



Deborah Meader Papers

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

Minnesota. Board of control. Dept. of public institutions.

MANUAL
on
CERTIFICATION
FOR
WORKS PROGRESS ADMINISTRATION
EMPLOYMENT,
STATE OF MINNESOTA

Issued By
STATE BOARD OF CONTROL
PUBLIC ASSISTANCE UNIT

August 1938

MINNESOTA
HISTORICAL SOCIETY

* HD 3890
. M4 A5
1938 6

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC INSTITUTIONS

STATE BOARD OF CONTROL

MANUAL FOR COUNTY CERTIFICATION OFFICERS
on
THE CERTIFICATION OF ELIGIBILITY FOR WORKS PROGRESS ADMINISTRATION
EMPLOYMENT

Issued by

The Public Assistance Unit
Benj. E. Youngdahl, Director

INDEX

	Page
Foreword	1
Section A - General Certification Procedure	2, 3
Section B - Certification Eligibility	4, 5, 6, 7
Section C - Citizenship Status	8
Section D - Veterans	9
Section E - NYA Certifications	10, 11, 12
Section F - Family Cases involving other forms of public assistance or unemployment compensation	13, 14, 15
Section G - Miscellaneous Instructions	16, 17
Section H - Certification, Cancellation and Termination	18, 19, 20
Section I - Penalties for False Statements	21
Section J - Conclusion	22

FOREWORD

In answer to an apparent need, a revision of the Certification Manual issued August, 1936, has been prepared for your use by the Public Assistance unit of the State Board of Control, the state agency designated by the Works Progress Administration as responsible for the supervision and interpretation of all policies and procedures dealing with eligibility for certification to the Works Progress Administration.

The actual responsibility for basic certification continues to be assumed by the local certification officers who have been approved and who will be instructed and supervised by the field supervisors of the Public Assistance unit.

All previous instructions which conflict with the following are hereby rescinded.

All questions and problems should be directed to your field supervisor or to this office where they will be given prompt attention.

SECTION A

GENERAL CERTIFICATION PROCEDURE

The executive secretary of the county welfare board is the official certifying officer for WPA and NYA employment. WPA requires that the existence of need be ascertained by the certifying agency. This usually necessitates an actual home investigation either by the executive secretary or by a member of the staff working under the executive secretary.

Every new certification must have a case record, including a budget, on file in the county welfare office. The file shall be available for inspection by the field supervisor of the Public Assistance unit, State Board of Control, and by the assistant supervisor of employment of the WPA district office.

It is advisable that WPA be kept informed of any change in status of an At Work case known to the executive secretary if that change affects eligibility.

The assistant district supervisor of employment for WPA will consult with the executive secretary at least every ninety days to reconcile the Awaiting Assignment files of WPA and of the county office. In many counties, a number of Awaiting Assignment cases have not been visited or otherwise investigated for a long period of time. Every case awaiting assignment is required to satisfy the certifying officer in person or by letter of continued need for relief every sixty days. After a client has been notified of this ruling, his certification shall be canceled if he does not fulfil the requirement.

After each consultation between the executive secretary and the

assistant district supervisor of employment for WPA, letters of confirmation of the business transacted will be written by the assistant district supervisor of employment to the executive secretary with copies to the MPA district supervisor and the WPA state employment division.

SECTION B

CERTIFICATION ELIGIBILITY

Cases eligible for certification as being "in need of relief" may be divided roughly into three general types:

- (1) Those in need of relief and receiving it.
- (2) Those who are in need of relief and have been refused because of low relief standards used by the relief office taking the application, but who would be eligible for aid in an office using approved standards.
- (3) Those who have not applied for relief but who are getting along on a sub-relief standard of living. (This type of case is not to be solicited, but if such a case applies for employment, even though he does not want relief, his need may with propriety be investigated.

(Points 2 and 3 apply particularly to the rural areas.)

All investigations to determine need of relief shall be based upon the principles and requirements of the manual entitled "Standards for Relief" issued in March, 1936, by the State Relief Agency. The standards set forth in that bulletin are of prime importance in dealing with cases falling under types 2 and 3, and are also of importance in checking office standards used for determining eligibility for persons on relief.

~~The minimum budget for the determination of eligibility for WPA certification should include items for food, shelter (computed on the basis of actual rent paid, provided it does not exceed a reasonable maximum), clothing, fuel, light, health and household and incidental personal expenses based upon the membership of the family.~~

Although "in need of relief" is the basic eligibility requirement, it is amended and conditioned by the various supplementary WPA requirements set forth in Mr. Hopkins' Administrative Order No. 65 of the Works Progress Administration. Among the pertinent points laid down by that order affecting certification for eligibility, the following are quoted:

"Section 13. Persons in need whose names have not heretofore been placed upon relief rolls shall be eligible for employment and shall be certified as in need in the same manner as persons whose names have heretofore appeared on relief rolls."

"Section 14. Farmers in rural areas who are in need and who need employment to supplement their farm income shall be eligible for certification and for employment." (Persons who are receiving assistance from the Farm Security Administration, however, are not eligible for employment on the Works Program.)

All certifications of farmers should not only carry address and directions for reaching, but also the township or other legal description of the farmer's location.

"Section 15. No person under the age of 18 years, and no person whose age or physical condition is such as to make his employment dangerous to his health or safety, or to the health or safety of others may be employed on a project. This section shall not be construed to operate against the employment of physically handicapped persons otherwise employable, where such persons may be safely assigned to work which they can perform."

"Section 16. Only one member of a family group may be employed on projects as defined herein. This provision shall not be construed to interfere with the part-time employment of a youth member of the family by the National Youth Administration or the enrollment of a member of the family in the Civilian Conservation Corps."

"Section 17. The fact that a person is entitled to or has received either adjusted service bonds or a Treasury check in payment of an adjusted compensation certificate shall not be considered in determining actual need of such employment."

"Section 18. No alien illegally within the limits of the United States or alien who has not, prior to June 21, 1938, filed a declaration of intention to become an American citizen which is valid and has not expired, shall knowingly be given employment or continued in employment on any project."

"Part V - Sec. 18 - Treatment of Aliens.

It is not intended that WPA make a review of the working load. When a report is received, indicating that a person currently employed is ineligible, the Social Worker in the Division of Employment shall make the necessary investigation. A Worker will be declared ineligible who, within 15 days (or longer in unusual circumstances) cannot produce evidence of citizenship or that his papers of declaration of intention were issued by the clerk of court prior to June 21st, 1938, and are dated not more than seven years before the date of investigation."

"Section 19. Preference in employment on projects shall be given in the following order:

- (a) Veterans of the World War and the Spanish War and veterans of any campaign or expedition in which the United States has engaged who are in need and are American citizens.
- (b) Other American citizens, Indians and other persons owing Allegiance to the United States who are in need, and
- (c) Those aliens in need whose declaration of intention to become American citizens were filed prior to June 21, 1938 and which are valid and have not expired."

"Section 24. Persons who are qualified for assignment to projects and who are eligible as specifically provided by law and by these regulations

shall not be discriminated against on any grounds whatsoever, such as race, religion, membership in a labor organization or political affiliation."

A communication from the Works Progress Administration carries the following statement:

"The Works Progress Administration shall accept certification of persons who are unemployed, seeking work, immediately available for employment, and in need, when such persons are certified by the authorized certifying agency.

"Active strikers cannot be said to be seeking work or to be immediately available for employment until the strike is settled."

Additional pertinent points of unemployment requirements are:

- "(1) In determining eligibility, legal settlement shall not be a requirement."
- "(2) In determining whether an applicant is eligible for certification, earnings of the person legally responsible for support, plus readily convertible assets shall be weighed against budgetary requirements of the family. Small savings, the ownership of small amounts of unproductive property, protective insurance policies, or the ownership of an automobile, should not preclude certification."

SECTION G

MISCELLANEOUS INSTRUCTIONS

(1) Every individual who is named as an eligible employable for WPA employment should be registered with the Employment Office.

(2) If a case is certified and later closed, and later again becomes eligible for certification, it may be re-certified on WPA Form 600. Across the top of the form write "Second Certification", and make a note in the comment section that the case was previously certified. The same procedure is to be followed for possible subsequent re-certification.

(3) If, by chance, certification forms are lost in the WPA Office and a request is made for a duplicate copy, write the word "duplicate" across the top of the form.

(4) WPA Form 601 is no longer used to indicate special changes in the family situation, but only to give routine acts, such as changes in address, except in cases of persons who previously were not available for assignment, but now are available. With this exception Form 600 is used to give all changes in family situations.

(5) In families where a member removes himself from the parental group and sets up a separate household for himself, he may be entitled to independent certification if he qualifies under the eligibility requirement. In such cases 600 forms should be sent through on both families to indicate the change in family status. Where two or more family units are living together as one household for economic reasons, the natural head of each family group may be certified to WPA if the WPA earnings are necessary for the self-support of each group. Such certification is possible, of course, only in those instances where under normal economic conditions these family groups would be living separately. In cases where the head of the household or

some other member in the household is working full time or part time in private employment, indicate the amount of such work in the Comment Section and the days of the week on which it is done.

(6) WPA will not accept the re-certification for a person whose certification has been canceled by WPA because of lack of adaptability to the program without consultation and agreement by the Certifying Officer and the Assistant Supervisor of the Division of Employment in that district.

(7) Form 600 will no longer carry the information regarding "never on relief", "previously on relief", and "now on relief". From this time on, the Certifying Officer shall specify in the comment section one of the following two phrases: "receiving relief" or "not receiving relief".

(8) A case leaving WPA to take private employment will be returned to WPA employment (when the loss of private job is through no fault of the worker) only if the worker took the private job after June 7, 1937.

SECTION H

CERTIFICATION, CANCELLATION AND TERMINATION

It is important to note that a certification may be canceled either before or after the assignment of a worker to a project. Cancellations will usually be made by the Certifying Officer, but in some instances cancellations are made by the WPA Office under conditions indicated below under Part II.

It is important to note that the basis of cancellation of certification differs from that of the original certification. A certification may be canceled by the Certification Officer only if income or other resources are sufficient to take care of the family for a continuous period of about six months. The client should be given the benefit of every doubt, and questionable cases should be thoroughly investigated. Occasional re-investigation of a family situation will be a continuing requirement of the local office and the certification may be canceled if the investigation shows the family no longer in need as defined above. Information available in a routine way through county boards of public welfare, county officials, the S.E.S. Office, Rural Rehabilitation Supervisors, etc. may be sufficiently active or easily verifiable to justify canceling certification.

I. The following points describe the standards and procedures for carrying out cancellation of certification by the certifying officer:

- (1) A WPA certification may be canceled if there is income, savings, or resources (other than WPA wages) which will carry the family acceptably for a period of about six months. (It is assumed that the client is cooperating in the use of these funds.) This is the most important standard for certifying officers, since it demands analysis of results and findings of investigation.

- (2) In canceling certifications, the same principle regarding adjusted service bonds or treasury checks in payment of an adjusted compensation certificate shall apply as it did to the certification of eligibility. In considering a case which possibly should be canceled, the determination of eligibility shall omit consideration of such adjusted service bonds or treasury checks.
- (3) Because a certain continuity of projects is necessary in the adult education program, special provisions have been set up regarding the cancellation of eligibility of teachers. The text of WPA Letter No. 160 is quoted below for your information:

"The Adult Education school year is to be divided into three periods of four months each as follows:

October 1st to February 1st
February 1st to June 1st
June 1st to October 1st

As some of the certifying agents are continuing to review the At Work loads, cancellations of eligibility may occur at any time. Any such cancellations coming into a district office will be held subject to the following procedure:

1. In case of a cancellation before the end of the four month term, the teacher involved may be placed on a non-relief basis on the project provided such an opening exists.
2. If no such opening is available, a replacement may be made from among certified persons if any of satisfactory qualifications is obtainable.
3. If neither of the above alternatives can be applied, the Assistant District Supervisors will advise the certifying agencies that the Educational Program teachers whose eligibility has been canceled, will be allowed to finish the current term, termination consequent upon the cancellation of eligibility to be made effective as of either February 1st, June 1st or October 1st, whichever is the end of the current term."

II. The following points describe the standards and procedures for carrying out cancellation of certification by the WPA district supervisor of employment:

"WPA shall issue cancellation Form 602 for assigned workers when it has been determined that the worker being separated from the program shall not be re-employed for the following reasons:

1. The worker is not occupationally adapted to the WPA program because -

(a) He does not produce a reasonable day's work after a short induction period.

(b) His physical limitation makes his employment dangerous to his health or safety, or to the health and safety of others.

2. The worker is dismissed and no change in priority is deemed advisable.

3. A worker receives other Federal Assistance such as Aid to Dependent Children, Old Age Assistance, etc."

THE "NEED" TYPE OF TERMINATION IS MADE AUTOMATICALLY BY WPA UPON RECEIPT OF ADVICE FROM CERTIFYING OFFICERS AND IS A REGULAR AND CONTINUING PROCESS CARRIED OUT IRRESPECTIVE OF WPA QUOTA REGULATIONS.