

# COMMONWEALTH OF PENNSYLVANIA

## Military Family Relief Assistance Program Annual Report for FY 2016



Department of Military and Veterans Affairs

Brigadier General Anthony J. Carrelli  
The Adjutant General

July 2017



## TABLE OF CONTENTS

### DEPARTMENT OF MILITARY & VETERANS AFFAIRS (MFRAP)

ANNUAL REPORT  
July 1, 2016 to June 30, 2017

	<u>TAB</u>
MISSION STATEMENT	1
THE PROGRAM	1
FINANCIAL ACTIVITIES	2
APPLICATION ACTIVITY	3
GUIDELINES	4
MFRAP APPLICATION	5

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 \$774,000.00 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 \$1,770,000.00 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 took 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

PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2005	31,060.58
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2006	29,135.25
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2007	16,890.76
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2008	9,864.00
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2009	3,964.25
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2010	6,519.61
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2011	3,278.50
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2012	4,124.41
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2013	4,335.89
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2014	4,882.43
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2015	3,352.00
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2016	6,070.00
<b>TOTAL PRIVATE/CASH/OTHER CONTRIBUTIONS</b>	<b>\$123,477.68</b>

INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2005	116,478.57
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2006	155,480.89
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2007	141,610.37
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2008	211,051.83
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2009	182,574.30
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2010	168,488.17
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2011	152,504.54
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2012	138,259.94
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2013	104,843.74
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2014	109,509.40
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2015	91,231.82
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2016	74,658.16
<b>TOTAL PERSONAL INCOME TAX DONATIONS</b>	<b>\$1,646,691.73</b>

<b>COMBINED – PERSONAL/CASH /ONLINE/OTHER 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
TOTAL ALL CONTRIBUTIONS FY 2014	114,391.83
TOTAL ALL CONTRIBUTIONS FY 2015	94,583.82
TOTAL ALL CONTRIBUTIONS FY 2016	80,728.16
<b>TOTAL COMBINED CONTRIBUTIONS</b>	<b>\$1,770,169.41</b>

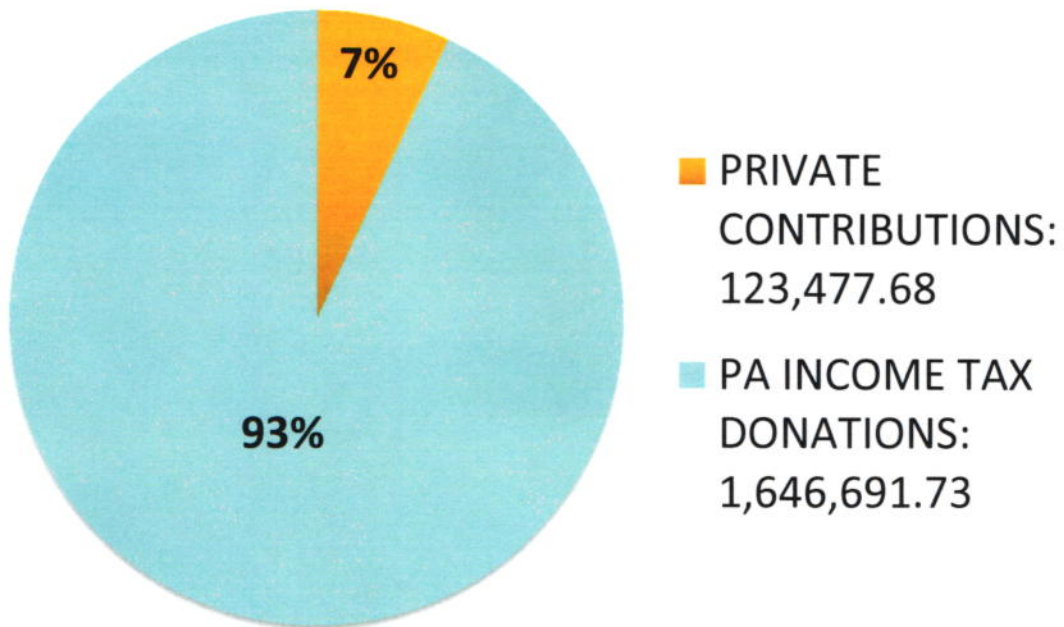


## MFRAP CONTRIBUTION TRACKING

<b>APPROVED GRANT AWARDS</b>	
APPROVED GRANT APPLICATION PAYMENTS FY 2005	756.00
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
APPROVED GRANT APPLICATION PAYMENTS FY 2014	148,459.09
APPROVED GRANT APPLICATION PAYMENTS FY 2015	80,376.00
APPROVED GRANT APPLICATION PAYMENTS FY 2016	41,303.00
<b>TOTAL APPROVED GRANT APPLICATIONS</b>	<b>\$774,380.86</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
ACCOUNT TOTALS FOR FY 2014	-34,067.26
ACCOUNT TOTALS FOR FY 2015	14,207.82
ACCOUNT TOTALS FOR FY 2016	39,425.16
<b>TOTAL ACCOUNT BALANCE</b>	<b>\$995,788.55</b>

## CONTRIBUTION BREAKDOWN BY PERCENTAGE





TAB 3

## APPLICATION ACTIVITY

### APPROVED:

1. 18 July 2016: Applicant's home was destroyed in a fire. The family lost everything. Grant awarded \$3,500.00.
2. 1 August 2016: Applicant had lost employment and was severely delinquent on household bills. A new job became available but a security clearance was necessary and unpaid bills would negatively affect the security clearance application. The bills needed to be paid so that the new job would be possible. Grant awarded \$3,500.00.
3. 16 August 2016: Applicant was unable to find employment after returning from deployment. With 5 children to provide for, the family fell behind on household bills. The applicant was finally able to locate employment but the family needed to catch up on bills to get back on track financially. Grant awarded \$3,500.00.
4. 15 September 2016: Applicant had deployed multiple times and had severe PTSD, which caused a medical discharge. The applicant's car loan became delinquent and household bills fell so far behind that it was impossible to catch up. Assistance was needed to help the family get back on their feet financially. Grant awarded \$3,337.00.
5. 30 September 2016: Applicant was disabled and with PTSD, could not locate a suitable job. The applicant was being treated for his disabilities and during this time the bills fell behind and created financial hardship. Grant awarded \$3,500.00.
6. 2 December 2016: Applicant had been laid off from work and was unable to locate employment due to service-connected disabilities. With a spouse and 3 children to provide for, the applicant needed assistance until new employment could be located. Grant awarded \$3,500.00.
7. 13 December 2016: Applicant had large, unexpected car repair bills, which also included towing costs and car rental costs during the repair period. This caused a financial hardship, and assistance was needed for this unexpected situation. Grant awarded \$3,500.00.
8. 22 December 2016: The stress of deployment caused the applicant's marriage to fail, and with the loss of the spouse's income the applicant, now a single parent of three children, the household bills fell behind and created hardship. Grant awarded \$2,966.00.
9. 3 January 2017: Applicant owned a successful business, but during a deployment, the business failed. The applicant had no job to return to and the family suffered a financial setback and fell behind on their mortgage. Grant awarded \$3,500.00.

10. 24 January 2017: Applicant had some injuries from deployment that were re-aggravated. The applicant should have been kept on orders but was not, and then an extension for his INCAP pay was sent too late and the applicant had not received any income for almost 4 months. The family had a financial setback and assistance was needed. Grant awarded \$3,500.00.
11. 1 February 2017: Applicant was the spouse of a deployed service member. The furnace in their home was beyond repair, and assistance was needed immediately to restore heat to the home. Grant awarded \$3,500.00.
12. 15 February 2017: Applicant had been laid off and also lost health insurance. The unexpected loss of income created a financial hardship for the family and they had fallen behind on their household bills. Grant awarded \$3,500.00.

#### **APPLICATIONS DISAPPROVED:**

1. 11 July 2016: Applicant had requested a grant to repair a porch roof. The application documentation indicated that there was no financial hardship; the household income was substantial and adequate to cover the repairs. Since no hardship was indicated, the application was denied.
2. 21 July 2016: Applicant was experiencing financial difficulties but the application documentation clearly indicated that the difficulties were a result of mismanagement of money. The household income was substantial and most of the debt was a result of being irresponsible. The application was denied.
3. 21 July 2016: Applicant had received two previous MFRAP grants. Another grant was now requested for the same reason; to catch up on mortgage payments. The MFRAP cannot be used every year for the same purpose; therefore this application was denied.
4. 30 August 2016: Applicant requested assistance due to high costs of child care and inability to locate better employment. The applicant had not served on active duty within the last three years and was not eligible for this program. The applicant was referred to other possible sources of assistance.
5. 31 August 2016: Applicant had not had active duty service within the past three years. Since the eligibility requirements were not met, the application was denied, and the applicant was referred to other possible sources of assistance.
6. 6 September 2016: Applicant requested a grant to supplement the household income. The applicant had received two previous MFRAP grants and the application documentation indicated that the household income was substantially higher than the household expenses, therefore no hardship was indicated. The application was denied.

7. 21 September 2016: Applicant had been discharged from military service more than ten years ago. Since the eligibility requirements could not be met, the applicant was denied and referred to other sources of possible assistance.
8. 30 September 2016: Applicant had not served on active duty within the last three years. The eligibility requirements could not be met, and the application was denied. The applicant was referred to other sources of possible assistance.
9. 5 October 2016: Applicant had been discharged from the military many years ago, and the eligibility requirements could not be met, and the application was denied. The applicant was referred to other sources of possible assistance.
10. 17 October 2016: Applicant had not served on active duty within the last three years. The eligibility requirements could not be met, and the application was denied. The applicant was referred to other sources of possible assistance.
11. 31 October 2016: Applicant had been separated from military service eight years ago and was not eligible for the program and was denied. The applicant was referred to other sources of possible assistance.
12. 10 November 2016: Applicant had been discharged from the military many years ago, and the eligibility requirements could not be met, and the application was denied. The applicant was referred to other sources of possible assistance.
13. 16 November 2016: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.
14. 3 January 2017: Applicant was experiencing financial difficulties but the application documentation revealed that the household income was substantial, and a financial hardship was not indicated. The application was denied.
15. 19 January 2017: Applicant had been discharged from the military, and therefore did not meet the eligibility requirements. The application was denied and the applicant was referred to other sources of possible assistance.
16. 19 January 2017: Applicant had been discharged from the military many years ago, and the eligibility requirements could not be met. The application was denied and the applicant was referred to other sources of possible assistance.
17. 13 February 2017: Applicant had requested financial assistance, and had received a previous grant from MFRAP one year prior. Since the request was for the same reason as the previous year and the application documentation indicated mismanagement of funds, the application was denied. The applicant was referred to free financial counseling instead.

18. 24 January 2017: Applicant requested financial assistance for household bills, but had received two previous MFRAP grants in the past two years for the same type of financial problems. Mismanagement of money was indicated on the application documentation, and the application was denied. The applicant was referred to free financial counseling instead.
19. 22 February 2017: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.
20. 16 March 2017: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.
21. 16 March 2017: Applicant had been discharged from the military many years ago, and the eligibility requirements could not be met. The application was denied and the applicant was referred to other sources of possible assistance.
22. 4 April 2017: Applicant had been discharged from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.
23. 12 April 2017: Applicant had been discharged from the military many years ago, and the eligibility requirements could not be met. The application was denied and the applicant was referred to other sources of possible assistance.
24. 13 April 2017: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.
25. 1 May 2017: Applicant was experiencing financial difficulties but the application documentation revealed that the household income was substantial, and a financial hardship was not indicated. The application was denied.
26. 16 May 2017: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.
27. 13 June 2017: Applicant had not served on active duty within the last three years. The eligibility requirements could not be met, and the application was denied. The applicant was referred to other sources of possible assistance.
28. 16 June 2017: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.



29. 19 June 2017: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.
30. 28 June 2017: Applicant had been separated from military service and was not eligible for the program. The application was denied, and the applicant was referred to other sources of possible assistance.

**APPLICATIONS CLOSED:**

1. 4 October 2016: Applicant requested a grant but did not provide adequate documentation. After several attempts to obtain the necessary documents were unsuccessful, the application was closed.
2. 8 November 2016: Applicant had submitted an incomplete application and several attempts to acquire the missing documents were unsuccessful. The application was closed.
3. 8 December 2016: Applicant had submitted an incomplete application and several attempts to acquire the missing documents were unsuccessful. The application was closed.
4. 8 December 2016: Applicant had applied for assistance, but some of the documentation had been missing. After contacting the applicant to obtain the accurate documentation, the applicant said that financial assistance was no longer a necessity. The application was closed.
5. 19 June 2017: Applicant requested a grant but did not provide adequate documentation. After several attempts to obtain the necessary documents were unsuccessful, the application was closed.

TAB 4

# DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

## Guidelines for Military Family Relief Assistance Program (MFRAP)

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, and further amended by **Act of Jun. 18, 2014, P.L. 766, No. 66, effective August 18, 2014.**

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows: Section 1. Section 7319(b)(2), (h) and (j) of Title 51 of the Pennsylvania Consolidated Statutes are amended.

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 serving 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 Affairs, 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 who 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 Commonwealth 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 **three years** 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 **circumstances under paragraph 8.**

iv. A member in good standing of the Pennsylvania National Guard for a period of three years 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 circumstances under paragraph 8.

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 four 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, **to exigent circumstances beyond the eligible member's control** or the disability incurred **in the line of duty** 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.

a. "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.

b. "**Exigent circumstances**" **Emergency or extraordinary situations or conditions resulting in an eligible service member being unable to provide the necessities of living for the member or the member's dependents due to factors beyond the member's control. The term includes, but is not limited to, natural or manmade**



**disasters, loss of home, loss of employment, disability or serious illness or injury.**

**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.nmcrs.org](http://www.nmcrs.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' Temporary Assistance (VTA), if applicable, ([www.paveterans.state.pa.us](http://www.paveterans.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, up to \$3,500.

**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: Military Family Relief Assistance Program (MFRAP), Department of Military and Veterans Affairs, Bldg. S-0-47, Fort Indiantown Gap, Annville, PA 17003-5002.

c. To expedite the application process, applications and supporting documents may be faxed to MFRAP (**Fax: (717) 861-8124**) or e-mailed to **ra-pa-mfrap@pa.gov**. An application with the applicant's or authorized representative original signature must be submitted, along with the supporting documentation to 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.paveterans.state.pa.us](http://www.paveterans.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 **circumstances beyond the control of and not as a result of misconduct by the service member**.

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 one or more of the following:

i. A sudden or unexpected loss of income, **real or personal property, assets or support** directly related to the military service of, **or exigent circumstances affecting** the service member.

ii. 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. No more than two eligible relatives of an eligible service member may receive assistance for travel under paragraph 4c.

e. A natural or manmade disaster **or other exigent circumstances** 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 **circumstances** beyond the control of and not as a result of misconduct by the service member. Applicants may qualify for grants when they demonstrate the existence of financial need related to military service of, or **exigent circumstances** 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 or military medical separation).
- 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.

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TAB 5



## Pennsylvania Military Family Relief Program Application

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

**FAX:** 717-861-8124

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

Name of Applicant:	<input type="text"/>	Rank / Grade	<input type="text"/>	Email	<input type="text"/>
Street Address	<input type="text"/>	County	<input type="text"/>		
City, State, Zip	<input type="text"/>	Social Security. # of Applicant	<input type="text"/>	Privacy Act Statement See Page 2	
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>	Cell / Other	<input type="text"/>
Branch of Service	<input type="text"/>	Unit of Assignment / Duty Location	<input type="text"/>		

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

Number of Children in Household	<input type="text"/>	Ages	<input type="text"/>	Special Needs?	<input type="text"/>
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**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	<input type="text"/>
Child Care	<input type="text"/>	Insurance (Specify Type)	<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	<input type="checkbox"/>	Proof of Residency (State Taxes or Drivers Lic.)	<input type="checkbox"/>	Repair or other estimate of cost for funds	<input type="checkbox"/>
Copy of Orders	<input type="checkbox"/>	Copies of Leave and Earning Statement (LES)	<input type="checkbox"/>	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	<input type="text"/>	Date YY/MM/DD	<input type="text"/>
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# Pennsylvania Military Family Relief Program Application

## APPLICANT'S BUDGET INFORMATION

### MONTHLY HOUSEHOLD INCOME:

Net Military Pay Net Pay of Spouse Disability / Retirement Other 

(e.g. Child Support / Unemployment)

Financial Institution - Checking Financial Institution - Savings In the Process of  
Filing?

Currently Paying On

### CHECKING & SAVINGS ACCOUNTS:

Financial Institution - Checking  Balance Financial Institution - Savings  Balance 

### BANKRUPTCY INFORMATION

Yes ☐ No ☐ In Last 6 Months? Yes ☐ No ☐Yes ☐ No ☐ Past/Present bankruptcy will not  
necessarily disqualify you for assistanceRENT ☐ OROWN ☐

### RENTAL INFORMATION

### MORTGAGE INFORMATION

Mortgage Holder Mortgage Balance Due Liens or 2nd Mortgage 2nd Mortgage Balance Monthly Payment Monthly Payment Rental Name or Owner Contact Phone Number Monthly Payment 

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

Name of Creditor  Balance  Monthly Payment  Item Name of Creditor  Balance  Monthly Payment  Item Name of Creditor  Balance  Monthly Payment  Item 

### MONTHLY HOUSEHOLD EXPENSES:

Rent / Mortgage  Utilities  Phone (Basic)  Food Clothing Laundry  Child Care  Car Insurance  Other Transportation  Credit Cards  Car Payment  Total Expenses 

### 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.

When was your last Active Duty, other than for training, for 30 or more consecutive days?

(Please provide a copy of the Order and Copy 4 of your DD 214)

Were you Medically Separated from the military?

Yes ☐

No ☐

If yes, What date were you Separated?

### 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