

# COMMONWEALTH OF PENNSYLVANIA

## Military Family Relief Assistance Program Annual Report for FY 2013-2014



Department of Military and Veterans Affairs

Major General Wesley E. Craig  
The Adjutant General

July 2014



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July 1, 2013 to June 30, 2014

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TAB 1

## **MISSION STATEMENT:**

The mission of the Military Family Relief Assistance Program is to receive donations and provide financial assistance to eligible service members and eligible relatives of eligible service members when they demonstrate a direct and immediate need for financial assistance related to military service.

## **THE PROGRAM:**

The Military Family Relief Assistance Program (MFRAP) was established in 2005 as one of Governor Rendell's 'Support our Soldiers' initiatives. Its purpose is to provide financial assistance in the form of a grant to eligible Pennsylvania Service Members or their eligible Family members during a time of hardship arising out of active duty service. Since its inception, MFRAP has awarded over \$503,000.00 in grants to those who have experienced sudden and unexpected critical needs. The program has helped Service Members and their Families in a variety of situations ranging from a simple unexpected cost of child care to helping restore the livelihood of a Family during a time of crisis while on active duty service.

The program is a state-level program funded exclusively through the generous donations of public-spirited Pennsylvanians. Through this effort, over \$1,480,000.00 has been raised through a tax-checkoff from tax refunds and privately written checks. Every penny received from donations is utilized to support grants. Grants are awarded up to \$3,500.00.

The outreach efforts are aimed to reach a wide target audience through different venues. Information is presented at every Pre-Deployment Briefing to raise awareness with the Families of the availability of the resource. Additionally, brochures and information are presented at conferences, Family Program meetings, Family Assistance Centers and via Military-oriented Internet portals.

MFRAP was established by Act 65 of 2005, which Governor Ed Rendell signed into law in 2005. This legislation added a new provision to the Pennsylvania Military and Veterans Code, 51 Pa.C.S. § 7319 (related to military family relief assistance). MFRAP was extended by Act 48 of 2009 (tax check-off), Act 9 of 2010, and Act 6 of 2014, which takes effect August 18, 2014.

MFRAP is funded by voluntary donations, most of which come from Pennsylvania Personal Income Tax refund check-offs. Direct donations to the program are also accepted.

MFRAP is authorized by Section 7319 of the Military and Veterans Code (51 Pa. C.S. 7319). The Program is administered under guidelines published by the Department of Military and Veterans Affairs at 40 Pa.B.2825 (May 29, 2010).

MFRAP has proven to be a valuable resource to Pennsylvania Service Members and is just one of the many ways we continue to support our Military Families while serving the missions of the Commonwealth and that of the United States.

TAB 2

## MFRAP CONTRIBUTION TRACKING

PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2005	\$30,746.58
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2006	\$25,541.10
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2007	\$16,568.50
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2008	\$9,443.00
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2009	\$3,935.00
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2010	\$6,464.08
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2011	\$3,228.50
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2012	\$4,099.41
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2013	\$4,335.89
<b>TOTAL PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS</b>	<b>\$104,362.06</b>
CASH CONTRIBUTIONS FY 2005	\$307.00
CASH CONTRIBUTIONS FY 2006	\$2,944.00
CASH CONTRIBUTIONS FY 2007	\$24.00
CASH CONTRIBUTIONS FY 2008	\$391.00
CASH CONTRIBUTIONS FY 2009	\$1.00
CASH CONTRIBUTIONS FY 2010	\$21.00
CASH CONTRIBUTIONS FY 2011	\$40.00
CASH CONTRIBUTIONS FY 2012	\$0.00
CASH CONTRIBUTIONS FY 2013	\$0.00
<b>TOTAL CASH CONTRIBUTIONS</b>	<b>\$3,728.00</b>
TOTAL PRIVATE CONTRIBUTIONS FY 2005	\$31,060.58
TOTAL PRIVATE CONTRIBUTIONS FY 2006	\$29,135.25
TOTAL PRIVATE CONTRIBUTIONS FY 2007	\$16,890.76
TOTAL PRIVATE CONTRIBUTIONS FY 2008	\$9,864.00
TOTAL PRIVATE CONTRIBUTIONS FY 2009	\$3,964.25
TOTAL PRIVATE CONTRIBUTIONS FY 2010	\$6,519.61
TOTAL PRIVATE CONTRIBUTIONS FY 2011	\$3,278.50
TOTAL PRIVATE CONTRIBUTIONS FY 2012	\$4,124.41
TOTAL PRIVATE CONTRIBUTIONS FY 2013	\$6,135.89
<b>TOTAL - PRIVATE CONTRIBUTIONS</b>	<b>\$110,973.25</b>

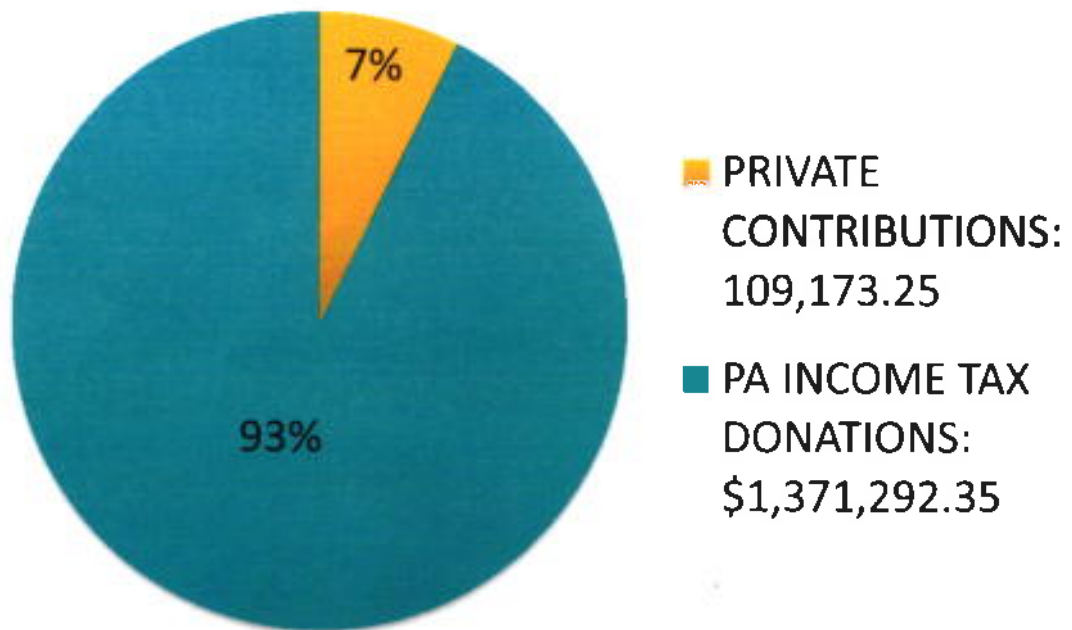
<b>INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS</b>	
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2005	\$116,478.57
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2006	\$155,480.89
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2007	\$141,610.37
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2008	\$211,051.83
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2009	\$182,574.30
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2010	\$168,488.17
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2011	\$152,504.54
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2012	\$138,259.94
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2013	\$104,843.74
<b>TOTAL INCOME TAX DONATIONS</b>	<b>\$1,371,292.35</b>

<b>COMBINED – PERSONAL AND INCOME TAX CONTRIBUTIONS:</b>	
TOTAL ALL CONTRIBUTIONS FY 2005	\$147,539.15
TOTAL ALL CONTRIBUTIONS FY 2006	\$184,616.14
TOTAL ALL CONTRIBUTIONS FY 2007	\$158,501.13
TOTAL ALL CONTRIBUTIONS FY 2008	\$220,915.83
TOTAL ALL CONTRIBUTIONS FY 2009	\$186,538.55
TOTAL ALL CONTRIBUTIONS FY 2010	\$175,007.78
TOTAL ALL CONTRIBUTIONS FY 2011	\$155,783.04
TOTAL ALL CONTRIBUTIONS FY 2012	\$142,384.35
TOTAL ALL CONTRIBUTIONS FY 2013	\$109,179.63
<b>TOTAL COMBINED CONTRIBUTIONS</b>	<b>\$1,480,465.60</b>

<b>APPROVED GRANT AWARDS</b>	
APPROVED GRANT APPLICATION PAYMENTS FY 2005	<b>\$756.00</b>
APPROVED GRANT APPLICATION PAYMENTS FY 2006	\$28,900.00
APPROVED GRANT APPLICATION PAYMENTS FY 2007	\$43,130.00
APPROVED GRANT APPLICATION PAYMENTS FY 2008	\$32,942.78
APPROVED GRANT APPLICATION PAYMENTS FY 2009	\$11,350.00
APPROVED GRANT APPLICATION PAYMENTS FY 2010	\$52,444.65
APPROVED GRANT APPLICATION PAYMENTS FY 2011	\$67,665.23
APPROVED GRANT APPLICATION PAYMENTS FY 2012	\$103,571.71
APPROVED GRANT APPLICATION PAYMENTS FY 2013	\$163,482.40
<b>TOTAL APPROVED GRANT APPLICATIONS</b>	<b>\$504,242.77</b>

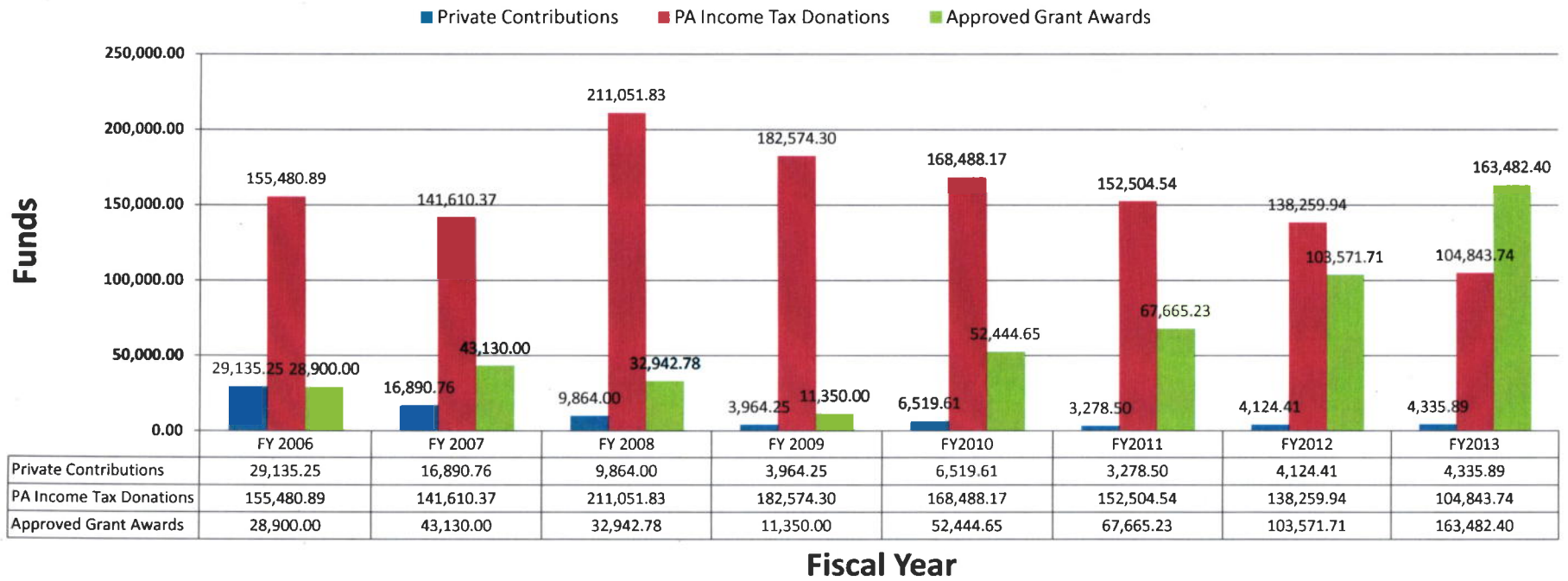
<b>OVERALL INFORMATION</b>	
ACCOUNT TOTALS FOR FY 2005	\$146,783.15
ACCOUNT TOTALS FOR FY 2006	\$155,716.14
ACCOUNT TOTALS FOR FY 2007	\$115,371.13
ACCOUNT TOTALS FOR FY 2008	\$187,973.05
ACCOUNT TOTALS FOR FY 2009	\$175,188.55
ACCOUNT TOTALS FOR FY 2010	\$122,563.13
ACCOUNT TOTALS FOR FY 2011	\$88,117.81
ACCOUNT TOTALS FOR FY 2012	\$38,812.64
ACCOUNT TOTALS FOR FY 2013	\$54,302.77
<b>TOTAL ACCOUNT BALANCE</b>	<b>\$976,222.83</b>

## CONTRIBUTION BREAKDOWN BY PERCENTAGE





## TRACKING BY FISCAL YEAR



TAB 3

## APPLICATION ACTIVITY

### APPROVED:

1. 3 July 2013: Applicant was in an active duty (ADOS) position, and then became injured and was given a temporary profile. The applicant had to file for unemployment compensation, which started the family's financial hardship. The applicant was soon given a permanent profile, and waited 6 months to be placed back on active duty orders for medical evaluation & determination. The applicant should have been removed from active duty orders for an injury sustained while on orders. The applicant was unable to apply for any positions while in the Medical Evaluation Board process. Assistance was needed to pay overdue bills and household necessities. Grant awarded \$3,100.00.
2. 19 July 2013: Applicant and family lost their home and all of their belongings due to a fire; it was a complete loss. The family did not have insurance and needed to replace everything and find a new place to live. Grant awarded \$3,500.00.
3. 19 July 2013: Applicant had just separated from a very difficult relationship and was left with nothing but a vehicle and a few personal items. Applicant was temporarily staying with co-workers and needed assistance to find an apartment, set up utilities, and pay for food and necessities. Grant awarded \$3,500.00.
4. 24 July 2013: Applicant was medically discharged with disabilities from a deployment. The family had fallen behind on their bills since the applicant's discharge from the military. The applicant has a spouse and 3 children to support. The family needed assistance until the spouse could find employment and the family could get back on their feet financially. Grant awarded \$3,500.00.
5. 30 July 2013: Applicant was medically retired with a spouse and 2 children. The applicant's father passed away and the applicant could not afford to fly or drive to the funeral services, which were more than 1,900 miles away. Assistance was requested for travel expenses for the family to attend funeral services and assist the applicant's mother during this difficult time. Grant awarded \$2,220.00.
6. 16 September 2013: Applicant is a single parent, had been unemployed, and had difficulty locating a full time job since returning home from a deployment. Already having financial problems, the applicant then had to help pay for a family member's funeral expenses and this caused more financial hardship. The applicant was going to be evicted in a few days unless overdue rent was paid immediately. Assistance was needed to avoid eviction, and for necessities for the child. Grant awarded \$2,000.00.
7. 25 September 2013: Applicant had injuries from a deployment, and after the deployment could not return to work due to those injuries. The applicant's temporary LOD ended on July 8, and the applicant was unaware of this until August 28. It took NGB 99 days to approve the final LOD. Since the family had no other source of income during that period, the household bills fell behind. The family asked for assistance to get back on their feet financially. Grant awarded \$3,200.00.

8. 15 October 2013: Applicant was injured while deployed and then sent to a Warrior Transition Unit. The applicant was unable to work until after getting surgery and then weeks of therapy. The applicant's spouse is also unable to work; they have 2 young children at home and 1 of them is a special-needs child. The roof of their home was badly damaged and unsafe, and needed immediate repairs. Grant awarded \$3,500.00.
9. 21 October 2013: Applicant is the spouse of a deployed soldier. During the deployment the spouse had to leave her job because she was not earning enough to cover the amount childcare would cost for 3 children. The roof on their home was leaking and the family's vehicle also needed repairs. The applicant did not have the funds for these unexpected expenses. Grant awarded \$1,550.00.
10. 25 October 2013: Applicant had been on long-term ADOS orders and then had to take an unexpected break in orders, which resulted in a significant loss of income. This caused a financial burden on the family. The applicant then had to take a reduction in pay after switching to a new position to prevent this from happening in the future. The unexpected loss of income further aggravated the family's already distressed financial situation. The family needed temporary assistance until they could adjust to the loss of income and to avoid problems from delinquent mortgage payments. Grant awarded \$3,500.00.
11. 15 November 2013: Applicant returned home from a deployment to find out that his spouse wanted to end the marriage, had emptied their bank account, and refused to allow the applicant to return to the home. The applicant needed assistance to find an apartment, and for security deposit and first month's rent, and to purchase some necessities to establish a new place to live. Grant awarded \$3,500.00.
12. 12 November 2013: Applicant was recently medically retired with combat related disability. The family's recent move back to Pennsylvania and major car repairs had caused a financial setback. It would take considerable time before the applicant received benefit checks, and it would also be at least a month before he received a retirement check. They have 4 children to provide for and needed some assistance until they had income again. Grant awarded \$3,500.00.
13. 12 November 2013: Applicant is in the Reserves and had been on deployments about 75% of the time since 2008. The applicant had some unexpected expenses and had fallen behind on vehicle payments and the vehicle would soon be repossessed. The applicant was also unable to afford the heating bill for the home, and the heat had been shut off. The applicant had just found full time work but needed assistance with these items until a regular paycheck was coming in. Grant awarded \$3,500.00.
14. 14 November 2013: Applicant was discharged and not yet receiving V.A. benefits for injuries. The family currently had no income at all and the applicant and the spouse were both trying to locate employment. The applicant was struggling with household bills and needed assistance until they could get back on their feet financially. Grant awarded \$2,208.00.

15. 25 November 2013: Applicant was injured during a deployment and has a spouse and 4 children to support. Unable to work right now, the applicant is 3 months delinquent on rent and utilities. It will be quite some time until V.A. benefits begin. Assistance was needed for rent, food, utilities, and necessities for the family. Grant awarded \$3,500.00.
16. 26 November 2013: Applicant was unable to locate employment after returning from deployment. The family has been delinquent on household bills for some time, and has not had electricity in their home for over 3 months. The applicant and the spouse are both seeking employment but need help to get electric service back into their home and catch up on other delinquent bills. Grant awarded \$2,595.00.
17. 13 December 2013: Applicant has been struggling financially since returning from a deployment in September. The applicant's spouse had handled all the finances during the deployment and was unable to manage a budget, resulting in delinquency of all of their household bills, to include their mortgage. Both the applicant and the spouse have just started working, but need some help to get caught up on the delinquent bills until they get back on track financially. Grant awarded \$3,500.00.
18. 3 December 2013: Applicant was medically retired, and had surgery in April. Unable to work for almost 4 months, the family had a financial setback and they cannot get caught up on rent, utilities and other monthly bills that had fallen behind. Grant awarded \$3,058.00.
19. 4 December 2013: Applicant returned from deployment and then became very ill and unable to work for a period of time. The earnings from the deployment had enabled the applicant to pay off the family's previous debts, but with a spouse and 3 young children to provide for, they were unable to save any of the earnings. They have fallen behind on their rent, electric bill and other household bills. The couple is expecting their 4<sup>th</sup> child and will have more expenses for that. They are looking for a more affordable place to live but need help now to catch up financially. Grant awarded \$3,500.00.
20. 11 December 2013: Applicant had been deployed, and after returning from deployment, found out that his spouse wanted to end the marriage immediately and would not allow the applicant to return to the home. The spouse had also taken control over the family's finances during the deployment, so the applicant was left with nothing. The applicant's vehicle needs repairs so he can find employment and a new place to live so he can get control of his finances again. Grant awarded \$1,922.00.
21. 17 December 2013: Applicant's wife was pregnant during the applicant's deployment and developed serious medical issues which caused her to be unable to return to work for 9 weeks. In addition to this setback, the furnace in their home broke down and required major repairs. The family fell behind on mortgage payments and household bills and needed help to get back on track financially. Grant awarded \$3,500.00.
22. 17 December 2013: Applicant had been on ADOS orders was then deployed. Due to the government shutdown the applicant could not return to the ADOS position and could not find full time employment. The family was then forced to move out of their apartment because they could no longer afford it. They stayed with a friend temporarily until the

applicant found a job, and are asking for assistance to move the family into an apartment. Assistance was needed for rent, security deposit, and utility setup. Grant awarded \$2,264.00.

23. 28 December 2013: Applicant was injured during deployment and is currently in a Warrior Transition Unit. The spouse is currently unable to work due to a leg injury, and is trying to cope with this situation while caring for their 4 children. The family has fallen behind on their mortgage, car payment and utilities. Grant awarded \$3,500.00.
24. 24 December 2013: Applicant had an injury while deployed, was hospitalized for a lengthy time, and then returned home. The applicant wanted to return to work after recuperating but cannot find employment. The applicant's spouse is disabled and cannot work. The family is in financial distress and cannot afford to purchase heating oil for their home. Grant awarded \$1,778.00.
25. 30 December 2013: Applicant had retired in October with a permanent disability. The applicant will begin receiving benefits in about a month, but has fallen behind on mortgage and household bills. The applicant needed assistance to get stabilized financially until his benefits begin. Grant awarded \$3,500.00.
26. 3 January 2014: After returning from a deployment, the applicant was unable to return to his job due to the government shutdown. The applicant's spouse was injured during the same timeframe and cannot work until physical therapy ends. The applicant was unable to pay all of the household bills while on unemployment benefits, and the family fell behind on mortgage, utility and vehicle payments. Grant awarded \$3,500.00.
27. 8 January 2014: Applicant recently returned from a deployment and seeking employment but could not yet locate anything that would support a spouse and 4 children. The spouse had lost her full time employment and is working only 5 to 12 hours per week. They had cut back on all unnecessary spending but cannot catch up on their rent, utilities and other household bills. The family needed assistance until the applicant can find suitable employment. Grant awarded \$3,500.00.
28. 10 January 2014: Applicant was unable to return to his job after a deployment because the company had down-sized and had to cut back on the number of employees. The applicant's unemployment compensation is not enough to cover the family's expenses, and they have fallen behind on mortgage, utilities and need heating oil for their home, which they cannot order until it is prepaid. He will be starting a new job in 2 weeks but the family needs help now until regular paychecks begin. Grant awarded \$3,500.00.
29. 13 January 2014: Applicant was unable to locate full time work after deployment and is only working 20 to 30 hours per week. He has also recently gained custody of his child and has been without heat or hot water in the home for several weeks. He is also behind on utility bills and other household bills. He will start college with the GI bill at the end of January, and the money he receives for BAH will cover his expenses if he could get caught up until that time. Assistance was needed to help get heating and hot water in the home and catch up on overdue bills until he is financially stable again. Grant awarded \$2,247.00.

30. 15 January 2014: Applicant had deployed and after returning home, was unable to get his previous job back. He is working with ESGR to try to get the job back. He is collecting unemployment and looking for another job, but has 5 young children to provide for. The family has become delinquent on their rent and utilities have been shut off. The family needs assistance to avoid eviction from the home and to get electrical power back in the home. Grant awarded \$3,500.00.
31. 16 January 2014: Applicant became ill while deployed but was not diagnosed until returning home from the deployment. Recently diagnosed with cancer, the applicant will be in treatment for at least a year and the family has to survive on one income. They are out of heating oil and are delinquent on other household bills. Assistance was needed to purchase heating oil, to help with the medical expenses and other delinquent household bills. Grant awarded \$3,500.00.
32. 24 January 2014: Applicant had deployed and returned home to the Warrior Transition Unit for health reasons. Prior to the deployment he had worked as a temporary technician but had to resign from that due to the deployment. Unemployment compensation is not enough to cover the family's monthly expenses and the savings from the deployment have been depleted. The applicant has appointments to assist with finding new employment but until that time the family needs assistance with rent, utility bills and a vehicle payment. Grant awarded \$1,923.00.
33. 29 January 2014: Applicant was released from active duty in August, and after the deployment the applicant was involved in the government furlough. The family fell behind on household bills and has 4 children to provide for. Assistance was needed to help the family get caught up on mortgage, medical bills and heating oil. Grant awarded \$3,160.40.
34. 29 January 2014: Applicant had returned home from deployment to learn that his spouse was in the process of filing for a divorce and had emptied their bank account. The applicant pays the spouse a significant amount to provide for the 3 children, and also had to find an apartment and set up utilities to live on his own. The applicant cannot afford to pay for heating oil and is dealing with frozen pipes in his apartment. Assistance was needed to obtain heating oil for the applicant and to catch up on overdue bills until he can get back on his feet financially. Grant awarded \$3,485.00.
35. 10 February 2014: Applicant had returned from deployment and was unable to locate full time employment. The applicant accepted a part-time job and used savings from the deployment to pay bills. The applicant's spouse then became very ill and required major surgery. The applicant had to take time off work to take care of their children during her recuperation period and they fell severely behind on their rent, utilities and currently have no heating oil for their home. Their vehicle will also not pass inspection without some repairs. Grant awarded \$3,500.00.
36. 18 February 2014: Applicant had deployed and returned to work, but after 3 months the company was bought out and the applicant was without a job. Unemployment benefits were delayed by four weeks which caused the family to fall behind on their rent and household

bills. The applicant is back to working full time again but cannot catch up on the delinquent bills, and they have 3 children to provide for also. Assistance was needed for two months rent, food, utilities and gasoline until they can get back on track financially again. Grant awarded \$3,332.00.

37. 19 February 2014: Applicant was on active duty orders and had a financial setback during the federal government shutdown in October. This shutdown resulted in 22 days of lost income for the applicant. The applicant then had major car repairs on two separate occasions, which caused more financial problems. The applicant had not paid his vehicle insurance because he had fallen behind on all of his bills, and then his vehicle was hit by a snow plow and he could not file a claim due to the unpaid insurance. The applicant needs help to catch up on overdue bills so that he can get back on track financially. Grant awarded \$3,500.00.
38. Applicant was on active duty orders and suffered a severe emotional trauma and then lost employment due to budget cuts in the department. The applicant became very distraught emotionally and had some unfortunate setbacks, and fell behind on all of the household bills. The applicant is a single parent and is facing eviction. Assistance was needed for food, rent, utilities, and child care so the applicant can find employment. Grant awarded \$3,500.00.
39. 26 February 2014: Applicant was injured during deployment. Unable to return to work until recuperating from surgery, the applicant fell behind on bills. The applicant's child then passed away and the applicant did not have enough money to cover all of the funeral arrangements. Assistance was needed to assist with the funeral expenses so that the applicant does not fall further behind on monthly bills. Grant awarded \$2,619.00.
40. 3 March 2014: Applicant was working on active duty orders and purchased a home close to the employment. They began to make renovations to the home; then in 2 months, the applicant was reassigned to a location that was more than 2 hours from the family's home. With a spouse and 4 children to support, the applicant decided to rent out the home and move his family closer to the new job. The prospective tenants backed out at the last minute, leaving the applicant with a mortgage payment plus a rental property to pay every month. By the time the applicant found new tenants to move into the original home, and paid for repairs to a water leak in the basement, they were severely behind on all of their household bills. The family needed help to get back on their feet financially. Grant awarded \$3,500.00.
41. 8 April 2014: Applicant lost his job and unemployment benefits had ended in December. This caused a financial setback, and although the applicant did return to work, was recently diagnosed with cancer and is undergoing treatments, causing more financial problems. The applicant has a spouse and 2 children to support and needs assistance to pay for rent, food, utilities, and other unpaid household bills. Grant awarded \$3,500.00.
42. 16 April 2014: Applicant is currently having health problems and is not yet cleared to work. The family had already suffered financial problems when there was a delay of 3 months in the applicant's unemployment compensation. By the time the issues were resolved, the family was delinquent on their mortgage, utilities and monthly bills. The applicant has a disabled spouse and 3 children to provide for. Grant awarded \$3,486.00.



43. 18 April 2014: Applicant returned home from a deployment and used a large portion of the savings to purchase a vehicle. After a few months the vehicle broke down and required extensive repairs, causing a financial burden on the applicant. The applicant is a full time student and the GI stipend would discontinue shortly for summer break, leaving the applicant with very little income to survive on for that time. The applicant has overdue bills to pay and needed assistance to get back on track financially. Grant awarded \$3,500.00.
44. 23 April 2014: Applicant has been medically discharged and is unable to work. The family became homeless for a period of time until the V.A. found housing for them. Their vehicle is in need of major repairs so that the spouse can find employment. Assistance was needed to pay for the vehicle repair, a towing bill, gasoline and food. They also have a child to provide for. Grant awarded \$2,293.00.
45. 24 April 2014: Applicant was separated from active duty in August 2013 and unemployment benefits have ended. The applicant is still dealing with a disease he acquired while deployed and is still under medical care for it. The medical condition is creating difficulties for the applicant to locate employment. The applicant has a spouse and 3 children to provide for, another child is expected soon. The family has been struggling with financial problems for quite some time and has fallen behind on rent, utilities and all of their household bills. Grant awarded \$3,500.00.
46. 2 May 2014: Applicant was injured during deployment and is still undergoing therapy for the injuries. They are having a financial setback due to these injuries, because the applicant is unable to return to work until completing the therapy for the injuries. The applicant has a spouse and 3 children to provide for. The applicant's spouse is searching for employment but cannot find one that will cover the child care costs. The family needs assistance until the applicant can return to work and the family can regain their financial stability. Grant awarded \$3,500.00.
47. 21 May 2014: Applicant was medically discharged with severe health problems and has a poor prognosis. Due to this severe illness the family has suffered a major financial setback and the family's vehicle also needs major repairs immediately. The vehicle needs to be used for travel to medical appointments. There is a spouse and 4 children to provide for. Grant awarded \$3,500.00.
48. 29 May 2014: Applicant had served 10 years of active duty service, and is now in the Reserves. Unemployed since September, the applicant's unemployment benefits have ended and the applicant cannot locate a full time job. The applicant is also under medical treatment for severe depression and dealing with a divorce and a custody battle. A veterans' service organization is assisting the applicant in locating employment but the applicant needs temporary assistance to settle into an apartment and catch up on overdue bills. Grant awarded \$3,500.00.
49. 3 June 2014: Applicant is the spouse of a deployed soldier. Because of the deployment, the family moved to PA to be closer to family that could assist with the children if necessary. The move to PA caused expenses the family was unprepared for, which created financial

setbacks. Before the deployment, the couple had both worked overtime to make ends meet and provide for their 3 children. Due to the deployment, the spouse had to take care of the household and children, so his working hours had to be reduced. Unfamiliar with handling the household and the finances, the spouse fell behind on utilities, rent and other household bills and needs some assistance to get the family back on track financially. Grant awarded \$3,500.00.

50. 18 June 2014: Applicant had deployed 3 times and is having severe issues with PTSD. The applicant had been living with family members but they were unable to deal with the situation and asked the applicant to move out. The applicant wasn't able to manage finances and became even more distressed and unable to cope. The applicant finally went to the V.A. for help with the PTSD and is under medical treatment and therapy. Assistance was needed to assist with overdue bills so that the applicant can get back on track financially and concentrate on the counseling and therapy. Grant awarded \$3,288.00.
51. 19 June 2014: Applicant had been deployed and then became unemployed after being released from active duty. While the applicant was able to collect unemployment benefits, it was a financial struggle and she actively sought full time employment. Unemployment benefits ended 2 months ago and the applicant is struggling to make ends meet and is a single parent. The applicant was able to make a mortgage payment but cannot afford to pay any of the other household bills. Vehicle insurance will also be cancelled if payment isn't made immediately. Grant awarded \$3,500.00.
52. 27 June 2014: Applicant was having back problems which led to a recent medical discharge. The applicant later began working again and then had another back injury and eventually lost that job due to the inability to do heavy lifting. By this time the applicant was already having financial problems and they have a new baby to provide for. His V.A. compensation payments are not enough to support the family, so the applicant has found another job but are delinquent on utilities, rent, and a vehicle payment. Grant awarded \$3,254.00.

#### **DISAPPROVED:**

1. 16 July 2013: Applicant requested a grant for repairs to the roof of his home. The veteran had been discharged since 1992, and therefore was not eligible for MFRAP. Applicant was referred to other possible sources of assistance.
2. 17 July 2013: Applicant requested a grant for household bills and child care costs. Since the applicant had been discharged since 2011, the application did not meet the guideline requirements and was denied. The veteran was referred to other possible sources of assistance.
3. 17 July 2013: Applicant requested help with car payments and credit card debt. The applicant had not served on active duty, other than for training, within the past year. The application did not meet the guideline requirements and was referred to other possible sources of assistance.

4. 5 August 2013: Applicant requested a grant for vehicle repairs and other household bills but has not had any active duty in the past year. The application did not meet the guideline requirements and was referred to other possible sources of assistance.
5. 6 August 2013: Applicant requested a grant to pay overdue household bills. The applicant had been released from the military for unsatisfactory performance. The application did not meet the guideline requirements and was referred to other possible sources of assistance.
6. 6 August 2013: Applicant requested help with student loans and vehicle payments. The applicant had been discharged from the military in January. Eligibility requirements could not be met, and the applicant was referred to other possible sources of assistance.
7. 16 August 2013: Applicant requested a grant to obtain a rental property and set up utilities, but the documentation did not indicate a financial need. The application did not meet the guideline requirements and was denied.
8. 20 August 2013: Applicant requested a grant to be reimbursed for an unexpected travel expense, but the documentation did not indicate a financial need. Eligibility requirements could not be met, and the application was denied.
9. 20 August 2013: Applicant requested assistance to move back to PA and for travel expenses but the documentation did not indicate a financial need, was unrelated to military service, and also indicated excessive credit card debt. Eligibility requirements could not be met and the application was denied.
10. 22 August 2013: Applicant is the wife of a deceased veteran and requested funds to help pay for the veteran's funeral expenses and for other household bills. This application did not meet the guideline requirements. The applicant was referred to other sources of assistance.
11. 17 September 2013: Applicant requested assistance for housing and utilities but has been discharged from the military since 1990. The applicant was referred to other sources of assistance. The application did not meet the requirements of the guidelines and was denied.
12. 4 October 2013: Applicant is the widow of a deceased service member and requested assistance to pay household bills. The applicant was referred to other sources of assistance because the application did not meet the guideline requirements. The application was denied.
13. 17 September 2013: Applicant was discharged for patterns of misconduct and requested assistance for outstanding bills. The application did not meet the guideline requirements and was denied.
14. 17 September 2013: Applicant requested financial help for vehicle repairs but had no active duty in the past year, and the financial problem was not related to military service. The guideline eligibility requirements could not be met, and the applicant was referred to other possible sources of assistance.

15. 24 October 2013: Applicant requested financial help for household bills and mortgage payments. The documentation indicated irresponsible money management and no apparent financial need. Application did not meet the guideline requirements and was denied.
16. 8 November 2013: Applicant requested financial help to pay overdue bills. The applicant had received two previous grants and documentation indicated that the financial problems were mismanagement of finances and also unrelated to the applicant's military service. Eligibility requirements could not be met. Application was denied.
17. 20 November 2013: Applicant requested financial assistance to pay household bills. The financial problems were not related to the applicant's military service. The guideline requirements could not be met, and the application was denied. The applicant was referred to other possible sources of assistance.
18. 20 November 2013: Applicant requested financial help for payment of bills, but had not had any active duty service since 2006. The application did not meet the eligibility requirements and was denied. The applicant was referred to other possible sources of assistance.
19. 30 December 2013: Applicant requested financial assistance to pay for college tuition. No financial emergency was indicated on the documentation, nor was the situation related to the military service of the applicant. The guideline requirements were not met and the application was denied.
20. 9 January 2014: Applicant requested assistance for rent, utilities and vehicle payment. A previous grant the applicant received one year ago was for the same purpose and the documentation indicated mismanagement of money by the applicant. The applicant was referred to a financial counselor. The guideline requirements could not be met and the application was denied.
21. 9 January 2014: Applicant requested financial help with child care expenses and rental payments, but had no active duty service since 2010. The guideline eligibility requirements could not be met, and the application was denied. The applicant was referred to other possible sources of assistance.
22. 4 February 2014: Applicant requested financial help for household bills but had not served any active duty since 2009. The applicant was referred to other possible sources of assistance. The guideline eligibility requirements could not be met, and the application was denied.
23. 6 February 2014: Applicant requested financial help for rent, utilities, vehicle repairs and other household expenses, but had been discharged from the military since 2007. The guideline eligibility requirements could not be met, and the application was denied. The applicant was referred to other possible sources of assistance.

24. 10 February 2014: Applicant requested financial help for vehicle repairs but had no active duty in the past year, and the financial problem was not related to military service. The guideline eligibility requirements could not be met, and the application was denied. The applicant was referred to other possible sources of assistance.
25. 10 February 2014: Applicant requested financial help with rent but had been discharged from the military since 2007. The guideline eligibility requirements could not be met, and the application was denied. The applicant was referred to other possible sources of assistance.
26. 25 April 2014: Applicant requested financial help for vehicle repairs but the financial need was not related to the applicant's military service. The guideline eligibility requirements could not be met, and the application was denied. The applicant was referred to other possible sources of assistance.
27. 17 March 2014: Applicant requested financial help for household bills and vehicle payments. The financial problems were not related to the applicant's military service, and the documentation did not indicate a financial need. The guideline eligibility requirements could not be met, and the application was denied.
28. 27 March 2014: Applicant requested financial help for monthly bills and housing, but the financial situation did not indicate that the need is related to military service. The applicant was referred to a financial management counselor. The guideline eligibility requirements could not be met, and the application was denied.
29. 27 March 2014: Applicant requested financial help for housing and monthly bills. The applicant had discharged from the military in 2010. The applicant was referred to other possible sources of assistance. The guideline eligibility requirements could not be met, and the application was denied.
30. 1 April 2014: Applicant requested financial help for housing, childcare, and utilities but had been discharged from the military, and the financial need was not related to the applicant's military service. The applicant was referred to other possible sources of assistance. The guideline eligibility requirements could not be met, and the application was denied.
31. 28 April 2014: Applicant requested assistance with housing and utility bills. The financial issues were not related to the applicant's military service. The applicant was referred to other possible sources of assistance. The eligibility requirements of the guidelines could not be met, and the application was denied.
32. 30 April 2014: Applicant requested financial help for vehicle payments, housing and utility bills, but had no active duty in the past year, and the financial problem was not related to his military service. The family had already received assistance from several other sources, and was referred to a financial counselor. The guideline eligibility requirements could not be met, and the application was denied.

33. 1 May 2014: Applicant requested financial help for housing, child care and utilities, and vehicle payments. The financial issues were not related to the applicant's military service. The applicant was referred to other possible sources of assistance. The guideline eligibility requirements could not be met, and the application was denied.
34. 24 June 2014: Applicant requested assistance with housing, utilities, vehicle payments and insurance. The applicant had already been discharged from military service and had no active duty in the past year. The applicant was referred to other possible sources of assistance. The guideline eligibility requirements could not be met, and the application was denied.

#### **APPLICATIONS CLOSED:**

1. 27 January 2014: Applicant had requested assistance in August 2013, for vehicle repairs. The application was incomplete, and the applicant was encouraged to provide more documentation, but failed to do so. A letter was sent to the applicant in September to notify the applicant that documentation was still needed. No response was received from the applicant. The application was closed without action.
2. 27 January 2014: Applicant sent an incomplete application in October 2013 and was notified to provide a complete application. A letter was sent to the applicant, defining the necessary documentation. Numerous attempts to contact the applicant for more information were unsuccessful. Application was closed without action.
3. 27 January 2014: Applicant submitted a request in November 2013 for assistance with a vehicle payment and insurance, but the application was incomplete and had no supporting documentation. A letter was sent to the applicant, defining the necessary documentation, but we received no response. The applicant also had criminal charges pending. The application was closed without action.
4. 12 March 2014: Applicant requested assistance in December for utility bills and rent, but did not provide documentation. A letter was sent to the applicant defining the required documentation, but we received no response. Repeated attempts to contact the applicant were unsuccessful, and the application was closed without action.
5. 14 April 2014: Applicant had requested assistance in December for child care costs, credit card payments and vehicle payments. The application was incomplete and required more documentation. A letter was sent to the applicant explaining the required documentation, but we received no response. The application was closed without action.
6. 12 March 2014: Applicant requested assistance in January 2014 for housing costs. The applicant did not provide any documentation. A letter was sent to the applicant defining the required documentation, but we received no response. Repeated attempts to contact the applicant were unsuccessful, and the application was closed without action.
7. 12 March 2014: Applicant requested assistance in February 2014 for utility bills, rent, and vehicle payments but did not provide documentation. A letter was sent to the applicant

defining the required documentation, but we received no response. Repeated attempts to contact the applicant were unsuccessful, and the application was closed without action.

8. 22 May 2014: Applicant requested assistance in February for child support payments and insurance. The application did not have any required documentation. A letter was sent to the applicant defining the required documentation, but we received no response. Attempts to contact the applicant were unsuccessful, and the application was closed without action.
9. 22 May 2014: Applicant requested assistance in February for housing, utilities and vehicle insurance, but did not provide documentation. A letter was sent to the applicant defining the required documentation, but we received no response. Repeated attempts to contact the applicant were unsuccessful, and the application was closed without action.
10. 11 March 2014: Applicant sent an incomplete application with no supporting documentation. The application did not include the applicant's address, and voicemail messages left for the applicant received no response. The application was closed without action.
11. 25 June 2014: Applicant requested assistance in March for utility bills, rent and household bills, but the applicant did not provide the required documentation. Several email requests defining the necessary documentation were sent, and a letter was also mailed to the applicant defining the necessary documentation, but no response was received. The application was closed without action.
12. 22 May 2014: Applicant requested assistance in March for housing, but did not provide documentation. A letter was sent to the applicant defining the required documentation, but we received no response. The applicant had also received a previous grant from MFRAP. Attempts to contact the applicant were unsuccessful, and the application was closed without action.

TAB 4



# DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

## Guidelines for Military Family Relief Assistance Program

Note: The official text of these guidelines is published in the *Pennsylvania Bulletin* at 40 Pa.B. 2825 (Saturday, May 29, 2010).

1. *Authority.* These guidelines are promulgated under the authority of 51 Pa.C.S. § 7319(c) to implement the Military Family Relief Assistance Program (MFRAP) as set forth in section 7319 of the Military and Veterans Code, 51 Pa.C.S. § 7319, as amended by the Act of March 16, 2010, P. L. 138, No. 9, effective May 15, 2010.

2. *Purpose:* The Pennsylvania MFRAP provides emergency assistance to eligible service members and eligible relatives of eligible service members. The Program is established to provide emergency assistance grants to families of persons who are residents of Pennsylvania and members of the armed forces.

3. *Fund Committee:* The Adjutant General will appoint an MFRAP Fund Committee, which will assist in administering the Pennsylvania MFRAP. The Fund Committee may make recommendations to the Adjutant General for prioritization of payments if available funds are insufficient to address all the financial needs requested; and recommend changes to these guidelines.

a. *Composition.* The Fund Committee will consist of:

i. A chairperson, who shall be an officer serving in the grade of Colonel (06) in the Pennsylvania Army or Air National Guard.

ii. A vice chairperson, who shall be a non-commissioned officer servicing in the grade of Command Sergeant Major or Chief Master Sergeant (E9) in the Pennsylvania Army or Air National Guard.

iii. Three additional commissioned officers, all of whom shall be serving in the grade of Major (04) or above (or equivalent) and at least one of whom shall be a member of a reserve component other than the Pennsylvania National Guard.

iv. Two additional noncommissioned officers, all of whom shall be serving in the grade of E7 or above, and one of whom may be a member of reserve component other than the Pennsylvania National Guard.

v. The Deputy Adjutant General for Veterans' Affairs and the Deputy for Administration of the Department of Military and Veterans or their designees.

vi. The Department's Office of Chief Counsel will provide legal advice and assistance to the fund committee (without vote).

b. *Subcommittee on Application Review.* At least three members of the Fund Committee will constitute a subcommittee to review each application for assistance. The membership of the application review subcommittee will rotate based on availability and to ensure that all Fund Committee members have the opportunity to review applications from time to time.

c. *Quorum.* Except for review of applications for assistance, which will be conducted by the subcommittee described in paragraph 3b, five members of the Fund Committee will constitute a quorum for the conduct of business.

d. *Term.* The term of a member of the Fund Committee will extend from the date of appointment until December 31 of the next following year, provided that members will continue to serve until a successor is appointed as long as the member remains eligible. The Adjutant General may extend or adjust the term of service in order to assure that all terms do not end simultaneously.

#### 4. *Eligible Recipients:*

a. *Residence Requirement:* Members of the Armed Forces of the United States are residents of Pennsylvania at the time of the application for assistance. A resident of Pennsylvania is defined as either of the following:

i. An individual who is domiciled in this Commonwealth. The individual must either physically reside in Pennsylvania or be absent from the State pursuant to military orders. An individual's spouse or dependent who is domiciled in this Commonwealth who is stationed in another state or country shall qualify under the program as a resident of Pennsylvania so long as the person does not become domiciled in another state.

ii. An individual who qualifies under the definition of "Resident Individual" in Section 301(P) of the Act of March 4, 1971 (P. L. 6, No. 2), known as the Tax Reform Code of 1971.

b. *Eligible Service Member.* Any of the following:

i. A member of the Armed Forces of the United States or its reserve components, including the Pennsylvania National Guard, who is serving on active duty authorized under Title 10 or Title 32, United States Code, (other than active duty for training) for a period of 30 or more consecutive days.

ii. A member of the Pennsylvania National Guard serving on State active duty, authorized 51 Pa.C.S. § 508, for a period of 30 or more consecutive days.

iii. A member in good standing of any reserve component of the Armed Forces of the United States, including the Pennsylvania National Guard, for a period of one year after release from a tour of active duty, authorized under Title 10 or Title 32, United States Code, (other than active duty for training) of 30 or more consecutive days duration when the need for assistance is directly related to the member's performance of active duty.

iv. A member in good standing of the Pennsylvania National Guard for a period of one year after release from a tour of state active duty, authorized under 51 Pa.C.S. § 508, of 30 or more consecutive days duration when the need for assistance is directly related to the member's performance of state active duty.

v. A former member of the Armed Forces of the United States or its reserve components, including the Pennsylvania National Guard for a period of 2 years after discharge if:

1. The member was discharged for medical reasons arising out of the member's military service.

2. The medical disability that resulted in the member's discharge was incurred in the line of duty and was not the result of misconduct.

3. The medical condition giving rise to the discharge did not exist prior to the member entering military service.

4. The medical disability was incurred while the member was serving on active duty, other than active duty for training, or State active duty, for a period of 30 or more consecutive days.

5. The former member received an honorable discharge for medical reasons.

6. The need for assistance is directly related to the former member's military service or the disability incurred as a result of the military service.

c. *Eligible Relative of an Eligible Service Member.*

i. The dependent spouse or dependent child of the eligible service member or, in the case of applicants for financial assistance to visit a hospitalized service member, the service member's spouse, parent, sibling or child.

ii. An eligible relative must be a legal resident (domiciliary) of Pennsylvania at the time of application for assistance. An otherwise eligible relative may retain eligibility if absent from the Commonwealth accompanying the eligible service member to military duty in another state or country.

5. *Definitions.* In addition to the terms described in paragraph 4, the following definitions shall apply in these guidelines unless the context clearly indicates otherwise or unless the governing statute, as amended, uses a different definition.

"Qualifying period of military service" means active duty, other than active duty for training, of a duration of 30 or more consecutive days or State active duty ordered under 51 Pa.C.S. § 508 or a duration of 30 or more consecutive days.

6. *Other Assistance.*

a. Except as provided in paragraph 6c, in order to qualify for assistance under this program, applicants are encouraged to seek assistance from other available sources prior to award of MFRAP grants. Other available sources include, but are not limited to:

i. Army Emergency Relief (AER) ([www.aerhq.org](http://www.aerhq.org)).

- ii. Air Force Aid Society (AFAS) ([www.afas.org](http://www.afas.org)).
- iii. Navy-Marine Corps Relief Society (NMCRS) ([www.nmcrrs.org](http://www.nmcrrs.org)).
- iv. Coast Guard Mutual Assistance (CMGA) ([www.cgmahq.org](http://www.cgmahq.org)).
- v. Salvation Army ([www.salvationarmyusa.org](http://www.salvationarmyusa.org))
- vi. American Red Cross (ARC) ([www.redcross.org](http://www.redcross.org)).
- vii. Veterans' Emergency Assistance if applicable ([www.dmv.state.pa.us](http://www.dmv.state.pa.us)).

b. The application for MFRAP assistance should include copies of applications for other forms of assistance filed by the applicant.

c. The approval authorities described in paragraph 11 may waive any requirement to seek assistance from other sources when unusual or exigent circumstances makes such application impractical or unlikely to produce results in a timely manner or when the applicant shows that the circumstances are such that other potential source of funds are inapplicable to the particular circumstances. The Level 1 approval authority may approve the waiver in cases involving applications for assistance in the amount of up to \$1,500 and the Level 2 approval authority may approve the waiver in cases seeking assistance of \$1,500 or more.

#### *7. Application Process:*

a. Eligible recipients may apply for funds by submitting a completed application packet containing the following: A completed application for Pennsylvania MFRAP (PA MFRAP Form 01), signed by the applicant.

- i. Proof of residency (if applicable).
- ii. Proof of military membership and member's active duty status.
- iii. Proof of dependency (if applicable).
- iv. Military member's most current Leave and Earnings Statement (LES).
- v. Supporting documentation (if applicable), such as car repair estimates, rental agreements, utility bills, bank statements, employment records, and the like.
- vi. Certification, under penalty of law, that the information is true and correct to the best of the knowledge, information and belief of the application.
- vii. Verification, if applicable, from military commander/first sergeant (senior NCO) of information submitted.

b. Applications, with support documents, must be mailed to: Department of Military and Veterans Affairs, ATTN: Military Family Relief Assistance Program, Fort Indiantown Gap, Annville, PA 17003-5002.

c. To expedite the application process, applications and supporting documents may be faxed to MFRAP (Fax: (717) 861-6200) or e-mailed to [ra-pa-mfrap@state.pa.us](mailto:ra-pa-mfrap@state.pa.us). An application with the applicant's or authorized representative original signature must be submitted, along with the supporting documentation the MFRAP office.

d. If an application is submitted on behalf of an eligible service member or an eligible relative of an eligible service member, a copy of a fully-executed power of attorney authorizing the person submitting the application to act on the applicant's behalf must be submitted.

e. Application forms are available on-line at [www.dmv.state.pa.us](http://www.dmv.state.pa.us), from DMVA (Military Family Relief Assistance Program, Building S-0-47, Fort Indiantown Gap, Annville, PA 17003-5002) or from Pennsylvania National Guard Family Assistance Centers.

#### 8. *Grants:*

a. Applications for grants will be evaluated according to the criteria set forth in 51 Pa.C.S. § 7319 and in paragraph 9 of these guidelines subject to the availability of funds and the exercise of the approval authority's discretion in evaluating the relative priority of requests if funds are not sufficient to satisfy all eligible requests.

b. As required by 51 Pa.C.S. § 7319, applicants must demonstrate that they have a direct and immediate financial need for assistance as a result of the military service of the applicant. Such circumstances must be beyond the control of, and not the result of misconduct by, the applicant.

c. Grants may be made for purposes such as: food, rent, utilities, emergency transportation and vehicle repair, medical/dental expenses, short term personal needs when pay is delayed or stolen, emergency home repairs necessary to maintain habitability of essential areas, as well as other emergency needs at the discretion of the approval authority.

d. Grants may also be made if it is demonstrated that financial need is caused by:

i. The need for travel, lodging and subsistence for which the applicant lacks financial resources as a result of:

(1) The death or critical illness of an eligible member's parent (or parent-in-law), spouse, sibling (or sibling-in-law) or child.

(2) The wounding of the service member in the line of duty sustained as a result of combat or attack resulting in an immediate need for funds for travel, lodging, subsistence or other activities directly related to the casualty.

ii. No more than two eligible relatives of an eligible service member may receive assistance for travel under paragraph 8d.

e. A natural or manmade disaster resulting in the deprivation of food, shelter or other necessities of life.

f. Emergency need for child care for dependent children.

g. It is recognized that neither 51 Pa.C.S. § 7319 nor these guidelines can describe every possible emergency scenario that might result in eligible service members or their families having an immediate and direct financial need as a result of military service. Applicants may qualify for grants when they demonstrate the existence of financial need related to military service coupled with an emergency situation where the failure to obtain emergency assistance will substantially deter the service member from meeting his/her military obligations. The following situations are examples:

- i. Failure to receive pay and allowances in a timely manner because of errors in military pay systems where circumstance exist precluding casual payment or advance payment.
- ii. Loss of income as a result of permanent change of station or extended TDY causing member and family to move.
- iii. Loss of employment of spouse due to member's service, extended TDY, or deployment.
- iv. Unusual medical care costs incurred by the eligible member or dependents which are not covered by TRICARE or other government sources.
- v. The eligible member or dependents are victim(s) of crimes that result in loss of income, property or credit (for example, identity theft, and the like).
- vi. The special needs of an eligible member or a dependent result in a need for assistance that cannot be met as a result of the eligible member's military service.
- vii. The death of a relative of an eligible service member resulting in increased costs or sudden, unexpected loss of income or support.
- h. Examples of situations where granting MFRAP assistance would be inappropriate include payments to:
  - i. Pay for nonessential items or finance vacations.
  - ii. Pay fines or legal expenses in criminal matters.
  - iii. Assist with home purchase down payment or financing or home improvements (unless directly related to qualifying military service or disability incurred in qualifying military service).
  - iv. Pay bills incurred in purchase of nonessential items.

9. *Evaluation Criteria:* The criteria that will be considered in determining whether to approve applications for financial assistance include:

- a. Nature of assistance requested.
- b. Degree of financial hardship.
- c. Current family income.
- d. Current debts and obligations.
- e. Number of dependents.
- f. Connection between financial hardship and military member's active duty status.
- g. The cause of the financial hardship and its relationship, if any, to the negligence or fault of the applicant in managing income and assets.
- h. Change in income (based on military active duty).
- i. Changes in employment and income status of dependents related to military member's active duty status.
- j. Increased expenses due to military member's active duty.

- k. Military pay problems.
- l. Other issues of financial hardship related to military member's active duty.
- m. Bankruptcy filed or pending.
- n. Pending Disciplinary Action (military member only).
- o. Length of military duty.
- p. Other aid available and/or received.
- q. Amounts and date of any funds previously awarded to the applicant from this fund.

10. *Maximum Grants:*

- a. The maximum grant under this program is \$3,500 or such lesser amount determined by The Adjutant General based on the amount of money in the MFRAP special fund.
- b. No more than \$3,500 may be paid to an eligible service member and the eligible relatives of an eligible service member in any 12-month period. Eligibility for grants derives from the eligibility of the service member. This limit means that the eligible service member and all eligible relatives of the eligible service member may not receive (in total for all applicants) more than \$3,500 in any 12-month period.
- c. Only one grant will be made to address need arising out of each event or episode to either the eligible service member or the eligible relative of the eligible service member, but not to both.

11. *Approval Authority:* The following shall have authority to act on requests for financial assistance, unless otherwise restricted by The Adjutant General:

- a. Level 1. Requests for grants up to \$1,500 may be acted upon by the Pennsylvania MFRAP Coordinator.
- b. Requests for grants of \$1,500 or more may be approved by the Fund Committee's Subcommittee for Application Review.

12. *Appeals and Reconsideration:* Any applicant aggrieved by a decision with respect to a grant application may appeal to The Adjutant General in writing within 10 days of receiving the decision. The appeal shall state the reasons for the appeal and describe the requested relief. The Adjutant General shall review the appeal and make a decision concerning it. In accordance with 51 Pa.C.S. § 7319(b)(4), The Adjutant General shall make the final determination concerning any appeal.

13. *Reporting Requirements:*

- a. On or before July 30 of every year for the length of the MFRAP, the Department shall submit a report to the Chairperson and Minority Chairperson of the Appropriates Committee of the Senate, the Chairperson and Minority Chairperson of the Appropriations Committee of the

House of Representatives, the Chairperson and Minority Chairperson of the Veterans Affairs and Emergency Preparedness Committee of the Senate and the Chairperson and Minority Chairperson of the Veterans Affairs and Emergency Preparedness Committee of the House of Representatives detailing the MFRAP guidelines, the number of applicants, the total amount of money raised and distributed and the type of applicant need.

b. The report shall also set forth any participation by a governmental or nongovernmental organization utilized in the furtherance of the MFRAP.

14. *Effective Date.* These guidelines take effect on publication and apply to all grant applications submitted on or after the effective date and all grant applications pending on the effective date.

[Pa.B. Doc. No. 10-1003. Filed for public inspection May 28, 2010, 9:00 a.m.]

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# TAB 5



## Pennsylvania Military Family Relief Program Application

Print Form

FAX: 717 861-8124

Please mail, or fax this form (and substantiating documents) to:

Department of Military and Veterans Affairs, Bldg 0-47, ATTN: MFRAP, FTIG, Annville, PA 17003-5002

Name of Applicant:  Rank / Grade  Email

Street Address  County

City, State, Zip  Social Security. # of Applicant  Privacy Act Statement  
See Page 2

Home Phone  Work Phone  Cell / Other

Branch of Service  Unit of Assignment / Duty Location

If applicant is not a Service Member, what is the relationship of the applicant to the Service Member?

Number of Children in Household  Ages  Special Needs?

**I am requesting the following assistance. Please specify the exact amount(s) of each and the category it pertains to.**

Food	<input type="text"/>	Medical Services	<input type="text"/>	Emergency Travel	<input type="text"/>
Housing	<input type="text"/>	Medical Prescriptions	<input type="text"/>	Other (Please Specify)	
Child Care	<input type="text"/>	Insurance (Specify Type)	<input type="text"/>	<input type="text"/>	
Utilities	<input type="text"/>	Vehicle Payment	<input type="text"/>		

Service Member's employer, job title and salary prior to active service.

I have done the following to attempt to remedy the situation: (i.e., called creditor to arrange payment schedule, requested assistance from family)

The following documents are attached for eligibility criteria (as applicable or requested) Please check the boxes that apply.

Copy of Current Military ID Card ☐ Proof of Residency (State Taxes or Drivers Lic.) ☐ Repair or other estimate of cost for funds ☐

Copy of Orders ☐ Copies of Leave and Earning Statement (LES) ☐ Other (Specify)

I authorize access to all systems of records containing personal information for verification purposes. If eligible, funds will be used as indicated above.

Signature  Date YY/MM/DD



## Pennsylvania Military Family Relief Program Application

### APPLICANT'S BUDGET INFORMATION

#### MONTHLY HOUSEHOLD INCOME:

Net Military Pay	<input type="text"/>
Net Pay of Spouse	<input type="text"/>
Disability / Retirement	<input type="text"/>
Other	<input type="text"/>

(e.g. Child Support / Unemployment)

#### CHECKING & SAVINGS ACCOUNTS:

Financial Institution - Checking	<input type="text"/>	Balance	<input type="text"/>
Financial Institution - Savings	<input type="text"/>	Balance	<input type="text"/>

#### BANKRUPTCY INFORMATION

In the Process of Filing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	In Last 6 Months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---------------------------	------------------------------	-----------------------------	-------------------	------------------------------	-----------------------------

Currently Paying On Yes ☐ No ☐

Past/Present bankruptcy will not necessarily disqualify you for assistance

RENT ☐ OR OWN ☐

#### RENTAL INFORMATION

#### MORTGAGE INFORMATION

Mortgage Holder	<input type="text"/>		
Mortgage Balance Due	<input type="text"/>	Monthly Payment	<input type="text"/>
Leins or 2nd Mortgage	<input type="text"/>		
2nd Mortgage Balance	<input type="text"/>	Monthly Payment	<input type="text"/>

Rental Name or Owner	<input type="text"/>
Contact Phone Number	<input type="text"/>
Monthly Payment	<input type="text"/>

#### PERSONAL FINANCES: (Use 8.5 x 11 paper if additional pages are needed)

Name of Creditor	<input type="text"/>	Balance	<input type="text"/>	Monthly Payment	<input type="text"/>	Item	<input type="text"/>
Name of Creditor	<input type="text"/>	Balance	<input type="text"/>	Monthly Payment	<input type="text"/>	Item	<input type="text"/>
Name of Creditor	<input type="text"/>	Balance	<input type="text"/>	Monthly Payment	<input type="text"/>	Item	<input type="text"/>

#### MONTHLY HOUSEHOLD EXPENSES:

Rent / Mortgage	<input type="text"/>	Utilities	<input type="text"/>	Phone (Basic)	<input type="text"/>	Food	<input type="text"/>
Clothing Laundry	<input type="text"/>	Child Care	<input type="text"/>	Car Insurance	<input type="text"/>	Other	<input type="text"/>
Transportation	<input type="text"/>	Credit Cards	<input type="text"/>	Car Payment	<input type="text"/>	Total Expenses	<input type="text"/>

#### PLEASE READ AND SIGN:

RELEASE OF INFORMATION: I give MFRAP authorization to check my credit record and to receive, and exchange information about my credit history. I further authorize my payroll office/finance center to release information pertaining to my leave and earnings statement and work status, and authorize MFRAP to receive information from my supervisor as deemed necessary. By signing below I certify I have fully and truthfully completed this application.

Printed Name

Signature

Date YY/MM/DD



## Pennsylvania Military Family Relief Program Application

Additional Information:

Have you ever applied for MFRAP before? ☐ Yes ☐ No

If so, when? (Provide date) \_\_\_\_\_

Was the Service Member a resident of Pennsylvania when entering Military Service? ☐ Yes ☐ No

This situation has occurred due to the following events, reasons, or circumstances. You may be required to submit budget/financial statements to substantiate your claim. (Use the space provided to construct a very detailed narrative. If unable to write legibly, type and attach page to application.)

Please describe how military service caused your need for assistance. (Be very clear with your answer)

Signature

Date YY/MM/DD

### Information Verification and Release Authorization

I authorize verification / release of the information I am providing on this application for the purpose of evaluating this application. I authorize the Department of Military and Veterans Affairs and Pennsylvania Military Relief Assistance Program access to any pertinent records as necessary to evaluate my application.

Initials

I hereby certify under penalty of law that the information I have provided on this application, and accompanying documentation, is true and correct to the best of my knowledge, information and belief. Under 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities), it is a serious crime to provide false information in connection with this application.

Signature

Date YY/MM/DD

**Privacy Act Statement: Authority:** 51 Pa. C.S § 7319.

**Principal Purpose:** This application form is the primary source of information for determining an individual's eligibility for financial assistance under the Military Family Relief Assistance Program. **Routing Use:** The information you provide will be used to review and evaluate your application for Military Family Relief Assistance. The information may be provided to other state and federal agencies and non-governmental organizations in connection with review of your application. **Voluntary Disclosure:** Disclosure of information on these forms, including the applicant's (eligible service member's) Social Security Number, is voluntary. However, failure to provide the requested information may mean the Pennsylvania Military Relief Assistance Program will be unable to evaluate the application, verify the information provided, or award assistance because of incomplete information.

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#### **COMMANDING OFFICER / SENIOR NONCOMMISSIONED OFFICER IN CHARGE**

Rank / Name

Phone

Position / Title

Email Address

I have reviewed this request and recommend:

Approval

Disapproval

My recommendation is based on the following:

Signature

Date YY/MM/DD

**For MFRAP Use Only:**

DATE RECEIVED (YYMMDD)

CONTROL NUMBER (YYMMNNNN)

**MFRAP Coordinator Action:**

Approved

Date YY/MM/DD

Amount

Check Number

Denied

Date YY/MM/DD

Justification

Forwarded to Committee

Date YY/MM/DD

**Fund Committee Action:**

Approved

Date YY/MM/DD

Amount

Check Number

Denied

Date YY/MM/DD

Justification

Forwarded to Committee

Date YY/MM/DD