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ARTHUR MUDD
DIRECTOR

STATE OF NEW JERSEY
FINANCIAL ASSISTANCE COMMISSION
150 E. STATE ST., TRENTON, N. J.

STATE OF NEW JERSEY
 FINANCIAL ASSISTANCE COMMISSION
 150 EAST STATE STREET
 TRENTON, N. J.

Jan 2'40



ARTHUR MUDD
 DIRECTOR

August 1, 1939

To the Directors of Welfare or Overseers of the Poor
 of the Municipalities of the State of New Jersey

STANDARD ALLOWANCES

The Financial Assistance Commission presents herewith standard allowances designed for use by local relief offices and recommends their adoption as the basis for granting aid as provided under Revised Statutes, Title 44:8. They provide a flexible uniform guide together with complete control of relief expenditures.

The preparation of these standards involved considerable research, technical and actuarial study on the part of members of the Commission's staff and others with complete price-checking throughout the State of New Jersey. They are adequately supported by scientific data.

The standards include allowances for food, milk, shelter, fuel for heating and cooking (gas, coal, wood, oil, etc.), light (electric and kerosene) and household necessities, all under a basic or prime budget. Clothing schedules for emergency cases are supplied.

While the Commission cannot at this time guarantee to municipalities using these standards reimbursement in whole or in part, we feel that good practice and procedure dictates the use of the standards by both participating and non-participating municipalities. Reimbursement is always dependent upon availability of appropriated funds.

Request for additional information should be addressed to the Financial Assistance Commission, Division of Standards.

Very truly yours,

ARTHUR MUDD, Director
 State Financial Assistance Commission

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PUBLIC ASSISTANCE GRANTS

BUDGET - INCOME - RESOURCES - GRANTS

PUBLIC ASSISTANCE GRANTS

(Budget - Income - Resources - Grants)

- I. STATE POLICY: Revised Statutes, Title 44, Chapter 8 declares "need" to be the gauge for granting "public assistance" in various forms and stipulates the eligibility as to the recipients thereof. Pursuant to the statute as specifically covered in sections 7, 8, and 9 which provide that; "continued assistance under this act may constitute any or all of the several needs as may be necessary to protect the well being of a person or persons, such as food, milk, shelter, fuel, clothing or medical care and the extent of individual grants shall be determined in accordance with the standards and budgets authorized by the State Commission", there are hereby promulgated procedures and regulations for adoption and use by the municipal Local Assistance Boards of the State.

The fundamental purpose of these releases is designed to determine, define, and limit the method and extent of local expenditures for relief. However, the general policy does not intend to restrain the granting of any item or limit the degree of any phase of relief provided by a municipality from its own funds, for which state aid is not contemplated.

The various phases of home needs have been determined from technical and scientific survey and actuarial study; and contemplates a flexible, uniform, equitable standard, considered as adequate.

- II. BASIC BUDGET: To determine grants the local Welfare Director, although vested with authority to "exercise his discretion", must of necessity plan and measure the extent of "need" in each individual case. The approach must be practical and suitable to the case; uniform to preclude discrimination; exacting to conserve the public funds. The preparation of a Budget whereby are computed the particular needs of each and every member of a family or household and against which are applied or matched any and all incomes or resources, is the one truly sound, workable method.

All members of a family within a household must be considered in one basic budget, whether wholly or partially dependent and should include those self-supporting, excepting as hereinafter noted or by regulation to the contrary. Persons or families living in the same household receiving public aid are to be considered as a budgetary group or unit. (See O.A.A. Bulletin)

The *basic budget* may include, but shall be restricted to the items of:

- (a) Food: Regulation dated 4/26/39
- (b) Milk: " " 4/26/39
- (c) Shelter: " this date.
- (d) Fuel: Heating (Coal-Wood-Oil-Kerosene) Regulation this date.
Cooking (Gas-Coal-Wood-Kerosene) " " "
- (e) Light: (Electric - Kerosene) " " "
- (f) Limited household necessities at the discretion of the Welfare Director. Includes, soap, soap powder, starch, toilet tissue and matches - allowance five cents per person per week.
Minimum life insurance, if mandatory.

These items are more extensively defined in the several F.A.C. regulations mentioned. Old debts, obligations, loans, past accounts may not be recognized, as all budgetary calculations must be for *current* or *known* needs.

III. **EMERGENCY NEEDS:** Other needs recognized as conducive to the protection and well being of a person or persons are (a) clothing, (b) medical care, (c) hospitalization, (d) expenses relevant to employment, (e) burials, (f) moving and transportation, (g) appliances; eye-glasses; beds, bedding, stoves, etc. These items are deemed to be unpredictable and therefore *emergency* in character. They are to be treated independent of the budget figures.

The means and use of community resources, clinics, private charities, organizations, public agencies (municipal-county-state-federal) should be exhausted before granting these variable and non-recurrent needs.

IV. **INCOME:** (See Revised Statutes, Title 44:8-9) The budgetary needs described in the foregoing may be considered as home economic liabilities while on the other hand all conceivable income and resources may be described as the family assets. The assets take the form of tangible direct income and indirect resources with both chargeable to budgetary needs.

Income may be derived from wages, salary, part-time or casual employment, rent payments, insurance adjustments or claims, U.C. benefit payments, workmen's compensation, pensions, boarders, alimony, union or lodge benefits, gifts or contributions from individuals, churches or organizations, or any other known source. It is mandatory that responsible relatives share as provided in Revised Statutes, Title 44:1. All income must be applied to the budget in full, excepting that reasonable expenses for carfare and lunches in connection with employment may be deducted from earnings and net income charged.

Income from boarders (not legally responsible for support) should be applied to the budget in full. It is permissible, however, to include in the budget such extra costs as are necessary by reason of any such condition. The food cost for paying-boarders may be arbitrarily figured but in no case should exceed 25% greater than the adequate budget allowed relief recipients.

Income and earnings from W.P.A., N.Y.A., C.C.C. or other Federal means eligibility for which is predicated on relief status and provided in lieu of "local relief" must be applied to the budget in total; excepting as provided by regulation issued by this Commission or as stated specifically herein.

Income from S.B.C.G., O.A.A. or Blind Commission are to be adjusted in accordance with bulletins issued on the subjects, i.e. persons benefiting by such grants are to be considered *separate and independent* of the "relief household" and assessed proportionate share of the budgetary needs. That part of family receiving "public assistance" to be budgeted on a pro-rata basis.

Generally children residing in the home are financially responsible to the family support in the full amount of earnings, until emancipated. Reasonable expenses for carfare, lunches, clothing and personal needs may, within the discretion of the Welfare Director, be deducted from earnings prior to application in the relief budget. The payment of arbitrary board is not recognized.

V. RESOURCES: Certain indirect resources should be calculated both in the need budget and as an asset in the income figures. This offsets or balances the budget. Resources may include free rent; free light; milk or vegetables from farms; contributions in kind from relatives or agencies, etc.

VI. GRANT METHOD: All budgets should be calculated on a strictly *monthly basis*; although actual grants may be given for semi-monthly periods. Family or household composition with ages, its budget; income and resources, must be recorded on proper forms (KG 1 - 2 or equivalent) and should be re-calculated when necessary. The several component parts of the budget should be figured within the standards, quantities, and amounts stipulated in this Commission's regulations.

The needs of any family person, household or case are dependent upon its own characteristics, its specific condition, living habits, and location, established by proper investigation and should be fully interpreted by the Relief Director before budgets and grants are fixed.

All the *known incomes and resources* for the month are applied against the monthly budget needs and the difference is commonly referred to as the "budget deficit". This "*budget deficit*" may be met with grants either in whole or part by the Relief Director in any of the accepted forms (food-shelter-milk-fuel) whichever is the most urgent or advisable according to the individual circumstances. Private income might be used for food needs because of the greater opportunities and advantages occasioned with direct cash purchase. Grants may then be given for the other items of need. If the monthly budget deficit is less than \$5.00 it is not advisable to make grants immediately.

NOTE: Variable needs are granted as "emergencies". When recipients use income to meet these special needs it should be with the full knowledge and approval of the director or investigator. In all instances proper notation should be recorded to clearly depict the arrangement and adjustment to income or grant.

Obviously any illustration will not apply in all the multifarious type of cases. In some, certain items must be granted more promptly such as shelter or fuel, particularly in wholly dependent cases. In others it may warrant the discontinuance of grants and the ultimate closing of the case. In any event budget deficits should be approached cautiously to preclude over-granting or excess in allowances. A bulletin on supplementation of full time earnings has been released.

VII. PROPER ALLOWANCES

The separate schedules covering the several items to be included in the relief budget, whether food, fuel, shelter or any other item covered in these regulations are decreed to be the scales by which allowances shall be measured in each individual case.

The Commission shall not deem as proper allowances, grants, which exceed the maximums established in any given case, item, condition or circumstance herein set forth.

If any individual budgets are figured with an item or items included in excess of those permitted under these or other F.A.C. regulations, or it appears that adjustments have been made in items prior to entry in the relief budget record, then and notwithstanding that actual grants are within the limitations established it shall be incumbent upon the municipality to bear the cost of such "over-estimate".

Allowances figured in the individual case budget in excess of those herein established will be considered as contrary to the purpose of these regulations even though actual grants may be within the figures quoted.

Payments or purchases made from private income by persons for relief items figured in the basic budget and in lieu of relief grants for same shall not permit such relief recipient any preferential treatment or special consideration.

FOOD ALLOWANCES BY ZONES

BASED ON

AVERAGE RETAIL PRICES

FOOD ALLOWANCES BY ZONE

Based on Average Retail Prices

<u>COUNTY</u>	<u>ZONE</u>
Atlantic	4
Bergen	3
Burlington	4
Camden	4
Cape May	4
Cumberland	4
Essex	3
Gloucester	4
Hudson	3
Hunterdon	4
Mercer	3
Middlesex	3
Monmouth	3
Morris	3
Ocean	4
Passaic	3
Salem	4
Somerset	4
Sussex	4
Union	3
Warren	4

ZONE 3

FOOD ALLOWANCES - WEEKLY

	FOOD ORDER		*1 MILK ORDER		*2 FOOD ORDER	
	Including		Fresh Milk		Including Canned	
	Canned	Milk	Week	Month	& Fresh Milk	Month
*3 Child - under 6 mo. (fruit)	.10	.43	-	-	.10	.43
" 6 mo. + 1 yr.	.40	1.73	.91	3.94	1.31	5.67
" 1-2 yr.	.48	2.08	.91	3.94	1.39	6.02
" 3-5 yr.	.92	3.98	.33	1.43	1.25	5.41
" 6-8 yr.	.98	4.24	.33	1.43	1.31	5.67
" 9-13 yr.	1.28	5.54	.33	1.43	1.61	6.97
Girl 14-18 yr.	1.36	5.89	.33	1.43	1.69	7.32
Boy 14-18 yr.	1.86	8.05	.33	1.43	2.19	9.48
Woman Active	1.52	6.58	-	-	1.52	6.58
" Pregnant	1.44	6.24	.46	1.99	1.90	8.23
" Nursing	1.82	7.88	.46	1.99	2.28	9.87
" Elderly	1.02	4.42	.33	1.43	1.35	5.85
Man Active	1.85	8.01	-	-	1.85	8.01
" Unemployed	1.50	6.50	-	-	1.50	6.50
*4 " Elderly	1.02	4.42	.33	1.43	1.35	5.85
Man or Woman Living Alone	2.25	9.74	-	-	2.25	9.74

*1. Milk prices are set by State of N.J. Milk Control Board. Above milk figures are based on .13¢ quart and .08¢ pint. If the price of milk is .14¢ quart increase the milk figure 8%. Relief organizations should deduct 10% from milk bills at end of month.

*2. Daily Milk Allowance in these figures include:

- (a) 1 quart grade "B" pasteurized milk for all under 2 years inclusive.
- (b) 3 glasses for all children 2-18 yrs. and elderly persons - ½ figured as unsweetened evap. milk and ½ as grade "B" pasteurized milk.
- (c) 1 quart milk for pregnant and nursing women - ½ figured as unsweetened evap. milk and ½ as grade "B" pasteurized milk.
- (d) 3½ cans (14½ oz.) of evaporated milk for all adults.

*3. Baby - if breast fed 4 ounces or 8 tablespoons of orange juice or tomato juice weekly, included in above. If artificially fed 4 ounces or 8 tablespoons of orange juice or tomato juice, included in above, in addition to the cost of the materials for the formula as prescribed by the doctor.

*4. Elderly persons are those over 70 years of age or those under 70 who are physically unable to work.

In addition to the above food allowances, Cod Liver Oil 1-3 ounces weekly for children up to 6 years through the winter months and for all other children whenever needed. 3-4 ounces for pregnant women.

For children who are large for their ages or exceptionally active use next higher age grouping.

QUALIFICATION FOR FOOD ALLOWANCE

- (1) Family of 2 add 25% to the sum of the food allowance.
- (2) Family of 3 add 15% to the sum of the food allowance.
- (3) Family of 4, 5, 6 or 7 - sum of the food allowance.
- (4) Family of 8 and over - sum of the food allowance minus 5%.

(When using above figures round out to nearest even figures - if desired).

ZONE 3

SPECIAL DIETS - WEEKLY ALLOWANCES

These weekly allowances are added to the regular weekly food allowances. Adequate milk has been allowed in these figures.

A. Adult Anemic Diet	.70
B. High Blood Pressure or Cardiac Condition -	Regular Allowance
C. Atonic Constipation	.40
D. Diabetic	
Diet #1	.12
" #2	.44
" #3	.56
" #4	.54
" #5	.92
E. Malnutrition or Tuberculosis	.86
F. Convalescent Peptic Ulcer or Spastic Constipation	1.02

Special diets to be allowed only when recommended by physician.

Calculate the weekly food allowance for all members of the family and add the above allowance for Special Diet, for example:-

Man	\$1.85		
Woman	1.52	+	.86 T.B. Diet
Child 3 yrs.	.92		
	\$4.29	+	.86 = Total \$5.15 a week

VARIATIONS OF FOOD ALLOWANCES - ZONE 3

	Without Milk Fresh & Canned	Without All Milk & Eggs	Without All Milk & Butter Butter Sub.	Without All Milk Butter & Eggs	Without All Milk-Butter Eggs-Poultry	Without All Milk-Potato & Root Veg.
Child under 6 Mo.	.10	.10	.10	.10	.10	.10
Child 6 mo. - 1 yr.	.40	.28	.28	.28	.28	.38
Child 1 yr. - 2 yrs.	.48	.40	.44	.35	.35	.44
Child 3 yrs. - 5 yrs.	.75	.66	.65	.56	.54	.62
Child 6 yrs. - 8 yrs.	.82	.74	.72	.64	.62	.68
Child 9 yrs. - 13 yrs.	1.12	1.04	.90	.82	.74	.92
Girl 14 yrs. - 18 yrs.	1.20	1.12	1.08	.90	.74	1.00
Boy 14 yrs. - 18 yrs.	1.70	1.60	1.42	1.34	1.22	1.34
Woman - Active	1.30	1.24	1.18	1.12	1.00	1.04
Woman - Pregnant	1.40	1.25	1.28	1.12	1.00	1.16
Woman - Nursing	1.70	1.55	1.58	1.42	1.30	1.46
Woman - Elderly	.85	.78	.76	.69	.65	.70
Man - Active	1.62	1.55	1.45	1.38	1.24	1.34
Man - Unemployed	1.26	1.04	1.14	.92	.80	1.02
Man - Elderly	.85	.78	.76	.70	.65	.70
Man or Woman Living Alone	2.02	1.95	1.85	1.78	1.64	1.74

ZONE 4

FOOD ALLOWANCES - WEEKLY

		FOOD ORDER		*1 MILK ORDER		*2 FOOD ORDER	
		Including		Fresh Milk		Including Canned	
		Canned	Milk	Week	Month	& Fresh Milk	Month
		Week	Month	Week	Month	Week	Month
3	Child - under 6 mo. (fruit)	.10	.43	-	-	.10	.43
"	6 mo. - 1 yr.	.40	1.73	.91	3.94	1.31	5.67
"	1-2 yr.	.50	2.17	.91	3.94	1.41	6.11
"	3-5 yr.	.94	4.07	.33	1.43	1.27	5.50
"	6-8 yr.	1.00	4.33	.33	1.43	1.33	5.76
"	9-13 yr.	1.30	5.63	.33	1.43	1.63	7.06
	Girl 14-18 yr.	1.40	6.06	.33	1.43	1.73	7.49
	Boy 14-18 yr.	1.92	8.31	.33	1.43	2.25	9.74
	Woman Active	1.60	6.93	-	-	1.60	6.93
"	Pregnant	1.54	6.67	.46	1.99	2.00	8.66
"	Nursing	1.94	8.40	.46	1.99	2.40	10.39
"	Elderly	1.04	4.50	.33	1.43	1.37	5.93
	Man Active	1.92	8.31	-	-	1.92	8.31
"	Unemployed	1.56	6.76	-	-	1.56	6.76
4	" Elderly	1.04	4.50	.33	1.43	1.37	5.93
	Man or Woman Living Alone	2.34	10.13	-	-	2.34	10.13

*1. Milk prices are set by State of N.J. Milk Control Board. Above milk figures are based on .13¢ quart and .08¢ pint. If the price of milk is .14¢ quart increase the milk figure 8%. Relief organizations should deduct 10% from milk bills at end of month.

*2. Daily Milk Allowance in these figures include:

- (a) 1 quart grade "B" pasteurized milk for all under 2 years inclusive.
- (b) 3 glasses for all children 2-18 yrs. and elderly persons - ½ figured as unsweetened evap. milk and ½ as grade "B" pasteurized milk.
- (c) 1 quart milk for pregnant and nursing women - ½ figured as unsweetened evap. milk and ½ as grade "B" pasteurized milk.
- (d) 3½ cans (14½ oz.) of evaporated milk for all adults.

*3. Baby - if breast fed 4 ounces or 8 tablespoons of orange juice or tomato juice weekly, included in above. If artificially fed 4 ounces or 8 tablespoons of orange juice or tomato juice, included in above, in addition to the cost of the materials for the formula as prescribed by the doctor.

*4. Elderly persons are those over 70 years of age or those under 70 who are physically unable to work.

In addition to the above food allowances, Cod Liver Oil 1-3 ounces weekly or children up to 6 years through the winter months and for all other children wherever needed. 3-4 ounces for pregnant women.

For children who are large for their ages or exceptionally active use next higher age grouping.

QUALIFICATION FOR FOOD ALLOWANCE

- (1) Family of 2 add 25% to the sum of the food allowance.
- (2) Family of 3 add 15% to the sum of the food allowance.
- (3) Family of 4, 5, 6 or 7 - sum of the food allowance.
- (4) Family of 8 and over - sum of the food allowance minus 5%.

(When using above figures rounded out to nearest even dollars - if desired).

ZONE 4

SPECIAL DIETS - WEEKLY ALLOWANCES

These weekly allowances are added to the regular weekly food allowances. Adequate milk has been allowed in these figures.

A. Adult Anemic Diet	.68
B. High Blood Pressure or Cardiac Condition -	Regular Allowance
C. Atonic Constipation	.40
D. Diabetic	
Diet #1	.12
" #2	.48
" #3	.58
" #4	.56
" #5	.85
E. Malnutrition or Tuberculosis	.84
F. Convalescent Peptic Ulcer or Spastic Constipation	1.02

Special Diets to be allowed only when recommended by physician.

Calculate the weekly food allowance for all members of the family and add the above allowance for Special Diet, for example:-

Man \$1.92

Woman 1.60 + .84 T.B. Diet

Child 3 yrs. .94

\$4.46 + .84 = Total \$5.30 a week

VARIATIONS OF FOOD ALLOWANCE - ZONE 4

	<u>Without Milk Fresh & Canned</u>	<u>Without All Milk & Eggs</u>	<u>Without All Milk & Butter Butter Sub.</u>	<u>Without All Milk Butter & Eggs</u>	<u>Without All Milk-Butter Eggs-Poultry</u>	<u>Without All Milk-Potato & Root Veg.</u>
Child under 6 mo.	.10	.10	.10	.10	.10	.10
Child 6 mo. - 1 yr.	.40	.28	.28	.16	.16	.38
Child 1 yr. - 2 yrs.	.50	.42	.38	.32	.32	.46
Child 3 yrs. - 5 yrs.	.76	.68	.58	.50	.46	.64
Child 6 yrs. - 8 yrs.	.82	.74	.64	.55	.46	.68
Child 9 yrs. - 13 yrs.	1.12	1.04	.82	.74	.70	.94
Girl 14 yrs. - 18 yrs.	1.22	1.14	.92	.84	.75	1.04
Boy 14 yrs. - 18 yrs.	1.74	1.65	1.38	1.30	1.04	1.40
Woman - Active	1.35	1.28	1.15	1.08	.94	1.10
Woman - Pregnant	1.36	1.30	1.18	1.12	.98	1.12
Woman - Nursing	1.76	1.70	1.58	1.52	1.38	1.52
Woman - Elderly	.86	.80	.72	.65	.60	.74
Man - Active	1.68	1.62	1.45	1.38	1.22	1.42
Man - Unemployed	1.32	1.25	1.12	1.05	.92	1.10
Man - Elderly	.86	.80	.72	.65	.60	.74
Man or Woman Living Alone	2.10	2.04	1.88	1.82	1.66	1.84

BUDGETARY STANDARD

SHELTER GRANTS

BUDGETARY STANDARD
SHELTER GRANTS

I. **POLICY:** In accordance with the FAC regulations titled "Public Assistance Grants" dealing with the manner and method for budgeting relief households and, pursuant to Revised Statutes, Title 44, Chapter 8, sections 7-8-9, which provides that "shelter" may constitute one of the several needs to protect the well being of a person or persons receiving assistance, the Commission authorizes the budgeting or granting of shelter as the condition might warrant, and as provided hereinafter. Figures are supported by actuarial study. These regulations are issued primarily to *control allowances* by municipalities for relief case expenditures as stated in the general budgetary procedure.

II. **STANDARD:** No planned schedule for shelter allowances can take the place of the individual case approach and decision as to its ultimate adjustment or disposition. The responsibility for determining whether the present or prospective dwelling unit is adequate, decent or sanitary, conducive to good health; suitable to school, market and employment; with proper water, lighting, heating, cooking and toilet facilities or services (all within reasonable bounds) must devolve upon the investigator, worker or local authority directly interested. The planned and graded schedules herewith prepared are to apply to general dwelling conditions:

There may be included in a properly calculated family or household budget an allowance or consideration for shelter as the individual case or specific condition might require. When shelter is furnished or obtained "free" it shall be figured both as a *need* and as a *resource* to balance budget calculations.

Shelter needs may be met either by the relief recipient from private income or by the relief agency in its customary manner, after determination in the budget.

The *standard* or extent of *shelter needs* shall be based on either (a) property operating cost, i.e. taxes, plus interest on assessment valuation with a nominal addition for water costs; or (b) the *standard of one room per person*, i.e. in accordance with scaled allowances under variable circumstances, conditions, in the different areas; all as more comprehensively defined hereinafter.

III. **ELIGIBILITY:** The specific need in a relief household must be established by investigation and inspection. Request for shelter grants must apply for *current* needs only. Past obligations or arrearages cannot be recognized. A "budget deficit" must exist and there must be evidence that it cannot during the month be met from private funds.

At least one of the following conditions must exist, supported by reasonable investigation and verification before grants may be issued:

- (a) An eviction notice has been issued in present abode.
- (b) An eviction or dispossess notice has been received within the last twelve months and relief tenant is in arrears three or more months rental.
- (c) Relief tenant receives dispossess and new quarters must be obtained for which rent must be posted.

- (d) Placement of resettled residence responsibility.
- (e) A wholly dependent case, unemployable; or case with sickness where shelter security is a paramount requisite.
- (f) Home owners; when the "budget deficit" is greater than the amount needed for shelter security; when consideration so given will forestall tax sale, foreclosure and is more economical than removal to renting property. That method of calculating the monthly need shall be based on one-twelfth (1/12) of the sum of the annual taxes; plus interest on *mortgage*, plus nominal water cost but in no case shall the allowance exceed the scaled grants on the *standard of one room per person*.
- (g) That the "asking rental" shall be used if less than the budget figures herein specified.
- (h) That rental is not being paid to a legally responsible relative unless such person is also a relief recipient and the said rental is considered as income in budget of other case.

IV. **PRICING - CONTROL:** Where shelter is a major community problem the Local Assistance Board shall establish a "Rental Committee" comprised of as many members as is practical. This committee may include member of the board, one or more realtors, building and loan officials, builders, and a Housing Authority representative with any other informed laymen, for the purpose of studying the local housing situation in its relation to those receiving relief. Health facilities, service, vacancies, slum clearance, developments and rentals shall be subjected to study. While community cooperation is important, other possible functions may come within its scope, such as complaints, abuses, appraisals, inspections, etc.

V. **BUDGETS - GRANTS:** (a) *Recurrent:* Fundamentally the budgeting and granting of "Public Assistance" is not recognized as a recurring or continuing process as monthly reinvestigation and re-consideration is mandatory. In cases of "Chronics", "unemployables" or where there is sickness, particularly during winter months, it may be reasonably known that dependency will be extended beyond the month. In all such instances and when and where time warrants the budget computation and grants for shelter shall be based on the attached "*property operating cost*" formula - i.e. taxes, plus interest on assessed valuation with a nominal allowance for water costs. However, in no instance shall the figure so determined exceed those set up in the schedule permitted for emergency cases.

(b) *Emergency:* Subject to these regulations and where reciprocity covers only a single month, the attached renting schedule should be applied in the determination of budgetary or grant amounts in all temporary cases. This schedule establishes a flexible allowance based on the *standard of one room per person* with reasonable consideration to housing accommodations, facilities, residence type, etc.

Household or family groups of *equal size* whose housing units or facilities differ and the total number of rooms of which are not congruous to the "standard" are treated in accordance with the idea that those in lesser rooms receive a lower grant, whereas those housed in more rooms than the "standard" would receive no greater grant than the standards.

This schedule of maximum allowances is classified as to (1) Standard room per person, (2) Type of residence, (3) Facilities with further qualifications covering renting area; heating; furnishing and services.

1. **METHOD:** (Cash) Either the formula or schedule basis for determining budget or grant shall be on a monthly basis if cash system is in effect with a fixed amount.

(Order) If orders are issued redeemable by the landlord through the submittal of vouchers to the municipal finance department they should carry notations as to the family size, rooms, number and schedule classification. Orders must bear the signature of issuing authority, relief tenant and landlord of record or approved representative

Subject to approval by this Commission a municipality may establish a procedure whereby landlords' bills for shelter may be applied against tax payments or delinquencies.

1. **ALLOWANCES:** Allowances in excess of maximums noted in the schedule are improper. If "asking rental" is less than figures scheduled then same shall be recognized as "normal" and used. No policy may be adopted which would serve to meet any "asking rental". Relief or public assistance is an emergency proposition, therefore, consistent arrangements should be used to remain within maximums. Reemphasis is given the "allowance" paragraph of the "Public Assistance Grants" release which must be strictly adhered to in the consideration of the shelter phase of relief.

BUDGET FORMULA FOR PAYMENT OF SHELTER

(a) PROPERTY OPERATING COSTS

In order that shelter payment be made on an equitable basis, payment of current rentals should be assumed on the basis of a state-wide formula, sufficient to meet interest on mortgages, taxes and water rent. This formula to be applied to home owners.

Recommended mathematical formula:

1. Ascertain current year's taxes.
2. Ascertain current assessed valuation.
3. Ascertain normal water rent per annum.

The sum of the current taxes, plus yearly water rent, plus interest on the assessed value of property at not more than $4\frac{1}{2}\%$ will give an annual total. The annual sum divided by 12 will result in a monthly allowance.

If the building accomodates several families the total should be again divided by the number of tenants to arrive at a per tenant cost.

Should the premises be partly used for stores, business or commercial purposes the annual cost chargeable according to the formula should be pro-rated on the basis of the relative revenue normally asked when building is fully occupied.

If the relief dwelling is part of tract or group of dwellings and assessed and taxed as a single property the monthly rent allowance* shall be determined as that proportion of the formula result as the valuation of the dwelling bears to the total assessment.

MONTHLY SHELTER GRANTS

ESTIMATE SCHEDULE - CLASSIFIED RENT MAXIMUMS

Rooms Occupied or Family Size	(A) One-Family House	(B) Bungalows (1 Story)	(C) Flats (Two-Family)	(D) Apartments (City Tenement Type)	(E) Cottages (Small Homes)
Based on Standard Room Per Person					
1	\$ -	\$ -	\$ -	\$ 8.00	\$ 4.00
2	-	-	-	8.00	4.00
3	-	12.50	11.50	9.50	6.00
4	17.50	14.00	13.00	12.50	6.50
5	20.50	16.50	15.00	15.00	7.50
6	21.75	18.00	16.00	17.00	8.00
7	24.00	19.00	17.50	17.50	9.00

GRANT QUALIFICATIONS

- (1) Standard of one room per person-all maximums. Total rooms excluding bath, halls & closets.
- (2) "Family Size" or "Number of Rooms in Dwelling Unit" - whichever is lower - to be used as key.
- (3) See appraisal schedules for source of above figures, specifications, etc., classes A-B-C-D-E (Below)
- (4) Above proposed grants subject to the following qualifications:
 - (a) If no inside toilet deduct \$4.00 - classes A-B-C-D.
 - (b) If no central heating deduct \$3.00 for all listings \$13.00 or over.
 - (c) If rooms are furnished add \$1.50, four (4) rooms or less - \$2.00 five (5) rooms or more.
 - (d) If rooms are heated by landlord - see heating standards.
 - (e) Schedules apply to - Northern Counties - Passaic, Bergen, Hudson, Essex, Morris, Somerset, Union - Basic Maximums.

Central Counties - Mercer, Middlesex, Monmouth, Camden, Atlantic - Deduct \$1.00 for all rents listed \$16.00 or over.

Coastal & Rural Counties - Sussex, Warren, Hunterdon, Gloucester, Salem, Cumberland, Cape May, Ocean, Burlington - Deduct \$3.00 for all rents listed \$18.00 or over.
- (5) Any rent "asked" within graded and classified schedule figures-allowable as grant.
- (6) Large families - 8 persons or more - \$25.00 maximum.

SHELTER CLASSIFICATIONS

Specifications	(A)	(B)	(C)	(D)	(E)
Class	One-Family House	Bungalow	Flats	Apartments	Cottages
Type and Character	1½ or 2 Story Suburban and Residential Areas Modern and Ideal Location	1 Story Industrial Rural and Coastal Fair Location Good Condition	2 or 3 Family and Row Houses Industrial City	4 Family or Larger City Tenement	1 Story Homes Isolated Shacks Settlement Poor Design or Poor Location
Structure	Wood or Brick Good Condition	Wood or Brick	Wood, etc.	Wood or Brick	Wood - Poor Construction
Basement	"With"	"With" or "Partial"	"With"	"With"	"With" or "Without"
Interior	Plaster	Plaster, etc.	Plaster	Plaster	Board, etc.
Heating	Furnace	Furnace	Furnace	Furnace	Stove
Service	Bath & Toilet Gas & Elec.	Bath & Toilet Gas & Elec.	Bath & Toilet Gas & Elec.	Bath & Toilet Gas & Elec.	With or Without Bath - Toilet Gas & Elec.

NOTE - See Special Qualifications.

BUDGETARY STANDARD

FUEL FOR HEATING

COAL - WOOD - COKE - OIL - KEROSENE

BUDGETARY STANDARD

FUEL FOR HEATING

(COAL - WOOD - COKE - OIL - KEROSENE)

I. **POLICY:** In accordance with the FAC regulations titled "Public Assistance Grants" dealing with the manner and method for budgeting relief households and, pursuant to Title 44:8-9, which provides that "fuel" may constitute any or all of the several needs to protect the well being of a person or persons receiving continued assistance, the Commission authorizes the granting of coal and other types of fuel as provided herewith. Figures and data have been determined by technical and scientific survey. These regulations are issued primarily to *control allowances* by municipalities for relief case expenditures as stated in the general budgetary procedures.

II. **STANDARD:** There shall be included in a properly calculated family budget an allowance for fuel for heating the home as the conditions may require. Coal, coke, oil, kerosene and wood may be ordered or purchased *only* if no "free wood" is available from local wood yards, tracts, or other independent sources. Wood cutting projects are recommended wherever practicable and possible.

When "fuel" is included in the family budget on the assumption that direct purchases will be made for this phase of home need, either from the recipient's private income or public relief funds, by order system, the *standard of one room per person* shall be the determining factor in fixing the amount thereof.

Household or family groups of *equal size* whose housing units or facilities differ and the total number of rooms for which are not congruous to the "standard" are treated in accordance with the idea that those in lesser rooms, receive a lower fuel grant, whereas those housed in more rooms than the "standard" would receive no greater grant than standard.

A relief recipient with income, instructed by the Relief Director or personally disposed to purchase fuel with private income monies naturally does not receive a grant for such need. Notwithstanding, the budget grant schedule amount shall apply in such cases and income applied in the proper manner without special consideration.

III. **ELIGIBILITY:** The specific need in a relief household must be established by investigating and inspection. Requests for this type of assistance should be met in the most economical fashion possible. If heat is furnished by landlord see shelter schedules. Pea coal should be purchased when and where possible, otherwise nut. Cleaning flues, furnaces, small stove repairs, should be required of recipients to cooperate with the public agency in affording the utmost efficiency in heating units or plants. "Banking fires", "closing off rooms" and "proper care" should be a requisite for assistance under these regulations.

- IV. **PRICING:** The municipal Relief Director shall establish an authorized list of local merchants, qualified to do business with relief recipients in accordance with predetermined standards of price, quality, service and delivery as prepared by the Local Assistance Board. See attached suggested form.

It is mandatory that each municipality shall in agreement with the local fuel merchants or the New Jersey Coal Dealers Association, establish a definite price schedule, which shall to all intents and purposes permit for a preferential retail price; based on cost at mines, plus freight, plus cartage with a reasonable profit to the retail dealer. Price schedules with agreement should be submitted to this Commission for approval.

- V. **CONTROL:** Allowances for coal or other fuel may be made either in cash, if cash relief is in operation, or order as provided by Revised Statutes, Title 44:8-9; orders to be prepared to "any authorized dealer" permitting optional selection by the recipient.

- VI. **BUDGET - GRANTS:** Schedule: Based on a "standard of one room per person in each household" herewith is promulgated a classified grant schedule covering fuel needs (a) graduated as to household size or rooms of tenancy, (b) consideration to weather changes, (c) divided as to "stove" or "furnace" use. These factors develop differentials in consumption. Recognition of weather changes with resultant variation in fuel consumption are met by defining month to month the various periods, i.e. "Mild" - "Cold" and "Severe Winter", other necessary qualifications are noted on chart.

Method: (Cash) The schedule for determining fuel allotments is established on a *Monthly Grant* basis since all budgets and resources are figured monthly. The decimal parts of a ton method of fixing the allowance is predicated on a cash or check relief system. Multiply the "normal" allowance by the price per ton to obtain figure or grant.

(Orders) If relief orders are issued redeemable at authorized coal or fuel dealers the "decimal ton" should be converted to the nearest "fractional ton". Due to the abnormal delivery charges for quarter-ton or C.W.T. - bag lots, relief directors should refrain from ordering in these quantities except where mandatory, to control individual consumption, or where not more costly.

It may be more economical and advisable under certain circumstances to order a specific "fractional ton" or "whole ton" which grant would be in excess of the "decimal ton" listed on schedule. If so, a suitable adjustment must be made in the succeeding month, and in no instance shall the combined grants (or budgetary figures) for two months, exceed the accumulation of allowed "decimal tons" listed for the same months.

If, because of some circumstance of extended dependency, it is reasonably known that a case will need "public assistance" during the entire or greater part of the winter, the season chart may be applied, with corresponding or equivalent amounts budgeted or granted each of the months of dependency not in excess of the total for the given period.

VII. KEROSENE: Generally the equivalent to one ton of coal is 150 gallons of kerosene. However, to simplify the determination of grants and as an aid or reference in budgeting the following schedule may be used to decided advantage.

<u>Standard Room Per Person</u>	<u>Heating Units</u>	<u>MONTHLY</u>	
		<u>Normal Grant</u>	<u>Maximum Grant</u>
2 (1)	1	40 gals.	60 gals.
3	1	60 "	80 "
4	1	80 "	100 "
5	2	100 "	130 "
6 or more	2	110 "	140 "

Special rates for kerosene purchases should be arranged with dealers.

VIII. GRANTS: All grants listed as "Normal" are those to be used in budgeting and granting fuel. The "Maximums" are to be used only in cases of "sickness" or under extenuating circumstances. Allowances in excess of maximums noted in the standard schedule are improper.

COAL AND FUEL GRANTS FOR NEW JERSEY RELIEF RECIPIENTS

STANDARD OF ONE ROOM PER PERSON - EACH HOUSEHOLD

<u>WEATHER CONDITIONS</u>			<u>FURNACE HEATING</u>			<u>STOVE HEATING (Including Range)</u>			
<u>Severe</u> <u>January</u> <u>(Generally)</u>	<u>Cold</u>		<u>Tonnage Allowable Monthly</u> <u>(Decimal Parts of Ton)</u>			<u>Tonnage Allowable Monthly</u>			
	<u>Dec.</u>	<u>Feb.</u>	<u>Normal</u>	<u>Maximum</u>	<u>Rough</u>	<u>Units</u>	<u>Normal</u>	<u>Maximum</u>	<u>Rough</u>
	<u>Mar.</u>	<u>Apr.</u>	<u>Grant</u>	<u>Grant</u>	<u>Tons</u>		<u>Grant</u>	<u>Grant</u>	<u>Tons</u>
-	-	1	-	-	-	1	.20	.25	1/4
-	1	2	.35	.50	3/8	1	.30	.35	3/8
1	2	3	.50	.55	1/2	1	.40	.45	1/2
2	3	4	.60	.65	5/8	2	.55	.60	1/2
3	4	5	.75	.85	3/4	2	.75	.80	3/4
4	5	6	.90	1.00	7/8	2	.90	1.00	7/8
5	6	7	1.00	1.15	1 - 1/8	2	1.15	1.25	1 - 1/4
6	7	-	1.25	1.35	1 1/4 - 1 3/8	2	1.25	1.35	1 1/4 - 1 3/8
7	-	-	1.40	1.50	1 3/8 - 1 1/2	2	1.50	1.50	1 1/2 - 1 1/2

8 or More (Same Allotments as 7 Persons in 7 Rooms)

If Cooking is done with Stove (And No Gas Grant is Given) Allow Additional 66¢ Per Month.

NOTES:

1. Grant figures are based on the standard of one room - per each individual in household - not including bath, halls, closets, etc. (It is recommended that Pea Coal be used for all practical purposes - otherwise Nut).
2. The above allotments permit a flexible budget or spread - the "maximum" to be allowed in extenuating cases. The "normal" otherwise. (Figure "normal" as "maximum" for small cottages and "shacks" etc.).
3. The grant schedule is prepared as being applicable under a Cash Relief system. Under an order system decimal tons are convertible to fractional tons.
4. If a family occupies MORE rooms than the total number of persons in household - do not grant fuel in excess of amounts scheduled for its specific size.
5. If a family occupies LESS rooms than total number of persons in household - do not grant fuel as listed for family size.. Instead, grant lesser amount in accordance with rooms occupied.
6. Allow for service hot water heating where imperative -.2 tons per month or 1 1/2 ton per season.
7. Households of 5-6-7 persons residing in two story one-family houses of 5-6-7 rooms respectively may receive grant 5 per cent greater than listed if imperative.
8. Cumulative total grants for 7 months in tons normal grant and maximum grant. (Season Chart)

Family and Room Total	1	2	3	4	5	6	7	(Based on 1 room per person and subject to conditions of items #4 - #5)
For Furnace Heating	0	3.15	4.0	5.0	6.0	7.0	8.15	Tons upper left - Normal Grant Total - lower right maximum grant total
	0	3.75	4.5	5.5	6.75	7.75	9.0	
For Stove Heating	2.0	2.65	3.6	4.8	6.0	7.4	8.7	Tons upper left - Normal Grant Total - lower right maximum grant total
	2.25	3.00	4.0	5.2	6.75	8.25	9.25	

9. Ten per cent (10%) additional may be allowed for Warren, Sussex and Northern parts of Passaic and Morris counties.
10. Ten per cent (10%) less may be allowed for homes heated with hot water systems.
11. Equivalents for each ton of Coal. Oil - 150 gallons. Wood - 1 1/2 cords. Coke - 1 ton. Kerosene - 150 gallons.
12. If fuel is included in rent - figure \$1.25 per room yearly basis - \$2.00 per room - season basis.

THE NEW JERSEY COAL DEALERS' ASSOCIATION

21 Fulton Street
Newark, New Jersey

Date _____

The New Jersey Coal Dealers' Association, a corporation of New Jersey, acting as agent for its members in your municipality, agrees to furnish to the Town of _____ New Jersey during the forthcoming heating season, solid fuel to consist of:

Anthracite coal in chestnut size

as required by said municipality for residents of the said municipality who are or may be on its relief roll, at such prices and according to such terms and conditions as hereinafter specified:

Anthracite Coal

All anthracite coal delivered on orders in accordance with this agreement to be of Standard Anthracite Specifications as approved and adopted by the Anthracite Institute and to be delivered during the term of this agreement at such times and in such quantities as may be designated on orders issued by the municipality.

The term of this agreement as it relates to prices herein quoted on anthracite shall be from the date of your acceptance until such a date as the producers' Winter Circular Prices for the Winter of 1938-1939 are superseded by Spring Circular Prices in 1939 (effective date of which will probably be not later than May 1, 1939).

A list of retail dealers and a list of anthracite producing companies eligible to participate in the fulfillment of this agreement are hereto attached and hereby made a part of this agreement.

Anthracite Prices:

Prices on all sizes of anthracite during the term of this agreement delivered in the relief client's bin on one ton lots are to be as follows:

CHESTNUT SIZE - \$ _____ per ton

The above prices cover deliveries of anthracite in lots of one ton or more per delivery. On $\frac{1}{2}$ ton deliveries the price will be figured on the basis of adding \$1.00 to the ton price and dividing by 2. On $\frac{1}{4}$ ton deliveries the price will be figured on the basis of adding \$3.10 to the ton price and dividing by 4.

Anthracite prices herein quoted are based on a current freight rate of \$ _____ per net ton. Should there be any increase or decrease in the current anthracite freight rates now in effect in your City during the term of this agreement, such increase or decrease will be added to or deducted from the prices herein quoted.

Should any operator or retail dealer supply coal, under the terms of this agreement, of a quality not up to the Standard Anthracite Institute Specification, the proper municipal official or officials, in cooperation with the New Jersey Coal Dealers' Association, may remove such operator or retail dealer from the approved lists hereto attached and made a part of this agreement, and it is understood that no relief fuel orders will be placed with any retail dealer or producer not included on these lists.

GENERAL TERMS AND CONDITIONS

It is understood that:

1. The proper municipal official or officials will issue relief checks to relief clients and said clients will place these orders only with dealers on the attached list, the specific dealer to be selected by the relief client.
2. No dealer will be added to or removed from the attached list without the consent of all parties to this agreement.
3. Any producing company or retail dealer on the attached lists who desires to remove his name from the said lists shall have the privilege of doing so.
4. Any retail dealer on the attached list who violates any of the State laws regulating the handling of solid fuel or fails to deliver relief fuel orders promptly and satisfactorily, or solicits any such orders from any person whomsoever may, in the discretion of the parties to this agreement, be removed from the attached list.

It is expressly agreed that no participating anthracite company herein mentioned, nor the Anthracite Institute, nor any dealer who may participate in the fulfillment of this agreement nor The New Jersey Coal Dealers' Association shall be held liable for any damage for failure to supply anthracite in accordance with the terms of this agreement by reason of inability to ship, war, strikes, suspension of anthracite mining, embargoes, regulations imposed by Federal, State or Municipal authorities, or by any cause beyond the control of the parties participating in this agreement.

This agreement as it relates to anthracite shall be effective from the date on which it is approved by _____ to and including March 31, 19____ inclusive, unless sooner modified or terminated in accordance with the provisions herein contained.

Very truly yours,

THE NEW JERSEY COAL DEALERS' ASSOCIATION

(Signed) _____
President

(Signed) _____
Secretary

Approved _____ 193

Name of Municipality

By _____
Director of Relief

F
O
R
M

The New Jersey Coal Dealers' Association
21 Fulton Street
Newark, New Jersey

Gentlemen:

We the undersigned dealers of _____, New Jersey,
agree to the terms and conditions of the contract between the New Jersey
Coal Dealers' Association and the Poor and Alms Department of the Town
of _____, New Jersey, in connection with the supply-
ing of coal to relief clients for the heating season 1938-1939:-

BUDGETARY STANDARD

FUEL FOR LIGHTING & COOKING

ELECTRIC - GAS - KEROSENE

BUDGETARY STANDARD

FUEL FOR LIGHTING & COOKING (Electric - Gas - Kerosene)

- I. **POLICY:** In accordance with the FAC regulations titled "Public Assistance Grants dealing with the manner and method for budgeting relief households and, pursuant to Revised Statutes, Title 44:8-7-8-9, which provides that "fuel" may constitute part of the several needs to protect the well being of a person or person receiving continued assistance, the Commission authorizes the budgeting or granting of gas or electric service or kerosene oil for cooking, baking and lighting as the conditions might warrant, and as provided herewith. Figures and data have been determined by technical and scientific survey and actuarial study. These regulations are issued primarily *to control allowances* by municipalities for relief case expenditures as stated in general budgetary procedures.

- II. **STANDARD:** There may be included in a properly calculated family or household budget an allowance for either gas or electric service covering needs for cooking, baking, lighting or ironing as the individual case or specific condition might require. No amount should be figured when and where service is unavailable. When and where wood, coal or kerosene can be used more economically for cooking, no gas should be included in budget or granted.

When either "gas" or "electric" or both are included in the family budget for home need or use on the assumption that the cost of such service shall be met by the relief recipient from private income or by the relief agency from public funds, the *family group (by size)* shall be the determining factor in fixing the amount thereof.

- III. **ELIGIBILITY:** The specific need in a relief household must be established by investigation and inspection. Request for assistance in the form of "gas" or "electric" service may only apply for needs *to be* incurred or for *current* service. Old or past accounts and obligations shall not be honored.

Persons applying for assistance under these provisions must be bona fide recipients of public assistance on current relief rolls, and provided further that at least one of the following conditions exist, supported by reasonable proof or verification through investigation.

- (a) The utility has "shut off" service.
- (b) "Shut off" is imminent because of indebtedness, etc.
- (c) Sickness or similar household emergency.
- (d) Cooking requirements.
- (e) Wholly dependent recipients whose health or well being would be jeopardized without continued service, particularly cases including infants or aged persons.

The relief recipient should be advised as to rejection or acceptance of responsibility by the local welfare agency, and if the latter, either verbally or in writing as to the extent of such assistance which shall be determined by the FAC "Normal Budget" applicable for the respective household size, the season or territory served.

- IV. **PRICING:** Allowances for "gas" or "electric" service or both may be met either in cash or by order according to the accepted practice locally as permitted under Revised Statutes, Title 44:8-9.

The different utilities, producing and selling these services in the several parts of the State, charge for such in variable degree, and the pricing has been calculated based on a definite unit of consumption for each specified group. If rates are changed generally or individually, or if a utility is not listed the grants may be recalculated on the basic consumption figures.

- V. **CONTROL: Cash System:** The allotments are based on a *Monthly Grant* basis as required in the computation of all budgets, resources, etc. and is in keeping with the manner of billing this type of home need. If cash (checks) are the medium for granting public assistance as permitted under the Act, either for direct relief or through work relief programs the normal grant schedules (appended) must be strictly adhered to without exception. If cash has been allowed the service cannot be granted with orders, to meet deficiency in payments either in whole or in part.

Order System: Consumers purchasing variations have been adjusted. Nevertheless, proper *controls* shall be established as to acceptancy, authorization, consumption and ultimate payment. Each municipality shall submit for approval to the Division of Standards a resume of its procedure designed for controlling costs. A "Suggested Office Procedure" is attached which, while not mandatory, is recommended for adoption and use in all particulars.

- VI. **BUDGET - GRANTS: Schedule:** Based on a classification by family groups (a) 2 persons, (b) 3-4-5-6 persons, (c) 7 to 12 persons, there is herewith promulgated separate grant schedules for fuel needs covering gas service for cooking and baking and electric service for lighting. The budget schedule is further clarified as to season variations, i.e. "summer" and "winter".

The differentiation in costs caused by the scaled rates according to utility companies serving the various sectors of the State are further distinguished.

Grants: *All grants listed as "Normal" are those to be used in budgeting and granting this phase of relief. The "maximums" are used only in cases of sickness or other extenuating circumstances; and to permit flexibility in use.*

Electric: Lighting and ironing should be considered in a joint budget or grant. A deduction for ironing "if none used" may be considered. Deduct 15% from scheduled amounts for apartment of three rooms or less.

Gas: Cooking and baking should be considered in a joint budget or grant. If there is no need for baking use, deduct fifty cents (\$.50) per month. Recipients using gas for lighting may receive an allotment equivalent to that allowed for electric lighting. Families over ten persons may be allowed an additional fifty cents (\$.50) per month.

Allowances in excess of maximums noted in the standard schedules are improper.

VII. KEROSENE: Kerosene (and, under certain circumstances, gasoline) may be a necessary fuel for cooking in lieu of gas service. The following schedule shall govern the determination of monthly budget amounts or grants. Figures to include oil for lighting.

<u>Case - Persons</u>	MONTHLY	
	<u>NORMAL GRANT</u>	<u>MAXIMUM GRANT</u>
2 persons	8 gals.	10 gals.
3-4-5-6	12 "	15 "
7 to 12	16 "	20 "

Allowances in excess of the maximums noted in the standard schedule are improper.

An additional allowance may be considered for water heating, particularly in cases including children or instances of sickness or other extenuating conditions entailing increased consumption due to bathing, etc. There may be considered in such cases an additional four (4) gallons monthly.

If kerosene is used for "lighting" exclusively, figure four (4) gallons monthly.

Special rates for kerosene purchases should be arranged with dealers.

**PROPOSED ELECTRIC GRANT
NEW JERSEY RELIEF CLIENTS**

Allowance in Various "Sectors" to Cover - Municipalities Serviced by Respective Utility Companies
(For Lighting - Ironing - Etc.)

	ATLANTIC CITY ELEC.		JERSEY CENTRAL P&L		MILLVILLE ELECTRIC CO.		NEW JERSEY P & L CO.		PUBLIC SERVICE G&E		ROCKLAND ELECTRIC CO.		SOUTH JERSEY P & L CO.	
	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant
Normal Budget - Monthly														
SUMMER - April to Sept. - Incl.														
2 Persons 16 - K.W. Hours	\$1.20	\$1.45	\$1.55	\$1.85	\$1.45	\$1.75	\$1.40	\$1.70	\$1.35	\$1.60	\$1.65	\$2.00	\$1.95	\$2.35
3-4-5-6 Persons 20 - K.W. Hours	1.50	1.80	1.95	2.35	1.80	2.15	1.70	2.05	1.65	2.00	1.90	2.30	2.20	2.65
7 to 12 Persons 24 - K.W. Hours	1.80	2.15	2.35	2.80	2.15	2.60	2.05	2.45	1.90	2.30	2.20	2.65	2.45	3.00
WINTER - October March - Incl.														
2 Persons 20 - K.W. Hours	1.50	1.80	1.95	2.35	1.80	2.15	1.70	2.05	1.65	2.00	1.90	2.30	2.20	2.65
3-4-5-6 Persons 26 - K.W. Hours	1.95	2.35	2.50	3.00	2.35	2.80	2.20	2.65	2.00	2.40	2.35	2.80	2.55	3.00
7 to 12 Persons 32 - K.W. Hours	2.40	2.90	3.00	3.60	2.90	3.50	2.70	3.25	2.25	2.70	2.75	3.30	2.90	3.50

(All Computations have been "Rounded Out" to amounts divisible by Five)

The "Normal Budget" is proposed as the General Budget Allowance - To permit for FLEXIBILITY and allow for SPECIAL CASES grants may be 20% above "Normal" or "Maximum" amount indicated; in ALL individual cases - but not in excess thereof.

Add for Water Pump \$1.50 Monthly (30 K.W.)
Deduct for Apartments (15% from Normal Budget)

**PROPOSED GAS GRANT
NEW JERSEY RELIEF CLIENTS**

Allowance in Various "Sectors" to Cover - Municipalities Serviced by Respective Utility Companies
(For Cooking and Baking)

	ATLANTIC CITY GAS CO.		CUMBERLAND COUNTY GAS CO.		ELIZABETHTOWN GAS CO.		JERSEY CENTRAL P. & L. CO.		PEOPLES GAS CO.		PERTH AMBOY GAS & LIGHT CO.		PUBLIC SERVICE GAS & LIGHT CO.	
	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant	Norm. Grant	Max'm Grant
Normal Budget - Monthly														
SUMMER - April to Sept. - Incl.														
2 Persons 1,100 Cu. Ft.	\$1.85	\$2.30	\$2.20	\$2.70	\$1.70	\$2.10	\$2.30	\$2.90	\$2.20	\$2.70	\$2.10	\$2.60	\$1.80	\$2.20
3-4-5-6 Persons 1,600 Cu. Ft.	2.45	3.00	3.05	3.80	2.20	2.70	3.10	3.90	3.05	2.80	2.75	3.40	2.30	2.90
7 to 12 Persons 2,200 Cu. Ft.	3.15	4.00	3.90	4.90	2.80	3.50	4.00	5.00	3.90	4.90	3.50	4.40	2.85	3.60
WINTER - October March - Incl.														
2 Persons 1,000 Cu. Ft.	1.70	2.10	2.00	2.50	1.60	2.00	2.10	2.60	2.00	2.50	1.95	2.40	1.65	2.00
3-4-5-6 Persons 1,450 Cu. Ft.	2.25	2.80	2.80	3.50	2.05	2.60	2.85	3.60	2.80	3.50	2.55	3.20	2.15	2.70
7 to 12 Persons 2,000 Cu. Ft.	2.90	3.60	3.70	4.60	2.60	3.30	3.70	4.60	3.70	4.60	3.25	4.00	2.65	3.30

The "Normal Budget" is proposed as the General Budget Allowance - To permit for FLEXIBILITY and allow for SPECIAL CASES grants may be 25% above "Normal" or "Maximum" amount indicated; in ALL individual cases - but not in excess thereof.

SUGGESTED OFFICE PROCEDURE

1. PRIOR NOTIFICATION (For Service)

The period of service (i.e. meter reading dates) is determined and noted. A letter or form shall be prepared and dispatched to the utility company at least five days prior to the start of the meter reading period. This may be accomplished on a blanket order basis - i.e. listing of several or all relief cases for the same period or on an individual basis. If on an individual basis the notification to be given to relief recipient for delivery to utility and in this way make known to him the relief office's intentions as well as to emphasize responsibility.

The letter or notice to read:

"Dear Sirs:

The _____ (City) _____ (County) relief office hereby requests the _____ (Utility Company) to resume or continue gas and/or electric service for the period _____ 39 to _____ 39 for the relief families whose names and addresses appear on the schedule herewith attached.

In acknowledgement of the service so rendered, this relief office agrees *to consider* for payment the accounts so listed providing the families are still on relief rolls on or after end of meter reading period and further provided accounts (customers bills) are rendered to relief office by client within five days from such date.

This request notice is not to be construed as an absolute acceptance of all individual accounts in their respective and full amounts. It does, however, constitute a recognition of the basic or minimum charge (\$1.00) and any reasonable amount in excess thereof commensurate with the regulations of this office, contingent on available funds and subject to decision of authorization by this office on an individual basis.

This notice may extend beyond the meter reading date mentioned but is limited to 90 days effectiveness."

(Signature)

NOTE: No entries are made in commitment or any other record. However, a file should be maintained to permit for proper checking and verification.

2. PERIOD TERMINATION - CUSTOMERS BILL

At the expiration of the service period the meters are read by the utility company in the usual manner and "customers bill" prepared. The individual customer bills are delivered to the client by the utility company who may obtain client signatures on small forms provided for the purpose. Customers bills might be stamped in large block "RELIEF ACCOUNT" for identification purposes.

The relief recipient will be required to present the customers bill to the relief office within five days from its delivery (approximately seven days from meter reading date). Only orders stamped or included as part of notification schedule should be considered for payment by the relief office. Should the client fail to submit the customers bill to relief office (or fieldworker) within the prescribed time it shall be deemed necessary to refuse payment thereon, since it is assumed that client has accepted responsibility for personal payment.

3. RENDITION OF ACCOUNTS - By Utility Company

While the utility company may route the customers bill directly to the client customer and have obtained signature slip; it shall, however, arrange to submit (within five days) an accounting of service consumption of all cases listed on original blanket notice or subsequent individual notices - Prepared and submitted in triplicate. This listing shall be prepared with information as follows:

Schedule of Relief Accounts - Gas & Electric Service for the Period _____ 39
to _____ 39.

<u>Case</u>	<u>Name</u>	<u>Address</u>	<u>Number in</u> <u>Family</u>	<u>Account</u> <u>Type</u>	<u>Amount</u>	<u>Local</u> <u>Payment</u>	<u>Allowance</u>
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4. AUTHORIZATION

This schedule shall be checked against "customers bills" submitted by clients to the local relief office. The Overseer will indicate thereon acceptance or rejection and the amount it recognizes as "payable" in column provided for the purpose. For all practical purposes the client should not be allowed an amount greater than the maximum fixed by the FAC. Two copies are returned to utility company attached to an authorization order.

This authorization is then properly committed and entries made in client ledgers and general ledgers in actual amounts. *All rejected bills, non-presented bills, and excesses become accounts for settlement between the utility company and consumer.* There shall be no redress or appeal for further adjustment of accounts.

5. INVOICE

The utility returns one copy of the schedule attached to a municipal voucher and it is handled in the customary manner.

6. AUDIT

Comptrollers auditors will be required to audit the utility bill checking individual consumption charges against maximum grant established by the FAC as allowable for the various size households, seasons and territories served.

BUDGETARY STANDARD

CLOTHING ALLOWANCES

CLOTHING ALLOWANCES

Clothing should not be included in the basic relief budget. Clothing is a variable item and supplied only when there is a need. Clothing should be supplied from the sewing rooms and any source other than direct purchase whenever possible.

The following clothing allowances are based on a list of articles of clothing prepared to meet the estimate yearly, monthly and weekly needs for individuals according to age and sex. It includes headwear, outer garments, under garments, footwear, shoe repair and accessories. The articles in the clothing allowances provide only minimum necessities for health and decency.

The articles in the schedule below were priced throughout the state twice a year in stores which carry moderate and low-priced garments. Prices did not vary enough to necessitate separate clothing allowances for different parts of the state. An average state price was used.

Schedule of clothing allowances:

Age	Per Year	Per Month	Per Week
Child under 1 year	\$ 15.23	\$ 1.27	\$.30
Child 1-5 years	18.64	1.55	.35
Girl 6-13 years	26.01	2.17	.50
Girl 14 years & over	34.98	2.91	.65
Girl at work	61.44	5.12	1.18
Working woman	47.12	3.93	.90
Housewife	36.39	3.03	.70
Aged or Incapacitated woman	16.47	1.37	.30
Boy 6-13 years	32.23	2.69	.60
Boy 14 years and over	31.56	2.63	.60
Boy at work	49.60	4.13	.95
Working man	39.68	3.30	.75
Aged or Incapacitated man	19.43	1.62	.35

Articles obtained for W.P.A. or other "non-cost" source should be valued and considered as applying against the scheduled allowance.

The basis for the above clothing allowances may be obtained on request.

Based on September 1938 price

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