

COMMONWEALTH OF PENNSYLVANIA

**Military Family Relief Assistance Program**  
Annual Report for FY 2020



**Department of Military and Veterans Affairs**

Major General Mark J. Schindler  
The Adjutant General

July 12, 2021



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TAB 1

## **MISSION STATEMENT**

The mission of the Military Family Relief Assistance Program (MFRAP) is to receive donations and provide financial assistance to eligible Servicemembers and relatives of Servicemembers when they demonstrate a direct and immediate need for financial assistance.

## **THE PROGRAM**

The Military Family Relief Assistance Program was established by Act 65 of 2005. Its purpose is to provide financial assistance in the form of a grant to eligible Pennsylvania Servicemembers or their eligible family members during a time of hardship arising out of active duty service. Since its inception, the MFRAP has awarded over \$904,921 in grants to eligible recipients who have experienced sudden and unexpected financial needs. The program has helped Servicemembers and their families in a variety of situations ranging from a simple unexpected cost of childcare to helping restore the livelihood of a family during a time of crisis while on active duty service.

This program is funded exclusively through the generous contributions of public-spirited Pennsylvanians. Through this effort, over \$1,950,705 has been raised through a check-off on personal income tax refunds and private donations. All donations are utilized to support grants.

Outreach efforts are aimed to reach a wide target audience through different venues. Information is presented at every Reserve and National Guard pre-deployment briefing to raise awareness of the program with families. Additionally, brochures and information are presented at conferences, Family Support Program meetings, Family Assistance Centers, County Offices of Veterans Affairs, and via military-oriented Internet sites.

The Program expired on June 30, 2020 according to sunset provisions in 51 Pa.C.S. § 7319. On October 29, 2020, Act 104 of 2020 reauthorized the MFRAP and removed the sunset provision, making the program permanent. The Bureau of Programs, Initiatives, Reintegration and Outreach followed established policy and procedures to address the proper handling of MFRAP claims during the almost four months while the Program was expired. Applications received during this period were assessed for eligibility under the Veterans Temporary Assistance (VTA) program (51 Pa.C.S. § 8501 *et seq.*).

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The MFRAP is funded by voluntary donations, most of which come through Pennsylvania personal income tax refund check-offs. Direct donations to the Program are also accepted.

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The MFRAP has proven to be a valuable resource to Pennsylvania Servicemembers and is just one of the many ways we continue to support our Servicemembers and their families while they serve the Commonwealth and the United States.

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TAB 2

## MFRAP FINANCIAL ACTIVITY

<b>TOTAL PRIVATE/CASH/OTHER CONTRIBUTIONS</b>	
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
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2017	2,270.00
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2018	4,840.00
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2019	5,125.01
PRIVATE/CASH/ONLINE/OTHER CONTRIBUTIONS FY 2020	2,940.00
<b>TOTAL PRIVATE/CASH/OTHER CONTRIBUTIONS</b>	
	<b>\$138,652.69</b>

<b>TOTAL PERSONAL INCOME TAX DONATIONS</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
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2017	61,725.00
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2018	56,089.57
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2019	27,611.25
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS 2020	18,765.08
<b>TOTAL PERSONAL INCOME TAX DONATIONS</b>	
	<b>\$1,810,882.63</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
TOTAL ALL CONTRIBUTIONS FY 2017	63,995.00
TOTAL ALL CONTRIBUTIONS FY 2018	60,929.57
TOTAL ALL CONTRIBUTIONS FY 2019	32,736.26
TOTAL ALL CONTRIBUTIONS FY 2020	22,875.08
<b>TOTAL COMBINED CONTRIBUTIONS</b>	<b>\$1,950,705.32</b>

<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
APPROVED GRANT APPLICATION PAYMENTS FY 2017	55,883.00
APPROVED GRANT APPLICATION PAYMENTS FY 2018	44,658.00
APPROVED GRANT APPLICATION PAYMENTS FY 2019	16,000.00
APPROVED GRANT APPLICATION PAYMENTS FY 2020	14,000.00
<b>TOTAL APPROVED GRANT APPLICATIONS</b>	<b>\$904,921.86</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
ACCOUNT TOTALS FOR FY 2017	8,112.00
ACCOUNT TOTALS FOR FY 2018	16,271.57
ACCOUNT TOTALS FOR FY 2019	16,736.26
ACCOUNT TOTALS FOR FY 2020	8,875.08
<b>TOTAL ACCOUNT BALANCE</b>	<b>\$1,045,783.46</b>

TAB 3

## MFRAP APPLICATION ACTIVITY

### Approved Applications

1. December 4, 2020. Applicant was the spouse of a PA Army National Guard Sergeant/E-5 deployed to Southwest Asia. Laid off during the COVID pandemic, she was unable to find new employment with the shifts and hours needed to continue providing care for their two children while the husband was deployed. Several unexpected problems, including automobile and HVAC repairs, caused additional financial strain. **Grant was approved for \$3,500.**
2. March 1, 2021. Applicant was the spouse of a PA Army National Guard Specialist/E-4 deployed to Southwest Asia. The family's heat pump unexpectedly failed during the height of winter. Due to the loss of approximately 1/3 of the household income during deployment, they were not in a position to pay for the unexpected repairs. **Grant was approved for \$3,500.**
3. May 7, 2021. Applicant was the spouse of a PA Army National Guard Sergeant/E-5 deployed to Southwest Asia. During heavy spring rains, several large leaks appeared in the ceiling of the family home. Repair estimates were gathered, but the family did not have the resources to pay for the unexpected repairs. **Grant was approved for \$3,500.**

### Disapproved Applications

1. July 26, 2020. Applicant was an active duty Army soldier. The application was denied when he **failed to submit requested supporting documentation** after three months of development.
2. September 11, 2020. Applicant was the mother of a U.S. Army recruit who had recently left home for basic training. He was the sole earner for the family beyond the mother's disability benefits. **The mother was not deemed an eligible recipient under statutory requirements.**
3. October 27, 2020. Applicant was a U.S. Navy Reserve PO1/E-6. Because the **program was expired/unauthorized at the time of application**, he was assessed for eligibility in the Veterans Temporary Assistance (VTA) program, supplied an application, and referred to the county.
4. November 4, 2020. Applicant was an Army Veteran. Because he had **already been awarded a grant for needs arising from the same event**, his application was denied.
5. November 13, 2020. Applicant was a PA Army National Guard Veteran with **no recent qualifying active duty service**. He was assessed for VTA eligibility, supplied with an application, and referred to the county.
6. December 23, 2020. Applicant was a U.S. Marine Corps Veteran with **no recent qualifying active duty service**. He was assessed for VTA eligibility, supplied with an application, and referred to the county.

7. December 31, 2020. Applicant was the spouse of a former U.S. Army officer. Because she had **already been awarded a grant for needs arising from the same event**, her application was denied.

8. January 12, 2021. Applicant was a U.S. Marine Corps Veteran with **no recent qualifying active duty service**. He was assessed for VTA eligibility, supplied with an application, and referred to the county.

9. January 14, 2021. Applicant was a U.S. Navy Veteran with **no recent qualifying active duty service**. She was assessed for VTA eligibility, supplied with an application, and referred to the county.

10. January 19, 2021. Applicant was a U.S. Army Veteran with **no recent qualifying active duty service**. He was assessed for VTA eligibility, supplied with an application, and referred to the county.

11. January 19, 2021. Applicant was a U.S. Marine Corps Veteran with **no recent qualifying active duty service**. She was determined to be a resident of Texas and was recommended to seek veterans' assistance in Texas.

12. March 19, 2021. Applicant was a U.S. Army Veteran with **no recent qualifying active duty service**. VTA application was submitted with the MFRAP application and he was assessed for VTA eligibility.

13. March 29, 2021. Applicant was a widow of U.S. Army Veteran with **no recent qualifying active duty service**. She was assessed for VTA eligibility, supplied with an application, and referred to the county.

14. April 5, 2021. An **illegible application** was submitted by fax. It did not appear as though MFRAP criteria were met. The Veteran applicant was assessed for VTA eligibility, supplied with an application, and referred to the county.

15. April 8, 2021. Applicant was a U.S. Army Veteran with **no recent qualifying active duty service**. He was assessed for VTA eligibility, supplied with an application, and referred to the county.

TAB 4

## MFRAP GUIDELINES

The MFRAP Guidelines are currently under review by a working group consisting of members of the Office of Veterans Affairs, PA National Guard, and PA National Guard Family Program. Any potential updates will be published in the *Pennsylvania Bulletin* during FY 2021.

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### 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.
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 (O6) 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 (O4) 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. **Residency 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: PA Department of Military and Veterans Affairs, Attn: ODAGVA-PIRO-MFRAP, Bldg. 9-26, Fort Indiantown Gap, Annville, PA 17003-5002.

c. To expedite the application process, applications and supporting documents may be faxed to Attn: MFRAP, (717) 861-9084. An application with the applicant's or authorized representative original signature must be submitted along with supporting documents 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 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 childcare 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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(This material has been drawn directly from the official *Pennsylvania Bulletin* full text database. Due to the limitations of HTML or differences in display capabilities of different browsers, this version may differ slightly from the official printed version.)

TAB 5

# MFRAP APPLICATION

The MFRAP application was amended on February 1, 2021, to update the mailing address and fax number for the MFRAP office. No other changes to the form or substance of the application were made. The proposed changes were reviewed and approved by the Office of Chief Counsel.



## Pennsylvania Military Family Relief Assistance Program Application

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

FAX: 717-861-9084

Department of Military and Veterans Affairs, Bldg. 9-26, 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)	<input type="text"/>

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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## 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

### CHECKING & SAVINGS ACCOUNTS:

Financial Institution - Savings

Balance

Balance

### BANKRUPTCY INFORMATION

In the Process of filing? Yes  No  In last 6 months? Yes  No

Currently Paying On? Yes  No  (Past or present bankruptcy will not necessarily disqualify you for assistance.)

RENT  or OWN

### MORTGAGE INFORMATION

Mortgage Holder   
Mortgage Balance Due  Monthly Payment   
Liens or 2nd Mortgage   
2nd Mortgage Balance  Monthly Payment

### RENTAL INFORMATION

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

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### 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. **Routine 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 orders 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

TAB 6

## MFRAP SUNSET POLICY

Applications received while the program was expired/unauthorized from July 1, 2020 to October 28, 2020, were handled according to the following policy. The program was reauthorized and the sunset provision removed by Act 104 of October 29, 2020.



**MEMO**

**TO** Brian Natali  
Chief, Division of Programs and Services

**FROM**   
Joel Mutschler  
Director

**DATE** July 6, 2020

**RE** Military Family Relief Assistance Program Interim Guidance

Email correspondence was provided to our stakeholders June 26, 2020 and the program webpage was updated, noting that the Military Family Relief Assistance Program (MFRAP) sunsets on June 30, 2020, per 51 Pa.C.S. § 7319.

As we have discussed, Senate Bill 1076 is close to the finish line in the Pennsylvania House of Representatives and, upon enactment, removes the sunset date for the MFRAP. When the House returns to session in mid-July, we anticipate the bill will receive a favorable vote and move to the Governor for approval. However, since the bill has not yet made it to the Governor before the sunset date, DMVA will hold all MFRAP applications received in our office after June 30, 2020. This hold will continue until either SB 1076 is signed into law or the end of the legislative session (December 31, 2020), whichever comes first. In the event SB 1076 is not fully enacted by the end of the legislative session, any MFRAP applications that we receive will be returned.

Therefore, during this interim period the following guidance is provided.

- Acceptance of Applications:
  - Date of Acceptance: Staff will continue to accept applications for MFRAP through June 30, 2020. Acceptance of an application will be determined by the postmark on mailed applications, or date sent for faxed or emailed applications.
  - Adjudication: All applications received by the date of acceptance will be timely adjudicated in accordance with the relevant statutory and programmatic guidance.
- Applications Received After Date of Acceptance:
  - Evaluate for Veterans Temporary Assistance (VTA) Eligibility: Staff will evaluate all MFRAP applications received after June 30, 2020, for VTA eligibility in accordance with 51 Pa.C.S. §§ 8501 *et seq.* If preliminary eligibility for VTA is clear, staff will determine whether the applicant would like to resubmit an application for the VTA program. Staff will assist all applicants with developing and resubmitting a proper VTA application.
  - Hold: Because it is anticipated that current legislation will reauthorize MFRAP by the end of the calendar year, staff will hold MFRAP applications received after June 30, 2020, for those applicants who do not wish to be considered for VTA eligibility. This hold will continue until legislation reauthorizing MFRAP is signed into law, or the end of the legislative session on December 31, 2020, whichever comes first.