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## Rural rehabilitaton [circular letters]. 1934

Wisconsin. Emergency Relief Administration  
Madison, Wisconsin: Wisconsin Emergency Relief Administration,  
1934

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WISCONSIN EMERGENCY RELIEF ADMINISTRATION

MADISON

July 9, 1934

RURAL REHABILITATION

TO ALL DIRECTORS OF RELIEF

Enclosed please find circular (RR-2) together with our circular letter (RRCL-1) regarding rural rehabilitation.

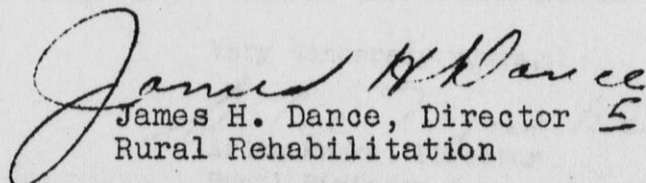
I wish to call your special attention to the first paragraph in RR-2 for the purpose of emphasizing the fact that this rural rehabilitation program is available to those persons eligible for relief only in areas of less than 5,000 population now receiving Federal-State Relief Funds. Therefore, in counties that are not on the county system but where parts of the county are under a group system, only such areas as are within the group will be eligible to this program. This is one very outstanding reason why all counties should be on a county system in order that the benefit of this rural rehabilitation program could be made available to all relief clients in all parts of each county. We believe that the rural rehabilitation program will prove to be one of the most beneficial programs thus far established for the permanent benefit of relief clients who have initiative and a desire to improve their conditions by becoming at least partially self-supporting.

We call this matter to your attention because it differs from the methods used in administering drought relief which program has been made available to all parts of all counties in the designated drought areas and has not been confined merely to those areas or parts of counties receiving Federal-State aid.

We are already receiving inquiries regarding rural rehabilitation from people in those parts of certain counties that are not receiving Federal-State aid and of course persons are not eligible because the areas in which they live are not a part of a group or county system.

Very sincerely yours,

WISCONSIN EMERGENCY RELIEF ADMINISTRATION

  
James H. Dance, Director 5  
Rural Rehabilitation

JHD:HO  
ENCS.

WISCONSIN EMERGENCY RELIEF ADMINISTRATION  
149 East Wilson Street  
Madison

September 27, 1934

TO: RELIEF DIRECTORS

Re: Instructions Regarding County Rural  
Rehabilitation Committees

In order to make possible the prompt initiation of rural rehabilitation work, it is necessary that County Rural Rehabilitation Committees be organized immediately in each County.

The County Rural Rehabilitation Committees will consist of the Director of Relief and two farmers not holding or running for elective office and not eligible for relief of any kind.

In counties in the designated drought area we strongly suggest that the present drought relief committee serve as the County Rural Rehabilitation Committee to avoid the appointment of extra committees and to make use of the knowledge which these members already have of the work. Where present drought relief committee members do not meet the above requirements new committee members should be elected. Your County Agricultural Agent should be consulted with reference to the selection of this committee, and the names sent to this office for final approval.

As soon as the County Rural Rehabilitation Committees are organized, all drought relief work will likewise be turned over to this committee to administer. Feed and seed relief in the designated drought area will continue as "drought relief" even though administered by the County Rural Rehabilitation Committee.

Payment of Committee

The Rural Rehabilitation Committees will be paid from Rural Rehabilitation Funds on a per diem basis of \$4.00 per day for days actually spent at work. Time spent on rural rehabilitation work will be charged to rural rehabilitation, and time spent on drought relief will be charged to that account. Traveling expenses for actual investigation work will be allowed on the regular state basis and charged to the respective accounts.

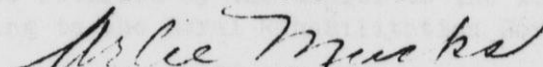
Office Expenses

In view of the fact that the counties are no longer being asked to pay the Rural Rehabilitation or Drought Relief Committees, the counties must arrange to pay all office expenses and furnish adequate office space. It is desirable that this office space be in connection with or convenient to the local relief office.

Personnel

The local Director of Relief is authorized upon approval of the Director of Rural Division of the W.E.R.A. to employ necessary clerical help, such clerical help to be paid from rural rehabilitation funds.

Very sincerely yours,

  
Arlie Mucks, Director  
Rural Division



September 20, 1934

TO: DIRECTORS OF RELIEF

Re: RURAL REHABILITATION PROCEDURE IN WISCONSIN

Administrative Procedure

1. Applications for rural rehabilitation may be filed only for persons already receiving unemployment relief, or certified by the local relief department.
2. All applications will be filed with the local relief department. The social service department will be responsible for verifying eligibility for relief and will recommend to the rural advisor the approval or disapproval of each application.
3. Applications from persons found eligible for relief by the social service department will be referred to the rural advisor, who will make such additional study and investigation as may be necessary and will be responsible for filling out the Rural Rehabilitation's case report. (Form RR-4). Form RR-4 is to be filled out in duplicate, one copy to be filed in the case report, and one copy to be forwarded to the Rural Rehabilitation Corporation at Madison.
4. After the information required in Form RR-4 has been obtained, the case of the applicant should be submitted to the County Rural Rehabilitation Committee and the Rural Division Field Representative for final approval and their recommendations as regards the needs of the client.
5. In the case of rural rehabilitation clients on land, the Farm Management Blank (Form RR-5) should be completed in triplicate, one copy left with the client, one copy placed in the county files, and one copy sent to the Rural Rehabilitation Corporation at Madison. This blank is very important and should be written up with great thought and care as it will serve the client as a guide for his operations.

Rural Rehabilitation Corporation Accounting Procedure

1. All rural rehabilitation clients receiving capital goods will sign a Conditional Sales Contract (Form RR Corp.-1) for all such goods received by them. This sales contract shall be made in triplicate, the original to be sent to the Rural Rehabilitation Corporation, one copy to the county files, and one copy to be left with the client.
2. Requisitions for the purchase of capital goods (Form RR Corp.-2) should be presented by the Rural Rehabilitation Committee to the County Director of Relief who will draw orders (Form RR Corp. -3) for the capital goods requested. These requisitions will be made in duplicate, one copy for county files, and one copy to be mailed immediately to the Rural Rehabilitation Corporation at Madison.
3. When the orders (Form RR Corp.-3) drawn by the local director of relief have been executed, the original copy will be returned by the dealer to the local director of relief for approval and forwarding to the Rural Rehabilitation Corporation.

4. Remarks: All necessary Rural Rehabilitation Corporation Forms are being prepared and will be sent out to County Relief Directors as soon as possible.

Archie Mucks, State Director  
Rural Division

WISCONSIN EMERGENCY RELIEF ADMINISTRATION  
149 East Wilson Street  
Madison

September 29, 1934

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

Re: Rural Division Employees

Employees working for the Rural Divisions of local relief offices on drought relief and rehabilitation assignments must not leave their respective county on official business without authorization from Arlie Mucks, Director of the Rural Division of the W.E.R.A.

Very sincerely yours,

*Arlie Mucks*

Arlie Mucks, Director  
Rural Division