

*Note to Researchers: To request materials, please note both the location and box numbers shown below.*

<b>Location</b>	<b>Box</b>	
109.I.7.1B	1	<p>Manual Letters #1-250, 1944-1953. 3 folders. Virtually complete set of directives altering procedures and policies as contained in the Manual of the Department of Social Security/ Division of Social Welfare.</p> <p>Manual Letters #900-1400, 1965-1973. 5 folders. Virtually complete set of directives altering procedures and policies as contained in the Manual of the Department of Public Welfare. These changes were incorporated into loose leaf manuals. This set is a chronological record of the changes. After 1973, the department ceased to issue one manual and the letters fall into sub-categories listed below.</p> <p>Administrative Manual Letters #1-76, 1973-1979. 1 folder. Income Maintenance Manual Letters #1-89, 1973-1979. 1 folder. AFDC Manual Letters #1-24, 1974-1978. 1 folder. Food Stamp Manual Letters #1-15, 1975-1978. 1 folder. Social Service Manual Letters #1-30, 1973-1979. 1 folder. Department of Social Security. Social Welfare Division. Manual: Public Assistance Programs, Sept. 1940. 1 volume. Public Welfare Manual. Revised to ca. 1957. 1 volume. Chapters VI-1000 through IX.</p> <p>Income Maintenance Manual. Revised to ca. 1974. 3 folders. Income Maintenance Handbook, 1976. 2 folders. "Behind Every Form There's a Person: A Handbook for Beginning Income Maintenance Workers," Nov. 1976. Compiled by the Minnesota Resource Center for Social Work Education under contract to the Public Welfare Dept. The second folder contains 5 (of 6 originally) tapes that accompany the handbook.</p>

<b>Location</b>	<b>Box</b>	
109.I.7.2F	2	<p>Social Service Manual. Revised to ca. 1974. 6 folders.</p> <p>Director's Subject Files, 1944-1978. 18 folders.</p> <p>General Correspondence, 1963-1978. 1 folder.</p> <p>Miscellaneous correspondence of Director Arthur S. Rusterholz relating to quality control measures that the department used in overseeing the local boards of public welfare. Includes a 1963 report to the federal Department of Health, Education and Welfare on "Methods Used by State Public Assistance Agencies In Determining Eligibility."</p> <p>District Administrative Meetings Excerpts, 1966-1975. 2 folders.</p> <p>Manuals, 1971-1973.</p> <p>Quality Control, 1966-1975.</p> <p>Field Staff Meeting Minutes Excerpts, 1944-1976. 4 folders.</p> <p>AFDC Review, 1963.</p> <p>County Surveys, 1944-1966.</p> <p>Public Welfare Manual, 1962-1974.</p> <p>Quality Control Audit, 1963-1976.</p> <p>National AFDC Review, 1962-1963. 3 folders.</p> <p>In 1962 the federal government ordered the states to conduct reviews of their AFDC cases. These files relate to cases audited in Minnesota by the Department of Public Welfare. The restricted folder contains specific case information.</p> <p>Correspondence, including final report, 1963.</p> <p>Memoranda to District Representatives, 1962-1963.</p> <p>Summaries, 1963. RESTRICTED</p> <p>Office of Evaluation. Management Meeting Minutes, 1976-1977. 1 folder.</p> <p>Replies to Out-of-State Questionnaire, 1956. 5 folders.</p> <p>In 1956 the Department of Public Welfare conducted a nationwide survey of how states monitored the operations of local welfare boards. These records contain the replies from each state that responded. The answers are arranged alphabetically by state and occasionally contain copies of forms or manuals in use by that state.</p> <p>Surveys and Reports, 1949-1961. 1 folder.</p> <p>Miscellaneous reports, drafts of reports, or statistical compilations concerning quality control and state monitoring.</p>