January 10, 1934

TO DIRECTORS OF RELIEF, ACTING DIRECTORS OF RELIEF COUNTY AGRICULTURAL AGENTS, AND OTHERS IN CHARGE OF DROUGHT RELIEF WORK.

Regarding Drought Relief Employees

Enclosed please find a small supply of D.L.FORM 6 on which you are requested to furnish us immediately a list of all persons employed on Drought Relief work in your county for the month of October, November, and December. Be sure to indicate to what Department these wages have been charged because some employees have been paid by CWA and some by Drought Relief. We hope that all drought relief employees will be paid by CWS (Civil Work Service) after January 1, 1934, but the State CWS organization has not quite completed their organization as yet so definite instructions regarding this new arrangement will be sent to you a little later at which time slightly revised copies of Form 6 will be sent to you for monthly reports of drought relief employees beginning with January.

Regarding Monthly Expense Reports

Enclosed please find also a supply of Form 7 (Monthly Expense Report) for sending to this office each month a certified list of all office expenses, telephone bills, traveling expenses, etc.

These certified accounts must be accurate as they will be used in this office to post into our permanent records. Complete these reports for October, November, and December immediately and send to this office.

Respectfully,

INDUSTRIAL COMMISSION OF WISCONSIN

[Signature]

James H. Dance
Director, Drought Relief

JHD:LB