November 24, 1934

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

Re: D. R. Form 17 for November

Gentlemen:

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

Section 6 and 9 (lines b) on D. R. Form 17 should not include, for
the month of November, applications previously reported for the season.
Section 13 (lines b and e) should not include families and persons in fam-
ilies previously reported for the season in either of the columns headed
Old and New.

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

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

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

Very sincerely yours,

[Signature]

Arlie Mucks, Director
Rural Division