

DEPARTMENT OF WISCONSIN  
VETERAN AND MILITARY SUPPORT PROGRAM SOP  
(UNMET NEEDS)

The Wisconsin Veteran and Military Support Program is an Unmet Needs program for **any** veteran or veteran's family in need. The following standard Operating Procedures shall be followed.

The Quartermaster of the Department shall be the custodian of the Wisconsin Veteran and Military Support Program and shall expend monies therefrom, as directed by the Veteran and Military Support program Committee, for the following purposes only.

- Household expenses, vehicle expenses, utilities, food and clothing, medical bills or other basic life needs.

The following expenses will be *ineligible* for consideration for payment.

- Credit cards, personal loans (to include student or payday loans), cable or internet, cosmetic or investigational medical procedures, taxes, college expenses, furniture rentals and any other expense not determined to be a basic life need.

An applicant will only be allowed to be submitted every 36 month even if the prior application was denied.

At no time will funds be sent directly to an applicant. All funds must be sent to a creditor.

The Veteran and Military Support Fund Committee will be composed of one chairman and two other members. All three of these committee persons will be appointed by the State Commander. The committee will be limited to granting the maximum of \$1,500 per application. The Committee will never be allowed to approve any monies over the available fund balance or any limit set by the Counsel of Administration. Fund balance will be supplemented by donations directly to the department designated for the fund and also grants given to the fund from the Wisconsin VFW Foundation or other sources.

Applicant(s) shall complete and submit to the committee a Veteran and Military Support application for review and consideration. A fully completed application with documentation will be required for any consideration.

The Committee will review any requests for aid or assistance and will approve or disapprove distributions of fund within 30 days of a complete application. If approved by two of three committee persons, the committee will direct the State Quartermaster to disburse the funds. Understanding 30 days sometimes may be needed for a decision, a standard timeframe goal for disbursement if circumstances permit should be 7 to 14 days from completed application.

In any life situation there may at times be a justified need for more than the \$1,500 allowed. This fund would allow a payment of up to \$2,500 if approved by the three person override committee which is made up of the State Commander, State Sr. Vice Commander and the State Jr. Vice Commander. The alternate if one of the latter is not available to the committee would be the State Chaplain. This would have to be a unanimous decision to approve this higher amount.

The Committee has an obligation to attempt to refer all applicants to the appropriate VA agency.

The Council of Administration will have access to documentation outlining the request, justification and distribution of funds with the redaction of sensitive personal information.

January 9, 2017