

APPENDIX 16.—METHODS AND SOURCES USED IN THE 59-CITIES STUDY OF THE ADEQUACY OF GENERAL-RELIEF PAYMENTS, OCTOBER 1940

Any attempt to compare the adequacy or inadequacy of general-relief payments throughout the country is made difficult by the lack of comparable data on the subject. Such an analysis requires more information

than is usually available on (1) the sums required for meeting basic family needs; and (2) amounts of income available to relief families, including both relief payments and income other than relief.

I. METHODOLOGY

Information on the cost of a standard budget could be obtained most readily for the 59 cities of 25,000 or more population that were included in the study of intercity differences in the costs of living, made in March 1935 for the Works Progress Administration.¹ The special survey conducted in October 1940 by the Committee on Long-Range Work and Relief Policies to obtain data on actual relief allowances was therefore designed to cover the same 59 cities. By expressing the amounts of relief payments in each city as a percentage of the cost of the budget in that city, a comparable measure of the adequacy of relief payments was obtained.

In the WPA study, the cost of living was determined for families of a given composition at two levels, defined as the "maintenance" and the "emergency" levels.² The level of living selected for comparison with general-relief grants in this study of the "emergency" level.

Type of Family Studied

The selection of the WPA "emergency" budget described in the preceding appendix as the standard for measuring adequacy made it necessary, in order to permit comparison, that the information secured regarding relief allowances be for a family of the same size and composition and, insofar as possible, of the same circumstances as the family used in the earlier study.

The "emergency" budget for the WPA study was determined for a family described as "the unskilled manual worker type," and consisted of a man, his wife, a boy aged 13, and a girl aged 8. The relief data secured for the present study were, therefore, for a family of the same size and composition. However, the cost of the "emergency" level of living was determined for a family in which the man was employed, whereas the amount of relief allowances applied to families in which the man was unemployed. In 16

of the 59 cities, general relief is not granted to families with employable members and therefore in these 16 cities the man was not only unemployed but unemployable. Certain needs, such as food, clothing, and car-fare, are admittedly somewhat less in the case of the unemployed.³ It is difficult to determine the degree of difference, since expenditures for these items in the case of the unemployed are affected by the type and amount of their activity in seeking a job. However, the extent of difference was found to be insignificant in relation to the total degree of inadequacy of general-relief payments as disclosed by the study.

Cities Included

For purposes of comparison, relief data were secured for all of the 59 cities included in the WPA study of 1935:

Albuquerque, N. Mex.	Houston, Tex.
Atlanta, Ga.	Indianapolis, Ind.
Baltimore, Md.	Jacksonville, Fla.
Binghamton, N. Y.	Kansas City, Mo.
Birmingham, Ala.	Knoxville, Tenn.
Boston, Mass.	Little Rock, Ark.
Bridgeport, Conn.	Los Angeles, Calif.
Buffalo, N. Y.	Louisville, Ky.
Butte, Mont.	Manchester, N. H.
Cedar Rapids, Iowa	Memphis, Tenn.
Chicago, Ill.	Milwaukee, Wis.
Cincinnati, Ohio	Minneapolis, Minn.
Clarksburg, W. Va.	Mobile, Ala.
Cleveland, Ohio	Newark, N. J.
Columbia, S. C.	New Orleans, La.
Columbus, Ohio	New York, N. Y.
Dallas, Tex.	Norfolk, Va.
Denver, Colo.	Oklahoma City, Okla.
Detroit, Mich.	Omaha, Nebr.
El Paso, Tex.	Peoria, Ill.
Fall River, Mass.	Philadelphia, Pa.

¹ Stecker, Margaret Loomis, *Intercity Differences in Costs of Living in March, 1935, 59 Cities*, Works Progress Administration, Division of Social Research, Research Monograph XII, Washington, 1937.

² See appendix 15 above for description and analysis of the levels of living made possible by these two budgets.

³ In the present comparisons between the "emergency" level of living and relief allowances, it has been necessary to omit the cost of clothing and medical care from both the relief allowance and the cost-of-living budget. The differences between the employed and unemployed are, therefore, somewhat less than would have been the case had the amounts compared included these two items.

Pittsburgh, Pa. Seattle, Wash.
 Portland, Maine Sioux Falls, S. Dak.
 Portland, Oreg. Spokane, Wash.
 Providence, R. I. St. Louis, Mo.
 Richmond, Va. Tucson, Ariz.
 Rochester, N. Y. Washington, D. C.
 Salt Lake City, Utah Wichita, Kans.
 San Francisco, Calif. Winston-Salem, N. C.
 Scranton, Pa.

These cities are scattered throughout 41 States and the District of Columbia. All of them have a population of 25,000 or over. Table 1 below shows the number of cities of various sizes included in the study, compared with the total number of cities of these sizes in the continental United States.⁴

TABLE 1.—Proportion of cities and population of continental United States included in the study of general-relief allowances in 59 cities, October 1940, by size of city

Size of city	Cities of 25,000 and over, continental United States, April 1940 ¹		59 cities included in study		Percentage of cities in sample	Percentage of population in sample
	Number	Population	Number	Population		
Continental United States.....	412	52,335,767	59	31,462,040	14.3	60.1
1,000,000 or more.....	5	15,819,242	5	15,815,242	100.0	100.0
500,000 to 1,000,000.....	9	6,438,599	9	6,438,599	100.0	100.0
250,000 to 500,000.....	23	7,809,717	18	6,381,534	78.3	81.7
100,000 to 250,000.....	55	7,773,738	13	1,951,540	23.6	25.1
25,000 to 100,000.....	320	14,698,471	14	875,125	4.4	6.0

¹ Derived from releases of the Bureau of the Census relating to the sixteenth census of population, April 1940.

In commenting on the method used in the choice of the cities to be studied, the report on the study of intercity differences in costs of living in March 1935 states that

choosing the cities in which to make the study required consideration of geographic location, size, and socio-economic characteristics of various kinds. At the same time it was desirable to include as large a proportion of the country's population as possible. * * * Covering the country as a whole in the group of cities surveyed resulted in a certain amount of conflict between population and geographic criteria, in that some sections are best represented by cities of certain size; the inclusion of these reduced the proportion of cities of the same size in other areas where they are more numerous but less significant. Thus, it happens that in the present group of 59 cities the smallest are perhaps more typical of the section of the country in which they are located than of their population class.⁵

Relief Population Included

In September 1940 in the continental United States about 1,263,000 cases (both rural and nonrural) were

⁴ 1930 population figures were used in the WPA study. On the basis of the 1940 census, one of the 59 cities moved from the 250,000-500,000 class to the 500,000-1,000,000 class and another dropped from the 100,000-250,000 class to the 25,000-100,000 class.

⁵ Stecker, *op. cit.*, pp. 91-92.

being aided by general-relief programs; of these cases more than two-fifths (42.6 percent) were in the 59 cities studied. It should be noted that data on cost of living and relief allowances are for cities having a population of 25,000 or over. Since the total number of 1,263,000 cases cannot be apportioned between communities of all sizes, it is not possible to determine the proportion of the relief population of the 412 cities in the continental United States with a population of 25,000 and over that are included in the study. Table 2 shows the proportion of the number of relief cases found in the cities studied to the total number of cases receiving general relief, by social-economic regions.

TABLE 2.—Proportion of the general-relief caseload¹ in the continental United States included in the study of general-relief allowances in 59 cities, October 1940, by socio-economic regions²

Region	Total-general relief case-load ³	General-relief cases in sample of 59 cities	
		Number	Percent
United States.....	1,263,000	538,339	42.6
Northeast.....	558,783	286,840	51.3
Middle States.....	53,707	174,868	38.5
Northwest.....	57,831	11,179	19.3
Southeast.....	55,688	8,760	15.7
Southwest.....	32,707	2,777	8.5
Far West.....	109,834	53,915	49.1

¹ Data used here represent the September 1940 caseload. The proportions derived undoubtedly represent conditions prevailing in October 1940, since relatively little change may be expected in a single month.

² States included in these regions are: *Northeast*, Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia; *Middle States*, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin; *Northwest*, Colorado, Idaho, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming; *Southeast*, Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia; *Southwest*, Arizona, New Mexico, Oklahoma, Texas; *Far West*, California, Nevada, Oregon, and Washington.

³ Calculated from: *Social Security Bulletin*, III (November 1940), 64, table 6.

⁴ Does not represent total of regional figures because data for some States are estimated to exclude all cases receiving medical care, hospitalization, and/or burial only.

Specifications in Regard to Certain Variations

A schedule like that shown in Part II of this appendix was sent by the Committee on Long-Range Work and Relief Policies to the general-relief agency in each of the 59 cities studied. Because such agencies use widely varying bases in fixing the amount of the relief grant, certain other specifications than those previously discussed had to be made to the 59 agencies before comparable data on grants could be obtained. Methods of computing relief grants were not to be reported. Other specifications were made in regard to the treatment of nonrelief income, provision of clothing and medical care, and the amounts to be allowed for housing, heat, and lighting.

Methods of Computing Relief Grants

In arriving at a relief payment, it is the practice in many agencies to prepare an itemized statement of the needs of the family and the cost of such items. This

is frequently considered the family's "budget." From this total budget, the income and available resources of the family are deducted in order to arrive at what is commonly known as the family's "budgetary deficiency," which normally forms the basis of the relief grant. Since it is seldom possible to grant a relief allowance large enough to meet this deficiency, various methods are used to compute the amount that is actually to be given the family. In some cases, a certain percentage of the "budgetary deficiency" or of some items in the "budget" is given. In others, certain items which appear in the family "budget" are excluded when determining the amount to be given. In still other cases, no use is made of a "budget" in computing relief payments, the amount the family is to receive being determined by some method of prorating the funds available for the given month.

It is highly desirable that information be obtained regarding the methods used by general-relief agencies in determining the allowances to be given to recipients. However, since the major interest in the present study was to determine the actual amounts of relief granted to families of the type specified, no attempt was made to secure complete data on the methods used by the agency to calculate the amounts to be given for the various items.

Nonrelief Income

Methods of determining how much shall be deducted from the relief allowance because the family is receiving some income from other sources vary widely among cities. For example, some agencies deduct the total amount of income from employment. Others allow for the cost of lunches, carfare, etc., before the deduction is made. In still others the wage earner is allowed to retain a certain proportion of the wages as an incentive to further effort. In addition differences are usually made between the wages of children and of adults, between the wages of the head of the family and of other members of the family, and between earnings from full and part-time employment.

Therefore, to eliminate the varying factor of the treatment of income and to make comparison possible, the family in this study was defined as one having no income other than the relief allowance.

Clothing and Medical Care

Certain items, notably clothing and medical care, are usually given on an "as needed" basis and are frequently furnished by agencies other than the relief agency. For this reason, few relief agencies are able to report the value of medical services or clothing by type of family and by months. The difficulties of securing reliable information on such expenditures made

it necessary to omit these two items from the relief allowance data. In order to make comparison possible, these two items were also omitted from the data on cost of living at the "emergency" level. The following summary of information received regarding clothing will illustrate the difficulties involved.

In 45 of the 59 cities studied, clothing is provided only as needed and in kind. In a few cities, certain items of clothing, such as shoes, may be provided for by a special cash grant, although it is more usual to use the WPA sewing projects as the source of clothing provided in kind. A few cities augment this supply by agency purchases of clothing in wholesale amounts, thus providing necessary clothing not made on the sewing projects, but such direct expenditures are not usually made from general-relief funds. The amount of clothing provided to families on general relief in the cities studied was for the most part determined by the availability of garments and by the immediate needs of the family. Six cities furnished estimates of the value of clothing that would be furnished in kind to a family of the type described. In 5 of the 6 cities the estimated value of clothing furnished in one month for a family of the type specified ranged from \$2.75 to \$6.40; one city estimated a value of \$14.50.

Only 14 cities regularly include an allowance for clothing in the relief grant; in 7 of these cities such allowance is in cash. The amount of monthly clothing allowance in the cities using cash ranged from \$2 to \$6.50; in the 7 cities in which regular clothing allowances are made in kind, the amounts ranged in value from \$3.13 to \$8 per month.

Housing, Heat, and Lighting

The amount provided for such items as rent, light, and fuel is usually dependent upon how much recipients are paying for such items. Many agencies have regulations which set a maximum amount that may be allowed for each item for families of various sizes. These maximums may represent the upper limit that can be given in exceptional cases or they may represent what is given if the family expenditures reach or exceed the amount set.

Since living costs vary between cities, it was not possible to use a given amount per month for rent for every city. The quality of the housing purchasable for the same amount varies from city to city. Therefore, in asking the relief agencies for information, the family was defined as one needing an expenditure for rent, light, cooking fuel, and heating fuel equivalent to the amount necessary for such items at an "emergency" level of living in June 1940 in the city in which the family resided. A statement of these amounts (as derived in the manner described below) was furnished

to the relief agencies in describing the circumstances of the family on which information was being sought. This served the purpose of making it possible for the various agencies to provide information on the relief grant allowed to families whose circumstances were the same as for all other cities insofar as these items were concerned. In practice, it meant that, if in city X \$15 per month was sufficient in June 1940 to buy housing the equivalent of that described for the "emergency" budget of the WPA study, \$15 was used as the amount in describing the family to the relief agency in city X. If \$17 per month was required to buy the same standard in city Y, \$17 was used as the rent amount for the family in city Y.

These amounts were determined in the following manner:

Rent.—Annual rents were computed for 31 cities by taking 75 percent of the rent figure at the "maintenance" level, as shown in Table 1 of the mimeographed release of the Bureau of Labor Statistics, "Estimated Intercity Differences in Costs of Living, June 15, 1940." This procedure corresponds approximately to that used in the WPA study in obtaining "emergency" level rents for March 1935.⁶ For the remaining 28 cities, for which information on rents was not collected currently by the Bureau of Labor Statistics, rent figures at the "emergency" level were derived by applying the Bureau of Labor Statistics index of average changes in rents in large cities to the March 1935 rent figures at the "maintenance" level and taking 75 percent of this amount. The monthly rent figures entered on the schedules were computed by dividing the annual figures by 12 and rounding the quotients to the nearest 50 cents.

Coal, gas, and electricity.—For 46 cities the annual costs of these items at the "emergency" level, as of June 15, 1940, were computed by the Cost of Living Division, Bureau of Labor Statistics, using methods similar to those of the WPA study.⁷ For the remaining cities, for which price information on these items is not collected currently by the Bureau of Labor Statistics, March 1935 cost figures were used. It did not seem advisable to apply to the March 1935 figures

the Bureau of Labor Statistics indexes of change in the costs of these items, since coal, gas, and electricity costs generally vary more between cities (even within a given region) at a given time than in the same cities over a period of time.

The monthly figures entered on the schedules were derived as follows: coal, the average cost per month during the months allowed; electricity, the average cost per month; gas, the average cost per month during the months allowed. All figures were rounded to the nearest 5 cents. It should be noted that the inclusion of both coal and gas represents a slight modification of the "emergency" level budget as originally defined. In the WPA study, coal was allowed only during certain months of the year, dependent on the climate, and gas for cooking and ice were each allowed only during the remaining months. For purposes of this study, it was assumed that the relief grant was for a month during which coal would be allowed. In consequence, ice was excluded. However, the monthly cost of gas was included, based on the cost per month for the months allowed.

TABLE 3.—Cities for which cost of living at the "emergency" level was computed from prices collected as of June 15, 1940¹

City and region ²	All items used for comparison ³	Food, coal, gas, and electricity only	City and region ²	All items used for comparison ³	Food, coal, gas, and electricity only
Northeast:			Northwest:		
A.....	x		A.....	x	
B.....	x		B.....		x
C.....	x		C.....		x
D.....	x		D.....		x
E.....	x		Southeast:		
F.....	x		A.....	x	
G.....		x	B.....	x	
H.....		x	C.....		x
I.....		x	D.....	x	
J.....		x ⁴	E.....	x	
K.....	x		F.....	x	
L.....		x	G.....	x	
M.....	x ⁵		H.....	x	
N.....	x		I.....	x	
Middle States:			J.....		x
A.....	x		K.....	x	
B.....	x		Southwest:		
C.....	x		A.....	x	
D.....	x		B.....		x
E.....	x ⁵		Far West:		
F.....	x		A.....	x	
G.....	x		B.....	x	
H.....	x		C.....	x	
I.....	x		D.....	x	
J.....		x			
K.....		x			

¹ 1940 figures on cost of living based on data prepared by Cost of Living Division, Bureau of Labor Statistics, U. S. Department of Labor.

² For States included in these regions, see table 2, footnote 2.

³ Includes rent, food, coal, gas, electricity, house furnishings, transportation, and miscellaneous goods and services.

⁴ 1940 gas rates not available.

⁵ 1940 rent figures entered on schedules were derived by applying the Bureau of Labor Statistics index of average changes in rent in large cities to the March 1935 figures for this city.

Cost of an "Emergency" Budget.

In the comparison of relief allowances with living costs at the "emergency" level, clothing and medical care were not included in either the living cost figure or in the relief allowance for reasons discussed above.

⁶ Rents at the emergency level of living were computed as 75 percent of reported rents at the maintenance level, plus the water rate where it was paid by the tenant. With local adjustments for water and other considerations in a few places, the average ratio was 75.6 percent. * * * The smallest ratio, 73.5 percent, was found in Denver and the largest, 78.6 percent, in Butte." (*Ibid.*, p. 35.)

⁷ The Bureau's prices for coal were weighted in accordance with the quantity of bituminous coal specified for a 4-room house, and varied between climatic regions as indicated in the WPA study. In the cities where anthracite is used, the quantity weight was computed on the basis of the relative efficiency of the two coals. For anthracite, prices used represent an average of prices for the chestnut and the pea sizes. For bituminous, prices for the nut size were used. The annual cost of gas was computed on the basis of 9 therms of gas for the number of months allowed for each city. Electricity costs represent the cost of 17 kilowatt hours for 12 months.

For this comparison, therefore, the costs of food, household furnishings, transportation, and miscellaneous items provided at the "emergency" level as defined in the WPA study, were added to the rent, fuel, and light costs entered on the schedules.

For 46 cities food costs at the "emergency" level, as of June 15, 1940, were computed by the Cost of Living Division, Bureau of Labor Statistics. For 33 of these cities, June 1940 costs were also estimated by the Cost of Living Division for house furnishings, transportation, and miscellaneous items. For the remaining 13 of the 46 cities, for which current price data were not available for these items, the March 1935 costs of home furnishings and of miscellaneous items were adjusted upward by 6.1 percent and 2.6 percent, respectively. These adjustment factors represent the average change in the cost of each of these items between March 1935 and June 1940 in the 33

cities for which June 1940 data were available. Since there was no average net change in transportation costs in these cities, the 1935 figures for this category were assumed to be representative of 1940 costs.

For the remaining 13 cities, the only available data on "emergency" level costs were those for March 1935. No satisfactory adjustment factor could be developed to bring the 1935 food cost figures up to date in these cities.

It was necessary to use June cost-of-living data for comparison with October relief allowances, because June was the most recent month for which prices (collected quarterly by the Bureau of Labor Statistics) were available at the time when rent, fuel, and light costs were computed for entry on the schedules. The measure of adequacy of relief allowances is not appreciably affected, however, since price changes between June and September 1940 were in general very small.

II. SCHEDULE SENT TO RELIEF AGENCIES

A. General Instructions

Assume a situation in which an application for relief is made by a family of four persons, man, wife, and two children, living in your city. On investigation, the family is found to be without income or resources of any kind, and is found to meet all the eligibility requirements for general relief. The family presents no special health or other problems. When the case is opened, it appears that the family will need assistance for longer than an emergency period of a few weeks. More detailed information about the family, needed for making up a budget, appears on the budget form on page 2.

In using the budget form please bear in mind that we are interested in getting information regarding your *current practices* in making general relief grants. We are asking you therefore, to include only those items which are *usually* provided for in your general relief grants, and to indicate the amount for each item which would *actually* be given to a family of this size. Items which your agency may provide under unusual circumstances, or in rare cases, should not be included.

We know that in some agencies a budget for the family is prepared, using standard budget figures for a family of a particular size, and then, because of lack of funds, or for some other reason, a percentage cut is made in the total budget figure, so that the actual relief grant given the family is less than the budget calls for. In other agencies, under these circumstances, one or more items are entirely eliminated when the grant is actually made, so that again the amount of relief given the family is less than the complete budget

would call for. Since we are interested in getting information as to the amount of relief *actually received* by the family, this figure should be written in the space we have indicated on the budget form under the heading "Actual Total Relief Grant made to the family for a month." If this total figure is less than the total of column 3, indicate the reason for the difference, and the method by which the cut is made, giving this information immediately below the amount of actual relief grant.

If the budget form used by your agency is so different from the form we have drawn up, that you cannot easily give us the information called for on our form, please use one of your own forms, filling it in as you would for an actual family of four, indicating any difference between the actual relief grant given the family and your budget total.

In some agencies, the general relief grant may not be made on a budgetary basis at all. If this is true of your agency, write in the amount of relief which would be given to this family for a month, under the heading "Actual Total Relief Grant made to the family for a month," and indicate how the figure is arrived at.

B. Instructions for Filling Budget Form

Column 1. Items

Under this heading we have listed a number of budget items. If any other items are usually included by your agency in a general relief grant, list these items under "Other", indicating the amount and form in which provision for these items is made, as explained below.

Column 2. Form of Relief

Check under "Cash" those items for which a cash allowance (actual money or check made out to the family head) is given or sent direct to the family.

Check under "in kind" those items provided in any form other than cash. A rent check made out to the landlord, or rent paid directly to the landlord would be checked in this column. Goods obtained by the family through a commissary or warehouse would also be checked here.

Provision for some items may be made partly in cash, and partly in kind. Such items should be checked under both headings, "cash" and "in kind." An example of this would be if milk is sent to the family and the rest of the food allowance is made in cash. In this case the food allowance would be checked under both "cash" and "in kind."

Check under "not provided" those items that are not usually included in the grant.

Column 3. Amount

The amount (in dollars and cents) of a monthly allowance for each item should be written in under the column headed "amount." If the allowance is usually made on a weekly basis, multiply the amount of the weekly allowance by $4\frac{1}{3}$ to get the monthly allowance; if the allowance is made semimonthly, multiply by 2.

If rent, fuel (gas and coal), and light (electricity) are usually included in your general relief grants, but the amounts we have given as being paid by this family for these items are larger than would be given by your agency, use the figure that would be allowed by your agency for these items for a family of this size. For heating fuel (coal) give the amount per month, in dollars and cents, that would be allowed during the winter months.

Some items may be given only upon report of the visitor that the family is in need of a particular item, or upon request of the family. Clothing, for example, may be granted only on this basis. In this case, the cash value of the clothing which would be given the family in any one month, should be written in under "amount," opposite "clothing." If there is no way of determining the amount of clothing that would be allowed for a month, write in "given as needed."

If any item has been checked under both "cash" and "in kind," in column 2, give the *total* cash value of the allowance made for this item for a month.

In giving the "cash value" of items provided in kind, the current retail value of these items, in the amounts provided for a month, should be given. If it is not possible for you to give the actual retail value, please indicate the basis on which you figure the cash value of these items.

This information should be given on the reverse side of the budget form, under "1. Basis on which cash value of items in kind is figured."

NOTE.—On the reverse side of the budget form we have suggested several points in connection with the budget on which you may want to make comments. Please use this side of the budget form for your comments on these points or on any other which you feel you want to explain more fully.

C. Budget Form

Form No.-----
 Agency-----
 City-----
 State-----
 Date-----

This form is to be filled for the family described below:

Family	Age	Usual Occupation
Man	45	General laborer
Woman	41	Housewife
Boy	13	School
Girl	8	School

Rent: \$----- a month, including water, for 5 room house.

Utilities:

Gas (for cooking): \$----- a month.
 Electricity (for lighting): \$----- a month.
 Coal (for heating: \$----- a month, during winter months.

(1) Items	(2) Form of relief (check for each item)			(3) Amount (Give in dollars and cents the allowance for each item for 1 month)
	Cash	In kind	Not provided	
Food (do not include surplus commodities)				
Clothing				
Rent				
Light (electricity)				
Cooking fuel (gas)				
Heating fuel (coal—as given in winter months)				
Household incidentals				
Transportation (carfares)				
Recreation				
Insurance				
Other (specify)				

A. Total Column 3----- \$-----
 B. Actual Total Relief Grant made to family for month----- \$-----

If the Actual Total Relief Grant (B) is less than the Total Column 3 (A), give below the *reason* for the difference (lack of funds, maximum limitation on grants, etc.) and the *method* by which the reduction in grant is made (percentage cut, elimination of certain specified items, etc.).

1. Basis on which cash value of items given *in kind* is figured. (Actual retail price, cost to agency, etc.)

Comments:

2. If the families on general relief in your city *commonly* use other forms of fuel than those given as being used by the family we have described, specify under "Comments" the fuels commonly used for light, heat and cooking, and give in dollars and cents the amount which your agency would allow for a family of this same size for a month. (This information is to be given *in addition* to the figures for gas, electricity and coal, which you have given on the Budget Form.)

Comments:

3. Please explain any special rent or clothing policies.

Comments:

4. If your agency is at present operating under unusual circumstances, presumably temporary, which affect the general relief grants you are now making, explain these circumstances.

Comments:

D. Determination of Eligibility for General Relief—

Family of Four Persons.

If for any reason your agency has no provision at present for granting general relief, check here -----

Keeping the same family composition, consider each of the following changes as being introduced into the family situation separately, and indicate whether the family would then be eligible for general relief.

1. If the man is employable, but is currently unemployed, and no other employable in the family. Yes ----- No -----

2. If the man is unemployable, because of temporary physical disability and no other employable in the family. Yes ----- No -----

3. If the man is unemployable, because of permanent physical disability, no other employable in the family, and Aid to Dependent Children not available. Yes ----- No -----

4. If the man is working full time, at usual occupation but earnings are not sufficient for family's needs. Yes ----- No -----

5. If the man is working part time, and earnings are not sufficient for family's needs. Yes ----- No -----

6. If the man is eligible for unemployment compensation, but payments have not yet started. Yes ----- No -----

7. If the man is eligible for, and receiving unemployment compensation, but the amount of compensation not sufficient for family's needs. Yes ----- No -----

8. If the family are non-citizens (without first or second papers). Yes ----- No -----

(a) If the man is a non-citizen, but wife and children are citizens. Yes ----- No -----

If answer to (a) is "Yes," would the grant include the man? Yes ----- No -----

(b) If the man has secured his first papers. Yes ----- No -----

E. Determination of Eligibility for General Relief—

Other Family Groups

Does your agency give general relief under the following conditions?

1. When there is an Old Age Assistance grant recipient in the household. Yes ----- No -----

(a) To supplement the Old Age Assistance grant. Yes ----- No -----

(b) To members of the household not receiving an Old Age Assistance grant. Yes ----- No -----

2. Pending determination of eligibility for Old Age Assistance. Yes ----- No -----

3. When there is an Aid to the Blind grant recipient in the household. Yes ----- No -----

(a) To supplement the Aid to the Blind grant. Yes ----- No -----

(b) To members of the household not receiving an Aid to the Blind grant. Yes ----- No -----

4. Pending determination of eligibility for Aid to the Blind. Yes ----- No -----

5. When there is an Aid to Dependent Children grant recipient in the household. Yes ----- No -----

(a) To supplement the Aid to Dependent Children grant. Yes ----- No -----

(b) To members of the household not receiving an Aid to Dependent Children grant. Yes ----- No -----

6. Pending determination of eligibility for Aid to Dependent Children. Yes ----- No -----

7. To supplement WPA earnings. Yes ----- No -----

8. To single, unattached persons. Yes ----- No -----

9. To couples without children. Yes ----- No -----

10. To supplement income from small business, if income is not sufficient for family's need. Yes -----
No -----

F. Surplus Commodities

1. Are surplus commodities given to general relief cases? Yes ----- No -----

(a) In addition to regular general relief grant? Yes ----- No -----

(b) As the only form of relief? Yes ----- No -----

(c) Is the amount of the food allowance reduced when surplus commodities are given? Yes ----- No -----

(d) Estimate the cash value of the surplus commodities that would be given in any one month to a family of four persons. \$-----

2. Is the Food Stamp Plan in operation in your city? Yes ----- No -----

G. Medical Care

1. Is there provision in your city for medical care for families receiving general relief? Yes ----- No -----

(a) From General relief funds. Yes ----- No -----

(b) From other funds or sources. Yes ----- No -----