

Guidelines

Warriors Family Assistance Program

GENERAL INSTRUCTIONS

These guidelines are intended for use by the Warriors Family Assistance Committee and the review panel designated to assist the applicant in the grant process. They should be retained by the committee members and the review panel.

Requests for Information about the Warriors Family Assistance Program should be directed to the Department Children and Youth Chairman, the Department Veterans Affairs and Rehabilitation Chairman, or the Department National Security Chairman.

Requests for applications and questions about same should be directed to the Department Children and Youth chairman by contacting the Department Office. – Sec./Treas. Juanita Lochner No direct phone calls.

The WFA grant is non-repayable.

The maximum grant will be \$1200.

More than one check may be written to an individual for amounts totaling not more than \$1200.

The WFA information will be posted on the internet. **Applications will not be posted.**

Brochures will be available to any member, unit, county and district upon request.

The Warriors Family Assistance Committee will consist of the following members:

Department Children and Youth Chairman – designated as chairman

Department Veterans Affairs and Rehabilitation Chairman

Department National Security Chairman

There will be a review panel in each District to assist in the application process. Members of the panel in each area will consist of the following:

- District President or Vice President from the district in which the applicant resides.
- County President or a Vice President from the county in which the applicant resides.
- Unit President or a Vice President from the town/city in which the applicant resides.

In the event that there is no American Legion Auxiliary Unit in the immediate vicinity the nearest Unit will be asked to participate in the review process.

ELIGIBILITY

You need not be a member of the American Legion or American Legion Auxiliary to apply.

Who is eligible for assistance?

1. Veterans discharged from service within the last four years.
 - A) You must have been honorably or medically discharged.
2. Active duty military personnel in any branch of service.
3. Reservist or National Guard personnel who are currently deployed.
 - A) It must be a federal deployment
4. Reservist or National Guard personnel who have been deployed within the last four years.
 - A) It must have been a federal deployment.
5. Children of a veteran discharged within four years or a currently deployed individual.
 - A) The veteran or deployed individual must be responsible for the financial support of the minor child/children
 - B) This may be a child, stepchild, adopted child or out of wedlock child (with proof of relationship).
 - C) A child over 18 may be considered if physically or mentally handicapped and requiring special care.
 - D) A child in college and still a claimed dependent is eligible if under the age of 22.

THE APPLICATION PROCESS

Who may complete the application for assistance?

1. The eligible veteran.
2. The individual on active duty.
3. The spouse of the eligible individual.
4. The person responsible for the minor children of the eligible individual, in the absence of the parent.
5. A family member with permission of the eligible person.

Applicants may receive assistance from American Legion Auxiliary members or family.

Once a request for assistance has been received, the application must be processed in the following manner:

1. All requests for funding will be given to the WFA committee Chairman, who will be responsible for contacting a review panel and the other WFA committee members.
2. The Chairman of the WFA committee or the Review Panel Chairman will contact the applicant within 5 business days.
3. The review panel will assist in the application process by:
 - Making personal contact with the applicant. At least one member of the panel must make contact. At least one member will go to the home and review the family needs
 - Hand delivering the application, if possible.
 - Assisting in completing the application, if necessary.
 - Reviewing the application for accuracy, completion and proper documentation.
 - Reviewing the living situation and needs of the family, individual or child.

- Reviewing the income and expenses of the family, this will be provided by the applicant.
 - Making a recommendation for or against funding based upon findings.
 - Forwarding the application, upon completion, to the Chairman of the WFA Committee. This will be done as soon as possible.
4. Eligibility for a grant will be determined by the WFA committee members:
- The WFA committee will determine if the applicant is eligible to receive assistance based upon the application and the recommendation of the review panel.
 - The WFA committee will determine the amount of the grant, based on the application, review, and amount requested.
 - The committee must act upon the application within 5 business days of receipt. Questions should be addressed to the review panel, which will contact the applicant for further information or clarification. (The WFA chairman may choose to contact the applicant directly.)
 - The WFA committee chairman must forward the application, upon approval, to the Department Finance Chairman.
 - All applicants will be notified by the WFA Chairman or a member of the review panel as to the acceptance or rejection of the request for assistance.
 - The Department Finance Chairman is responsible for contacting the Department Treasurer with instructions to issue a check for the disbursement of funds, in accordance with the recommendation of the committee.
 - Funding for the WFA is to come from the VA & R fund.
 - Checks will be mailed directly to the applicant.
 - The check will be accompanied by a grant letter.
 - Once an application has been processed and acted upon, the WFA chairman will forward the application to the Department Secretary. The secretary will file the application in the WFA file.

TYPES OF GRANTS AVAILABLE

Warriors Family Assistance Grants can meet a variety of needs. Funding can include, but is not limited to, family living expenses, such as rent, mortgage payment and utility bills; medical expenses, both past and upcoming; child care for working parents; insurance premiums and assistance with home repairs. Each family's needs vary and so our assistance is as varied as the family dynamic. Each application is considered based solely on the family's needs. Grants are not based on income levels, but rather on the needs of the family requesting assistance. Determination of grant eligibility is completed by a committee of three after a local panel review.

Often time is of the essence in obtaining financial assistance. It is the aim of the Warriors Family Assistance Program to lend assistance as quickly as possible. In order to expedite the grant process, the American Legion Auxiliary will lend assistance by contacting the applicant directly, assisting if necessary and making certain that the application is complete, before it is evaluated.

We want to help! If you know of a veteran's family or a military family in need of assistance, tell them about the wonderful program of the American Legion Auxiliary – "The Warriors Family Assistance Program. "

THERE ARE THREE TYPES OF GRANTS. THE MAXIMUM AMOUNT GIVEN IS \$1200.

1. **Maintenance Grants**

- A. To assist with the cost of living expenses.
- B. Reconnect utilities.
- C. Prevent eviction or foreclosure.

2. **Medical Grants**

- A. To assist with the medical expenses.

3. **Opportunity for Employment Grants**

- A. Provides financial assistance for transportation.
- B. Provides assistance for child care if the custodial parent must find employment.

NOTE: Checks will not be written directly to the applicant. Checks will be paid to the creditors. In the case of basic needs, such as food and clothing, gift cards will be purchased for use by the grantee.

MAINTENANCE GRANTS will assist with living expenses which include the following:

- 1. Food
- 2. Shelter
- 3. Utilities
- 4. Personal Hygiene and cleaning supplies
- 5. Clothing
- 6. Home owner's insurance premiums.
- 7. Home repair (not home improvement).
- 8. Providing Handicapped facilities in the home.
- 9. Repair or replacement of a major appliance.
 - A. An estimate for repair costs must be submitted for prior approval.
 - B. The appliance replacement must be a necessity.
 - C. The appliance replacement will be for the basic model of the appliance (no upgrades).

MEDICAL GRANTS may be used for the following:

- 1. To assist in meeting upcoming medical expenses.
 - A. Should be requested in advance of expense.
 - B. Can be granted for doctor, eye exam, dentist, Chiropractor, foot doctor, laboratory work, etc.
 - C. An estimate of the cost from the provider must be included with the application.
- 2. To assist in paying for medical insurance premiums.
- 3. To assist in paying for outstanding medical bills.

OPPORTUNITY FOR EMPLOYMENT GRANTS include the following:

- 1. Financial assistance in taking public transportation to and from work.
- 2. Financial assistance with car payments if the custodial parent/spouse is employed.
 - A. You must have no other form of transportation.
 - B. There is no public transportation available.
- 3. Financial assistance with automobile repairs.
 - A. You must have no other form of transportation.
 - B. There is no public transportation available.
- 4. Financial assistance with automobile insurance premiums.
 - A. You must have no other form of transportation.
 - B. There is no public transportation available.
- 5. Assist in meeting day care expenses.
 - A. One parent is deployed and the custodial parent is actively seeking employment.
 - B. Both parents are employed.
 - C. There is no relative available to provide day care.