

WAR FOOD ADMINISTRATION
Extension Service
Washington 25, D. C.

December 29, 1944

Extension of section 2, Farm Labor
Agreement requested by return mail;
Budget and Plan of Work requested by
January 22, 1945

TO ALL STATE EXTENSION DIRECTORS:

Subject: 1945 Farm Labor Agreement, Budget, and Plan of Work.

The 1945 farm labor appropriation was included in the Deficiency Appropriation (Public Law 529, signed on December 22, 1944) and provides additional funds to carry out the provisions of Public Law 229 during 1945. As indicated in my letter of December 19, there are no changes in the responsibilities of the Extension Service under section 2 of the act. They remain the same as outlined in EFL Circular No. 1, Revised August 1, 1944.

This early action makes it possible to give prompt consideration to the extension of section 2 agreements, to the development of plans of work, and to preparation of budgets for the 1945 farm labor program.

Enclosed are four copies of an extension of the agreement between the War Food Administrator and the Extension Services of the Colleges covering section 2 of Public Law 229, as supplemented. As funds cannot be disbursed to the States until this extension of agreement is executed, the four copies should be signed by the President of the College or other appropriate official and the State Director of the Extension Service and two copies returned to us as soon as possible.

In terms of the experience in the past two years and in light of discussions at recent regional conferences, some of the items that should be given special consideration in the preparation of the plan of work and budget for carrying out the responsibilities assigned to the Extension Service under section 2, Public Law 229, are:

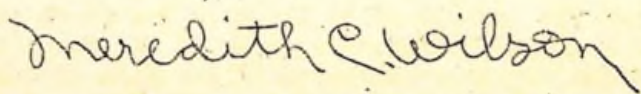
1. Personnel at the State level adequate to develop and supervise the type of program needed to assist in providing the farm labor necessary to achieve 1945 production goals, balanced so that all phases of the program will receive sufficient emphasis.
2. Personnel at county and community levels adequate to carry out an effective program which will, except for general direction and supervision, require a minimum amount of the county agent's time.

3. Increased emphasis at State, county, and community levels on the training and efficient utilization of labor, particularly to increasing the exchange and pooling of power and machinery, to promotion of labor-saving devices and equipment, to encouragement of labor saving through work simplification and to more efficient labor management.
4. Early determination of needs for labor to meet requested production and the determination of sources to meet these needs.
5. Maximum recruitment of intrastate labor, including colored workers in those States with large Negro populations.

The outline suggested for the 1944 plan of work can be used in preparing the 1945 plan, with such changes as you deem appropriate to better meet the conditions in your State. This plan should give a clear, concise picture of the program anticipated and how and when each phase of the work is to be carried out. The 1945 budget should be prepared on the enclosed forms, which are similar to the ones used last year, and on the basis of the four subprojects: (1) Recruitment, Placement, Deferment, Labor Utilization, Administration, and Supervision; (2) Victory Farm Volunteers; (3) Women's Land Army; (4) Housing and Transportation. Suggestions for the preparation of these budgets are attached. Expenditures in 1944 should be a valuable guide.

Four copies of the budget and two copies of the plan of work for the 1945 Extension Farm Labor Program for your State should be mailed so as to reach this office by January 22, 1945. If farm labor funds in addition to the balance carried over from 1944 are needed before February 15, the budget for your State should reach us by January 15.

Very truly yours,



Meredith C. Wilson
 Deputy Director of Extension
 In Charge, Farm Labor Program

Enclosures:

- 4 signed copies of agreement
- 1 set of budget forms
- 1 suggestions for budget preparation

(Copy to State supervisors, EFL, with following enclosures:

- 1 copy of agreement
- 8 sets of budget forms
- 1 suggestions for budget preparation