

****THE AMERICAN LEGION****

****POST 284, COLONIAL HEIGHTS, VA****

****VETERANS SERVICE OFFICER (VSO) FINANCIAL ASSISTANCE APPLICATION****

INSTRUCTIONS

Please submit your completed application and supporting documents to alpost284vso@gmail.com.

The application will be thoroughly reviewed to ensure that funds are appropriately distributed to Veterans who have experienced an unforeseen financial hardship.

By submitting your application, you consent to the American Legion's VSO financial vetting process, which may include contacting your employer and landlord.

While our objective is to assist all Veterans with validated one-time financial hardships, funding limitations may prevent us from doing so.

Submitting an application does not guarantee approval, and documents submitted will not be returned regardless of approval or denial.

If approved, all payments will be made directly to the creditor.

Please type or write legibly when completing the application.

Incomplete applications or lack of documentation may result in delays or denial of services. If time permits, the application will be returned once for correction.

Veterans must provide details of any support or amounts received from other resources, including the source of such resources.

Income information from all adults residing in the household, and any other source of income must be reported. This includes current check stubs (if employed), as well as all past due bills, statements, or letters from creditors or landlords (e.g., eviction notices, utility disconnection notices, etc.).

The processing time for applications depends on the accuracy, completeness, and receipt of all necessary documents. For requests under \$1,000, the approval process typically takes up to 10 business days. For requests over \$1,000, the process may take up to 15 days, depending on the submission date.

Requests over \$1,000 require approval from the Finance Committee, which convenes on the last Thursday of each month. In cases of proven essential emergencies, exceptions may be requested from the Finance Officer by the VSO (these exceptions are rare and should be avoided).

Please note that due to time constraints, only one VSO is available to respond to Veterans' needs. It is the Veteran's responsibility to ensure they actively participate in the application process and ensure its completeness.

It is essential that every question or section on the application is answered. If a question does not apply, please write "N/A."

Please provide detailed information, including the cause of the financial hardship, actions being taken to prevent future occurrences, and how you plan to sustain yourself after receiving our assistance. If additional space is needed, please attach a separate sheet of paper.

Please refrain from sending frequent follow-up emails or telephone calls, as they will not be responded to due to volunteer staff. You will be promptly notified of the decision once it has been made.

Emergencies will be addressed accordingly.

Payments will not be made for bills that were not submitted with the application.

Applications that do not clearly demonstrate the Veteran's eligibility for The American Legion membership will not be considered.

Thank you for your cooperation.