

Women's Division

WOMEN'S DIVISION, V. E. R. A.

Description of Manual Work Relief Program.

The Women's Work Division, when it was first set up in Vermont under the Civil Works Administration, was designed to include all needy, unemployed women eligible for relief, both manual and professional, inasmuch as at that time there was no provision made in the Federal Emergency Relief set-up for a separate Professional Division. Therefore the program of Women's Work was planned for five hundred women, about evenly divided between manual and professional groups.

The manual group included the women who were employed as follows:

- 1) Sewing and knitting.
- 2) Serving hot lunches to school children
- 3) Domestic nursing for relief families.
- 4) Housework for relief families.
- 5) Cleaning and repair of school and library books.
- 6) Cleaning and repairs in schools, museums, libraries and other public buildings.
- 7) Janitor service and hot lunch assistance for Nursery schools.
- 8) Laundering, mending and renovation of second hand garments for relief purposes.

The Professional Group were employed on a varied program which included:

A) CLERICAL PROJECTS.

- 1) Clerical assistance to Superintendents of Schools and heads of State Normal Schools.
- 2) Clerical assistance to various Federal State, County, Town and City officials and departments.
- 3) Clerical and desk assistance in public libraries, museums, etc.
- 4) Clerical assistance to welfare organizations cooperating with the State Public Welfare Depts., i.e. Children's Aid, State Tuberculosis Association, Sheldon Poor Farm Association, Association for the Blind, etc.
- 5) Rehabilitation of Public Records.
 - a) Clerical assistance to Town Clerks to copy, index and file old town records.
 - b) Clerical assistance to County Clerks, Probate Judges and Municipal Judges.
 - c) Clerical assistance to State Historical Society and local Historical Societies in preservation of valuable historical documents for public use.
 - d) Clerical assistance to Social Work Supervisors.

B) PUBLIC WELFARE AND PUBLIC HEALTH PROJECTS such as:

- 1) Child Health Study in Rural Schools, which employed 51 needy nurses.
- 2) Dental Hygiene Service.
- 3) Recreation.
- 4) Rural Home Service which included giving instruction to needy rural women in
 - a) Nutrition - selection & preparation of food.
 - b) Clothing - selection, care and renovation of clothing.
 - c) Handicrafts-use of available materials for improvement.

of home furnishings and equipment; making of rugs
quilts, etc.

C) PUBLIC EDUCATION, ARTS, RESEARCH.

- 1) FERA Education - which was supervised by the State Department of Education. This gave employment to 100 needy teachers for Adult Education and Nursery Schools.
- 2) Parent Education. - Sponsored by Parent Education Division of FERA and National Parents Council. The latter paid a full time supervisor and we supplied three assistants for the State program.
- 3) Social Work - local case workers were assigned to the Social Work Supervisors to assist in locating and budgeting needy families eligible for relief.

After the C.W.A. was terminated and the VERA set up in its place April 1, 1934, Mr. Page asked the Women's Work Director to become responsible for a quota of 100 "white-collar" men who for various reasons could not be given work on ERA Work Projects or who were trained for some special kind of professional work. Therefore projects were planned for these men with a view to using them on worthwhile projects of public value for which they were especially fitted. At the suggestion of Mr. Kelso, FERA Director for New England, Recreation projects were planned for the summer months to take care of young men leaving school and college whose further education depended upon earning during the summer; older men were also used on this state-wide recreation program. We also found places for these men as draftsmen, office assistants, research and technical workers, and a few were employed as skilled workers in repairing rural school buildings, improving recreation grounds, etc.

As a result of the Rural Rehabilitation Conference held in Washington April 23, 1934, the Women's Division cooperated with the Extension Service in setting-up the Rural Subsistence Gardening and Canning Project which operated from June 15 to Nov. 15, 1934. On this program both manual and professional persons were employed, 229 of whom were women. These were paid at varying rates according to the amount of skill and experience required.

Under date of July 2, 1934 Mr. Hopkins sent out Bulletin WD-9, in which he informed all State Emergency Administrations of the setting up of a program for the employment of professional and non-manual workers, compatible with their previous training and experience; he also indicated the groups of workers to be included and the type of project on which these workers could be employed. (Copy to be furnished) On July 10 a letter was received from Mr. Baker enclosing copies of Mr. Hopkins' previous letter on professional projects and stating that Vermont would be expected to plan upon an eventual quota of 500 professional people for which additional funds would be provided. Directions were also given for locating needy professional people by means of a confidential application blank. On August 2, Mr. Fellows, Administrative Assistant to Mr. Hopkins issued Bulletin WD-16 in further explanation of the Professional Program and directions were received from Mr. Tweedy to begin at once planning for Vermont's Professional program to employ 500 additional men and women. This program was placed in charge of the Women's Director and on or about September 1st the program was started, gradually increasing in scope and numbers as fast as projects could be planned and workers assigned. Much of the material contained in these Bulletins has since been summarized on pages 11 and 12 of the Manual.

The Director of Women's Work, VERA, was appointed by Mr. Page in June, 1934 as Executive Director, Civilian Conservation Corps Enrollment to take care of the quarterly selection and enrollment of men for the Junior C.C.C. Camps.

This work requires about two full week's work for my secretary every quarter.

737 young men between the ages of 18 and 25 have been selected from the 3000 applications received since July. Applications blanks are sent to the local Overseers of the Poor, who select the neediest young men of their respective communities for enlistment, marking the papers, 1st, 2nd and 3rd choice. We select from these approved applicants the one who appears to be best fitted for camp life. He is sent to Fort Ethen Allen for a physical examination and if he passes the examinations, goes directly to one of the Junior Camps when our responsibility for him ceases unless he asks for a discharge to accept employment or for some reason is given a dishonorable discharge, when notice must be sent by the Executive Director to the Overseer. Permission for discharge in order to accept employment or for change of allotment of pay is also handled from this office and sometimes necessitates investigation by the Social Work Division before permission is granted.

REPORT ON WOMEN'S WORK DIVISION.

MANUAL AND PROFESSIONAL

MARCH 1, 1935.

MANUAL PROGRAM -

Quota of 500 women at \$9.60 per week - \$4800.00 per week.

D1. PRODUCTION AND DISTRIBUTION OF GOODS NEEDED BY THE UNEMPLOYED.

1) Mattress workrooms.

a) Montpelier 13 workers. 1097 mattresses
made to Mar. 2, 1935.

b) Rutland 16 workers. 476 mattresses
made to Mar. 1, 1935.

2) Clothing Production Centers.
Montpelier and Rutland.

3) Sewing Rooms.

Barre, Brattleboro, Bellows Falls, Burlington, Hardwick,
Island Pond, Montpelier, Morrisville, Newport, North-
field, Proctor, Rutland, Springfield, St. Albans, St.
Johnsbury, Vermont State Hospital, Windsor, Winooski,
and State Wide Sewing.

4) Knitting - State-wide.

E. PUBLIC WELFARE, HEALTH, ETC.

1) Emergency Nursing and Domestic Service for Relief Families.

2) Nutritional.

a) Nursery school lunches.

b) Kiddies Lunch, Burlington.

c) Hot Lunches for High and Graded Schools.

d) Hot lunches for Rural Schools.

II. PROFESSIONAL PROGRAM.

Quota 500 workers ----- \$35,000.00 per month.

A. PLANNING PROJECTS.

1) State Dept. of Education - Draftsman to assist Deputy Com-
missioner to plan rural school
improvements.

2) Publicity and Statistics - To assist in planning projects
for Work Divisions.

3) Stream Gauging - Technical assistant to U.S. Geological Survey,
Vermont Division.

~~B. PUBLIC PROPERTY PROJECTS.~~

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- 1) B-20 - Mapping St. Johnsbury Water and Sewer System.

E. PUBLIC WELFARE - HEALTH - RECREATION.

Public Welfare.

- 1) Local Case Work Assistants.
- 2) Insurance Adjustment for Relief Clients. }
- 3) Sheldon Poor Farm.
- 4) Rural Home Service.
 - a) Sponsored and supervised by State Extension Service.
 - b) Provides an Assistant Home Demonstration Agent and clerical assistant for each County, who supervises school lunches and visiting housekeepers' work with rural families.

Health.

- 1) Dental Hygiene - 3 counties - to be extended as fast as funds are available - 3 trained workers employed.
- 2) State Nursing - to follow up Child Health Study under C.W.A.
 - a) School nurses.
 - b) Bedside nurses.

3. This program was planned with the help of Miss McIver, sent here by Mr. Hopkins. The project was later approved by Washington both as to plan, sponsorship by the State Board of Health and budget, to employ 61 Nurses, only 22 of whom have so far been assigned.

Recreation. - State.

Recreation supervisors for selected communities.

F. PUBLIC EDUCATION - ARTS - RESEARCH.

- 1) Public Education.
 - a) Emergency Education - sponsored by State Department and paid for out of special funds allocated for the purpose, \$6500 per month. Employs 4 supervisors and 100 teachers on ---
 - 1) Adult Education.
 - 2) Nursery Schools.

b) Parent Education.

- 1) Supervisor.
- 2) 5 Assistants.

c) C.C.C. Education.

- 1) Provides teachers for Veteran and Junior CCC Camps under direction of the Educational Advisor in those camps. Uses both men and women in varied program.

2) Research and Special Surveys.

- 1) a) Central Index - Tabulation of relief families of State on cards. Supervised by Social Work Division.

b) Federal Housing Survey.

- 1) Provides canvassers and clerical help for Dr. Jackson, State Director of F.H.S.

c) State Planning Board.

- 1) Set up at request of National Resources Board.
- 2) Provides engineers, draftsmen and clerical assistants for State Planning Board, supervised by Mr. Philip Shutler, Consulting Engineer.

d) Rural Rehabilitation Survey - Clyde Smith, Director.

- 1) Provides technical supervisors and clerical help for making survey of rural families capable of rehabilitation.
- 2) A special fund of \$2000.00 has been allocated for this work.

e) Rural Electrification Survey.

- 1) Set up at request of Mr. Goldberg, Asst. Regional Engineer and sponsored by State Planning Board.
- 2) Provides services of electrical engineers, enumerators, draftsmen, clerical workers, etc. to make a survey of rural electrification in Vermont.

f) Miscellaneous Research Studies and Surveys.

1) Folk-lore Research - Springfield.

Furnishes 24 hours of clerical help to tabulate studies made by Vermont Commission on County Life of Vermont Folk Songs and ballads.

2) Burlington Finance Survey.

Provides 2 men to work with Committee appointed by the Mayor of Burlington to make a study of the financing of the City as basis for recommendations to City Council. Approved by Mr. Stier.

3) Public Works for Art.

a) Rural School Art Collection.

- 1) This project provides for using the services of needy artists in painting Vermont scenes.
- 2) These pictures are to be the property of the State, to be kept in the custody of the Wood Art Gallery and sent out to rural schools and libraries.

b) Mural Projects.

- 1) Bellows Falls High School - needy artist is employed to paint murals for the High School Building.
- 2) Weston Community House - Murals for interior of public building.
- 3) Johnson Normal School - approved but not yet started. Murals illustrating the history of Normal School Training in Vermont.

4) Records and Clerical Work.

The greater number of professional work relief clients in Vermont are employed on projects in this category.

a) Clerical aid to Federal Departments.

- 1) Department of Labor - Newport Immigration employs 60 men and women.
- 2) U. S. Reemployment - Department of Labor. 6 to 8 clerical workers in various offices.

b) Clerical Aid to State Departments.

- 1) Forestry Department - 2 helpers.
- 2) Department of Education - 3 workers - Dep. Com. & State Helping Teachers.
- 3) Public Welfare Dept. - 1 worker.
- 4) State Board of Health - 1 worker.
- 5) Secretary of State - 1 worker.
- 6) Welfare - Dept. for Blind - 1 worker.
- 7) State Normal Schools - 2 workers.

c) Clerical Aid to County, Town and City Departments and Officials.

- 1) Barre - Overseer, 1 worker; Engineer, 1 worker.
- 2) Bennington - ERA Dept. - 1 worker.
- 3) Brattleboro - Municipal Judge, 1 worker; City Depts., 3 workers.
- 4) Town Clerks - 7 workers.
- 5) Superintendents of Schools - 50 workers.

5) Libraries and Museums. F7.

a) Libraries.

- 1) Brattleboro - 1 worker.
- 2) Fair Haven - 2 workers.
- 3) Free Public Library - 3 workers.
- 4) Kellogg Hubbard Library - 1 worker.

b) Fleming Museum - 1 worker.

6) Arts and Crafts - F8.

This provides instruction in arts and crafts to local groups providing their own space, equipment and materials.

2 women and 1 man employed at Rutland, Fairfield and Bethel.

G. ADMINISTRATIVE.

- 1) Assistants to Social Supervisors - case workers - 18.
- 2) Assistants - clerical - 24.

The case work assistants should be carried directly upon the administrative payroll but owing to our desire to keep administrative costs down we have set up an Administrative Work Project to furnish this absolutely essential service to the Social Work Division.