

THE POOR RELIEF ACT

RULES
(under section 9)

The Poor Relief Rules, 1886	G.N. 398/1886 423/1886 293/1901
The Poor Relief (Supply of Medicines and Medical Stores) Rules, 1904	G.N. 405/04
The Poor Relief (Medical Officers' Reports) Rules, 1916	G.N. 508/16
The Poor Relief (Boarding-out of Children) Rules, 1917	G.N. 488/17
The Poor Relief (Diet Scales for Almshouses) Rules, 1971	L.N. 44/71

THE POOR RELIEF ACT

RULES

(made under section 9)

THE POOR RELIEF RULES, 1886

(Made by the Board of Supervision and approved by the Governor in Privy Council on the 24th day of November, 1886 and amalgamated with Rules made by the Board of Supervision and approved by the Governor in Privy Council on the 22nd day of December, 1886)

G.N. 398/1886
423/1886
Amd:
G.N. 293/1901

1. These Rules may be cited as the Poor Relief Rules, 1886.
2. In these Rules unless the context otherwise requires—
 - “meetings of the Parish Council”, or “meetings of the Committees of the Council” shall apply to such meetings in so far only as they relate to the relief or management of the poor;
 - “Parish Council” in the cases of the parishes of Kingston and St. Andrew refer to and include the Kingston and St. Andrew Corporation.
3. The Inspector of the Poor shall attend all meetings of the Parish Council in so far as these relate to the relief or management of the poor, and shall if required attend meetings of Committees of the Council.
4. The Inspector shall keep all the accounts and preserve and be responsible for all books, writings, letters, vouchers and other documents relating to the management or relief of the poor in his parish and produce the same, when required, to the Board of Supervision or to any person duly authorized by that Board to receive and inspect the same. All reports, rules, circulars and other documents either printed or written, transmitted by the Board of Supervision to the Inspector of a parish, are included in the books, writings, accounts and other documents relating to the relief or management of the poor in the parish for which the Inspector is responsible in terms of section 20 of the Act, and which he is bound to transmit to his successor. Such

documents are not the property of the Inspector or of any individual but are public records.

5. The Inspector shall from time to time prepare such reports as to the state and management of the poor within the parish as may be required by the Parish Council or Board of Supervision.

6. The Inspector or Assistant Inspector shall enquire into and make himself personally acquainted with the circumstances of the case of each individual poor person receiving relief from the Poor Funds of the Parish.

7. The Inspector shall keep an accurate list or register of all persons receiving relief, and of the sums paid to each, and of the period during which such relief has been given; and he shall also keep a list of all those who have applied for and been refused relief, and in such cases he shall state shortly the grounds of refusal.

8. In every case in which application may be made to the Inspector for relief it shall be the duty of the Inspector to make immediate enquiry into the circumstances of the case by visiting either personally or by an Assistant Inspector duly appointed by the Parish Council, the home of the applicant if situated within his parish or district and by making all necessary enquiries into the state of health, the ability to work and the means of support of the applicant and to report the result of such enquiries to the Parish Council at its next meeting.

9. The Inspector, in addition to the two annual visits required by the Act, must from time to time visit at their dwellings, either personally or by an Assistant Inspector duly appointed, paupers recently admitted on the roll, especially those with whose habits and character he may not previously have been well acquainted, and likewise all such paupers as he may have reason to suspect of deception or of misapplying the relief given by the parish.

10. It is the duty of the Inspector and of each Assistant Inspector to insert in a book kept for the purpose the date of his visits to the dwelling of each pauper and any observations he may think it material to make on the conduct and condition of the pauper.

11. The Inspector should report to the Parish Council at its next meeting all cases of misapplication by any pauper of the relief given by the parish and should make it known to all the paupers that he is required so to do

12. The Inspector shall return an answer to every application for relief within twenty-four hours of the time of its being made. If on such enquiry as he shall be able to make within that time he shall be satisfied that the applicant is in a state of destitution and a fit object for parish relief, he shall make such an alimentary allowance as in the circumstances shall be reasonable, until the next meeting of the Parish Council, when he shall make a full report thereon. But if on such enquiry he shall be satisfied that the applicant is not legally entitled to relief he shall refuse the application and report the refusal, with his grounds for refusing it, to the Parish Council at its next meeting; or if he shall be unable within the twenty-four hours to satisfy himself as to the true circumstances of the case, he may delay making a final answer for any period which may appear to him necessary for completing his enquiries, but in that case he shall give such temporary relief, either in food or money as may seem necessary until his final answer is made to the applicant. And in every case of refusal of such application the Inspector shall deliver to the applicant a certificate signed by the Inspector which shall certify the fact, the grounds and the date of such refusal and set forth the name of the person so refused.

13. Whenever any poor person, who shall have become chargeable to the parish shall be insane or imbecile the Inspector must forthwith report the same to the Parish Council.

14. In all cases of sickness or accident befalling persons entitled to parish relief and requiring immediate medical or surgical assistance, the Inspector must, upon his own responsibility, take measures for procuring without delay medical aid in conformity with the provisions which may have been made and the instructions which he shall have received from the Parish Council.

15. In every case of the sickness of or accident to any person in the receipt of parish relief the Inspector must as soon as may be and from time to time afterwards visit the home of such sick person and supply him with such articles as may seem necessary until the case shall have been reported at the next meeting of the Parish Council.

16. The Inspector shall keep full and regular accounts of all moneys received and disbursed by him on account of the relief of the poor.

17. An Inspector is not entitled to absent himself from the limits to which his duties extend without the permission of the Parish Council

or its Chairman or vice-Chairman previously obtained and without having provided to its or their satisfaction for the performance of the Inspector's duties during his absence.

18. No Inspector can by resignation divest himself of the obligation to discharge the duties of his office, and of the responsibilities arising therefrom, until his resignation has been tendered in writing to the Board of Supervision and has been accepted by it.

19. The Inspector in each Parish shall in terms of section 35 of the Act enforce the provisions of the Affiliation Act and the Maintenance Act in every case in which the same are applicable and not inconsistent with the provisions of the Act.

20. The Inspector is bound to observe and execute all lawful orders and directions of the Parish Council applicable to his office.

G.N. 423/1886
Amd:
G.N. 293/01

21. Every Inspector of the Poor shall keep in the annexed forms the following books and shall punctually enter therein the particulars required by the relative instructions thereto appended, that is to say—

- | | |
|---------------------------------|------------|
| 1. Record of Applications | with Index |
| 2. General Register of Poor | do |
| 3. Children's separate Register | do |
| 4. Pay Roll of Registered Poor | |
| 5. Visiting Book | |
| 6. Cash Book | |
| 7. Ledger with Index. | |

Also—for use in his duties a supply of the following forms—

1. Application for Parochial Relief
2. Certificate of Refusal of Relief
3. Pay Ticket
4. Order for Medical Report
5. Medical attendance Order
6. Complaint of Refusal of or of Inadequate relief
7. Discontinuance of out-door Allowance
8. Alteration in out-door Allowance Roll.

For use of Medical Officer—

1. Monthly Return of Sick Poor
2. Intimation of Medical Comforts required.

For use of Assistant Inspectors the following books—

1. Pay Roll of Registered Poor
2. Visiting Book
3. Cash Book.

And the following forms—

1. Application for Parochial Relief
2. Certificate of Refusal of Relief
3. Pay Ticket
4. Order for Medical Report
5. Medical attendance Order.

22. No Inspector of the Poor or Assistant Inspector shall keep the records of the Parish Council in any other form than that which is specified in rule 21 unless with the special sanction of the Board of Supervision.

23. Every Inspector of the Poor shall provide himself at the cost of the parish with the books and forms specified in rule 21, which on application will be supplied by the Government Printer.

THE POOR RELIEF ACT

RULES
(under section 9)

THE POOR RELIEF (SUPPLY OF MEDICINES AND MEDICAL STORES)
RULES, 1904

(Made by the Board of Supervision and approved by the Governor in Privy Council on the 18th day of September, 1904) G.N. 1.5/04

1. These Rules may be cited as the Poor Relief (Supply of Medicines and Medical Stores) Rules, 1904.

2. All medicines and medical stores for the use of the paupers of this Island shall be procured in the manner hereinafter specified by the Kingston and St. Andrew Corporation and the Parish Councils and managers of almshouses from the Ministry of Health and Environmental Control, and payment of the bills for the same shall be made by the Kingston and St. Andrew Corporation and the Parish Councils by transfer drafts in favour of the Permanent Secretary:

Provided that the orders to the Ministry of Health and Environmental Control for these supplies shall not be sent before the Government informs the Kingston and St. Andrew Corporation and the Parish Councils that the Ministry is in a position to fulfil them.

3. Medical Officers shall forward through the Kingston and St. Andrew Corporation or the Parish Council or Board of Managers on whose paupers or almshouses they are in attendance, requisitions for the medicines and medical stores required by them in such attendance at such intervals as the Permanent Secretary may from time to time determine in the interest of the Ministry of Health and Environmental Control.

THE POOR RELIEF ACT

RULES
(under section 9)

THE POOR RELIEF (MEDICAL OFFICERS' REPORTS) RULES, 1916

(Made by the Board of Supervision and approved by the Governor in Privy Council on the 25th day of July, 1916) G.N. 508/16

1. These Rules may be cited as the Poor Relief (Medical Officers' Reports) Rules, 1916.

2. The Medical Officer in charge of the almshouse shall keep such statistical and other notes, records and tables as may be required to be kept from time to time by the Board of Supervision and shall send in an annual report and returns after the end of each financial year giving such details as may be required by the Board of Supervision on a printed form or otherwise if required.

Such report shall be sent in to the Kingston and St. Andrew Corporation or the Parish Council, as the case may be, not later than one month after the conclusion of the year and by them forwarded to the Board of Supervision.

3. The Master or Dispenser shall be responsible for the correct compiling and recording of all returns subject to the supervision of the officer in medical charge of the almshouse and shall keep such records and make such notes from day to day as the said medical officer may require to be kept.

THE POOR RELIEF ACT

RULES
(under section 9)

THE POOR RELIEF (BOARDING-OUT OF CHILDREN) RULES, 1917

*(Made by the Board of Supervision and approved by the Governor G.N. 488/17
in Privy Council on the 7th day of August, 1917)*

1. These Rules may be cited as the Poor Relief (Boarding-out of Children) Rules, 1917.

2. In these Rules "Parish Council" includes the Kingston and St. Andrew Corporation.

3. The Inspector of Poor or Master of an almshouse in any parish shall on the application of any person to take charge of a pauper child make enquiry into the status and circumstances of such person and bring the case before the Parish Council.

4. If the Parish Council shall be of opinion that it is desirable to board out such pauper child and if satisfied as to the character and ability of the applicant it may enter into agreement with such applicant for the maintenance of the child using the following form with such modifications as they may deem advisable—

In consideration of at present
in receipt of parochial relief in the parish of being
delivered to me by the Kingston and St. Andrew Corporation/the
Parish Council of I do hereby agree
with the said Kingston and St. Andrew Corporation/Parish Council
to take charge of the said and to keep and
retain him (or her) in my care and under by control until he
(or she) shall attain the age of fourteen years, to employ him
(or her) only in such a manner as is suitable to his (or her) age
and capacity, to clothe and feed him (or her) properly and
sufficiently, to allow him (or her) attendance at school, or

[The inclusion of this page is authorized by L.N. 4/1976]

instruction at home, for at least two hours daily during his (or her) school age (Saturdays and Sundays excepted) and to see that he (or she) is not without religious instruction :

Provided that I shall be at liberty, at my expense to return him (or her) to the Kingston and St. Andrew Corporation /Parish Council of should he (or she) at any time prove unsuitable or in any way unmanageable, on my so representing to the Kingston and St. Andrew Corporation/Parish Council.

Provided also that I shall be bound to return him (or her) to the Kingston and St. Andrew Corporation /Parish Council whenever required so to do by the said Corporation/Council.

I also agree to forward a report on his (or her) conduct to the Kingston and St. Andrew Corporation/Parish Council once in every six months and further that I will not take or allow him (or her) to be taken out of the Island.

The Inspector of Poor for the said parish shall have power to visit the said child at all reasonable times.

Dated the day of..... 19.....

Signed.....

Residence.....

THE POOR RELIEF ACT

RULES
(under section 9)

THE POOR RELIEF (DIET SCALES FOR ALMSHOUSES) RULES, 1970

(Made by the Board of Supervision and approved by the Minister on the 19th day of January, 1971) L.N. 44/71

1. These Rules may be cited as the Poor Relief (Diet Scales for Almshouses) Rules, 1970.

2. The diet scales (and explanatory notes) specified in the Schedule, shall be the diet scales for use in all almshouses in Jamaica. Schedule.

SCHEDULE (Rule 2)

FULL DIET

BREAKFAST MENUS

7.00 A.M. Daily

BREAKFAST I

Skim Milk	1 oz.
Porridge (Choice of Cereal)	1 oz.
Sugar	2 ozs.
Cocoa	$\frac{1}{4}$ oz.
Coffee or Tea	$\frac{1}{2}$ oz.
Bread	3 ozs.
Marmalade or Jam	$\frac{1}{2}$ oz.

10. 30 A.M. Daily

Fruit—Orange, $\frac{1}{2}$ grapefruit, tangerine, ripe banana, star apple, other fruits in season (cheaper at that time).

BREAKFAST II

Skim dried Milk	1 oz.
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Sugar	2	ozs.
Porridge	1	oz.
Eggs (Medium)	1	(twice weekly)
Bread	3	ozs.
Margarine	$\frac{1}{2}$	oz.
Cocoa	$\frac{1}{4}$	oz.
Coffee or Tea	$\frac{1}{2}$	oz.

LUNCH MENUS

12.00 Noon Daily

LUNCH A

Mutton or Lamb	4	ozs.
Rice	3	ozs.
Peas	$\frac{1}{2}$	oz.
Dumplings—Meal	$\frac{1}{2}$	oz.
Flour	$\frac{1}{2}$	oz.
2 Vegetables—2ozs. each	4	ozs.

LUNCH B

Tripe and Beans	4	ozs.
Beans (dried)	1	oz.
Rice	3	ozs.
Sweet Potatoes or Yams	6	ozs.
Diced Chocho and Pumpkin	3	ozs.

LUNCH C

Fish (Cod, Mackerel or Fresh)	4	ozs.
Rice	3	ozs.
Yams or Potatoes or Green	6	ozs.
Bananas	6	ozs.
2 Vegetables (Spinach and	4	ozs.
Pumpkin)	4	ozs.

LUNCH D

Beef Stew	4	ozs.
Rice	3	ozs.
Green Bananas or Yams	6	ozs.
Cabbage and Carrots	4	ozs.

LUNCH E

Soup—Pumpkin and Vegetables	Chicken Necks and				
Backs	4	ozs.	} Soup Day
Irish Potatoes or other carbohydrates	6	ozs.	
Dumplings—Meal	$\frac{1}{2}$	oz.	
Flour	$1\frac{1}{2}$	ozs.	
Chocho	2	ozs.	
Pumpkin	2	ozs.	

LUNCH F

Stewed Trotters	4	ozs.
Beans (Dry)	1	oz.
Rice	3	ozs.
Breadfruit or Yam	6	ozs.
Vegetable (Cucumber and Tomatoes)	4	ozs.

LUNCH G

Liver	4	ozs.
Rice	3	ozs.
Yams or Cassava	6	ozs.
Vegetables (Diced chocho and carrots)	3	ozs.

5.00 P.M. Daily

SUPPER A

Dried Milk	1	oz.
Cod Fish Fritters	1	oz.
Flour	$\frac{1}{2}$	oz.
Bread	3	ozs.
Sugar	1	oz.
Cocoa	$\frac{1}{4}$	oz.
Coffee or Tea	$\frac{1}{2}$	oz.
Margarine	$\frac{1}{2}$	oz.

SUPPER B

Skim Milk	1	oz.
Porridge	$1\frac{1}{2}$	ozs.

Sugar	1½ ozs.
Crackers	2 ozs.
Cheese	1 oz.
Jam	½ oz.
Cocoa (optional)	¼ oz.

SUPPER C

Vegetable Soup (Chicken Necks and Backs)	2 ozs.
Irish Potatoes	1 oz.
Pumpkin	2 ozs.
Chochoes	1 oz.
Ochro or Cut Beans	1 oz.
Dried Skim Milk	½ oz.
Bread	2 ozs.
Margarine	½ oz.

8.00 P.M. Daily

8 ozs. Milk	Fresh or Dried Skim Milk Drink for bed-ridden patients, etc.
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COOKING EXTRAS

Daily allowance for every 100 persons

Cooking Oil	4 pts.
Salt	3 lbs.
Pepper (Black)	2 ozs.
Onions	2½ lbs.
Garlic	2 ozs.
Escallions	¼ lb.
Thyme	1 bundle
Canned Whole Tomatoes	2 tins.
or Tomato Paste	2 small tins
Vinegar and limes as requested by Cook.			

SOFT DIET

7.00 A.M. Daily

BREAKFAST

Porridge—choice of Cornmeal,

Cream of Rice	Oat-		
meal,	Cream	of	
Wheat, etc.	1 oz.
Dried Milk	1 oz.
Sugar	1¼ ozs.
White Bread or Crackers	2 ozs.
Eggs (Medium) thrice weekly	1
Margarine	¼ oz.
Cocoa, Coffee or Tea	¼ oz.

11.00 A.M. Daily

LUNCH A

Minced Beef or Fish or Tripe	3 ozs.
Creamed Potatoes or Bananas,			
etc.	4 ozs.
Pumpkin and Chochoes	3 ozs.
Dried Milk	1 oz.

LUNCH B

Strained Chicken Soup (Necks			
and Backs)	2 ozs.
Choice of Tender Meat or Fish	3 ozs.
Rice or Meal	3 ozs.
Vegetables (skinless and string-			
less)	4 ozs.

4.30 P.M. Daily

SUPPER A

Dried Milk	1 oz.
White Bread or Crackers	2 ozs.
Sugar	1 oz.
Cheese	1 oz.
Margarine or Jelly	½ oz.
Cocoa	¼ oz.

SUPPER B

Dried Milk	1 oz.
Cereal (Porridge)	1 oz.
Sugar	2 ozs.
White Bread or Crackers	2 ozs.
Margarine	½ oz.

SUPPER C

Vegetable Soup (strained as for full diet)			
Bread	2 ozs.
Margarine	$\frac{1}{2}$ oz.

8.00 P.M. Daily

8 ozs. Milk—Fresh or Dried for ulcer patients and bed-ridden patients.

EXPLANATORY NOTES

- (a) This "Soft Diet" should normally be given to inmates for whom such diet has been ordered by the Medical Officer and for patients who are—
- (i) old—without teeth
 - (ii) ulcer cases, gastric or duodenal
 - (iii) young children
 - (iv) convalescent, typhoid cases etc.
- (b) It will be observed that tea, cocoa, and coffee have been provided as alternatives in both Diet Scales. Tea is not necessarily to be confined to herb or bush tea. This variation has also been included in the daily breakfast menu for all patients.
- (c) The former Diet Scale did not expressly show that sick patients were allowed soup. This has been corrected as it is of particular importance where patients do not normally like vegetables for these to be included in soups which are enjoyed by the majority.
- (d) Fortified cereal or porridge or soup may be alternated for the supper provided in the "Soft Diet" Scale. This is also applicable to the supper provided in the Full Diet Scale.
- (e) In the case where eggs are required to be served medium eggs should be used.
- (f) It should be noted what is termed as cooking extras at the end of the Full Diet Scale.
- (g) In regard to oils for cooking an extra allowance of 5% should be made on fish days or when liver is served as more oil will be required.
- (h) An allowance of 15% should be made for the peeling, stripping and spoilage of native food provisions such as yams,

cocoas and potatoes. This does not cover spoilage in the store-room.

- (i) It is to be made quite clear that the weights in ounces as per the Diet Scale are to be of pre-cooked food.
- (j) It will be observed that the lunches for this Full Diet Scale average about 14 ozs. In this connection it is to be pointed out that the cooked lunch should amount to nearly 18 ozs. due to the absorption of water in the process of cooking e.g. rice.
- (k) Inmates performing manual work shall be allowed double the quantities as per the Full Diet Scale.
- (l) The quantity of diet allowed to any inmate not performing manual labour may only be increased by order of the Medical Officer to be written on the bed-head ticket.
- (m) There shall be no omission on any item from the Diet Scale without an appropriate substitution being supplied, i.e. of similar caloric value.
- (n) Stimulants may be supplied to the inmates on the order of the Medical Officer written on the bed-head ticket.
- (o) In the case of East Indian inmates who may not eat meat, substitutions in similar quantities may be made by supplying curried vegetables and beans or peas.
- (p) In the case of children under 12 years of age, one-half of the quantities as per the Diet Scale are to be issued.