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Wisconsin. Emergency Relief Administration
[Madison, Wisconsin]: [Wisconsin Emergency Relief
Administration], October 1934/June 1935

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WISCONSIN EMERGENCY RELIEF ADMINISTRATION

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WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

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October 17, 1934

TO: DIRECTORS OF RELIEF
DROUGHT RELIEF DIRECTORS
COUNTY AGENTS
COMMITTEE MEMBERS

Re: Bulk Purchasing of Feed

All bulk purchasing of feed by this office or by the Counties is to be discontinued at once. No additional purchases are to be made in County Offices until further notice.

This does not apply to Feed Purchase Orders, Form DR-3, issued on dealers for feed to the farmers.

There seems to be a little misunderstanding relative to the method we now have to follow in purchasing bulk supplies of feed for winter use.

These purchases must be made on Purchase Orders, Form PD-103, signed by Mr. C. C. Tracy, Director of Procurement, Wisconsin Emergency Relief Administration.

If a County knows of sources of hay or other feed, and wants to obtain this feed, please be sure to get in touch with this office, stating the quantity, kind, price and f.o.b. point.

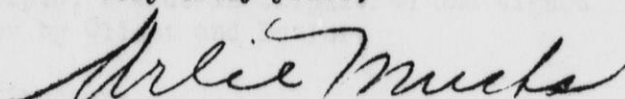
Then, if we are in a position to buy, we will issue Purchase Order for the quantity of feed, and, as the feed is delivered to storage points, you will send in Materials Received Reports, and the seller will send in three copies of invoice. Payment for supplies delivered will then go forward directly to the person to whom the Purchase Order is issued.

THE FEED WHICH HAS BEEN PURCHASED ON PURCHASE ORDERS THROUGH THIS OFFICE OR BY THE COUNTIES MUST BE KEPT IN STORAGE AND NOT DISTRIBUTED TO RELIEF FARMERS UNTIL YOU RECEIVE WORD TO DO SO FROM THIS OFFICE.

As stated in the first paragraph of this letter, however, please do not make any further purchases.

Shipments to apply on Purchase Orders already issued will not, of course, be effected by these instructions.

Very truly yours,


Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION

149 East Wilson Street

Madison

October 18, 1934

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TO: RELIEF DIRECTORS

Wisconsin Transient Bureau

Re: Forms and Methods of Procedure for Wisconsin
Rural Rehabilitation Corporation.Forms to be Used:

1. Application (Form R.R.3) - made in duplicate.
 - a. One copy to Relief Director.
 - b. One copy to Wisconsin Rural Rehabilitation Corporation.
2. Case Report (Form R.R.4) - made in duplicate.
 - a. One copy to Relief Director
 - b. One copy to Wisconsin Rural Rehabilitation Corporation.
3. Farm Management Agreement (Form R.R.5) - made in triplicate, signed by client, and witnessed by local relief administration representative. It should briefly itemize how the farm will be managed, and should indicate some definite plan by which client intends to repay loan, by designating amount to be repaid monthly, quarterly, etc.
 - a. One copy to Client.
 - b. One copy to Relief Director.
 - c. One copy to Wisconsin Rural Rehabilitation Corporation.
4. Conditional Sales Contract and Note (Form R.R.Corp.1) - made in triplicate, signed by the Relief Director for the Corporation, and signed by client, and wife, if any, in the presence of two witnesses. Interest will be charged at the rate of 5% per annum. This form is used for items purchased that the Corporation may repossess for failure of compliance with contract.
 - a. One copy to Client.
 - b. One copy to Relief Director.
 - c. One copy to Wisconsin Rural Rehabilitation Corporation.
5. Requisition for Purchase (Form R.R.Corp.2) - made in triplicate and signed by Chairman of Rural Rehabilitation Committee and approved by the Director of Relief.
 - a. One copy to Relief Director.
 - b. One copy to Rural Rehabilitation Committee.
 - c. One copy to Wisconsin Rural Rehabilitation Corporation.
6. Purchase Order (Form R.R.Corp.3) - made in triplicate and signed by Relief Director and later by Client and Dealer.
 - a. One copy to Dealer.
 - b. One copy to Relief Director.
 - c. One copy to Wisconsin Rural Rehabilitation Corporation.
7. Non-Disturbance Agreement (Form R.R.Corp.4) - made in triplicate and signed by Mortgagee in presence of witnesses.
 - a. One copy to Mortgagee.
 - b. One copy to Relief Director.
 - c. One copy to Wisconsin Rural Rehabilitation Corporation.

8. Demand Note (Form R.R.Corp.5) - One copy only for Rural Rehabilitation Corporation. This form of note is to be used only for capital expenditures less than fifty dollars (\$50.00) that cannot be removed from property. Interest will be charged at the rate of 5% per annum.
9. Financial Data of Client. A record, by clients, of expenditures and repayments.

Method of Procedure:

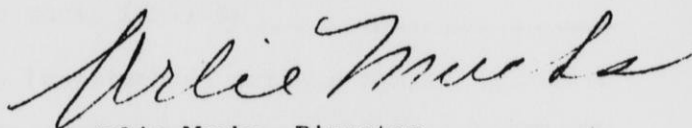
1. After case history has been determined and approved by County Rural Rehabilitation Committee and Rural Division Field man, the Committee issues requisition for purchase in triplicate, retain third copy, send second to the Director of Relief, and attach application and case report to the original copy of the requisition for purchase, and send these documents to the Wisconsin Rural Rehabilitation Corporation at Madison.
2. (a) Director of Relief draws a purchase order in triplicate, retaining the second copy for his files, and forwards the original and triplicate to dealer. The dealer delivers the goods and has client certify both invoices, and retains the third copy for his own use, forwarding the original copy properly signed to the Director of Relief for payment.
(b) Client signs Conditional Sales Contract (R.R.Corp.1) or Note (R.R.Corp.5), or both as required, when he receives merchandise. (See Miscellaneous Instructions, Item 1).
(c) Farm Management Agreement is signed by client where necessary.
(d) Mortgagee signs Non-Disturbance Agreement.
(e) The Director of Relief attaches Conditional Sales Contract, or Note, Farm Management Agreement, Non-Disturbance Agreement, and such other documents as may be necessary to close transaction properly, to Purchase Order, forwards these to the Wisconsin Rural Rehabilitation Corporation for payment. No check will be drawn unless all documents are in possession of the Corporation.
3. If approved, the Corporation will draw a check in favor of the vendor and mail to the Director of Relief, who will post the transaction in record marked, "Financial Data of Client", before releasing check to the vendor.
4. Payment on Loans should be accepted by the Relief Director, proper entry made in record marked, "Financial Data of Client," and promptly forwarded to the Wisconsin Rural Rehabilitation Corporation where official receipt will be issued to both client and Relief Director.

Miscellaneous Instructions:

1. Rules for determining in which cases a Conditional Sales Contract and in which case a Note should be taken as security from client:
 - a. If expenditure is for items in which Corporation may hold full title and can repossess in case client fails to comply with terms of contract, use Conditional Sales Contract (R.R.Corp.1)
 - b. If expenditure is less than fifty dollars (\$50.00) and for items of such nature that the Corporation cannot hold title or reposses, Note (R.R.Corp.5) should be used.

- c. If expenditure is for items of such nature that the Corporation cannot hold title or repossess, and in excess of fifty dollars (\$50.00), Note (R.R.Corp.5) should be used, but collateral security must be obtained in the shape of chattel or real estate mortgage.
- 2. Number all forms serially, starting with No. 1 and preceded by your County number. (Example - If your County number is 5, forms should be numbered 5-1, 5-2, 5-3, etc.)
 - a. Also give each rehabilitation case a Loan Number. These numbers should also be serial, preceded by your county number.
 - b. Place Loan Number on all forms.
- 3. Extraordinary items, or items of special nature regarding Capital Expenditures should be submitted for approval in writing to the Director of the Rural Division before Purchase Order is issued or transaction started.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

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WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

October 25, 1934

TO ALL DIRECTORS OF RELIEF:

Last spring all directors of relief were asked to provide information on the rural relief load in the various counties. In some instances the information was from estimates or approximations, but the figures have proved very useful to us. At present we are in need of revised figures for further use in our rehabilitation procedures. Will you, therefore,

Estimate the rural relief load in your county and its division between small towns and open country.

(a) Cities, towns, and villages of less than 5000 population:

- (1) Number families receiving relief on Nov. 1, 1934 _____
- (2) Number of persons in these families _____
- (3) Number of non-family (unattached) persons receiving relief on Nov. 1, 1934 _____
- (4) Total cost of supplying relief in cities, towns, and villages of less than 5000 population during the month of October, 1934 _____

(b) Open Country:

- (1) Number families receiving relief _____
- (2) Number of persons in these families _____
- (3) Number of non-family (unattached) persons receiving relief on Nov. 1, 1934 _____
- (4) Total cost of supplying relief in the open country during month of October, 1934 _____

Please fill in, sign, and return this sheet on or before Nov. 10, 1934

County _____

Signed _____
(Director of Relief)

Date _____

Very sincerely yours,

Archie Mucks
Archie Mucks, Director
Rural Division

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WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

October 26, 1934

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
DROUGHT RELIEF COMMITTEEMEN
COUNTY AGENTS

In order to establish a uniform method for handling the receipt, unloading and reporting of hay and feed, the following instructions shall become effective immediately:

- PURCHASING -

When hay is purchased by the Director of Procurement at Madison, a copy of the shipping memorandum showing all of the pertinent facts relating to the purchase shall be forwarded to the County Drought Relief Headquarters. The copies of the shipping memoranda shall be filed locally to afford ready reference. These shipping memoranda show Purchase Order number in the lower right hand corner which shall be referred to in all correspondence, telegrams, reports, etc.

- INVOICES -

All dealers' invoices shall be in triplicate and be billed and mailed to the Wisconsin Emergency Relief Administration, 149 East Wilson Street, Madison, Wisconsin, and in no case should an invoice be made out against an individual of the Administration. A copy of the invoice shall go to the County Drought Relief Headquarters.

If purchases are made from local dealers or individuals who do not have a printed form of invoice, it is permissible to prepare an invoice in triplicate on plain paper using typewriter, ink or indelible pencil. Such invoices should be plainly marked at the top "INVOICE", and must be signed by the vender.

When dealers' invoices are paid by the County Treasurer for purchases made locally, arrangements should be made with the County Treasurer to re-bill to the Wisconsin Emergency Relief Administration on the County's Invoice Voucher Form, in triplicate, the amount so paid. The County's Invoice Voucher shall be accompanied by a copy of the dealer's receipted invoice, material received report, W.E.R.A. Form FD 116, and all receipted bills for freight, and other expense items incurred to put the feed into storage.

A separate County Invoice Voucher shall be made for each purchase order but several shipments on the same Purchase Order may be included on one County Invoice Voucher.

Purchases shall not be made locally, however, excepting upon authority from this office.

- FREIGHT BILLS AND DEMURRAGE BILLS -

Arrangements have been made with the railroad companies to have all cars released to us upon arrival before freight charges are paid. Freight charges, demurrage, reconsigning charges or switching charges shall not be paid by the Local Administration except when the purchase of the feed is paid for by the County. When sight drafts have been issued by shippers, the local freight agents, of course, will not release freight cars until the Bills of Lading are presented.

IN ALL INSTANCES, TWO COPIES OF THE FREIGHT BILLS SHALL BE OBTAINED FROM THE LOCAL FREIGHT AGENT and attached to the Material Received Report, W.E.R.A. Form PD 116, and forwarded to the Director of Procurement, 149 East Wilson Street, Madison, Wisconsin.

In order to assure the proper auditing of all freight bills by our Traffic Department, it will be necessary that you procure at once from the local freight agents in your district, freight bills in duplicate for each car you have received from the beginning of this fall's hay and feed buying program to the present time; exception being made of such cases where this has already been done. If any difficulty is experienced in obtaining the required freight bills from the local freight agents, advise us promptly by letter and the matter will be taken up by us with the railroad officials.

- MATERIAL RECEIVED REPORT - W.E.R.A. Form PD 116 -

Upon the unloading of a car of hay or other feed, a Material Received Report, W.E.R.A. Form PD 116, in triplicate, shall be properly made out and signed. The original (white copy) shall be attached to the two copies of the freight bills and other existing railroad charges (if any) and forwarded promptly through the County Headquarters to Director of Procurement, 149 East Wilson Street, Madison, Wisconsin. This applies on all shipments regardless of whether made on open account or sight draft with bill of lading attached. The Material Received Report shall show the correct weight of material received and also the condition of the material.

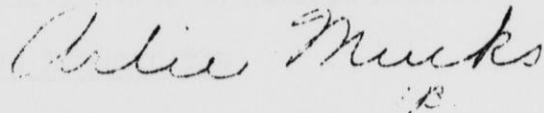
In order to assure the proper accounting of all hay and feed purchases, it will be necessary that you furnish the Director of Procurement a Material Received Report, W.E.R.A. Form PD 116, for each car you have received from the beginning of the hay and feed buying program to the present time, exception being made of such cases where this has already been done.

When there is a difference between the billed weight on the invoice and the receiving weight on the Material Received Report, weight certificates must be attached to the Material Received Report so we may adjust the difference in weights with the shipper. Be sure that the feed has been weighed on a State Inspected Scale and be sure to examine the scales to see that it has been properly sealed by the State Scale Inspector.

The Purchase Order number should be entered in the proper space on the Material Received Report, W.E.R.A. Form PD 116. This number is always shown in the lower right hand corner of the Shipping Memorandum. The initials and car numbers may be entered in the body of the form in the column headed "Description of Articles."

Your attention is called to the instructions printed at the bottom of the Material Received Report, W.E.R.A. Form PD 116, which should be observed. A supply of Material Received Report, W.E.R.A. Form PD 116, may be had upon requisitioning the supply department at Madison.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

(WRD-105)

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

October 31, 1934

TO: DIRECTORS OF RELIEF
DROUGHT RELIEF DIRECTORS
COUNTY AGENTS
COMMITTEEMEN

Re: New Applications for Drought Relief

Please be advised that all applications for Drought Relief are cancelled effective November 1, 1934, and no Feed and/or Seed Relief shall be granted on your present approved applications after that date.

New applications for Drought Relief, Form DR-15, together with supplemental Form 15A, are being sent to you. Form 15A should be used in cases where you question any debts listed on the application. When Form 15A is filled in and signed by the creditor, it should be glued to Form 15 to become a part thereof.

New Waiver and Agreement, DR Form 2 Revised, and new Relief Work Agreements, DR Form 16, will be required.

The requirements for eligibility to receive Feed and/or Seed Relief are not changed. (You may want to refer to Revised DRCL-1).

APPLICATIONS MUST BE INVESTIGATED

All new applications must be thoroughly investigated by one of the Committeemen. The investigation in practically all cases should be made by a personal visit to the farm of the applicant before the application is approved.

The Committeeman should have a form to fill in at the time of making the investigation. The filled-in form should be filed with the application. The County Drought Relief Office can make up any form which may be desired. (Enclosed is copy of form used successfully in Walworth County)

If, later on, the Committeemen find that they are rushed and need an additional investigator, please see our District Rural Fieldman.

MONTHLY LIMIT

Feed and/or Seed Relief shall not exceed \$24.99 per month per applicant in any county.

IMPORTANT

To be eligible for Feed Relief, the applicant must show "That his herds and/or flocks are not larger than can be economically maintained on his farm."

WRD-105
Page 2
Oct. 31, 1934

The Committee, therefore, must not approve an application if in its judgment the herd of an applicant is too large. The applicant in such case is required to reduce his herd and supply the Committee with affidavit or proof showing herd reduction before being eligible for Food Relief.

The above eligibility requirement is particularly important this coming indoor feeding season because of the feed shortage in the primary producing areas of the Middle West. (For a good picture of the feed situation, write for the following: U. S. Dep't. of Agriculture, Bureau of Agricultural Economics, Washington, D. C.; Effects of the Drought of 1934 on Feed, Forage and Livestock; printed October, 1934)

FARM MANAGEMENT REPAIRS

Drought Relief farmers who are in dire need and have no funds with which to pay for farm management repairs, such as the shoeing of horses, the repairing of farm equipment and machinery, etc., may make application to the Drought Relief Committee.

The Committee will consider such needs, and in approved cases will issue Repair Purchase Orders in the same manner that Feed Purchase Orders are now issued.

Use the DR Form-3, changing the word, "FEED", to "REPAIRS" throughout the Purchase Order.

No applicant can receive repairs exceeding \$50.00 during a one year period.

FEED ON HAND

You are again reminded that feed obtained on Purchase Orders issued by this office must be kept in storage and not distributed until you receive permission from us. Neither are you to promise to make any bulk purchases.

It is expected that probably no feed will be taken out of storage until February 1, 1935. This information should be of interest to the established feed dealers in your County.

Yours very truly,

Archie Mucks
Archie Mucks, Director
Rural Division

COUNTY DROUGHT RELIEF COMMITTEE'S REPORT

Name _____ Address _____ Date _____

Township _____ Sec. _____ Miles _____ From _____

Owner _____ Renter _____ Shares or Cash _____

No. of Milk Cows _____ Fresh cows to date _____ Fresh Cows Next Mo. _____

Amount of last milk check _____ Milk base _____

No. of Calves _____ No. of Other Cattle _____

No. of Brood Sows _____ Other Hogs _____ Approx. Weight _____

No. of Horses _____ Poultry _____ Sheep _____

Remarks as to condition _____

Tons of hay _____ Kind _____ Corn Shreddings _____

Other roughage _____ Straw _____

Size of silo _____ No. of feed left in silo _____

Oats _____ Barloy _____ Rye _____ Corn _____ Other Feed _____

Remarks & Recommendations _____

CHATTEL MORTGAGES

Amount _____ Date due _____

Due to whom _____ Address _____

What livestock chatteded? _____

Other chattels _____

Signed by _____

Committee _____

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WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

November 2, 1934

To: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
DROUGHT RELIEF COMMITTEES
COUNTY AGRICULTURAL AGENTS

Re: WERA Form D.R. 17
Drought Relief Monthly Report

Under separate cover we mailed you WERA Form D.R. 17 which supercedes both the original Monthly Report-Drought Relief- and also D.R. Form 14A. Possibly you did not receive D.R. Form 14A as it was withdrawn before all counties received their supply.

When purchase orders are issued to drought relief farmers they become obligations of the Wisconsin Emergency Relief Administration even though orders are not yet filled. For that reason we have made WERA Form D.R. 17 read feed, seed, and extraordinary items "orders issued" rather than feed and seed "issued" as shown on former forms.

The extraordinary items section on WERA Form D.R. 17 which does not appear on former reports is to take care of temporary silos, or any other extraordinary items of merchandise you may be permitted to purchase. If more than one extraordinary item is purchased, they should be listed under Section 14, Schedule of Extraordinary Items, and total of all carried to Section 3.

Section 7, Feed and Seed Purchased by Madison Office and Delivered to Clients, has two cost columns. The Cost to Madison should be f.o.b. cars destination and for only the quantities delivered to the farmers. The Cost to Farmer includes whatever handling charges you saw fit to add to cost of quantities delivered to farmers.

Under Section 13, Number of Families and Persons Aided, the column headed Old covers clients who have been on drought relief either all or part time up to October 1. The column headed New is for clients who have not been on drought relief before October 1. This will give a true picture of the old and new families and persons in families aided each month and also during the entire season. Heretofore, there was considerable doubling up on the number of clients reported because a large percentage of the same group appeared each month and were added to the number previously reported.

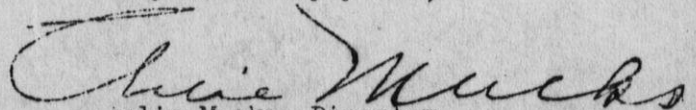
There has been some confusion as to the meaning of "direct" and "work" relief. Orders issued for work agreements are those for which you have taken signed agreements from clients that they would work out their loans. Orders issued as direct relief are those not covered by work agreements because clients receiving drought relief are physically unfit and have no means by which to satisfy loans.

We did not provide a section for that portion of your overhead expense which is chargeable to Rural Rehabilitation as this can be included in sums reported for Drought Relief overhead expenses.

It is no longer necessary to send weekly feed and seed reports to this division.

Mail WERA Form D.R. 17 to Arlie Mucks, Director of Rural Division, 149 E. Wilson St., Madison, Wisconsin, not later than the fifth of the month following the month you are reporting.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

November 7, 1934

TO: EMERGENCY DROUGHT COUNTIES ONLY

DIRECTORS OF RELIEF
DROUGHT RELIEF DIRECTORS
COUNTY AGENTS
COMMITTEEMEN

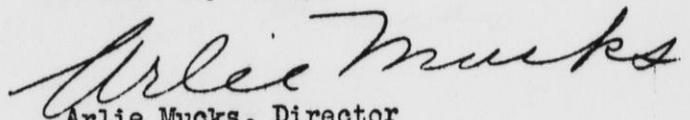
Re: Applications for Feed and Seed

All farmers whose applications for feed and/or seed relief are approved, and whose feed and/or seed requirements are greater than \$24.99 per month, cannot receive relief through this administration, because they are eligible to receive cash loans from the Emergency Crop and Feed Loan Section of the Farm Credit Administration.

Drought relief farmers are either in one class or the other, and cannot receive aid from both organizations. Therefore, if a farmer is eligible to get a loan from the Emergency Crop and Feed Loan Section of the Farm Credit Administration, he should not be given further feed and/or seed relief from a Drought relief office.

Check your applications against the Emergency Crop and Feed Loan Section of the Farm Credit Administration files, and disapprove any applications which you find on its list.

Yours very truly,



Arlie Mucks, Director
Rural Division.

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street

Madison

November 10, 1934

RECEIVED
NOV 14 1934

TO: RELIEF DIRECTORS

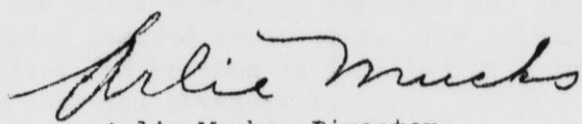
Wisconsin Transient Bureau

Re: Rural Advisers

Rural advisers have been added to many of the local relief staffs and bear the same relationship to the director of relief as the work secretary, case supervisor, and chief accountant.

The salaries and travel expense of these rural advisers are to be paid in the same way as the salaries and travel expenses of the director of relief, work secretary, case supervisor, and chief accountant.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

WRD 111

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WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

November 24, 1934

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
COUNTY AGRICULTURAL AGENTS

Re: D. R. Form 17 for November

Gentlemen:

Due to cancellation of all old drought relief applications some instructions on the making of D.R. Form 17 for the month of November are necessary.

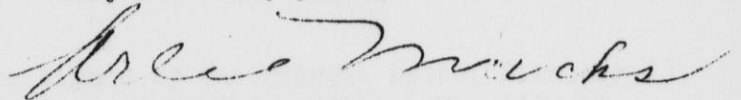
Section 8 and 9 (lines b) on D.R. Form 17 should not include, for the month of November, applications previously reported for the season. Section 13 (lines b and e) should not include families and persons in families previously reported for the season in either of the columns headed Old and New.

In Section 13, the column headed Old is to take care of families and persons in families who have been aided at intervals during the new period which started November 1. As an example, if you aided 25 families during the month of November and the same group were aided again in December, they should be listed in the column headed Old for the month of December.

The column headed New should include only new clients. If the report is correctly made, at the end of any period the column headed New will show, without duplication, the total number of families and persons aided during the entire period which started November 1. The column headed Old will give the number of families and persons in families who were aided more than once during the period starting November 1.

The balance of D.R. Form 17 should be reported in the usual way; i.e., numbers and amounts previously reported for the season should be given. "Season" means the entire period from the time the program started in October, 1933.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

November 30, 1934

TO: DIRECTORS OF RELIEF
DIRECTORS DROUGHT RELIEF
COUNTY AGENTS

RECEIVED
DEC 6 1934

Wisconsin Transient Bureau

Re: Notes for Feed and Seed

In conference recently with Colonel Lawrence Westbrook, Assistant Administrator of the Federal Emergency Relief Administration, we were instructed to accept notes instead of work agreements from eligible feed and/or seed applicants.

Therefore, effective December 1, 1934 all feed and/or seed, and/or repairs, etc., purchase orders should be issued only when client has given a properly executed note to cover amounts on same.

All obligations on work agreements prior to December 1 must be fulfilled, and we especially urge those responsible for the Administration of Drought Relief to assist the Work Secretary in demanding that all agreements be satisfied.

The note should be made out in triplicate, and should show the purchase order number, the date and amount of the note, the signature of the client together with his permanent address, and should include a memorandum of the items for which the note is given. The note should be made out for not longer than one year and every effort should be made by you to have it read for a shorter period if possible. We will renew notes at their expiration, if clients warrant this consideration.

Only the white copy need be signed by the client. The yellow copy should be retained by the Relief Director and the pink copy given to the client. The white copies should then be sent to the State Office, 149 E. Wilson St., Madison, Wisconsin, at the close of each week, together with Forms A-4 and A-21. The total amount of the notes should correspond with the totals shown on both these forms.

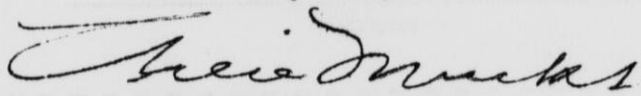
Commencing with December 1, all purchase orders should be numbered serially, starting with #1 and preceded by your county number. (Example: If your county number is 10, purchase orders should be numbered 10-1, 10-2, 10-3, etc.)

All purchase orders should be signed by the Drought Relief Director or some one designated by him and approved by this office. We will not accept any purchase orders unless signed by an authorized person.

The same procedure is to be used in reporting food and/or seed purchase orders issued either to local dealers or against consignment inventories with the exception that the note properly executed must accompany the food and/or seed purchase orders when sent to the State office with reports A-4 or A-21.

As the printed forms will not be available for about a week a supply of mimeographed forms, which are to be used in the meantime, is being enclosed herewith. It will be necessary to have only one copy filled in, signed, and hold by the Drought Relief Director until the printed forms are received.

Yours very truly,



Arlie Mucks, Director
Rural Division

WISCONSIN RURAL REHABILITATION CORPORATION
MADISON

PURCHASE ORDER _____
DATE _____

ON OR BEFORE TWO YEARS FROM DATE _____ PROMISE TO PAY TO THE
ORDER OF THE WISCONSIN RURAL REHABILITATION CORPORATION OF WISCONSIN THE SUM
OF _____ DOLLARS \$ _____, WITH INTEREST
THEREON AFTER DATE OF MATURITY OF FIVE PER CENT PER ANNUM PAYABLE SEMI-ANNUALLY.

Signature

Address

MEMORANDUM OF ITEMS FOR WHICH NOTE IS GIVEN:

DESCRIPTION	QUANTITY	AMOUNT
-------------	----------	--------

WISCONSIN RURAL REHABILITATION CORPORATION
MADISON

PURCHASE ORDER _____
DATE _____

ON OR BEFORE TWO YEARS FROM DATE _____ PROMISE TO PAY TO THE
ORDER OF THE WISCONSIN RURAL REHABILITATION CORPORATION OF WISCONSIN THE SUM
OF _____ DOLLARS \$ _____, WITH INTEREST
THEREON AFTER DATE OF MATURITY OF FIVE PER CENT PER ANNUM PAYABLE SEMI-ANNUALLY.

Signature

Address

MEMORANDUM OF ITEMS FOR WHICH NOTE IS GIVEN:

DESCRIPTION	QUANTITY	AMOUNT
-------------	----------	--------

WRD-113

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

December 6, 1934

TO: DIRECTORS OF RELIEF
DROUGHT RELIEF DIRECTORS
DROUGHT RELIEF COMMITTEE MEMBERS
COUNTY AGENTS

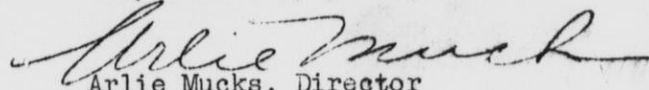
Re: Corn Fodder Report

In view of the fact that government reports show that the 1934 United States hay crop is one of the smallest in thirty years, it is essential that we get information again relative to corn fodder available in those counties which may have a surplus, and also a report from those counties needing corn fodder.

It is not likely that we will buy any more hay for shipment to any county, and therefore if your county needs additional cars of roughage to feed the cattle on the farms of relief farmers, please fill out and mail to us form letter "A" attached.

If your county has a surplus of corn fodder which will be available for shipment to some other county, please fill out and return form letter "B" attached.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

County _____

Address _____

Date _____

To: Arlie Mucks, Director
Rural Division
W. E. R. A.
149 E. Wilson Street
Madison, Wisconsin

We have reinvestigated the forage crop feed situation in our county, and in view of the fact that it is not probable that additional hay can be shipped into our county, we estimate that we will need the following number of cars of corn fodder and straw:

Corn Fodder _____ cars

Straw _____ cars

We have warehouse space as follows:

City or Town:	Number of Cars:	Name of Dealer:	Railroad:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed _____

"B"

County _____

Address _____

Date _____

To: Arlie Mucks, Director
Rural Division
W. E. R. A.
149 E. Wilson Street
Madison, Wisconsin

We have investigated the feed situation in our county and estimate that there is available for shipment to other counties the following number of cars of corn fodder, hay, and straw:

- Baled Shredded Corn Fodder _____ cars
- Baled Shredded Immature Corn _____ cars
- Hay (Kind) _____ cars
- Straw (Kind) _____ cars

Signed _____

WRD-114

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

December 6, 1934

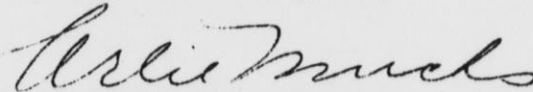
TO: COUNTY AGENTS IN NON-DROUGHT COUNTIES

Re: Corn Fodder Report

In view of the fact that government reports show that the 1934 United States hay crop is one of the smallest in thirty years, it is essential that we get information again relative to corn fodder available in those counties which may have a surplus.

If your county has a surplus of corn fodder which will be available for shipment to some other county, please fill out and return form letter "B" attached.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

"B"

County _____

Address _____

Date _____

To: Arlie Mucks, Director
Rural Division
W. E. R. A.
149 E. Wilson Street
Madison, Wisconsin

We have investigated the feed situation in our county and estimate that there is available for shipment to other counties the following number of cars of corn fodder, hay, and straw:

Baled Shredded Corn Fodder _____ cars

Baled Shredded Immature Corn _____ cars

Hay (Kind) _____ cars

Straw (Kind) _____ cars

Signed _____

149

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

December 20, 1934

TO: DROUGHT RELIEF DIRECTORS
ACCOUNTANTS IN CHARGE OF
DROUGHT RELIEF FINANCIAL RECORDS

Re: Feed and Seed Accounts

It is possible that you may have clients on your records who have been credited for over-work or clients who have performed work in anticipation of a feed or seed loan.

In order to ascertain the total amount of such credits, it is necessary that we receive from you a statement giving such clients' names and the exact amount credited to each.

The statement should be set up as follows:

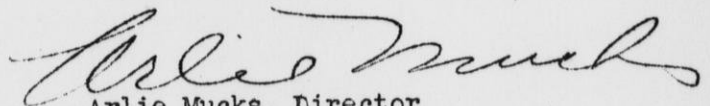
CREDITS FOR OVER-WORK OR WORK IN ANTICIPATION OF FEED AND SEED LOANS

	DATE _____
	COUNTY _____
<u>NAME OF CLIENT</u>	AMOUNT CREDITED _____

The statement should be totaled and properly signed by the Drought Relief Director or the Accountant in charge.

Please give this matter your very prompt consideration and let us have this report as quickly as possible so that we may determine the policy to be followed and advise you fully as to the manner of taking care of these clients.

Sincerely yours,



Arlie Mucks, Director
Rural Division

WRD-117

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

December 27, 1934

TO: RELIEF DIRECTORS IN COUNTIES
HAVING RURAL ADVISERS

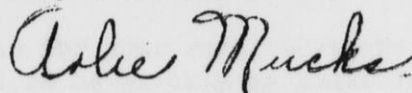
Re: Rural Advisers

Effective January 1 all rural advisers will be transferred from county relief department payrolls to the payroll of this Administration.

Beginning January 1 rural advisers will serve as technical assistants to this Administration's rural field men. Under the new plan rural advisers may be called upon to serve more than one county, depending upon case load and volume of work.

When stationed in a given county the rural adviser will be technically responsible to the rural field men in his district and administratively responsible to the director of relief in the county where he is stationed.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

WRD-118

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

January 30, 1935

TO: RELIEF DIRECTORS IN COUNTIES
HAVING RURAL ADVISERS

Re: Rural Advisers

You were advised by this Division in our WRD 117 that effective January 1, all rural advisers would be transferred from county relief department payrolls to the payrolls of this administration.

The salaries of the rural advisers must be reported at the end of each week ending Thursday on Form No. L-7B (Payroll for Personal Services). For each day worked an X must be shown on the payroll in the space provided for same. To obtain the weekly rate of pay, multiply the rate per month by twelve and divide by fifty-two.

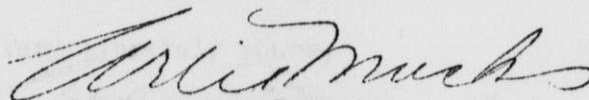
The traveling expenses of rural advisers should be reported at the end of each month on WERA Form FA-126, or on the same form having the old number A26, but should not be reported with the clerical force and committeemen. The traveling voucher must be attached to the form mentioned in this paragraph.

Form No. L-7B submitted once a week and WERA Form FA-126 submitted once a month, should be signed by the district fieldman instead of the director of relief. Form FA-126 and the traveling voucher must bear the signature and seal of the notary public and the date when his commission expires.

No allowance is made to rural advisers for meals when working on official business in the county in which they reside, but allowance is made for meals, when on official business, in any other county where they have been directed to work by the district fieldman.

Kindly forward to us the payrolls for your rural advisers for the weeks ending January 3, 10, 17, and 24 as quickly as possible so that same can be approved for payment.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

January 31, 1935

TO: DIRECTORS OF RELIEF IN COUNTIES
ORGANIZED FOR RURAL REHABILITATION

Re: County Employees

This is to advise you that persons traveling in your county on official business for the Rural Division must not include their per diem expenses on the traveling vouchers, but should report same on Form No. L-7B. This administration allows committeemen \$4.00 per diem with a maximum allowance of \$100.00 per month in areas which are qualified to receive federal-state funds for rural rehabilitation purposes.

Counties not eligible for rural rehabilitation but who are receiving drought relief must pay the per diem of the drought relief committeemen.

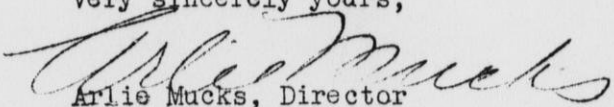
The wages due each committeeman must be reported in total as well as the traveling expenses of each individual in the columns provided for same on WERA Form FA-126, or on the same form bearing the old number A26.

Employees who reside in the village in which the county drought relief office is situated and who are entitled to meals while investigating in the territory must not charge this Division with meals on days that they work in the office.

Much delay can be eliminated if all of your reports are properly made out. Those which must be sworn to must bear the signature of the notary public, his seal and the date when his commission expires.

In the case where a director of relief designates someone else to sign any papers pertaining to drought relief or rural rehabilitation, he must send to this office two copies of a letter giving us the name of the person so designated and on each copy a specimen of the signature of the person designated to sign for him.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

January 31, 1935

TO: DIRECTORS OF RELIEF
DROUGHT RELIEF DIRECTORS
COUNTY AGENTS
COMMITTEE MEMBERS

Re: Consigned Feed

Beginning February 1, 1935 you may begin the distribution of the consigned feed which was purchased by this office, and which is now stored in your County.

You will be advised in your allotment letter today how much of the consigned feed you can distribute during February.

Please use good judgment in distributing the feed; that is, give some of the poorer feeds with the good, and do not use all the good feed first.

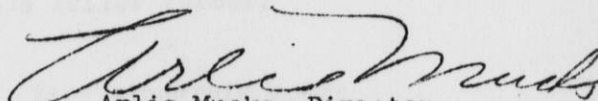
Use your cash allotment for buying feed from dealers in towns where you have no consigned feed stored.

When issuing orders on consigned feed, please be sure to use your rubber stamp showing that the feed is Consigned Feed.

If you have any consigned oats in storage, do not distribute it at this time. There is a possibility that the oats may be saved for seed.

You will use prevailing retail prices when distributing Consigned Feed.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

February 5, 1935

TO: DIRECTORS OF RELIEF
RURAL REHABILITATION COMMITTEEMEN
COUNTY AGRICULTURAL AGENTS

Re: Temporary Silos

Some drought relief farmers supplied with temporary silos now find that they need all of the silage and can not very well be expected to live up to their agreements to turn over to the Rural Rehabilitation Committee silage equivalent in value to the cost of the temporary silo.

In such cases a Purchase Order D. R. Form 3 may be made out putting the farmer's name both on the line for the name of the feed dealer and on the line for the name of the farmer.

In this way, the farmer will supply himself with our consigned silage from his own silo. These purchase orders will be plainly marked "Consigned Feed."


These farmers will not be required to sign notes. They will sign work agreements, and work off their obligations on work projects.

However, an eligible farmer receiving silage from a silo not on his own farm, will be required to sign the note, payable to the Wisconsin Rural Rehabilitation Corporation.

In both cases above, the D. R. Form 3 Purchase Orders must be listed on Sales and Purchase Journal Report No. A-4.

The value of the silage is, of course, to be figured as part of the \$24.99 monthly limit per eligible relief farmer.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

February 5, 1935

TO: DIRECTORS OF RELIEF
RURAL REHABILITATION COMMITTEEMEN
COUNTY AGRICULTURAL AGENTS

Re: Bluegrass and Redtop Seed

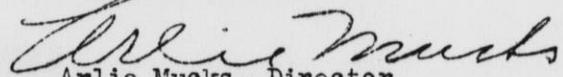
The Bluegrass and Redtop seed which you have in storage from the Federal Surplus Relief Corporation for drought relief purposes shall be distributed on work agreements.

The price shall remain at ten cents per pound as shown in DRCL-63 of July 27, 1934.

No eligible farmer shall receive more seed than is needed to plant on his own farm.

This grass seed is not to be included in the monthly limit of \$24.99 per eligible farmer. In other words the eligible farmer can receive per month feed valued at \$24.99, and the seed for planting his land which needs to be seeded.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

March 6, 1935

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
COUNTY AGRICULTURAL AGENTS
COMMITTEEMEN

Re: Drought Relief

This bulletin supplements our March 4th telegram, which read as follows:

"THE MONTHLY LIMIT OF TWENTY FOUR NINETY NINE PER ELIGIBLE FARMER IS HEREBY RESCINDED IN ALL DROUGHT COUNTIES stop ELIGIBILITY RULES AND PROCEDURE REMAIN UNCHANGED stop MAXIMUM RELIEF PER MONTH IS NOW TEN DOLLARS PER WORK ANIMAL AND FOUR FIFTY PER HEAD CATTLE stop HOWEVER YOU WILL BE GOVERNED BY REASONABLE NEEDS OF FARMERS stop NOTIFY YOUR COMMITTEEMEN COUNTY AGENT AND RURAL ADVISER"

Please give no publicity to the effect that the maximum monthly limit per work animal is \$10.00 and per head cattle is \$4.50. Publicity regarding these maximum limits would encourage farmers to ask for unreasonable amounts of feed.

MATURITY DATE OF NOTES

As explained in the above telegram, the procedure is exactly as it has been. However, now that the limit of \$24.99 has been withdrawn, it will be necessary from now on to have all notes mature not later than November 1, 1935.

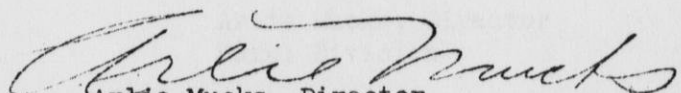
It is expected that it will be possible to renew notes at their expiration if the client's condition warrants this consideration, but after November 1, 1935, the notes will bear interest at the rate of five percent.

IMPORTANT - RUSH

Immediately upon receipt of this letter please write us at once giving your estimate of the cash allotment you will need for March, in addition to the allotment you have already received. In making this estimate, please bear in mind that you are to write as many of your orders as possible on your consigned feed.

Please also write us about the probable number of acceptable feed applications you expect to have during March.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

March 7, 1935

TO: RELIEF DIRECTORS

Re: Additional Forms and Methods of Procedure in
connection with Rural Rehabilitation Cases.

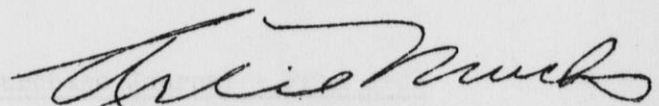
Under separate cover, we are sending you a supply of the
following forms:

1. WERA Form RR-125 - Chattel Mortgage. In addition to using this form for straight chattel mortgages on livestock, it may be used for mortgages on crops. The form is made in triplicate - one copy to be sent to the Wisconsin Rural Rehabilitation Corporation, one to the client, and one to be retained in the county office.
2. WERA Form RR-126 - Promise and Authority to Execute a Crop Mortgage. This form is also made in triplicate, one copy to be sent to the Wisconsin Rural Rehabilitation Corporation, the second to be given to the client, and the third copy to be kept in the county files.
3. WERA Form RR-127 - Assignment of Proceeds of Dairy Products. This form is made in quadruplicate, the original to be filed with the creamery or milk company, the duplicate copy to be sent to the Wisconsin Rural Rehabilitation Corporation, the third to be given to the client, and the fourth copy to be retained by the Relief Director.

It will be necessary to have the clients, who have already received loans and who have promised to assign a cash crop or proceeds of dairy products as payment on their loans, sign one, or in some cases, both Forms RR-126 and RR-127.

We trust that the procedure outlined above will be followed, and that these forms will be filled out correctly in connection with new rehabilitation cases.

Very sincerely yours,



Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

March 8, 1935

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
ACCOUNTANTS IN CHARGE OF DROUGHT RELIEF RECORDS

Re: Feed and Seed Notes, Form RR-120,
and Consignment Sales and Purchase
Journal, Form A-21.

In order to achieve a uniform procedure of reporting feed and/or seed loans from consignment inventory, we suggest that you adopt the following methods of making out the above mentioned documents.

Feed and Seed Note-Form RR-120

1. The client's name should be typed or printed in ink below the printed line on the note, or in the lower right-hand corner, after client has signed the note.
2. The rural route number should be given in listing the client's address.
3. The county and note number should be typed or written in ink and not in pencil.
4. Each note and each purchase order covering commodities distributed from consigned stock should be rubber-stamped, "The Commodity Distributed on this Order is from Consignment Stock."
5. A client who is unable to write should make an (X) on the line for signature in the presence of two witnesses whose names must appear on the note. One of the witnesses should write the client's name after the (X).
6. If a partnership exists, both partners should sign the note and type or print in ink the word, "Partnership" underneath the line for signatures.
7. If a client receives an order of more than one commodity on the same day, do not issue separate notes but list all the commodities on one note.

Consignment Sales and Purchase Journal - Form A-21

1. All notes must be listed in numerical order as per previous instructions.

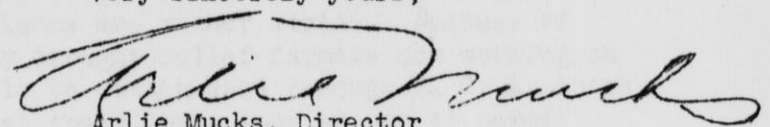
Consignment Sales and Purchase Journal - Form A-21
(continued)

2. It will not be necessary to list the client's address on Form A-21.

3. Be sure that Form A-21 is properly certified before mailing same to this office.

Your compliance with these instructions will be appreciated.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

To certify this document is the true and correct copy of the original as shown to the following named persons and signatures.

WITNESSES

Application made to:

1. That he has presented all consignment and purchase of commodities to clients to receive from the client's funds.
2. That he has applied for Form A-21, and that his application has been approved by the Director, Department of the U. S. A., the Rural Division of the U. S. A., and the U. S. Post Office of the U. S. A.
3. That he has secured your faith in accepting to make Form A-21 and your own signature.

REMARKS

1. The Rural Rehabilitation Division will send the application and copies to the local office as in heading Form A-21.
2. Use the Straight Mail Application, DR-Form-23, and Statement of Good Name (Form A-125).
3. Statement of U. S. A. Good Name rejection will be filed in your file and become a part of the consignment file.
4. If the farmer supplies the local office department with a written statement, signed by the U. S. A., stating Good Name rejection, then the department will take the farmer's application if the Straight Mail Application is not already accepted and filed, together with the

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

April 26, 1935

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
RURAL REHABILITATION COMMITTEES
RURAL ADVISERS
COUNTY AGENTS

Re: F. C. A. Seed Loan Rejections

The fact has been brought to our attention that the regulations pertaining to F. C. A. Seed Loans are rather strict. Because of this fact there may be worthy drought relief farmers now working on their land who may not be able to obtain seed through F. C. A. loans, or who will not be able to get their loans soon enough to permit planting at the proper time.

To relieve this situation it is our desire to help supply the seed needs of drought relief clients under the following conditions and procedure.

ELIGIBILITY

Applicant must show:

1. That he has exhausted all commercial and governmental credit and is unable to obtain seed from any other source.
2. That he has applied for F. C. A. Seed Loan, and that his application has been REJECTED (either by the County Representative of the F. C. A., the Field Supervisor of the F. C. A., or the St. Paul office of the F. C. A.).
3. That he has observed good faith in attempting to meet former feed and/or seed loan obligations.

PROCEDURE

1. The Rural Rehabilitation Committee will take the applications and operate in the same manner as in handling feed relief.
2. Use the Drought Relief Application, DR-Form-15, and Statement of Seed Needs (Form RD-129).
3. Statement of F. C. A. Seed Loan rejection will be filed in your file and become a part of the farmer's application.
4. If the farmer supplies the local relief department with a written statement, signed by the F. C. A., showing Seed Loan rejection, then the department will take the farmer's application (if his Drought Relief Application is not already accepted and on file), together with his

Statement of Seed Needs (Form RD-129).

5. You will also take Promise and Authority to Execute Crop Mortgage (Form RR-126) (take junior lien if some other Government Agency already has a first lien recorded), and Note due August 31, 1935, (Form RR-120), and send both to this office.
6. Use Feed Purchase (Form RD-105), changing word "Feed" to "Seed".

LOAN LIMITS

1. Kind of seed. Orders may be issued for grains, legumes, grasses and potatoes.
2. Orders can be issued only for the actual quantity of seeds needed to plant the crop acres on his farm.
3. Grass seed secured through Drought Relief in the fall of 1934 for spring planting shall be accounted for and taken into consideration when farmer makes application.

EXCEPTIONALLY URGENT CASES

If there are some farmers who have made application for F. C. A. Seed Loan, who have not received F. C. A. check or notice of rejection, and who urgently need seed for immediate planting, you can use the following procedure.

1. Farmer will sign three copies of agreement to endorse F. C. A. Seed Loan check to the Wisconsin Rural Rehabilitation Corporation (See Agreement form attached; one copy of agreement must be delivered to the Register of Deeds immediately after it has been signed).
2. You will fill out and have signed:
 - a. Statement of Seed Needs (Form RD-129).
 - b. Promise and Authority to Execute Crop Mortgage (In the event the F. C. A. check is less than the obligation owed to the Wisconsin Rural Rehabilitation Corporation, the Promise and Authority to Execute Crop Mortgage to the Wisconsin Rural Rehabilitation Corporation will be filed as a lien junior to the F. C. A. lien as set forth in the Agreement described in Paragraph one immediately preceding.)
 - c. Note (Form RR-120) payable to Wisconsin Rural Rehabilitation Corporation.
 - d. Seed Purchase Order (Form RD-105) changing word "Feed" to "Seed", for the amount of F. C. A. Seed Loan application.
3. Promise and Authority to Execute Crop Mortgage will not be recorded in office of Register of Deeds unless the F. C. A. Seed Loan application is rejected.
4. If the F. C. A. Seed Loan application is rejected, all the case papers you have made out will be in effect, and the Promise and Authority to Execute Crop Mortgage will be immediately recorded, and filing fee paid for by the applicant.

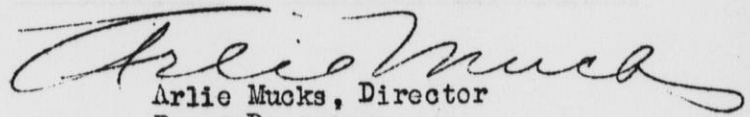
5. If the farmer's F. C. A. Seed Loan is granted, and check in amount of our Seed Purchase Order reaches the office of Register of Deeds, then this check will be endorsed by the farmer and forwarded to the Wisconsin Rural Rehabilitation Corporation, and the Wisconsin Rural Rehabilitation Corporation note will be cancelled, and Promise and Authority will not be recorded and will be marked "Void". If the check is less in amount than the cost of seed on our Seed Purchase Order, then the farmer will be given receipt for the amount of the check, the payment will be noted on the back of the Wisconsin Rural Rehabilitation Corporation note, and Promise and Authority to Execute Crop Mortgage will be recorded subsequent to the recording of the F. C. A. Crop Mortgage as a junior lien, and the farmer will pay the fee for recording.

ACCOUNTING PROCEDURE

A-4 report: These Seed Relief transactions are to be reported to this office on a form A-4, and are to be listed in numerical order on the report which is to be made up each week. Each weekly report will include all transactions from Friday of one week through Thursday of the following week and will always bear a Thursday date. In making up this A-4 report, if you have more than one report for the week the grand totals will be shown on the last line only of the final weekly report. It will be in order to continue to use the same set of numbers for your purchase orders and notes as you are now using on your A-4 and A-21 reports. Be sure to type or print the client's name underneath the center of the black line which is in the center of the note form. In the past, Rural Route Numbers have not been listed on a great many of the notes. It is mandatory that you list this item on your Seed transactions.

It is very important the above instructions be followed, as in the event they are not, it will only necessitate our returning various notes and purchase orders for correction.

Yours very sincerely,


Arlie Mucks, Director
Rural Division

FARMER'S STATEMENT OF SEED NEEDS

Date _____

TO: THE WISCONSIN RURAL REHABILITATION CORPORATION
MADISON, WISCONSIN

This certifies that I, _____, Name
_____, have exhausted all my cash and Address
credit resources, both commercial and governmental, am unable to obtain
seed from any other source, and need for immediate planting the following
kinds and amounts of seeds (grains, grasses, legumes and potatoes) to
plant crop acres on my farm.

<u>KIND OF SEED</u>	<u>NUMBER ACRES</u>	<u>AMOUNT SEED</u>		<u>COST OF SEED</u>	
		<u>LBS.</u>	<u>OR BU.</u>	<u>PER LB.</u>	<u>OR BU.</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(Signed) _____

(Address) _____

(Two witnesses must sign and give address if farmer does not write)

Witness

Witness

(Three copies to be signed by applicant.
One copy to be immediately delivered to
Register of Deeds)

FARMER AGREEMENT TO ENDORSE F.C.A. SEED LOAN CHECK
TO THE WISCONSIN RURAL REHABILITATION CORPORATION

WHEREAS _____ of _____,
party of the first part, has heretofore made application to the Farm Credit Administration for a seed loan; and in furtherance of such application has heretofore executed a promise and authority to authorize the Farm Credit Administration to place chattel mortgages upon crops to be grown by said party of the first part;

WHEREAS said party of the first part's application to the Farm Credit Administration has been rejected, or delayed to such an extent that he will be unable to obtain seed from the Farm Credit Administration in sufficient time to probably plant the same during this season, the Wisconsin Rural Rehabilitation Corporation, party of the second part, has issued a seed order to the party of the first part, drawn upon some merchant to supply the party of the first part with sufficient seed to satisfy his immediate needs; and that in consideration for the issuance of such seed order by the Wisconsin Rural Rehabilitation Corporation, the party of the first part has signed a note in favor of said corporation for the full amount of the seed so ordered in his behalf, and also has executed a promise and authority authorizing the Wisconsin Rural Rehabilitation Corporation to take a chattel mortgage upon crops to be grown upon the land of the party of the first part during the growing season of 1935.

In consideration of the above and foregoing mutual promises and acts, it is hereby agreed between the parties:

That in the event that the Farm Credit Administration application above referred to is rejected, the Wisconsin Rural Rehabilitation Corporation is hereby authorized to file and record the promise and authority to execute the chattel mortgage above set forth with the proper Register of Deeds, instead of and to have priority over any promise and authority to execute chattel mortgages previously executed by the party of the first part in favor of the Farm Credit Administration;

That in the event the Farm Credit Administration application of the party of the first part is acted upon favorably, and that the said Farm Credit Administration subsequently issues a check and order for payment in favor of the party of the first part, to be forwarded to the Register of Deeds of the county in which party of the first part is resident, the party of the first part hereby authorizes the Register of Deeds to hold and retain in his custody said checks until such time as party of the first part endorses and delivers the said check to the Wisconsin Rural Rehabilitation Corporation;

That the Wisconsin Rural Rehabilitation Corporation hereby agrees to accept said check properly endorsed as a credit on the obligation of the party of the first part to the corporation, and should said check be for an amount greater than

the obligation owed by the party of the first part to the party of the second part, any such excess shall be promptly delivered to the party of the first part;

That in the event the check or order for payment received from the Farm Credit Administration is smaller than the obligation owed by party of the first part to the party of the second part, as above set forth, the party of the second part will accept such payment and issue proper receipts as a credit upon the obligation of the party of the first part to the party of the second part, to be applied pro tanto against the chattel mortgage upon the growing crops of the party of the first part, as authorized in the promise and authority to execute chattel mortgage above set forth; the party of the second part further agrees that in the event the Farm Credit Administration's check or order for payment is smaller than the obligation owed by the first party to the second party, the second party will not file the promise and authority to execute a crop mortgage issued to the Wisconsin Rural Rehabilitation Corporation until the promise and authority to execute a crop mortgage to the Farm Credit Administration is properly filed, thereby obtaining for the party of the second part a lien junior to that of the Farm Credit Administration.

Dated _____

(Signature of Client)

In the Presence of:

Wisconsin Rural Rehabilitation Corp.

By _____

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

May 8, 1935

Dear Friend:

All arrangements are now complete for your trip to Alaska. You and family will please arrange

You will be allowed to take _____ pounds of baggage, all of which must be securely fastened, or, if in bundles, should be securely bound with small rope, and each piece must be properly labeled or tagged with your name in care of Alaska Rural Rehabilitation Corporation, Juneau, Alaska. Your personal baggage which you will need on the trip as far as Seattle will be kept at your seat in the coach. Other personal baggage which you will not need on way to Seattle will be put by yourself into the baggage cars on the special trains.

You are entitled to one double seat for each member of your family 12 years of age and over. Select the number of seats you are entitled to when you get on the train, keep your family together all the time and do not allow any of them to get off the train at any point enroute without instructions from those in charge.

A dining car will be put in each train to furnish meals enroute. You will be notified by the trainmen when your turn comes to go to your meals. Children who do not require regular meals will be provided with milk, cereals, etc. You will be required to sign a receipt for each meal furnished your family.

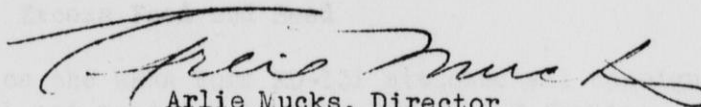
All persons going by way of St. Paul, Minnesota, who are not given breakfast on your inbound train, will be transferred on arrival at the Union Station, St. Paul, to the train that will take you to Seattle, and breakfast will be served. When you get on this train select the number of seats your family is entitled to. Group your family all together and keep

Page #2
May 8, 1935

them together. You will not be allowed to leave the special trains at St. Paul and Superior. If you have friends at these points who wish to see you, they will have to come to the trains to do so.

Everything possible has been done to make your trip to Alaska a pleasant one. We trust that you will enjoy it and the new home to which you are going.

Very sincerely yours,


Arlie Mucks, Director
Rural Division.


Detach this order and deliver to railroad agent.

May 8, 1935

AGENT _____

Please furnish necessary transportation for _____

_____ and family consisting of _____ adults, _____ children aged 5 to 12 years, and _____ children under five years of age, as per our Purchase Order Number _____ issued May 6, 1935 to your Company.


S. L. Foote
Director of Transportation
Rural Division.

P.S. The attached form must be returned as soon as possible after you have filled it out.

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

May 24, 1935

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
RURAL REHABILITATION COMMITTEES
RURAL ADVISERS
COUNTY AGENTS

Re: Excess Feed and Seed

Please report at once on the WERA Form RD-131 attached all consigned feed and seed which you will not need for the drought relief farmers.

All consigned feed and seed must be distributed or sold by June 15. Therefore, steps must be taken at once to list all surpluses.

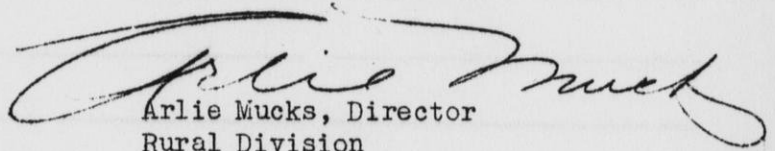
If you have consigned feed or seed in one part of the county which can be used in another part of the county, please arrange for such transfers at once.

If you have surpluses which cannot be transferred from one point to another and which you will not need between now and June 15, please list such surpluses on the attached form.

After you have sent us your list, we will advise you what steps to take in disposing of supplies on hand. No sales of surplus feed will be made unless they conform to State administrative regulations.

If you can use some additional corn, oats or Vim oat feed, please also list this fact on the attached form, because some counties have large surpluses.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

P.S. The attached form must be returned so as to arrive here not later than May 31st.

WISCONSIN RURAL REHABILITATION CORPORATION

149 East Wilson Street
Madison

COUNTY _____

ADDRESS _____

DATE _____

TO: WISCONSIN RURAL REHABILITATION CORPORATION
149 EAST WILSON STREET
MADISON, WISCONSIN

We have on hand the following supplies which we will not need:

<u>FEED</u>	<u>TONS, LBS. OR BU.</u>	<u>NAME WAREHOUSE</u>	<u>TOWN</u>
Corn	_____	_____	_____
Oats	_____	_____	_____
Vit. Feed	_____	_____	_____
Hay	_____	_____	_____
Straw	_____	_____	_____
Seed (Kind)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

We can use corn, oats or Vit. oat feed in the amounts and in the towns as listed below:

<u>AMOUNT</u>	<u>TOWN</u>	<u>RAILROAD</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Very sincerely yours,

(Title)

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

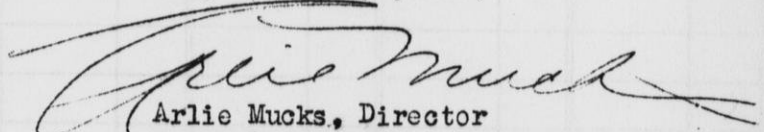
Week Ending June 5, 1935

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
ACCOUNTANTS IN CHARGE OF
DROUGHT RELIEF RECORDS

Re: Weekly Cash Report, Form RR-132

1. This report will be made weekly, including all cash receipts, from Friday of one week through Thursday of the next week. The white copy will be mailed to this office no later than Saturday of each week.
2. If your office has no cash receipts to report, make up a report and mark same "No Receipts" and mail the white copy of the report to this office.
3. It will be necessary to list all information requested on this form, on each transaction.
4. All checks, drafts, or money orders submitted with this report, should be made payable to the Wisconsin Rural Rehabilitation Corporation. If made payable to the County, they should be properly endorsed.

Very sincerely yours,


Arlie Mucks, Director
Rural Division

GRAND TOTALS

(SIGNATURE)

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

June 12, 1935

TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
COMMITTEEMEN
COUNTY AGENTS

Re: Emergency Seed Relief Program Discontinued

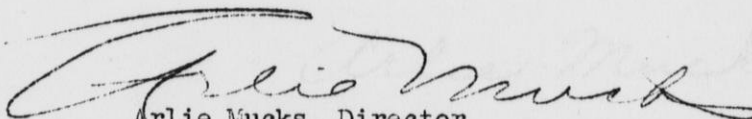
The emergency seed relief program will be brought to an end at the close of business, June 15, 1935, after which no seed purchase orders may be issued.

This brings to a close the entire emergency drought relief program--the feed relief program having been ended May 31, 1935.

If you have any consigned seed left over from last year, and have eligible farmers who need this seed, please distribute the seed at once at present market prices and take notes in consideration therefor. (Blue grass and redtop to be distributed on work agreement basis as heretofore.)

After June 15, farmers needing feed and/or seed will have to make application for rural rehabilitation to the rural rehabilitation worker in the county, and their applications will have to be handled in the regular manner. That is, each case will be investigated, a case report completed, a farm management plan drawn up and approved, the loan secured and plan made for repayment. (The rural rehabilitation program will not be conducted, of course, in those counties or parts of counties not qualified to receive Federal-state relief funds.)

Very sincerely yours,



Arlie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

June 24, 1935

TO: RELIEF DIRECTORS
RURAL ADVISERS
RURAL REHABILITATION COMMITTEES

Re: Report on Rural Rehabilitation Cases

The fiscal year of the Wisconsin Rural Rehabilitation Corporation will end at the close of June 30, 1935, at which time it will be necessary for us to make a complete financial report of the Corporation.

In order to make this report as accurate as possible, please forward at once all records of completed rural rehabilitation cases, including all requisitions, and make a special effort to close as many pending cases as possible. These should be forwarded to reach us not later than the close of this month.

Further, please submit, as of July 1, 1935, an itemized statement covering all unpaid purchase orders issued for rehabilitation clients.

Very sincerely yours,

Archie Mucks

Archie Mucks, Director
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION
149 East Wilson Street
Madison

June 27, 1935

TO: RELIEF DIRECTORS
RURAL ADVISERS
RURAL REHABILITATION COMMITTEES

Re: Execution of Crop Mortgages

Many of the clients who have received rehabilitation allowances from the Wisconsin Rural Rehabilitation Corporation have executed Promise and Authority to Execute Crop Mortgages, and we believe that the Chattel Mortgages on the crops should be taken at this time, because most of the crops are growing.


Please therefore review all of your cases where clients are going to make repayments of loans advanced to them by the corporation through the sale of their crops, and have crop mortgages executed in duplicate. These two documents are to be sent to the Register of Deeds of your County, who will file one in his office, and certify the filing date together with the filing number on the other, which latter document will be returned to you and should then be forwarded to us.

The Register of Deeds can bill the Wisconsin Rural Rehabilitation Corporation at the close of the month for such filings, and the payments will be made from this office. No copy of this Chattel Mortgage is necessary for your files.

If, for any reason, you have not yet made arrangements with the Register of Deeds of your County to handle the filings of Conditional Sales Contracts and Chattel Mortgages, please do so at once, for it is more practical for us to receive both of these documents certified by the Register of Deeds when case papers are submitted to us, and neither of these documents should ever be forwarded to us unless they bear the Register of Deeds' certification.

Please give the foregoing your very earliest consideration.

Very sincerely yours,



Arlie Mucks, Director
Rural Division