring people, concerned people and Minsei-iin who serve the society as neighbouring resident, is necessary in carrying out above purpose.

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Paragraph 4. Case Investigation

Item 1. Method for Enforcement of Investigation

1. Investigation on protection situation

Investigation concerning the following points shall be carried out centering around the living conditions of the case.

(a) Whether or not the recipients come under the necessary conditions for protection.

(b) Income condition

(c) Necessity of changing type of protection

(d) Necessity of increasing or decreasing amount of relief grant

(e) Behaviour of the recipient

(f) Supporting ability of legally responsible relatives.

(g) Necessity of suspending or closing protection

2. Investigation on guidance condition

Guidance should be made effective by investigating the history and results of the guidance carried out on the basis of investigation. Guidance condition investigation should not be carried out separately and independently from the protection condition investigation but should be carried out in mutual connection and utilization.

Paragraph 5. Result of Guidance and Investigation

1. Change of Type of Protection

(a) When another protection is given in duplication to those recipients receiving one type of protection.

(b) In case another new kind of protection is given instead of one type of protection already closed. Above mentioned application for duplicate aid shall be made just in the same way as in a new application, but in this case as it is obvious that the recipients are under the condition of protection, these applications shall be approved without any conditions. Therefore, (1) Presentation of duplicate aid application. (2) Requirement of necessary attached paper for individual aid. (3) Reference and checking of the receiving of grant conditions of the other type of protection through documents shall be the sufficient procedure for it.

2. Change of Method of Protection.

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(a) Change from indoor relief to outdoor relief (accommodation)

(b) Change from outdoor relief to indoor relief

(c) Change of accommodating institution.

In case of changing the method of protection, following points should be kept in mind lest there should happen any doubled protection.

o Indoor - outdoor Indoor relief shall be started from the next day when outdoor relief is closed.

o Outdoor - indoor Contrary to the above case.

o Change of institution Institution (A) discontinues the protection on that day, and institution (B) starts protection on the following day.
In this case, as protection continues to exist, change of protection method shall be carried out upon approval, stating reasons for necessity of change stated.
(Any document showing the reason of change should be attached).

3. Change of extent of protection

(a) Revision of the relief grant amount

(b) Partly revision of lisbility of the recipient
In this case, receive the approval, submitting the change report attached with the "Income and Expenditure Approval Sheet". However, the date changed shall be clearly stated.

4. Suspension of Protection

(a) When it is feared that the recipients whose requisit for protection has ceased to exist, will again fall under such circumstances as do need protection if left as he is. (Art. 26 Law)

(b) When the recipients will not obey to the necessary guidance or instructions.

(c) When the recipients will not perform their duty.
These measures shall be carried out upon approval for an action paper, with "Change Report" and the case worker's opinion added to it. (Record the history in the guidance history sheet) (Form No. 12)

5. Closing of protection

(a) Extinction of requisite for protection

(b) Death and whereabouts unknown

(c) Moving out to the other city, town or village
Closing of protection shall be carried out upon approval, presenting change report with opinions added to it. (Art. 26, Law)

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Kanagawa Prefecture Muramatsu/mm

ON MAKING OUT DLSL MANUAL OF PROCEDURES

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1. Progress: There was no standardized DLSL manual of procedures, with resultant variations in ways of dealing with the law and inconveniences for users. Thus desire was expressed for making out a manual; Tokyo-To and Kanagawa Prefecture finished and Saitama Prefecture drafted. At this time it was suggested by Mr. George Hoshino, public welfare advisor of KaCAR, that Kanto regional prefectures (ten under KaCAR jurisdiction) study with each other and make out complete manuals. ~~Concomi~~ Accordingly the concerned parties from Tokyo-To, Kanagawa and Saitama prefectures gathered on 3 February at the Kanagawa Prefectural Government to hold, as it were, a promoters' meeting, thereat the following consent was secured.

2. Date: 0900-1700, 3 February 1951.

3. Place: Kanagawa Prefectural Government.

4. Participants:

Kanagawa — Fujimori, chief of Welfare Section
Nishina, deputy chief of Welfare Section
Kagami, chief of Protection Division
Ueno, chief of Guidance and Inspection Division, Welfare Guidance Office

Tokyo-To — Imaizumi, chief of Protection Division
Kawakami, Guidance Division

Saitama — Okubo, chief of Protection Division

5. Principles of Manual Compilation:

a. Type: Looseleaf binding, A-5 size.

b. Each prefecture in Kanto Region prepare a draft.

c. Deadline for draft completion: End of April 1951.

d. Objectives: Welfare sections of small cities (population 50,000 - 100,000); and further to be applicable to welfare district offices which are supposed to be established in future.

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e. Contents (table):

(1) Organizational structure (of prefecture and typical city).

(2) Analysis of job description:

(a) Welfare section chief (minsei anteisho chief).

(b) Protection section chief (protection section chief).

(c) Social division chief (social section chief).

(d) General affairs division chief (general affairs section chief).

(e) Supervisor.

(f) Interviewer.

(g) Case worker.

(h) Receptionist.

(i) Institution clerk (kakari).

(j) Social clerk (kakari).

(k) Statistical clerk.

(l) Accounting clerk.

(m) Correspondence clerk.

(3) Procedures of handling:

(a) Reception.

(b) Interview.

(c) Disposition of application for protection (suspension, cancellation, rejection and commencement).

(d) Protection enforced by authority.

(e) Investigation

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(f) Confirmation of income.

(g) Determination of protection.

(h) Execution of protection.

(i) Follow-up protection.

(j) Handling of appeal.

(k) Collection and reimbursement of relief grant.

(l) Statistics.

(m) Accounts.

(n) Correspondence (custody of case record).

(4) Forms and instructions.

(5) Legislations and instructions concerned.

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8 - (d) - Manuals

13 Feb 51

Memo for chief

Attached translation of a leaflet Mr. Fujimori (Kanagawa) distributed at the Urawa conference of medium sized cities and grew out of our efforts at the Kawasaki and Chiba meetings to prod the prefectures into developing manuals. Doesn't look like anybody can back out now, and the mayor of Urawa as chairman, actually asked each prefecture individually as to what each had done toward standardization of forms which must include manuals. He really put the finger on the lagging prefectures. Saved us the burden.

at Kanagawa 3 Feb

The meeting apparently was held in spite of opposition from Koyama of the Ministry who did not want cities or prefectures to work on manuals. Seems as if everybody is goosing everybody else along. The chairman of the Urawa conference selected a committee of cities (one from each ken) to work out before the next conference at Maebashi, final agreement on forms. The kens at the same time will be working on manuals which include forms. Some bldy had better do some coordinating or it's going to be a rat race. I think however, that the next meeting will do the coordinating between prefecture and city as regards forms and then the prefectures can go on ahead on the rest of the manuals.

Fujimori told me at the Urawa meeting that the other prefectures had agreed to the plan and a meeting was scheduled for Tokyo of all prefectural workers on manuals to finalize their draft principles and plans and to interchange ideas. Meeting will be in April or May probably just about same time as the Maebashi city meeting. So the project looks well underway, and one that the kens cannot back out of.

The ideas laid down seem pretty good though minimum. I would not think it necessary to include legislation which should be filed separately. It also includes proposed welfare districts and with so much presupposing of welfare districts, the Ministry might be forced into districts.

George Acheson

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Mori/es

MANUAL FOR DAILY LIFE SECURITY IAW

Welfare Department, Saitama Prefecture

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Contents

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(Preface Abidged)

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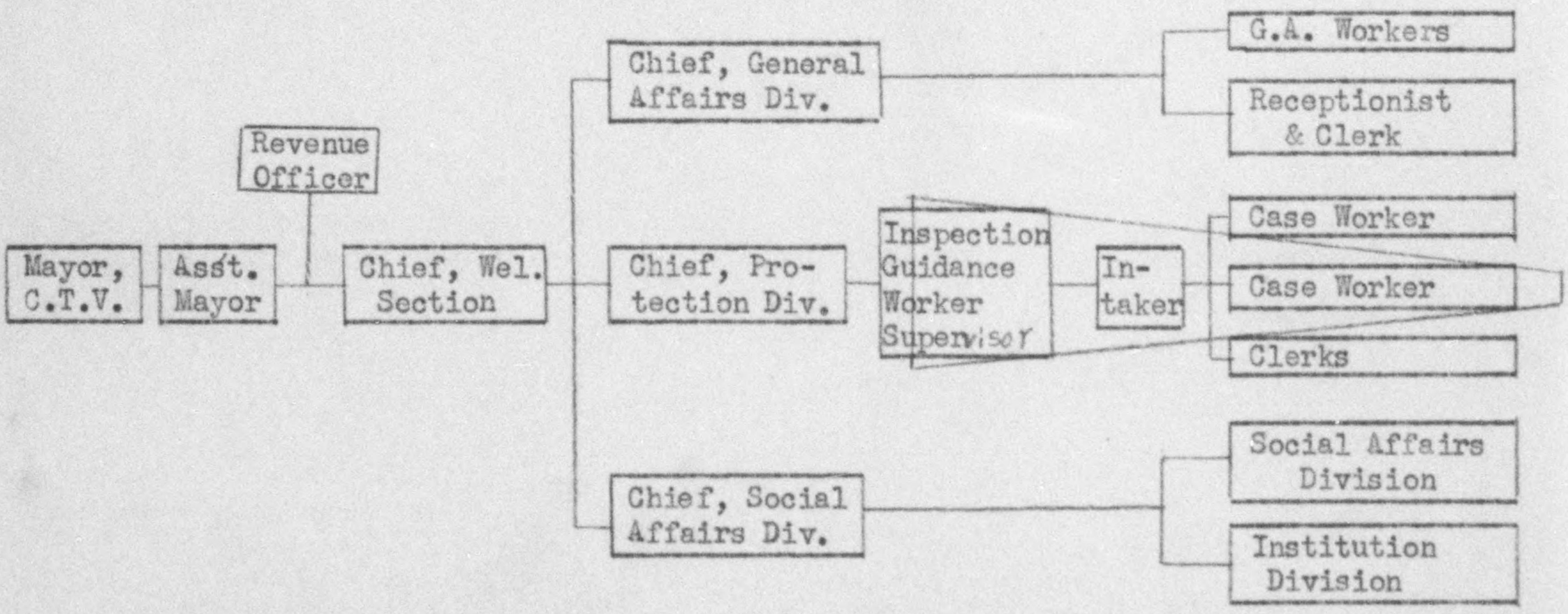
Chapter I Business Structure and Its Function

In order to expect a smooth operation of business, set-up of efficient business structure, rational distribution of duties and especially the synthetic operation of the whole function by the excellent personnel conscious of their sphere of duty in the whole of their sphere of duty in the whole structure should be realized.

Paragraph 1 Business Structure

The structure indicated below is a fundamental structure of an efficient business transaction. According to the scale of city, town or village, it sometimes happens that one worker takes charge of two branches or all branches, but even in this case an effective transaction of business can be achieved when it passes through this transaction channel by dividing its substance to be applied by functions indicated in this structure.



Duties of section and division are as follows:

1. General Affairs Division

General Affairs Division is responsible for the administration of section and the budget and accounting business.

Detailed duties are;

(1) Service of section workers

(2) Control of section business

(3) Reception of visitors and sending of them

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(4) Receiving and despatching of document

(5) Dealing and completion of document

(6) Preparation and publicity of statistics sheet

(7) Preparation and despatching of various reports

(8) Collection of materials and publicity of statistics table

(9) Preparation of request sheet of budget necessary for the operation of section business

(10) Execution of budget under the jurisdiction of section

(11) Revenue and expenditure of Government and prefectural subsidies

(12) Despatching of notification of payment of various aid grants

(13) Receiving and delivery of aid goods

(14) Disaster relief plan

(15) Custody of disaster relief goods

(16) Others

2. Protection Division

Protection Division is responsible for public protection under DLSL and Child Welfare Law, etc., and for case work.

Detailed duties are;

(1) Interviewing of applicants for public protection, etc., and of consulting people, and service matters

(2) Determination of object of investigation in connection with execution of public assistance and carry-out of assistance

(3) Finding-out of clients and social research

(4) Adjustment and custody of face sheet

(5) Investigation of objects of disaster relief

(6) Distribution of aid goods

(7) Education and training of case worker

(8) Holding of section personnel council

(9) Others

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3. Social Affairs Division

Social Affairs Division is responsibile mainly for group work and background work of public protection.

Detailed duties are;

(1) Planning and guidance of regional social welfare works

(2) Encouragement and development of regional social welfare works

(3) Consultation on side-work and finding and guidance of it

(4) Management of social welfare institution

(5) Planning of job-providing work and management of institution

(6) Public pawn-shop

(7) Enforcement of social administration except public protection

(8) Others

Paragraph 2 Personnel

Duties of welfare personnel are the case work for those who need public aid or service (for instance investigation and finding of foster parents, advise on matters except public aid for family or individual, living consultation such as loaning of fund, etc.), the group work which should be a background of case work and acceptance of consultations on the development of social welfare enterprises based on them. Therefore following points are necessarily taken into consideration.

(1) Positive willingness to be of service to others and establishment of an cooperative relationship, constantly considering the objects of public protection and their necessities preferentially, avoiding to exert authority.

(2) Necessity of reaching a fair settlement by making the objects frankly explain actual conditions through respects for objects' position with warm, sensitive and familiar attitude. Cheap feeling of sympathly should be rejected.

(3) Necessity of settling the case constructively by making full use of their own technics and experiences through the cool analysis of actual problems on the intellegence obtained from the balanced feeling and intellect.

(4) In order to carryout the above item, the following elements are necessary in carrying out personnel's duties.

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(a) Knowledge about information sources and talents to get proper informations from such sources.

(b) Knowledge about laws, acts and regulations of the Government, To, Do, Fu, prefectures, and city, town, village, concerning public health, social welfare and enterprises connecting with them.

(c) Ability of introducing patients to the most proper agency to get necessary medical treatments recognizing the necessity of a long-term psychopathological or medical treatment.

(d) Ability of preparing an effective, informative and yet practical case history and the concerned reports.

(e) Ability of explaining the work activities to recipients and general public.

(f) Ability of solving those problems arising from duties personaly or arising from circumstances, with complete understandings and correct judgement.

(g) Ability of dealing with a considerable number of cases to be available for the concerned agency.

(5) Concerning the following points, help should be requested to the inspection-guidance workers (supervisor) voluntarily.

(a) Training for method and order of work

(b) Consultation on special problems

(c) Guidance for the improvement of technics

(d) Criticism on and guidance for the work done

1. Office Staff

(1) Section chief shall conduct his duty as an administrative official

(2) General Affairs Division Chief shall assist the administrative control to be conducted by the section chief

(3) General Affairs Workers should cooperate with the Protection Division and the Social Affairs Division under the direction of Division Chief to make their work easily carried out.

2. Social Welfare Secretary

The social welfare secretaries to be established in city, town or village shall assist in the execution of the business rendered by the mayor

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of city, town or village concerning the enforcement of the Daily Life Security Law and Child Welfare Law, and shall assist the execution of the subsidiary business of the mayor of city, town or village for the governor of prefecture.

(Law for Establishment of the Social Welfare Secretary)

(1) Case Worker (Home Visitor)

Case workers shall be responsible for 70 families in the city, 60 families in the town or village which are necessary to be assisted or to be rehabilitated, and shall render the following services to the people desirous of economic protection.

(a) In accordance with an instruction of the supervisor, collect the data necessary for the determination of the applicant's qualification for protection in connection with the statements made by a client at the time of application, and establish a protection program.

(b) When the application is approved, explain about services to be offered based upon the protection program to the objects till they can be fully convinced.

(c) The purpose of rendering services is to enlighten the potential ability of the object and to cooperate in self-rehabilitation.

(d) Give constant careful attention to the client, report the change of condition to the supervisor presenting a case record (investigation report). Services should be rendered in compliance with the supervisor's guidance.

(2) Intake Workers (Application worker or qualification examiner)

The general function of the intake worker is to consider the application to classify it in the clearly unfiting one, expected fiting one or the request for the services not within the function of the Welfare Section of city, town or village, interviewing the applicants requesting for public assistance or services to hear the real situation of the application, and is to give the applicants the general explanation of the limit of protection and to render services. Supervisors can take this position additionally for the limited number of personnel.

Duties are;

A. To those applying for public protection

(a) Hear particular informations from the applicant concerning the poverty and the matters making him eligible for protection as possible as can be.

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(b) Explain the prerequisite and limit to the protection applied for by the applicant, and general protection program with necessary materials.

(c) Convince the applicant of the benefits and responsibility to be granted to them according to B.

(d) Informations which an intaker obtained from the applicant will be such as has been offered in an interview, and the recording of the case starts from this moment.

(e) Intakers will not set up a protection plan for an individual case and the record of the case mentioned in (d) shall be delivered to the supervisors to be indicated to case workers.

B. Non-economic Protection (belonging to case work)

(a) Give possible services (settlement) in the initial interview when an application is within the authority of the Welfare Section of city, town or village or

(b) Prepare a written application or case record with an approval of the supervisor and deliver it to case workers to take further steps.

(c) In case the application is outside the authority of the Welfare Section of city, town or village, explain the applicant his application is out of the authority of the section and let him know the section or office responsible for such protection.

C. Supervisors

Supervisors are delegated with the authority of supervising the personnel from higher authorities for the purpose of increasing working efficiency of an individual worker and thus improving the functional efficiency of the whole structure within the administrative structure.

They take charge of 5-7 case workers and make their potential abilities develop exhaustively, and at the same time guide and supervise their daily duties.

Details of duties are:

(a) Reflexive guidance of duties indicated in the items of case workers and intake workers

(b) General measures to enlighten and train personnel such as holding of personnel conference, etc.

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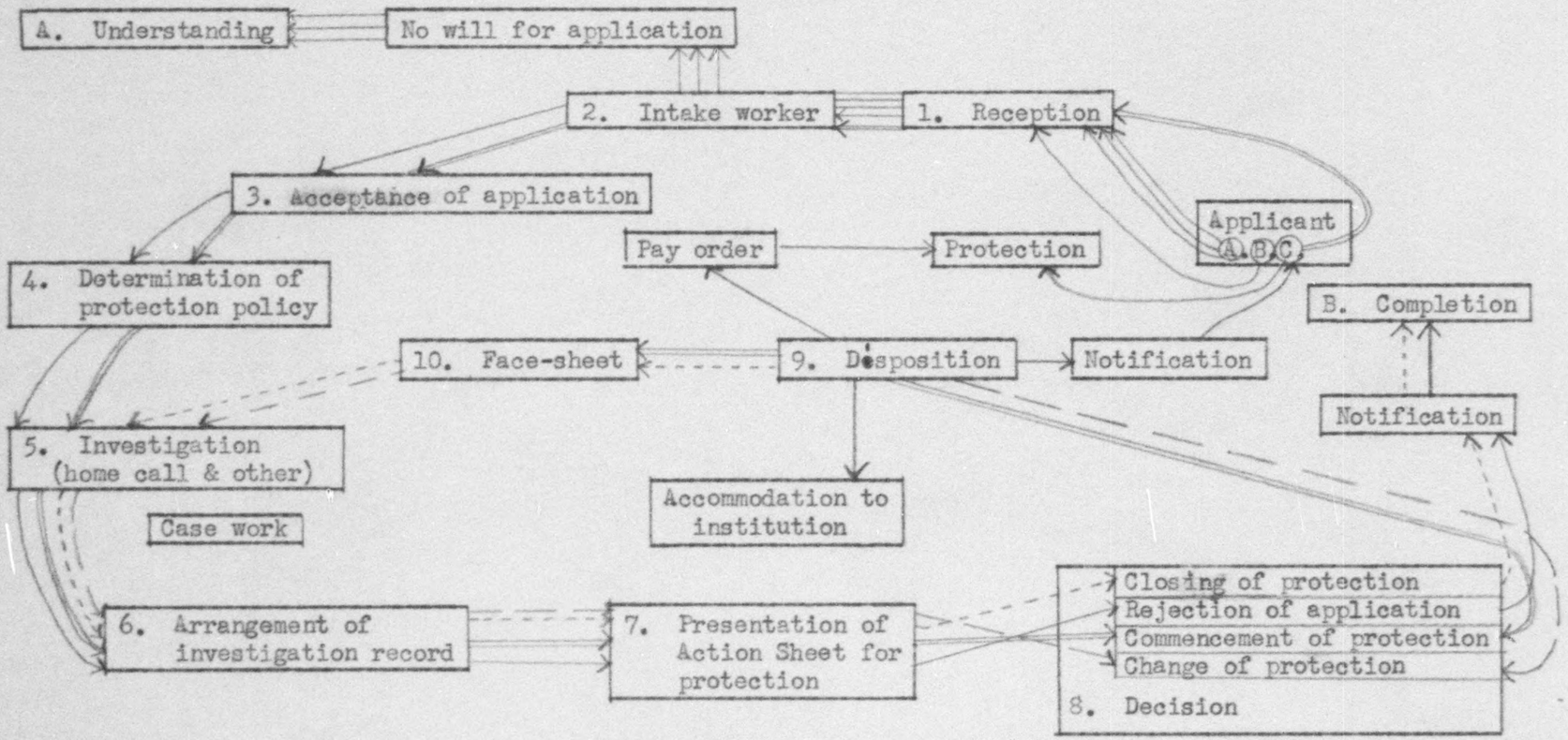
Chart of Protection Operation



Note: (A) In case understanding to be not eligible for protection after explanation from intaker
(B) In case rejected after investigation though applying for protection
(C) Applied for protection and commenced it and then changed the protection limitation by case work and then closed it because of rehabilitation

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Paragraph 3 Relationship between Duties

The relationship between paragraph 1 and paragraph 2 is indicated in the ~~following~~ separate chart, and the assistance to be given by DISL should pass through this channel.

Messers A, B and C visit the Welfare Section of the city (town or village) and request the protection by DISL to an intaker.

(1) The receptionist shall convey their request to the intake worker through the "established procedure" (to be mentioned afterward).

(2) The intake worker interviews A in accordance with the "established procedure" (to be mentioned afterward) and finds that A's application will not come under the protection condition of the law. As a result, A hearing the conditions necessary for protection, is convinced of intaker's explanation.

(3) Application of B and C is accepted through the "established procedure" (to be mentioned afterward) after having been recognized to come under the conditions of the protection passing through the (1) and (2) procedure. The "intake worker" deliver the case record to the "supervisor" to appoint a "case worker".

(4) The supervisor, according to the case record, establish a protection plan, decide a case worker in charge and instruct the plan.

(5) The case worker makes investigation according to the "established procedure" (to be mentioned afterward) in accordance with the instructed plan.

(6) Arrange the investigation record of item (5).

(7) Present an action paper on commencement or rejection of protection.

(8) As a result of the decision reached through the "established procedure", application by B is rejected as he is not eligible for the legal protection conditions and the case shall be completed through the "established procedure" (to be mentioned afterwards) (office personnel). Protection for C is started because C is eligible for the legal protection conditions.

(9) The case shall be disposed through the "established procedure" (to be mentioned afterward) (office personnel).
General Affairs worker sends a disbursement order to the revenue officer through the fixed accounting measure and the aid money is paid to C from the revenue officer.

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(10) Face-sheet is readjusted by the disposition of procedure mentioned in (9) (prepare index slip).

Above is the process from application to protection.

Deuty of personnel in this process is;

(1) ----- Receptionist (General Affairs worker)
(2) (3)-- Intaker (Protection worker)
(4) ----- Guidance Worker of Inspection Branch (Protection worker)
(5) ----- Case worker (Protection worker)
(6) (7)-- Case worker (Protection worker) under the guidance of supervisor
(8) ----- Mayor of city, town or village (Person in charge of enforcing protection)
(9) ----- Readjustment of face-sheet .....
Assistant personnel of Readjustment Branch Others .. G.A. Worker
(10) ----- Kept by the Protection Branch

Reinvestigation is carried out through the face-sheet and services by protection (cooperation and guidance) and change of protection shall be made through the procedure of " ....." line according to the change of living conditions. Further, protection shall be unnecessary for the recipients by services, protection shall be closed through the procedure of " ..... " line process after the reinvestigation shall take the same way. Procedure from acceptance to investigation is once, so it is convenient for us to learn this procedure as an "6 letter" disposition method.

Chapter II Reception and Intaking Business

Paragraph 1. Reception

1. This is a duty to receive, at first, all people who come in the office with application for protection and other miscellaneous matters and being the duty to introduce the purposes of visitors to the concerned person summarizing them, the person in charge of reception should comprehend the organization of the office, duty limit details of duty and the duties of respective personnel and must have the ability of satisfying visitors' purposes alertly and to the purpose.

2. Hearing the purposes of visitors, take the following measures to the applicants for protection.

(a) Enter the date of reception, address, name and the purpose of visit briefly in the reception note.

(b) Preparation of the reception, and interview record table (date of reception, address name and purpose of visit are to be recorded).

(c) Guide the visitor to the interview room and after interviewing hand over the record to the intake worker introducing him.

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Paragraph 2 Significance of Interview

1. Interview is the most important fundamental technic of case work. Because most of the facts and data necessary for case work can be obtained from interview and a greater part of medical treatments is granted through interview. Whether he is a professional social worker or a non-professional shall be decided according to the mastery or non-mastery of the knowledge and technics of case work. Further, it can be said that whether he is an excellent case worker or not can be judged from the extent of mastery of interview technics.

Mastery of the significance and technics of interview taking into account its importance is the most fundamental matter which all social workers have to do first of all.

2. Interview is neither the mere talk with a person nor the questions and answers. It is not the "cross-question" but the "listening to the statement" of the other party and is to be "told unreservedly". Human being is an emotional creature. No one can confide in his private circumstances by being forced by authority or theory. Case worker should create a friendly, confidential warm relation between he and the other party and should see through the true state of his life of which he himself is unconscious. Moreover, the essential point and purpose of interview is to comprehend clearly what aid is most effective for a case work to give to make him restore to the normal life.

3. Social work has come to be said that it is the work which the people without scientific knowledge and professional technics can not do or are prohibited to do as a result of the shout for specialization and professionalizing of social work. Then what is the scientific social work knowledge? What is the professional technics? Many people are not fully aware of these essential points. Social work being the work for human beings, should be carried out based on an extensive knowledge such as medical science, psychology, socialogy, economics and so forth, and it can not be effectively done by the common place way of the non-professional person's affection and earnestness. Only the above mentioned knowledge is known to the general people.

However, the current social work, especially those sciences which are the basis for case work is not the old psychology and the former mental hygenics but the dynamic psycho-analysis, psychiatry and the deep synthetic "human science" for the human nature itself.

Case worker is neither a "professor" nor a physician, therefore it is not necessary, for him to study such sciences exhaustively but it is important for him to have a sufficient understanding of the modern science which is the background of social work, to request cooperation of experts such as psychologist and physician or study and practise the applied technics - interview is one of the most important technics - to master those technics.

We will explain the essential points of "interview" in the treatment of public protection hereafter.

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As the three reference documents attached to this manual are the fundamental main articles directly available for us, readers should understand the quintessence of interview technics.

Paragraph 3 Place of Interview

1. Place of interview is the place where the visitors reveal their actual state of living fully, without constraint so it goes without saying that the establishment of a separated special interview room is ideal.

Especially, the clients visit the office hoping for the protection complaining about their hard livings so they naturally don't like that their statement shall be heard by the third party regardless of the substance.

What the clients do request? What is their actual state of living? It is not until these questions can be answered that the harmonious and easy atmosphere is created between an intaker (professional intaker or case worker) and an client with mutual intimate and trusting feeling.

Therefore, interviewing the visitors at the intaker's desk in the office room with many other people is impossible.

2. In case the independent interview room can not be established, utilize a corner of the reception room or the conference room or make proper place by dividing a part of the room with a screen or a curtain to carry out the interviewing business successfully.

Sufficient consideration should be given about the arrangement of desks and chairs in the interview room.

The purpose of interview can not be achieved by such way as make the client keep standing while the intake worker sitting down at his desk as is usually conducted to prepare interrogatories. It is extremely important to consider the placing of desks and chairs in the room so as to make the other party feel quite safe even revealing whatever secret he got.

Paragraph 4 Essentials and Points of Interview

1. When a client request an interview for the first time, he is thinking only about his demand and will not reveal his true intention using bargains or weeping tactics.

This is neither vicious nor distressing but it is quite natural and proper. This frame of mind is necessary for an intake worker.

He must start his business by considering the client; circumstances calmly placing himself on the client's stand.

2. Respect the client's independence as a human being, esteem his personality decently, and despising him or bully him at all is quite unpardonable. However, it is also a mistake for a case worker to be too much humble and

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compromising. In the United States, a client is called a guest and an intake worker is a public servant, so it is proper to think that a visitor in a guest and master. However, as this is a question in the mind to the utmost, it is extremely desirable that in carrying out an interview, an intake worker should stand on an equal position as an intimate friend.

3. An intaker should be skilled in being able to hear necessary matters without injuring a client's feeling. For this purpose, so-called "interrogation" should not be used.

Interrogation will make client's feeling hardened, will cause cautious attitude or will make him give answers favorable for him for selfish purposes.

At the same time, it is important that thorough care should be given to the intaker's feeling. Feeling shall, to a great extent, decide human thought and action.

It is completely impossible to carry out a successful interview with the confidence and the complete cooperation of the client if an intake worker himself is in the state of embarassment and is in the state of without reason. Both the intake worker and the client are human. Man is an emotional creature and according to the theory of the modern psychology, human conduct has its motive in the inmost recesses of their heart (unconsciousness) of which he himself unconscious.

Technics of interview shall be decided according to the teachings of an esoteric learning based on the study of human nature.

The important points which the intake workers should be aware of on hand can be listed as follows:

(a) Questions which shall have to be asked at an interview should be kept in mind previously. Filling every column of the investigation sheet at an interview is the most clumsy way.

(b) Intake workers should have the consistent sincerity, speak the truth and interview the applicants with cordial friendship and earnest love of study.

(c) Never assume airs. Giving a sense of oppression to the other party is a failure of business. Free talking should be carried out.

(d) Don't leave the desk during the interview and never speak to the neighbouring person.

(e) To be a good listener using enough time is necessary at first, but try to get a skill of completing an interview as short an hour as possible.

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(f) Refrain from putting a leading question, making an arbitrary decision and a hasty conclusion.

(g) Not being wedded to the superficial meaning of the words of the other party, guess the implicit meaning of the words, or see through the cause of question, and the purposes concealed in the bosom of heart and the true state of facts.

(h) Concerning the problem of opposition between husband and wife, and parent and child, listen to the complaint of both sides. Simaltaneous interview of both parties is also effective.

(i) Interviewees' feeling of confidence that the intake worker is absolutely fair at any case should be obtained.

(j) Good care should be taken in using a note book. Using a note book from the beginning will make the other party stiff and the the mere hearing of his statement will on the contrary make him feel that the intaker is devoid of eagerness. Taking necessary notes at proper time with an understanding of the other party is desirable.

4. There may be many matters to be noticed other than stated above, but it can be said after all that the interview was successful if the intake worker succeeded in making the other party desire another interview after the close of the interview recovering his hope through the somewhat alleviation of his feeling.

Paragraph 5. Interview Business

1. Visitors who come in the office for the purpose of applying for protection shall be introduced to an intake worker with an interview record paper by the receptionist. Then, interview business is carried on according to the following procedure.

(a) First, an intake worker interviews him and upon confirmation of the outline of the visitor's request, reports it to a supervisor. The supervisor usually indicates the disposing way to the most proper case worker according to the type of the case. In this case, the case worker should be warned that he should not try to get the repeated statement of the visitor which was made in the interview by the intake worker.

(b) In an office without an intake worker the case worker in charge of the area in which a visitor lives, directly interviews the visitor. Actually, such cases may occur oft-times.

(c) It is desirable that an intake worker (or a case worker) himself should lead a visitor to the interview room or to the fixed place for interview, having the visitor wait at the receptionist table. The most important procedure shall start from that moment, therefore the intake worker should open the door of the interview room,

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have him sit down and close the door, thus giving him a sense of easiness and confidence.

This may seem a very easy technic, but it will require a considerable training to master this technic.

2. The first business of interview starts from the correct understanding of for what purpose the visitor comes in? and what is the actual need of the visitor?

The intake worker should prepare the following questions in his mind and should try to make the visitor answer to these questions indirectly.

(a) Whether or not the living protection is necessary?

(b) Whether or not the assistance except the living protection is necessary?

(c) Whether or not his request concerns with the individual family member?

(d) Whether or not the assistance about employment, side-work and occupation fund is necessary?

3. In case the visitor is receiving the living protection, the intake worker after getting the correct judgement from the visitor's statement about the following questions, will explain the scope of application of DISL carefully and in this stage, prepare an interview card, put it in the filing case to keep it.

(a) Current composing members of the family (age, sex, occupation outline of family financial condition)

(b) Cause of difficult living

(c) Rough estimate of income and expenditure of living expenses

(d) Source of living expenses so far

(e) Living standard of the legally responsible relative and relatives (children, parents' home, parents' home of a spouse)

Chapter III Application for Protection

Paragraph 1. Delivery of Application Form

1. In case the application for protection is necessary as a result of interview, an application for protection (1) form is delivered. If the substance of the consultation concerns with protection, excepting those

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various consultations quite irrelevant from protection, and the request for explanation of DLSL, Child Welfare Law, etc., - for instance, such consultations as hard livings on account of small income or such one as distressed livings on account of non-income - even though the applicant seems ineligible for protection, if he intends to apply for protection, an application form should be delivered.

2. In case the visitor has no intention of application, send him back telling him "when you hope for protection on account of changed condition, you may come in anytime you like".

In such case, many of the visitors will not come under the application of the law, but it is desirable to encourage them giving them directions and hopes through a consultation on a rehabilitation plan except the Daily Life Security Law.

3. Concurrently with the delivery of an application form, explanation of the filling way should be given to the visitor and the intake worker shall have him enter the necessary points at the place for himself or indicate him to bring in it after filling the column at his home.

4. The intake worker must be kind enough to write by proxy for the blind people who can not enter for himself. In this case, after completing the entry of the necessary matters, read it to him and make him put his seal on it.

Paragraph 2. Acceptance of Application

1. When any person who wants to apply for protection calls the office of city, town or village, it is usual that an intake worker interviews him and after confirming the description of the necessary entry matters, his application is accepted.

2. In case the application and its enclosures are not complete, the application shall be returned, pointing out the defects and telling the person to resubmit it promptly upon revision. If the amendment can be easily made by hearing from the applicant, the intake worker shall correct and amend.

3. Documents to be attached to an application or to be requested to present are as follows in general.

(a)	Living Aid	Employment certificate, wage certificate, unemployment certificate and other certificates ~~certificate~~ concerning income and expenditure
(b)	Housing Aid	Papers certifying house rent and land rent or repair estimate
(c)	Education Aid	School certificate
(d)	Maternity Aid	Pregnancy certificate by physician or midwife, or presentation of maternal and child hand-book

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(e) Occupation Aid — Enterprise plan paper, article purchasing estimate, estimate for necessary amount of technic mastering expenses

(f) Funeral Aid — Death certificate, funeral expense estimate

Presentation of family record shall be requested if necessary.

In case of simple aid of housing aid, education aid, medical aid, maternity aid, occupation aid and funeral aid, presentation of certificates necessary for the recognition of income and expenditure.

Paragraph 3. Acceptance of Application

1. Disposition of application shall be divided roughly as follows:

(a) Cancellation of application ..... declination report by the applicant

(b) Retention of determination on protection ..... Temporary disposing procedure and not the final disposition

(c) Commencement of protection ..... (drafting → circulation for consideration → decision → commencement of protection)

(d) Rejection of application ..... (drafting → circulation for consideration → decision → rejection)

2. Applications should be transacted in such way as the final decision can be reached within fourteen days from the day of acceptance in usual case and even there are special circumstances (difficult investigation and necessity of reference to many circles necessitate the time, etc.) with thirty days.

Chapter IV Home Visit Investigation

Paragraph 1. General matters of Investigation

For the purpose of reaching fair and definite judgement in investigation it is essential for a case worker to endeavour to grasp the actual state efficiently, synthetically and correctly not being political, emotional and subjective, based on the systematically readjusted materials such as informations obtained from application, annexed paper and the intake worker, materials obtained from the interview and other miscellaneous materials.

The procedure of investigation shall be as follows:

(a) Visit the client's home

(b) Explain the purpose of investigation to the client

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(c) Try to achieve the purpose of investigation in a quite natural way, taking care not to give bad feelings to the client

(d) It is essential therefore to make the client reveal his true state of living trusting the investigator.

Paragraph 2. Directions for Home Visit Investigation

1. Home call is one of the important stages of investigation.
It has the following two merits compared with interview in the interview room.

(a) Possibility of observing the various facts concerning the actual living of the client.

(b) Entertaining of friendly feeling to the case worker by the client.

But on the contrary following defects can be considered.

(a) Many inconveniences occur such as absence of referring materials, impossibility of hearing the supervisor's opinion immediately, and impossibility of using the telephone promptly.

(b) The client shall lose calmess by the prescence of children and neighbouring people, as a result the purposes of home visit investigation are sometimes can not beachieved.

The merits in this investigation is extremely important because the inconveniences and defects can easily overcome - by the case worker's slight care.

2. The case worker ought to have profound preparatory informations about the actual state of area for which he is responsible using the sharp observation power. Moreover, he has to be trained to have a power of observation of, and insight in, the real states of the client such as housing condition, cultural circumstances, sense of sanitation, etc., through the concentrated attention to the client's neighbouring environment at the time of home call.

Observation and insight are the two main points of the case work technics. Man not always tell the truth. When hearing women's gossip by the ostentatious house-wives, they seem to have several gold tea-kettles in their house. Meanwhile, when they want to get special ration of the year-end delivery goods, they may complain that they are under extreme poverty without any mattress in this cold weather, and without any rice at all.

However, the real state could be easily found out by home-call. Apart from such extreme case, the case worker must inquire the real living conditions through observation irrespective of appeal or statement.

Moreover, it can not be overlooked that the human beings are the emotional creatures and at the same time, are moving with a latent impulse of which they themselves unaware.

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When people speak something believing that their statement is true, it sometimes happens the contrary is the truth or in some cases, the true cause exists in a quite different direction.

The heart-to-heart talk with the client in a home call placing him in his usual living circumstances will often help make the truth deep in the heart of the client clear. We are not saying that all the statements made by the client should be doubted. His statement should be listened to heartly and yet, an observation and insight from the other viewpoint irrespective of his statement is

3. The purposes of home call could naturally be achieved mostly by interview. Therefore, concerning the case worker's attitude, understanding essentials, etc., matters mentioned in the interview paragraph should be fully reconsidered.

The importance of rapport between the client and the case worker should be repeatedly stressed. A case work without rapport is a failure and flunk.

Rapport between the individuals will come into being in an interview in the interview room, and this rapport will be increased by being introduced to the family members of the client or by being shown pictures or by taking about general things at a home call thus completing a living home call.

Paragraph 3. Matters of Investigation

All matters listed below are the fundamentally necessary minimum matters of investigation common to all case works and any one omission of these matters will make an achievement of the purpose of investigation impossible.

1. Head of family and family condition

(a) General matters

Place of residence or present living, the place of register, date of settlement, previous place of residence, name, relationship to the head of family, date of birth, age, sex.

(b) Education and employment

Name of employer, job title, income, affiliation to insurance, school grade and class, last school.

(c) Health, character and ability

Health condition, medical history, general inclination, special skill, existence and limit of ability.

(d) Normalily, abnormality (type, degree and cause)

(e) Behaviour and special circumstances

Past and present behaviour, existence of hereditary disease,

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mutual attitude between family members and existence of eccentricity.

2. Housing condition

All matters extending economical, circumstantial and sanitary matters.

3. Family history

Cause and incentive of difficult living

Existence of past protection and its condition.

4. Assets and liabilities

Personal property, real estate,securities,furniture and appliances, right or wrong of disposal of property, estimated price, amount of liabilities and its nature.

5. Living condition

Incoming and expending condition

6. Legally responsible relative

Address, name, age, sex, relationship,supporting ability, occupation

7. Neighbourhood and environment

Paragraph 4. Investigation on Legally Responsible Relative

1. Object of investigation

Investigation on the legally responsible relatives shall be made first about the client's leneal relatives, brothers and sisters who are the absolute supporters, and then investigation shall be made on relatives within third degree relationship who are the relative supporter. However, this investigation shall be carried out, in principle, when there is no absolute supporter or when it is found such supporter can not support the client.

2. Matters to be investigated

Investigation shall be made on the property and present living conditions of the legally responsible relative regardless of the overall support or part support, to get the basis with which to judge whether he can implement the supporting responsibility or not.

That is, judgement shall be made on whether there is surplus or not in his decent life and if it is recognized that he has surplus, implementation of the supporting responsibility is requested.

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3. Method of investigation

Method of investigation is as follows:

(a) When the legally responsible relative lives in the same area, the case worker in charge of that area will carry out an investigation.

(b) When the area is different within the same city, town or village, request of investigation shall be made to the case worker in charge of the area.

(c) When the legally responsible relative resides in the other city, town or village, investigation is made by referring to the concerned authorities in writing.

Chapter V Determination of Income and Expenditure

Paragraph 1. Determination of Income and Expenditure

1. General Matters

Determination of the minimum cost of living shall be made through the following procedure based on the "Minimum Living Cost Calculation Sheet" made by the Welfare Ministry.

Set up a standard of the minimum living cost to be applied to individual household by items according to the annexed table "Minimum Living Cost Determination Standard Table" (hereafter referred to as determination standard table).

Based on the standard established by the above table, calculate the minimum cost of living which the household actually requires using No. (3) sheet.

This determination should be carried out correctly according to the following guides, based on the client's report and the result of investigation and opinion of the case worker, not by the vague sense and not falling in mechanical judgement.

2. The First Type

(1) Eating and drinking expenses

(A) Staple food

(a) As the quantity of ration of the staple food varies according to the age, it must be calculated for each member of the family.

(b) In case the family is not receiving the staple food ration because of its own production, total amount

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of staple food expenses shall be eliminated. Provided however, in case various expenses such as farm-rent, fertilizer price and so forth are required, minimum necessary actual expenses expended for the above mentioned self-supply can be summed up as staple food expenses.

(c) In case the client is receiving grants or supports from the legally responsible relatives and others, amount for that quantity shall be struck out or reduced from the staple food expenses.

(B) Side-food expenses

(a) As the necessary quantity of side-food expenses (vegetable or fish) varies according to age and sex, it must be calculated for each member of the family.

(b) In case a part or all of the side-food expenses is self-supplied, the amount for that supply according to the quantity of the self-support, shall be struck out or decreased from the side-food expenses.

(C) Seasoning material purchasing expenses

(a) As the necessary quantity of the seasoning (miso, shoyu, salt and sugar) varies a little according to sex, it must be calculated for each member of the family.

(b) In case a part or all of the seasoning expenses is self-supplied, seasoning expenses shall be eliminated or reduced according to the quantity of the self-support.

(2) Luxury expenses

Sum up the amount denoted in the calculation standard table.

(3) Added amount

(A) Artificial nutrition expenses

For a baby under full one year of age who is being brought up with artificial nutrition, necessary actual expenses to purchase necessary minimum nutrition goods shall be summed up according to the certification of a doctor or midwife.

(B) For those listed below, maximum 300 yen in a city and 260 yen in a town or village shall be added to the eating and drinking expenses regarding them as middle degree labor.

(a) Mothers bringing up nurslings under full four years of age or more than two infants or those following this without any assistant.

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(b) Those who are under the same working conditions as those mentioned above, attending to the disabled person, lunatic and the sick and injuried.

(c) In case an expectant mother receiving an additional ration of the staple food, actual expenses required for the purchasing of the additional ration rice can be added to the staple food expenses of the concerned person.

(d) Increased delivery for the tuberculosis patient at home.

(4) Clothing and personal article

As to expenses for clothings and personal articles, standard amount should be summed up.

(5) Health and sanitation expenses

(A) Bath expenses and hair-cut expenses should be struck out in case of free charge.

However, in case expenses replacing these expenses are required, the actual expenses may be approved within the amount indicated in the calculation standard table.

(B) In other case, amounts indicated in the details of the calculation standard table should be summed up.

3. The Second Type

(1) Furniture and articles

Amounts indicated in the details of the calculation standard table should be summed up as the minimum necessary expenses.

(2) Water charge

This should be summed up only when water-supply is utilized.

(3) Light and fuel expenses

The minimum necessary expenses for electricity, match, firewood and charcoal should be summed up as indicated in the details of the calculation standard table.

However, in case a part or all of the expenses is self-supplied, fuel and charcoal expenses shall be struck out or reduced.

(4) Housing expenses

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(A) Own house

Amount with the fixed assets tax, land rent and repair expenses within 30 percent of the house rent indicated in the calculation standard table added together can be summed up within the frame-work of the amount indicated in the details of the calculation table.

(B) Rented house or rented room

In case the rented house or room is not free, actual house rent should be summed up within the amount indicated in the details of the calculation standard table.

(C) In case the house rent exceeds the amounts indicated in the details of the calculation standard, an application for the establishment of a special standard amount must be made.

100 percent increase of the standard amount can be approved by the Governor, and in case of more than 100 percent increase, it must be approved by the Welfare Ministry.

(D) In case the rented house or room is quite free, the repair expenses within 30 percent of the house rent indicated in the calculation standard table can be summed up.

(5) House repair

When it is feared that the maintenance of the minimum living would become impossible unless the damaged part of the owned house is repaired, 3,000 yen for each case shall be granted as the necessary minimum repair expenses upon approval of the governor.

In applying for expenses necessary for the repair of the house, a procedure should be taken adding the following papers to the application which will clarify the details and the reasons of the necessity of assistance.

(A) Drawing from which the extent of repair can be judged. (Plane drawing and solid drawing)

(B) Detailed estimation sheet for necessary repair materials and expenses. (Name of materials, quantity, unit price, total amount)

In case assistance materials for repairs are given from relatives, neighbouring persons, acquaintances and so forth, name and quantity of materials should be listed.

(C) Other materials serving as a reference
(Sketch of the whole or part view)

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(6) School education expenses

(1) Necessary amount for the month should be summed up within the amount indicated in the attached table "Education Expenses Delivery Standard Table".

(2) Monthly actual expenses to be collected for school lunch from those pupils being supplied school lunch by the concerned school should be summed up.

Paragraph 2. Determination of Income

All incomes should be strictly estimated using ~~the No. (4)~~ form (4)

1. Regular income

(1) Earned income (employed)

The following indispensable expenses which must be expended to earn income should be deducted from the wage amount in summing up the net income.

(A) Source income tax

(B) Health insurance premium

(C) Mutual aid association fee

(D) Labor union fee

(E) Trafic fare

(F) When specially recognized necessary, 300 yen in the city and 260 yen in the town or village be paid.

(2) Business income (personal enterprise)

The following indispensable expenses which must be expended to earn income should be deducted from the total profit in calculating income.

(A) Raw material expenses

(B) Merchandise purchasing expenses

(C) Trafic and communication expenses

(D) Fertilizer expenses

(E) Seeds and plants expenses

(F) Other indispensable expenses

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(3) Income from property

Personal property from which the essential part for maintaining the minimum living has been deducted shall only be estimated. Expenses which should be paid accompanied by the profit, for instance the fixed capital tax on house and land and others, should be deducted from the total amount of profit in calculating the income.

(4) Income from pension and insurance

Income tax and other expenses which must be paid accompanied by income should be deducted from the total income.

(5) Monetary income from outside support and donation

Continuous support from the legally responsible relative, outside support and donation should be exhaustively calculated into income.

In case they are given in kind, if they are absolutely necessary for the maintenance of the minimum living and if they are listed in the calculation standard table this must be considered in deciding the minimum cost of living regarding them as self-supply.

(6) Temporary Income

(A) Income from the disposal of property (real estate, movable property) insurance premium and other temporary cash income amounting to a considerable sum should be considered as income for the month and if that income exceeds the determined minimum cost of living, that part should be calculated as an income of the following month.

Accordingly, in the above mentioned case, measures for closing, suspension or change of protection should be taken.

(B) Income from the sources listed below should not be calculated into:

(a) LARA goods and money of the beneficiary nature to be donated by the private social work organizations.

(b) Temporary reward from acquaintances or the neighbouring people or income of the beneficiary nature.

(c) Unstable small amount income from side job utilizing leisure hours.

Unstable small amount income means that the monthly total income is under 200 yen.

o Determination of the amount of the Living Aid Grant (details shall be given later)

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(A) The amount gained by deducting the income of the family approved by paragraph 2 from the minimum living cost of the family approved by paragraph 1 shall be the living aid benefit to be granted.

(B) In case the determined minimum living expenses is less than the determined income, the application for protection shall be rejected.

Chapter VI Determination on Protection

Paragraph 1. Arrangement of Investigation Materials

1. The case worker shall arrange the various materials synthetically and make them the basic materials for determining the necessity, type, limit and method of protection. The necessary documents are as listed below.

(A) (1) Application for protection

(B) (3) Minimum Cost of Living Calculation Sheet

(C) (4) Income Calculation Sheet

(D) (5) Detailed Statement of Protection

(E) Attached paper

- Living Aid ..... Employment (Living-out) certificate, Wage certificate, Unemployment certificate, certificates concerning income and expenditure
- Education Aid .. School certificate
- Housing Aid ... Papers certifying house rent and land rent
  Estimation sheet and sketch in case of house repair
- Medical Aid ... Initial medical card or diagnosis
  Estimation sheet of charges for nurse and attendant
- Maternity Aid .. Pregnancy certificate by physician or midwife
- Occupation Aid . Enterprise plan sheet, Estimation sheet of appliances and materials
- Funeral Aid .... Death certificate, Estimation sheet of funeral service expenses

Note: As to Education Aid, Housing Aid and Maternity Aid, if the necessity is confirmed by the case worker through other materials, presentation of certificate is necessary.

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2. As to the determination on living aid, housing aid and education aid, the determined income in the budget calculation table shall be filled by the standard amount in living aid, housing aid and education aid order. The shortage shall be the aid amount and type and limit shall be determined.

Paragraph 2. Approval

1. Decision on the Commencement of Protection

The case worker shall arrange the above mentioned (1) (3) (4) (5) and other necessary attached sheets en bloc and upon hearing the supervisor's opinion, prepare a case document with the (6) Protection Commencement Approval Paper for the case recognized in need of protection.

Upon reconfirmation of its details, put his seal on the case worker's column and request an approval circulating the document to the assistant mayor and the mayor of the city town or village through division and section chief.

Note: When the authority of making a determination on the protection is delegated to the section chief in charge according to the detailed executive regulations of the city town or village, approval of the section chief in charge shall be the final approval.

2. Determination on the Rejection of Application

In the following cases, the same procedure for approval shall be taken preparing an application rejection paper (reasons for rejection should be stated in details) using form (7) for it.

(A) When it is recognized that the delivery of protection in money and kind is unnecessary as a result of investigation (or physical examination).

(B) When the client made a false application or when it is impossible to make a determination on protection by the refusal, obstruction and evasion of spot check necessary for the determination of protection or by the disobediance to an instruction of taking physical examination.

Paragraph 3. Business Transaction After the Determination on Protection

(A) Clerical workers shall send a notification of commencement of protection using form (10) to the applicant or send a notification of rejection using form (13) in accordance with the paper given final approval.

(B) Then enter the address and name of the applicant in the case-number book and at the same time, enter the same number on the right upper cornor of form (6) and (7).

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As to the application approved for commencing protection, prepare face-sheet using form (8) and (9) and deliver it to the executive workers after putting down necessary matters.

(C) A serial case number shall be established for each applicant in respective cities towns and villages. The case number once decided shall be used permanently for the protection of the family.

(D) When the protection is given to the client under pressing circumstances who are not the resident, a notification of that case should be immediately conveyed to the mayor of city, town and village with copies of documents of protection for the person attached to it.

Chapter VII Enforcement of Protection

In enforcing protection, the actual state of delivery of protection benefit should be put down in the Protection Condition Table by month after arranging it. (form (14))

However, concerning benefit in kind, it must be entered in the type column converting them into money.

Concerning benefit in kind of Medical Aid, it should be entered in the Medical Protection Condition Table (form (15₹)) after arranging it.

Paragraph 1. Enforcement of Living Aid

1. The case worker shall put down the monthly benefit amount of the individual family previously in the "Protection Condition Table by Month" (form (14)) upon confirmation.

2. In giving benefit, prepare Detailed Statement of the delivery of Living Aid grant in duplicate (form free) one of which shall be sent to the Accounting Section (Revenue Officer) and the other one shall be kept in the Executive Division to be referred later.

3. Due date shall be notified to the recipients previously at the beginning of the month fixing it. In case special change of date is necessary, it shall be notified to the recipients by a proper way.

4. In principle, accounting workers (or revenue officer) shall be responsible for the payment of the aid grant. However, under some circumstances, welfare workers may cooperate with the accounting workers (revenue officer) who are mainly in charge of the business.

5. In paying the aid grant, make the recipient check whether or not the amount described in the receipt is coincident with cash paid and make him put his seal on the receipt.