



State of New Jersey
DEPARTMENT OF INSTITUTIONS AND AGENCIES
TRENTON 7

March 22, 1956

Mr. Robert Burkhardt
Executive Secretary to the Governor
State House
Trenton, New Jersey

Dear Mr. Burkhardt:

On March 9, 1956 Acting Commissioner F. Lovell Bixby sent you the following revised Rulings:

Ruling No. 14, Initial and Additional Payments
(Replaces Ruling No. 14, Temporary Grants, dated June 20, 1951.)

Ruling No. 22, Welfare Board Minutes
(Replaces Ruling No. 22, dated May 1, 1950; Supplement No. 1, dated June 20, 1951, and Supplement No. 2, dated August 23, 1951.)

*Filed
and per
plate
3/24/56*

We understand from the office of the Secretary of State that these Rulings have not been filed. We assume that this is because you require a copy of rulings sent for filing. Consequently we are enclosing a copy of each of these rulings for your files.

We should appreciate your filing the original ruling in the office of the Secretary of State. We wish to make these Rulings effective April 1, 1956.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

John W. Tramburg
John W. Tramburg, Commissioner

JWT:14



State of New Jersey
DEPARTMENT OF INSTITUTIONS AND AGENCIES
TRENTON 7

March 12, 1956

David Thompson, Esq.
Assistant Counsel to the Governor
State House
Trenton, New Jersey

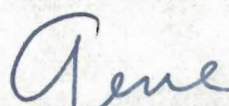
Dear Dave:

As you know, we are required by law to file certain of our rules and regulations with the Secretary of State in those situations where they seem to have some general effect upon the citizens at large.

Some time ago we were told to transmit these to Mr. Burkhardt, Secretary to the Governor, and we did so. We now learn that apparently none of these have reached the office of the Secretary of State principally as they affect the welfare programs and we are wondering whether you would be kind enough to check this matter through with Mr. Burkhardt and let us have your advices as to how we should proceed.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES


Eugene T. Urbaniak
Deputy Attorney General

ETU:ED



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 25

March 9, 1956

Mr. Robert Burkhardt
Executive Secretary to the Governor
State House
Trenton, New Jersey

Dear Mr. Burkhardt:

With reference to the Rules and Regulations of the Bureau of Assistance of the Division of Welfare of this Department, I am enclosing herewith the following revised Rulings:

Ruling No. 14, Initial and Additional Payments
(Replaces Ruling No. 14, Temporary Grants, dated June 20, 1951.)

Ruling No. 22, Welfare Board Minutes
(Replaces Ruling No. 22, dated May 1, 1950; Supplement No. 1, dated June 20, 1951, and Supplement No. 2, dated August 23, 1951.)

Very truly yours,

DEPARTMENT OF INSTITUTIONS AND AGENCIES

F. Lovell Bixby

F. Lovell Bixby, Ph.D.
Acting Commissioner

FLB:4

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

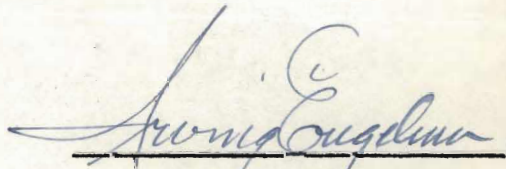
Ruling No. 14

ISSUED: June 20, 1951, April 1, 1956
(Date)REV.: _____
(Date)TITLE: (1951 Temporary Grants) Initial and Additional Payments

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-12
R.S. 44:7-18

The April 1, 1956 revision replaces the 1951 revision which was forwarded for filing with the Secretary of State in May 1955.

 , Chief

Bureau of Assistance

Date:

Approved:

By: _____

Date:

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

Rev. 4/1/56

RULING NO. 14

INITIAL AND ADDITIONAL PAYMENTS

Citation of Law 1. Section 44:7-3 of the Revised Statutes provides that: "...All persons wishing to make application for old age (or disability) assistance shall have opportunity to do so and assistance shall be furnished with reasonable promptness to all of such persons who are found eligible."

Section 44:7-12 of the Revised Statutes provides: "...that the director of welfare shall be empowered to initiate, alter, suspend, or terminate grants of old age (or disability) assistance as hereinafter provided subject to revision, continuance or discontinuance of the county welfare board at its next subsequent meeting..."

Section 44:7-18 of the Revised Statutes provides that: When the county welfare board receives an application for old age (or disability) assistance, an investigation and record shall promptly be made of the circumstances of the applicant. The object of such investigation shall be to ascertain the facts supporting the application made under this chapter and such other information as may be required by the rules of the State division (Bureau of Assistance). When immediate need is apparent and the evidence of eligibility immediately available is satisfactory to the director of welfare, he may issue a grant of old age (or disability) assistance pending completion of such investigation. Upon the completion of such investigation the county welfare board shall decide whether the applicant is eligible for and should receive old age (or disability) assistance under this chapter, the amount of assistance, the manner of paying or providing it, and the date on which the assistance shall begin. It shall notify the applicant of its decision in writing."

Interpretation of Law 2. The law contemplates promptness in issuing and modifying assistance payments, and grants specific authority to the director of welfare to issue and to modify grants of assistance prior to formal board action.

All payments authorized by the director are subject to ratification, revision, or termination by the welfare board, and therefore in exercising this authority the director has a special responsibility to expedite further investigation, if any is required, and to have the formal record of the case completed, and to present the case to the welfare board at its next subsequent meeting for action thereon.

The law places on the Bureau of Assistance responsibility for regulating the conditions under which and the manner in which all grants of assistance are to be made,

Purpose of Payment by Director's Authority 3. The purpose of payment through an administrative action of the director is to facilitate and expedite initial payments of assistance to eligible applicants, and to make additional payments available to recipients, under certain special circumstances herein defined.

It is the intent of this regulation that the director of welfare shall exercise his authority to the fullest extent and that initial payments to eligible applicants shall normally be accomplished by this method. The purpose of the procedure is not limited to so-called "emergency need."

In exercising his authority to issue initial payments in advance of welfare board action, the director of welfare shall observe the principles and procedures presented below.

New and Re-opened Cases

4. New and Reopened Cases.

a. Initial Determination of Eligibility by Director

An applicant shall be considered eligible for an initial payment of old age assistance or disability assistance as soon as the director can secure and evaluate evidence that:

1) The applicant meets the age requirement (according to provisions of the Manual of Administration, Part II, 2210-2219) no later than the last day of the month in which the initial payment is to be made.

2) The applicant meets the residence requirement according to instructions in Ruling No. 5.

3) The applicant is in need as defined in Ruling No. 3, Categorical Assistance Budget Manual. Such determination of need includes determination of the evaluated responsibility of all legally responsible relatives, except that if

a) any responsible relative lies beyond county limits, and

b) active measures have been initiated to secure information about the ability of such relative to support, and

c) knowledge of the ability of such relative to support cannot be secured immediately by direct contact by the welfare board responsible for the case, and

d) there is affirmative evidence that such relative, although known or believed to be able to contribute, is not in fact contributing,

then the lack of a completed evaluation for such relative shall not be a bar to the issuance of an initial payment to an applicant who is found eligible in all other respects.

4) The applicant is not in need of care in an institution for mental disease or tuberculosis, and, if applicant is living or plans to live in an institution, public or private, it has been determined to be an eligible institution.

Ruling No. 14 (Revised) Initial and Additional Payments

5) The applicant is capable of managing his own affairs, or if not, arrangements have been made to provide assistance payments through a legal guardian or an authorized custodian.

6) The applicant has not nor is there reason to believe that he has transferred or assigned real or personal property in order to qualify for assistance.

7) The applicant has accepted the reimbursement provision of the statute by execution of the Agreement to Reimburse, Joinder by a spouse is also necessary as required in Ruling No. 10 except that if

a) the spouse lives out of the state and there is no evidence of ownership of real estate by client or spouse, and a report of the spouse's willingness to sign the Agreement to Reimburse has not been received within 28 days from date of application, or

b) the spouse's whereabouts are unknown to the applicant and cannot be ascertained by the applicant or the agency within 28 days from date of application,

then the lack of his or her signature shall not be a bar to the issuance of an initial payment to an applicant who is found eligible in all other respects.

When an initial payment is issued under either of the above exceptions, full compliance with regulations in Ruling No. 10 must be met at the time of formal board action, either by

a) presentation of evidence that the spouse has signed the Agreement to Reimburse, or

b) recommendation to the board for granting assistance to the applicant, without joinder by the spouse, based on a showing of good and sufficient cause for so doing, as authorized by the statute and the regulations of the Bureau;

8) An applicant for disability assistance has been determined to be permanently and totally disabled by the Bureau of Assistance.

b. Initial Determination of Eligibility by Board

If the director believes that there is valid cause to question the available evidence on any point of eligibility, he may hold the application for presentation to the welfare board for its specific determination to approve, deny, or to request further investigation.

Applications held for initial determination of eligibility by the welfare board itself, if so held because the case presents a

special problem, shall be identified in the narrative portion of the Minutes, and in each instance shall include a brief statement of the special problem and the decision of the board.

Date of Eligibility for Initial Payment 5. An eligible applicant shall be entitled to receive an initial payment starting with whichever of the following dates is the more recent:

- a. The first day of the month in which eligibility is officially established;
- b. The date of application for assistance.

Budgeting Initial Payments 6. In computing an initial payment the following procedure shall be observed.

- a. Enter on the allowance side of the budget the full monthly allowances for all basic and recurring special circumstance requirements, or their separate elements. Whenever a requirement, or element, is included in the monetary allowance for some other requirement or element, or is otherwise regularly available to the client without monetary cost, enter the letter "S" in the appropriate space.
- b. If the initial payment is to be prorated for a partial month, determine the per diem cost of the sum of the monthly requirements by dividing by 30; multiply the per diem cost by the number of days to be included in the initial payment.
- c. Add any necessary non-recurring special circumstance requirements, including allowances for indebtedness (such as shelter, lighting or utilities) as authorized in Section 312 of the Budget Manual.
- d. From this amount subtract the total of
 - 1) any cash or income available with respect to the balance of the month, and
 - 2) the monetary amount for any requirement which has already been paid for or provided for all or part of the current month only.
- e. The final result of these steps will be the amount of assistance to which the applicant is entitled as an initial payment.

The initial budget and payment computation may be made on Form Pa-3A with necessary explanatory comment entered in the summary report or, the budget and payment computation may be included in the summary report provided the report is properly authenticated.

Case Record Prior to Authorization 7. Prior to official determination of eligibility, a case record shall be prepared to include the following forms and information as a minimum:

a. All case record forms required by Ruling No. 1 and Temporary Instructions, County Series No. 3, except form PA-3B for relatives living beyond county limits who could not be contacted, and execution of Form ODA-10 by a spouse under conditions provided in section 4, a, 7) of this regulation;

b. A summary report stating the evidence accepted to establish the eligibility factors required by section 4, including the source of the evidence and the date on which it was obtained;

c. Specific notation of any further investigation required prior to presentation of the application for action by the welfare board;

d. Explanation of the reasons for any allowances for indebtedness recommended for inclusion in the initial payment.

Authorization of Payment

8. If, after review of the case record required by section 7, the director or deputy director of welfare is satisfied that the applicant meets all eligibility requirements, he should immediately authorize an initial payment.

Authorization shall be by personal signature of the director or deputy director, which signature may be accomplished by typescript or facsimile signature if personally initialed by an authorized member of staff.

The director may designate the casework supervisor to act for him at any time, or a caseworker to act for him in authorizing initial payments in the event that the director, the deputy director, or the case supervisor will all be absent from the office for two or more consecutive working days.

Payment Procedure

9. The initial payment shall be issued as promptly as possible following authorization, and in no event later than four (4) working days after authorization.

A client who receives an initial payment for a partial month as provided in section 6, above, shall receive an end of the month payment to meet his monthly budgetary deficit, unless there has been a subsequent determination that he is ineligible, no longer eligible, or payment has been ordered suspended. If a board meeting does not occur between the date of initial payment and the end of the month in which such payment is made

a. the end of month payment shall be authorized by the director in the same manner as an initial payment, or

b. the director may authorize the payment for the balance of the current month and the payment for the succeeding month to be issued in one check as the initial payment.

Formal Board Action

10. By statutory requirement, when an initial payment is authorized by the director of welfare prior to the board meeting in that month, the application must be presented to the board for formal action in the same month.

When the initial payment is authorized subsequent to the board meeting in that month, the application shall be presented for formal action at the next regular or special meeting of the board following initial payment.

Refer to Ruling No. 22, revised, Welfare Board Minutes, and Ruling No. 12, revised, Requirements for Fiscal Records and Accounts, for procedures in presenting to the welfare board initial payments authorized by the director.

Reporting to State Bureau

11. Reporting new and reopened cases for which initial payments are authorized by the director, is accomplished by procedures in Ruling No. 4, Report on Receipt and Disposition of Applications.

In Old Age Assistance, Form OA-14, Social Data Card, shall be forwarded to the Bureau at the end of the month in which the initial payment is made.

Conditions of State and Federal Matching

12. State and federal matching will be available for any initial assistance payments authorized by the director in compliance with this regulation.

Additional Payments: Active Cases

13. Payments in addition to a regular monthly payment may be made only under the following conditions:

a. An additional payment in an active case is defined as an extra amount which the director of welfare authorizes to be paid to an approved recipient within a given month where the authorization occurs after the last regular or special board meeting in such month.

Where the payment of an extra or additional amount to an approved recipient within a given month occurs before the last regular or special board meeting in such month, the amount so paid will be directed to the board's attention for action at such meeting. It thereby becomes merely a factor in change of grant for such month, duly authorized by regular board action. Such an adjustment is therefore not within the definition of an "additional payment" for purposes of this regulation, and should not be so considered in any statistical or accounting reporting.

b. An additional payment for an active case as defined in a), above, shall be authorized only to a recipient whose situation falls within the scope of either 1) or 2), below:

1) Is in need of additional funds immediately because a change in shelter arrangements makes it necessary to pay for

a) Maintenance in an approved private or public medical institution, board, house or room rent, in advance;

b) Moving expenses;

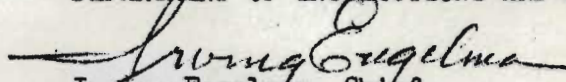
c) Special clothing requirements; or

- d) Accumulated bills for authorized medical services not already allowed in assistance payments previously issued to the client.
- 2) Has inadequate funds to meet expenses for the balance of the current month because
 - a) A person or persons with whom expenses have been shared has moved from the recipient's home; or
 - b) Recipient is a victim of catastrophic event, such as fire, flood, accident, or robbery; or
 - c) There has been a sudden loss of income, whether in cash or in kind, from other sources.
- c. Whenever an additional payment is authorized, there shall be an appropriate explanation recorded in the case record.
- d. The additional payment shall be authorized by the director in the same manner as an initial payment.
- e. The additional payment shall be presented to the welfare board for ratification at its next regular or special meeting by listing on a specified Schedule of the Minutes. (See Rulings No. 22 and No. 12.)

Effective
Date

14. The effective date of this regulation is April 1, 1956.

DEPARTMENT OF INSTITUTIONS AND AGENCIES


Irving Engelman, Chief
Bureau of Assistance

IE/MCRd

Approved: 3/2/56
Elmer V. Andrews
Director of Welfare

Ruling Series No. 14

Insert in Handbook under section
"Rulings and Bulletins."

Destroy Ruling No. 14, Temporary Grants,
revised 6/20/51

b) Accumulated bills for authorized medical services not already allowed in assistance payments previously issued to the client.

2) Has inadequate funds to meet expenses for the balance of the current month because:

a) A person or persons with whom expenses have been shared has moved from the recipient's home; or

b) Recipient is a victim of catastrophic event, such as fire, flood, accident, or robbery; or

c) There has been a sudden loss of income, whether in cash or in kind, from other sources.

3) Whenever an additional payment is authorized, there shall be an appropriate explanation recorded in the case record.

d) The additional payment shall be authorized by the Director in the same manner as an initial payment.

e) The additional payment shall be presented to the welfare board for ratification at its next regular or special meeting by listing on a specified schedule of the Minutes. (See Regulations No. 22 and No. 12.)

1A. The effective date of this regulation is April 1, 1950.

Effective
Date

DEPARTMENT OF INSTITUTIONS AND ADMINISTRATION

Irving Engelberg
Irving Engelberg, Chief
Bureau of Assistance

REMOVED

Approved: 3/2/50
Rene V. Andrews
Director of Welfare

Regulation Series No. 1A
Insert in Handbook under section
"Regulations and Ordinances."

Destroy Regulation No. 1A, Temporary Bureau,
revised 5/20/51

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling No. 22

ISSUED: May 1, 1950
(Date)REV.: April 1, 1956
(Date)

Sup. No. 1, 6/20/51 (Rev.)

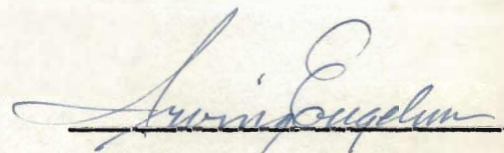
Sup. No. 2, 8/23/51 (Rev.)

TITLE: Welfare Board Minutes

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-18
R.S. 44:7-23

The April 1, 1956 revision replaces the May 1, 1950 issue and cancels Supplements No. 1 and No. 2, which were forwarded for filing with the Secretary of State in May 1955.

 , Chief

Bureau of Assistance

Date:

Approved:

By: _____

Date:

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

NAME OF RESPONDENT

RESIDENTIAL ADDRESS

ISSUED:

(Date)

REVISED:

(Date)

TITLE:

SUBJECT:

STATUTORY REFERENCE:

U.S. DEPT. OF JUSTICE

This report was prepared by the Division of Welfare, State of New Jersey, in accordance with the provisions of the Social Security Act, as amended, and the regulations thereunder, and is being furnished to the Bureau of Census, U.S. Department of Commerce, for its use in the preparation of the Social Security Administration's report on the Social Security Act, as amended, for the year 1964.

Bureau of Census

Approved:

by:

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

Rev. 4/1/56

RULING NO. 22

WELFARE BOARD MINUTES

Citation
of Law

1. Section 44:7-7 of the Revised Statutes provides that: "They [the welfare board] shall meet regularly once each month, and at such other times as may be necessary or as they may by rule provide. Attendance at any meeting of any such board by four members, at least two of whom shall be citizen members, may constitute a quorum for the transaction of business under this chapter..."

Section 44:7-18 of the Revised Statutes provides that: "...The county welfare board shall at once report to the State Division [Bureau of Assistance] its decision in each case together with copies of such supporting records as the State division [Bureau] may require..."

Section 44:7-23 of the Revised Statutes provides that: "The county welfare board shall report to the State division [Bureau of Assistance] at such times and in such manner and form as the division [Bureau] may prescribe, the number of applications granted and the grants of old age assistance [and disability assistance] changed, revoked or suspended under this chapter..."

Maintenance of
Official Minutes
Required

2. Each county welfare board shall maintain formal Minutes of the proceedings of all regular and special meetings.

Legal and
Administrative
Significance
of Minutes

3. The maintenance of Minutes is legally and administratively essential to:

- a. Serve as the official and permanent record of all action duly authorized by the board and of all policy decisions, whether of general or special nature, established by the board for the governing of staff operations;
- b. Establish the validity of executive acts of the director and ministerial acts of staff members in carrying out the board's authorization and policies;
- c. Provide an official medium for monthly reporting to the State Bureau of those transactions on individual cases which are necessary for the Bureau to accomplish the audit and approval of monthly fiscal settlements and requisitions for advances of State and Federal funds for assistance payments.

Responsibility
for Preparation
of Minutes

4. Section 44:7-11 of the Revised Statutes provides that the director of welfare "...shall be the clerk of the county welfare board..." This is interpreted to mean that:

- a. The director of welfare is legally charged with the responsibility of preparing and maintaining the Minutes, or of directing and supervising their preparation and maintenance; and

b. The official character and correctness of the Minutes is attested by the signature of the director of welfare.

General Re-
quirements for
Content of
Minutes

5. Subject to the specific requirements established in this ruling, the Minutes shall be prepared in whatever style and form the director of welfare, with the approval of the board, shall determine; but they shall be so prepared as to include at least the following general categories of matters and information:

a. Time and place of meeting.

b. Roll call - identification of members and other persons in attendance and the establishment for a legal quorum as provided by 44:7-7 of the Revised Statutes.

c. Action on previous Minutes - approval or correction of Minutes of the previous meeting.

d. Disposition of applications - record of official determinations by the board on all applications which have become ready for disposition since the last meeting, including those already disposed of by authorization of the director, and those presented for initial consideration by the board itself. This will include new applications, reapplications, reopened and transferred cases.

With respect to applications previously disposed of by authorization of the director, the listing in Schedule I-B [as required by this Ruling] will constitute a sufficient record. With respect to applications presented to the board for initial consideration, because of a special problem involved, the listing in Schedule I-B shall be supplemented by an entry for each such case in the narrative portion of the Minutes indicating the reason the application was so held for initial determination by the Board, and the board's decision. [See Ruling No. 14, section 4.b.]

e. Disposition of current cases - record of official determinations by the board on all current cases which have become ready for determination since the last meeting, including those where redeterminations have already been accomplished by authorization of the director, and those which are being presented to the board itself for redetermination. This will include continuance authorizations, changes in amount of grant, closings, allowances for burial, and for terminal medical and nursing care.

f. Statistical reports - records of any regular or special statistical tables or analyses submitted for the board's information and study by the director of welfare on his initiative or at the board's request.

g. Financial reports - record in summary form of receipts, disbursements, and net final balances during the preceding month, for the Assistance, Administrative, Clearing and Trust Accounts, respectively; and record of any other regular or special fiscal

tables or analyses submitted for the board's information and study by the director of welfare on his initiative or at the board's request.

h. Fund Requisitions - authorizations for the secretary-treasurer to requisition from State and county treasurers specified amounts of funds for assistance and administration.

i. Administrative, Clearing, and Trust Account disbursements - approvals and authorizations for payment of itemized administrative bills, and approvals and authorizations for payment of itemized disbursements from Clearing and Trust Accounts.

j. Asset and recovery transactions - record of transactions authorized and intermediate decisions and instructions for executive guidance developed by the board, in matters affecting assignment of assets, handling or disposition of assets already assigned, and prosecution or settlement of claims for recovery.

k. Personnel transactions - record of all personnel actions accomplished, proposed, or discussed including appointments, leaves, separations, suspensions, promotions, salary changes, reclassifications, reassignments, etc.

l. Special case determinations - record of all determinations in individual cases for which the statute or the regulations of the Bureau require special review or hearing by the board itself. This will include authorizations for assistance to persons not residing in New Jersey [Ruling No. 5], authorizations for assistance payments through legal guardians or authorized custodians [Section 27. County Series No. 3], and authorizations for granting assistance without joint execution of the agreement to reimburse by the spouse of the applicant, subject to the approval of the State Bureau [Ruling No. 10].

m. Communications - record of the receipt and disposition [where appropriate] by the board of all communications addressed officially to the board or otherwise requiring board attention, including published material and specially directed communications from the Bureau.

n. Policy determination - record of discussions and decisions on all matters of general or special policy considered by the board.

o. Adjournment.

Requirements
for Specified
Transaction
Schedules

6. In order to facilitate the Bureau's use of the Minutes for the purpose stated in section 3 c., above, and to expedite the processing of monthly fiscal settlements and requisitions, certain designated transactions shall be made part of the Minutes in schedule form. The required Schedules to be completed for each program [OAA and DA] shall be:

- | | |
|-------------|---|
| Schedule I. | Disposition of Pending Applications |
| " II. | Record of Cases Closed |
| " III. | Changes in Amount of Grant |
| " IV. | Grants Formally Continued Without Change |
| " V. | Burial and Funeral Expenses; Terminal Medical or Nursing Expenses |
| " VI. | Cancellations and Credits to Assistance |
| " VII. | Reimbursements |
| " VIII. | Special Case Determinations |
| " IX. | Pre-Control of Assistance Payments Total |

Preparation of Transaction Schedules

7. No special printed forms are required for the preparation of the transaction Schedules. Where the number of items permits, two or more Schedules may be entered on a single page, provided each Schedule is identified by number and title. Each Schedule shall, however, be prepared in conformity with the appropriate sample Schedule which is attached, and in compliance with the instructions appearing on such sample. All of the Schedules except I-C, II-C, III-C and IX may be prepared, if necessary, in advance of the board meeting. The Schedules I-C, II-C, III-C and IX shall be completed following the close of business for the month. These Schedules prepared as separate statements to supplement the formal Minute transactions will serve

- a. As a prepared agenda, in part, for the meeting; and
- b. When corrected, as an integral part of the Minutes, satisfying the requirements of sections 5 d, 5 e, 5 j, in part, and 5 i of this Ruling, and eliminating any need for additional narrative entries in the Minutes on the matters so covered except as specifically required by this Ruling.

Organization of Minutes

8. The welfare board Minutes shall include separate series of Schedules I through Schedule IX for the Old Age Assistance program and the Disability Assistance program. General instructions as set forth in this Ruling will apply to both sets of Schedules.

For convenience in use of the Minutes at the State and county offices, Minutes shall be assembled in the following sections [each of such sections, if more than one page, to be stapled separately]:

- a. Minute recordings as presented in narrative form, statistical reports, financial reports, assets and recovery transactions reported to the board, personnel transactions, communications, policy determinations, special reports, etc.;
- b. Schedules I through Schedule IX covering Old Age Assistance transactions;
- c. Schedules I through Schedule IX covering Disability Assistance transactions;
- d. Schedules relating to programs or activities of the board other than Old Age and Disability Assistance.

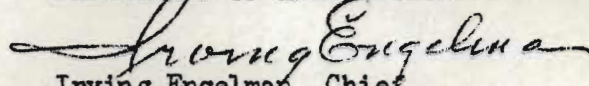
Transmittal
of Minutes
to Bureau

9. A copy of the Minutes of each regular and special meeting of the county welfare board, prepared and assembled in the manner provided in this Ruling, shall be transmitted to the State Bureau on or before the fifth working day of the month following that in which the meeting was held.

Effective
Date

10. The effective date of this Ruling is April 1, 1956.

DEPARTMENT OF INSTITUTIONS AND AGENCIES



Irving Engelman, Chief
Bureau of Assistance

IE/WPd

Approved: 3/2/56
Elmer V. Andrews
Director of Welfare

Ruling Series No. 22.

Insert in Handbook under section
"Rulings and Bulletins."

Destroy Ruling No. 22 issued May 1, 1950;
Supplement No. 1 revised June 20, 1951,
and Supplement No. 2 [Temp.] dated
August 23, 1951.

SCHEDULE I
DISPOSITION OF PENDING APPLICATIONS

SPECIAL INSTRUCTIONS

SCHEDULE I-A

In order to meet provisions of law for formal Board action a report of ratification must be completed for all initial grants of assistance authorized and billed in the preceding month during the period following the prior month's Board meeting and the close of the prior month's business. The cases reported in this section include all of the cases reported in Schedule I-C of the preceding month[or in Schedule IX-2B of the March 1956 Minutes]. In the event the Welfare Board reversed the Director's action for any case, Schedule I-A should report the case and final decision.

SCHEDULE I-B

Cases are to be listed in this section if the application was pending at the end of the previous month, or the application was received this month, and the application was officially disposed of by the Director prior to the Board meeting this month or by the Board at the meeting this month.

The cases listed in this section should be in numerical order but the arrangement of cases may, at the discretion of the county, be by blocks according to type of disposition, e.g., all APPROVED cases, and all REJECTED cases respectively blocked together. In that event the schedule can be modified as follows:

For the cases APPROVED the columns under "Applications Rejected" can be eliminated and for the cases REJECTED the columns under "Applications Approved" can be eliminated.

The column ["Previous Case Number"] will usually have no applicability for new cases. However, the present and previous case numbers should be used for all cases in which the applicant had a previous case number in another county or another case number under another program [OAA and DA].

The columns under "Applications Approved" or "Applications Rejected" [Section I-B] should have only one of two possible entries - APPROVED or REJECTED as follows:

APPROVED means that the individual was found eligible for assistance and a grant [initial or regular or both] was approved [by the Director prior to the meeting or by the Board] with payment to begin this month [in which event the amount is entered in the "Applications Approved" columns]; or a grant was approved to begin at a deferred date not in this month [in which event zero amount is entered in the "Regular" and "Total" columns]. See Manual of Administration 2012.71.

APPLICATIONS REJECTED will include three classes of cases as follows:

DENIED means that the individual was found ineligible for assistance for the stated cause. The cause should be entered in the "Reason" column and should be stated as one of the causes listed in Section D of Form OA [DA]-8. This may be done either by a clear abbreviation of the narrative cause as stated on Form OA[DA]-8, or by using the code number for the cause as it appears on that form, or both. See Manual of Administration 2012.721.

Ecks County Welfare Board

-2-

Schedule I
Disposition of Pending Applications
Special Instructions

WITHDRAWN means that at any time before Board action the individual voluntarily requested, either orally or in writing, that no further action be taken on his application. See Manual of Administration 2012.723

DISMISSED means that, in the absence of a voluntary withdrawal, further action on the application is terminated for one of the causes specified in the Manual of Administration, see 2012.722.

Additional columns may be used, at the discretion of the county, to show address, worker, amounts or codes needed for local controls, or similar brief identifying data useful for local purposes.

SCHEDULE I-C

Cases are to be listed in this section if the application was cleared by the Director's administrative decision during the period subsequent to the current month's meeting and the close of business for the month.

The cases listed in this section should be in numerical order but the block type reporting explained in instructions for I-B above may be followed. The instructions for the columns under "Applications Approved" and "Applications Rejected" are the same as for comparable columns in I-B.

SCHEDULE II
RECORD OF CASES CLOSED
SPECIAL INSTRUCTIONS

SCHEDULE II-A

In order to meet provisions of law for formal Board action a report of ratification must be completed for all cases ordered closed by the Director in the preceding month during the period following the prior month's Board meeting and the close of the prior month's business. The cases reported in this section include all of the cases reported in Schedule II-C of the preceding month [or in Schedule IX-A of the March 1956 Minutes.] In the event the Welfare Board reversed the Director's action for any case, Schedule II-A should report the case and final decision.

SCHEDULE II-B

Cases are to be listed in this section if the individual was listed for payment for the previous month, or the individual was carried as ACTIVE WITHOUT PAYMENT for the previous month, and the individual is found to be, presently and for an indeterminate period ahead, INELIGIBLE for further assistance payments.

The cases should be listed in numerical order, double spaced.

In the column "Month of Last Payment Rec'D." the entry should be the last month for which the individual actually received a check that was cashed, rather than the last month for which the individual was listed for payment.

Ecks County Welfare Board

-3-

Schedule II
Record of Cases Closed
Special Instructions

The specific reason for the finding of loss of eligibility should be entered in the column "Remarks." The reason should be stated as one of the causes listed on Form OA-13 for OAA cases. The same classification shall be used so far as possible for DA cases. This may be done either by a clear abbreviation of the narrative cause, or by using the code number for the cause as it appears on that form, or both.

SCHEDULE II-C

In this section report all cases closed by the Director during the period subsequent to the Board meeting and the close of business for the month. [These cases will be ratified in Schedule II-A of the next month].

The instructions for the designated columns are the same as the instructions for the comparable columns in Schedule II-B.

SCHEDULE III
CHANGES IN AMOUNT OF GRANT
SPECIAL INSTRUCTIONS

SCHEDULE III-A

In order to meet provision of law for formal Board action a report of ratification must be completed for all grants which were changed by the Director during the period subsequent to the prior month's Board meeting and the close of the prior month's business. The cases reported in this section include all of the grants reported in Schedule III-C of the preceding month [or in the March 1956 Schedule IX-C and D.]

SCHEDULE III-B

Cases are to be listed in numerical order, two columns, double-spaced, twenty-five cases in each column, unless the county desires space for the entry of additional data useful for local purposes such as address, district worker, reason for change, or other amounts or codes needed for local controls. In the latter event a single-column listing may be used, to consist of twenty-five or any other fixed number of cases on a page, provided the number of cases per page is indicated.

Cases presented to the Board this month for formal continuance of assistance, with a change in grant, are to be included in this listing, but indicated by an asterisk [*] following the case number.

Cases presented to the Board for a decrease from the preceding month, plus an increase of exactly the same amount for the current month, resulting in no change in net payment, are to be included in this listing.

Cases presented to the Board for change from payment status to ACTIVE WITHOUT PAYMENT status, and vice versa, are to be included in this listing.

The money-column totals at the foot of each page should be added to produce the grant totals on the final page of the Schedule, or may be carried forward cumulatively.

Ecks County Welfare Board

-4-

Schedule III
Changes in Amount of Grant
Special Instructions

SCHEDULE III-C

In this section report all grants which were changed by the Director subsequent to the date of the County Welfare Board meeting and the end of current month. The changes to be reported in this section will include case number, name, the amount changed "From" and amount changed "To."

SCHEDULE IV
GRANTS FORMALLY CONTINUED WITHOUT CHANGE

SPECIAL INSTRUCTIONS

Cases are to be listed in numerical order, two columns, single-spaced, forty cases in each column.

Additional columns may be used, at the discretion of the county to show address, district, worker, or other amounts or codes needed for local controls.

Only cases which have been fully reinvestigated, and which are recommended for continuance with no change in budget allowances or in net amount of grant are to be listed in this schedule.

SCHEDULE V
BURIAL AND FUNERAL CLAIMS; TERMINAL MEDICAL OR NURSING EXPENSES

SPECIAL INSTRUCTIONS

SCHEDULE V-A

All funeral claims officially presented to the Board are to be listed in this schedule, regardless of whether or not any allowance from public funds is contemplated and regardless of whether or not any payment from funds available to the Board is approved.

The amount to be entered in the column "Total Claim" is the full amount of the funeral director's bill, rather than the net amount which the Board is requested to pay. Therefore in some cases the total of allowances will not equal the amount of the claim, and in some cases there may be a complete disallowance of the claim. Such matters are explained in the "Remarks" column. Note X-7690.

The entries in the "Remarks" column may be abbreviated, but should be sufficient to indicate the source of funds allowed to be paid from the Clearing Account, and to account for any difference between the total of approved allowances and the amount of the total claim submitted.

Ecks County Welfare Board

-5-

Schedule V-B
Terminal Medical and Nursing Expenses
Special Instructions

SCHEDULE V-B

All terminal medical and nursing claims officially presented to the Board are to be listed in this schedule, regardless of whether or not any allowance from public funds is contemplated and regardless of whether or not any payment from funds available to the Board is approved.

The amount to be entered in the column "Amount of Bill" is the full amount of the respective claims rather than the net amount which the Board is requested to pay. Therefore in some cases the total of allowances will not equal the amount of the claim, and in some cases there may be a complete disallowance of the claim which should be explained as "disallowed" in the "Amount Allowed" columns.

The required report in this section, as heretofore, may be completed under one of the following methods.

Method "A"

Under this method complete identifying data will be entered in the Schedule as illustrated (See Schedule V-B). In these illustrations, in Column 1 the entry "D" followed by a date, means date of death; the entry "L.P." followed by a date, means month of last assistance payment; in Column 3, "Type of Service" shall be used only where the name of the vendor in Column 2 does not of itself identify the type of service.

Method "B"

Under this method the entries in Schedule V-B will be limited to Columns 1, (eliminating date of death) 2, 6, 7, and 8 provided duplicate copies of Form ODA-11A are submitted to the Bureau with the monthly material as follows: a copy of the ODA-11A received from each vendor; when there are two or more ODA-11A's for the same client they shall be stapled together; all ODA-11A's submitted for the month shall be assembled in registration number order.

SCHEDULE VI
CANCELLATIONS AND CREDITS TO ASSISTANCE
SPECIAL INSTRUCTIONS

SCHEDULE VI-A

In Section A, the entry of amounts of the checks cancelled is not essential for use of the schedule by the State Bureau, but such entry may be made, if desired by the county, in an additional column.

SCHEDULE VI-B

In Section B, the entry of months to which the cash credit will apply is not essential for use of the schedule by the State Bureau, but such entry may be made, if desired by the county, in an additional column.

Under certain circumstances, the same case may appear in both Section A and Section B. Note X-7690.

Ecks County Welfare Board

-6-

SCHEDULE VII REIMBURSEMENTS

SPECIAL INSTRUCTIONS

The "Remarks" column may be used, if desired by the county, for a more detailed statement of the total transaction from which the net reimbursement results, where this will serve to eliminate duplicate narrative recording in the main body of the Minutes. However, the entries in the "Remarks" column of this schedule will not always be a complete substitute for detailed narrative recording in the main body of the Minutes, particularly where the net reimbursement is merely the end result of an involved series of receipt and disbursement transactions, or of a negotiated series of settlements, etc., the full details of which were reported to and discussed by the Board. All such detailed reporting and discussion should be recorded by narrative elsewhere in the Minutes, in compliance with Section 5[j] of the Ruling.

SCHEDULE VIII SPECIAL CASE DETERMINATIONS

SPECIAL INSTRUCTIONS

All cases in which the Board was called upon to make special determinations pursuant to Ruling No. 5, supplement to Ruling No. 9, Ruling No. 10, and Section 27 of County Series No. 3, are to be reported in this schedule.

No special order of listing is required, but all matters relating to any one of the specified Rulings shall be grouped together.

In most instances cases listed in this schedule will also appear in some other schedule. This should be indicated in the column "Schedule Reference."

SCHEDULE IX PRE-CONTROL OF ASSISTANCE PAYMENTS TOTAL

SPECIAL INSTRUCTIONS

The entries and computations on this schedule relate to gross assistance payments exclusive of burial payments and terminal medical payments from assistance funds, and without adjustment for credits, refunds, or recoveries.

SCHEDULE I
DISPOSITION OF PENDING APPLICATIONS

I-A] The transactions which were accomplished by direction and authority of the Director of Welfare subsequent to the Board meeting for the last month [as listed in Schedule I-C in the preceding month, which is incorporated as a part of these Minutes] are hereby ratified except as follows:

X-6969 John O. Pen was approved by the Director on March 28, check was released March 31, client returned check on April 5 and requested that grant be withheld. Board ordered case closed, see Schedule II-B.

I-B] The following pending applications, and applications already disposed of during the current month by authorization of the Director of Welfare under R.S. 44:7-12, were presented for consideration by the Board and dispositions voted as listed:

Identification of The Case			Applications Approved			Applications Rejected	
Case No. and [Previous Case No.]	Name	Class	Initial Grant Authorized Prior to Meeting	Regular Grant Approved by Board	Total	Class of Rejection	Reason
[Q-325]							
X-3940]	Marie C. Davies	RA	\$	\$51.25	\$51.25	Denied	#13
4713	Edw. R. Lyons	RA					
5205	Josephine Baker	RO	34.75	60.50	95.25		
6691	Wm. Denver	RO		73.25	73.25		
7699	Hannah Gibbs	NA	168.00	168.00	336.00	Withdrawn Dismissed	#19 #21
7700	Austin Cannon	NA					
7703	Willis Packard	NA					

I-C] The following disposition of pending applications were accomplished by authority of the Director of Welfare under R.S. 44:7-12 subsequent to the April 1956 meeting of the County Welfare Board.

<u>Identification of The Case</u>			<u>Applications Approved</u>			<u>Applications Rejected</u>	
Case No. and [Previous Case No.]	Name	Class	Initial Grant	Regular Grant	Total	Class of Rejection	Reason
X-4215	Ed. R. Moore	RA	\$	\$	\$	Withdrawn	#20
4819	Clem Cox	RO		77.00	77.00		
5182	May Logan	RO	33.50	63.25	96.75		
5677	Mark Dawn	RA				Denied	#13
[XD-164]							
[7713]	John Doaks	NA		53.00	53.00		
[D-5000]							
[7714]	Jane Brick	TR		30.00	30.00	Dismissed	#21
7716	May Spring	NA					

I-D] Summary

Total This Month	Total	Approved	Denied	Withdrawn	Dismissed
Schedule I-B	\$555.75	4	1	1	1
Schedule I-C	256.75	4	1	1	1
Total Both Schedules	\$812.50 ⁿ	8*	2*	2*	2*

n Forward to D[a] Schedule IX

* Totals should agree with respective class totals, Form OA[DA]-8, Items 4 through 7.

SCHEDULE II
RECORD OF CASES CLOSED

Rev. 4/1/56
Month of April 1956

II-A] The transactions which were accomplished by direction and authority of the Director of Welfare subsequent to the Board meeting for last month [as listed in Schedule II-C in the preceding month, which is incorporated as part of these Minutes] are hereby ratified except as follows:

X-6691 W. Denver Ordered closed by Director, client refused to cooperate in collateral investigation. Client agreed to cooperate and Board reinstated grant, see Schedule I-B.

II-B] The following cases, representing cases already closed during the current month by authorization of the Director of Welfare under R.S. 44:7-12 and other cases recommended for closing, were ordered closed by the Board for reasons indicated:

<u>Case Number</u>	<u>Name</u>	<u>Amount of Last Billing</u>	<u>Month of Last Payment</u>	<u>Remarks</u>
X-5195	Chas. E. Young	\$41.00	March 1956	#02 Died 4/9/56
5806	Albert Schloer	41.00	March 1956	#19
5964	Thos. Naylor	62.75	March 1956	#02 Died 4/2/56
6107	Clara Allen	135.50	March 1956	#03
6209	Marie Marks	93.00	March 1956	#66
6969	John O. Pen	64.50	March 1956	#15

II-C] The following cases were closed by authority of the Director of Welfare under R.S. 44:7-12 subsequent to the April 1956 meeting of the County Welfare Board:

<u>Case Number</u>	<u>Name</u>	<u>Amount of Last Billing</u>	<u>Month of Last Payment</u>	<u>Remarks</u>
X- 752	Jean Beaucoup	\$25.00	March 1956	#02 Died 4/19/56
910	Ida Clare	52.50	March 1956	#02 Died 4/23/56
3752	May Bell	74.25	March 1956	#15
3889	Ida Rose	36.50	March 1956	#19
6217	James Johnson	90.25	March 1956	#66
6564	Samuel Boyer	58.25	March 1956	#29

II-D] Summary

Total Cases Closed Sections B and C	<u>12</u>	*	Amount <u>\$774.50^z</u>
Transferred Out	<u>2</u>	*	
Death and Other Reasons	<u>10</u>	*	

^z Forward to B[a] Schedule IX

* These numbers should agree with Form OA[DA]-8, Items 28, 28a, and 28b respectively.

SCHEDULE III
CHANGES IN AMOUNT OF GRANTRev. 4/1/56
Month of April 1956

III-A] The transactions which were accomplished by direction and authority of the Director of Welfare subsequent to the Board meeting for last month [as listed in Schedule III-C in the preceding month which is incorporated as a part of these Minutes] are hereby ratified except as follows:

III-B] The following current cases, representing changes in grant already authorized during the current month by the Director of Welfare under R.S. 44:7-12 and other changes in grant listed below were ordered by the Board to be changed in amount of grant as indicated:

<u>Case No.</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Case No.</u>	<u>Name</u>	<u>From</u>	<u>To</u>
X-3999	Farler	\$74.75	\$89.75	X-4201	Harris	\$38.00	\$38.00
4004	Buechell	32.25	40.00	4205	Poker	30.00	00.00
4008	McCloe	66.00	63.00	4209	Bridge	00.00	25.00
4056*	Brothers	55.00	51.75	4278	Murphy	45.75	56.00

III-C] The following changes in grants of assistance were authorized by the Director of Welfare under R.S. 44:7-12 subsequent to the April 1956 meeting of the County Welfare Board:

<u>Case No.</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Case No.</u>	<u>Name</u>	<u>From</u>	<u>To</u>
X- 402	Walker	\$61.00	\$105.00	X-4293*	Lyons	\$56.25	\$270.30
4214	VanSant	49.50	44.50	4337	Steiner	52.25	63.25
4278	Murphy	56.00	154.00	4881*	Gross	310.00	409.00
4291	Hays	58.00	88.00	7691	Brewer	49.50	24.00

III-D] Summary

Total FROM Column	<u>\$1034.25</u>
Total TO Column	<u>\$1521.55</u>

SCHEDULE VI
CANCELLATIONS AND CREDITS TO ASSISTANCE

The following cancellations and credits to assistance payments, for entry on Form ODA-6 for April, were directed by the Board:

<u>Case Number</u>	<u>Surname</u>	<u>Months or Amount</u>	<u>Remarks</u>
VI-A] Assistance Checks Cancelled			
X-1846	Dee	Feb. & Mar.	Hospitalized
X-1921	Brown	March	Not needed
X-5195	Young	March	Died 3/16/56
X-5806	Schloer	Jan., Feb. & Mar.	Employed
X-5964	Naylor	March	Died 3/10/56
X-7690	Hutton	February	Died 3/2/56
X-7697	Young	March	Burial payment re- voked
VI-B] Cash Credits to Assistance Payments			
X-6105	Smith	\$40.15	Refund terminal Medical payment
X-6209	Marks	72.00	Nursing Home refund
X-7690	Hutton	15.95	Descendent's cash
X-7692	Jones	120.00	OASI burial refund

BURIAL AND FUNERAL CLAIMS; TERMINAL MEDICAL OR NURSING EXPENSESV-I] Burial and Funeral Claims

The following burial and funeral claims were presented for consideration by the Board, and allowances voted as indicated:

<u>Case Number</u>	<u>Name</u>	<u>Total Claim</u>	<u>Allowance by Board</u>		<u>Remarks</u>
			<u>From Clearing</u>	<u>From Assistance</u>	
X-5195	Young	\$200.00	\$125.00	\$75.00	Insurance
5964	Naylor	200.00	-	200.00	-
7690	Hutton	250.00	-	-	Family Resp.
7698	Kone	<u>130.00</u>	<u>130.00</u>	<u>-</u>	Death Benefit
	Totals	\$780.00	\$255.00	\$275.00	

V-II] Terminal Medical or Nursing Expenses

Terminal medical or nursing expenses may be paid in accordance with Chap. 213 P.L. 1953, amending Sections 13 and 25 of Title 44:7, as specifically contained in Supplement No. 1 to Ruling No. 2, dated March 1, 1954.

[1] <u>Case Information</u>	[2] <u>Vendor</u>	[3] <u>Type of Service</u>	[4] <u>Date of Service</u>	[5] <u>Date Bill Received</u>	[6] <u>Amt. of Bill</u>	[7] <u>Amount Clearing</u>	[8] <u>Amount Allowed Assistance</u>
X- 609 Brown	Dr. J. Smith		3/11	3/30	\$3.00	\$	\$
D 3/12/56	Dr. J. Smith		3/12	3/30	6.00		9.00
L.P. 2/56	R. Rexall	Drug	3/10	3/15	11.00		11.00
X- 788 Rice	Jane Doe	Practical Nurse	3/18 3/31	4/2	35.00		35.00
D 3/31/56			3/1,2,5,				
L.P. 2/56	Dr. R. Black		10,14,20, } 26,30,31 }	4/5	27.00		27.00
X-3456 Jones	Dr. A. Good		3/20,25,				
D 4/1/56			27,29,30, }				
L.P. 3/56			31,4/1	4/10	21.00		21.00
	State Rx	Drugs	3/29	4/5	5.00	5.00	
X-4608 Little	Dr. I. Jones	Denture	3/15	4/2	75.00		75.00
D 4/10/56							
L.P. 3/56							

Method "B"

Under this method the entries in Schedule V Part II will be limited to columns 1, [eliminating date of death], 2, 6, 7, and 8 provided duplicate copies of Form ODA-11A are submitted to the Bureau with the monthly material as follows: a copy of the ODA-11A received from each vendor; when there are two or more ODA-11A's for the same client they shall be stapled together; all ODA-11A's submitted for the month shall be assembled in registration number order.

SCHEDULE IV
GRANTS FORMALLY CONTINUED WITHOUT CHANGE

The following current cases were presented to the Board, after reinvestigation with formal recommendation for continuance of assistance, and were voted to be continued without change:

<u>Number</u>	<u>Surname</u>	<u>Amount</u>	<u>Number</u>	<u>Surname</u>	<u>Amount</u>
X- 680	Cooper	\$37.25	X-4673	Reid	\$36.00
X-1809	Bair	67.25	X-4714	Nemme	41.50
X-2884	Brown	57.75	X-4822	McCue	29.50
X-3111	Terry	41.25	X-4950	Lany	60.50
X-3773	Westhall	47.50	X-5926	Gravatt	32.25

Summary of Continuances Approved:

Number of continuances included in Schedule III [Marked *]..... 3

Number of continuances in this Schedule..... 10

Total continuances this month..... 13

SCHEDULE VII
REIMBURSEMENTSRev. 4/1/56
Month of April 1956

The following net reimbursements were approved for acceptance by the Board and directed to be entered for distribution on Form ODA-12 for April:

<u>Case Number</u>	<u>Surname</u>	<u>Amount</u>	<u>Remarks</u>
X- 71	Morris	\$182.00	Balance insurance
X- 910	Munro	918.00	Balance property
X-1440	Krammar	500.00	Inheritance
X-4114	Scott	318.50	Accident recovery
X-5107	Servis	201.18	Securities

SCHEDULE VIII
SPECIAL CASE DETERMINATIONSRev. 4/1/56
Month of April 1956

The following matters being brought before the Board for special review as required by statute or the regulation, and the Director reporting to the Board that an investigation of the relevant facts and circumstances was made and representing to the Board that the determinations hereinafter stated are in conformity with statutory requirements and the regulations of the Bureau of Assistance, the Board, accepting and approving the reports and recommendations of the Director, voted the following determinations:

<u>Case Number</u>	<u>Surname</u>	<u>Ruling Reference</u>	<u>Determination</u>	<u>Schedule Reference</u>
X-4278	Murphy	5	Continuance of assistance while in Delaware approved.	III
X-4205	Poker	5	Continuance of assistance while in Florida disapproved. Grant suspended but not closed pending further report.	III
X-3773	Westhall	County Series #3	Payment thru an appointed custodian, pursuant to formal Resolution contained in the Minutes	IV
X-4987	Scoles	Supplement to #9	Restricted payment for \$45. only of each monthly payment, pursuant to plan reported by Director.	-
X-7699	Gibbs	10	Grant of assistance without spouse's joinder on ODA-10 authorized.	I
X-4201	Harris	County Series #3	Payment thru legal guardian pursuant to court order	III

SCHEDULE IX
PRE-CONTROL OF ASSISTANCE PAYMENTS TOTALRev. 4/1/56
Month of April 1956

	<u>Number of Active Cases</u>	<u>Amount of Assistance</u>
A. Total gross assistance cost previous month	1415*	\$70,750.00
B. Deductions		
[a] Cases closed - Schedule II	12	774.50
[b] Total "FROM" Column Schedule III	-	1,016.25
[c] Others [explain]	-	-
	<hr/>	<hr/>
Total Deductions	12	\$1,790.75
C. Sub-Totals	1403	\$68,959.25
D. Additions		
[a] Cases approved - Schedule I	8	812.50
[b] Total "TO" Column Schedule III	-	1,503.55
[c] Others [explain]	-	-
	<hr/>	<hr/>
Total Additions	8	\$2,316.05
E. Total gross assistance cost this month	1411**	\$71,275.30

* Should agree with Form OA[DA]-8, item 25

** Should agree with Form OA[DA]-8, item 30