

COMMONWEALTH OF PENNSYLVANIA

Military Family Relief Assistance Program Annual Report for FY 2014



Department of Military and Veterans Affairs

Major General James R. Joseph
The Adjutant General

July 2015



TABLE OF CONTENTS

DEPARTMENT OF MILITARY & VETERANS AFFAIRS (MFRAP)

ANNUAL REPORT
July 1, 2014 to June 30, 2015

	<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 \$652,000.00 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 \$1,594,000.00 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

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
PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS FY 2014	\$3,692.43
TOTAL PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS	\$108,054.49
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
CASH CONTRIBUTIONS FY 2014	\$0.00
TOTAL CASH CONTRIBUTIONS	\$3,728.00
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
TOTAL PRIVATE CONTRIBUTIONS FY 2014	\$1,190.00
TOTAL - PRIVATE CONTRIBUTIONS	\$112,163.25

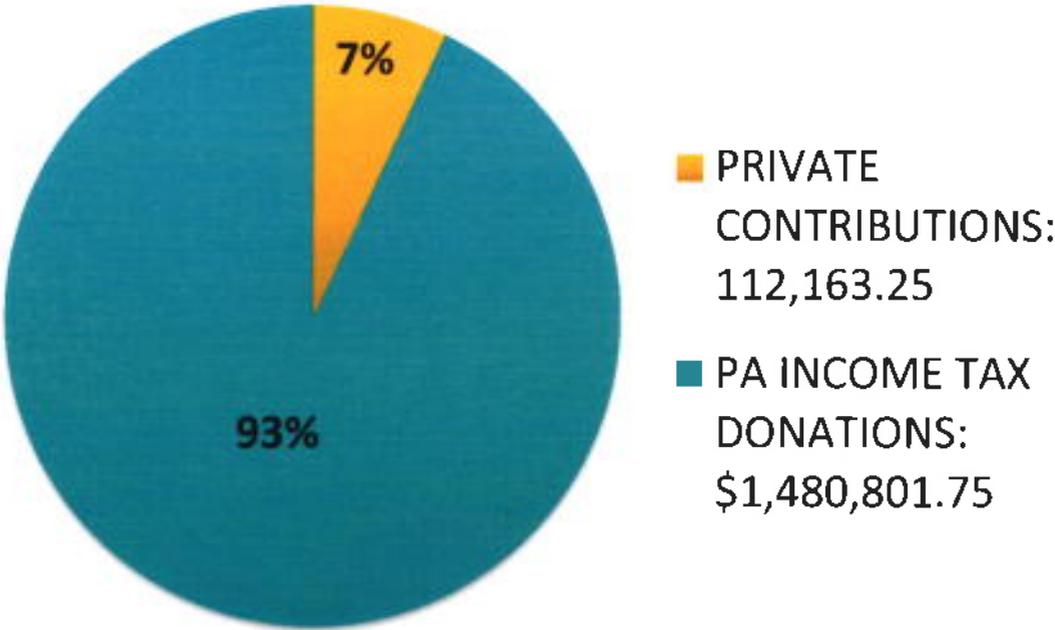
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS	
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2005	\$116,478.57
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2006	\$155,480.89
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2007	\$141,610.37
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2008	\$211,051.83
DEPT OF REVENUE – 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
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2014	\$109,509.40
TOTAL INCOME TAX DONATIONS	\$1,480,801.75

COMBINED – PERSONAL AND INCOME TAX CONTRIBUTIONS:	
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 COMBINED CONTRIBUTIONS	\$1,594,857.43

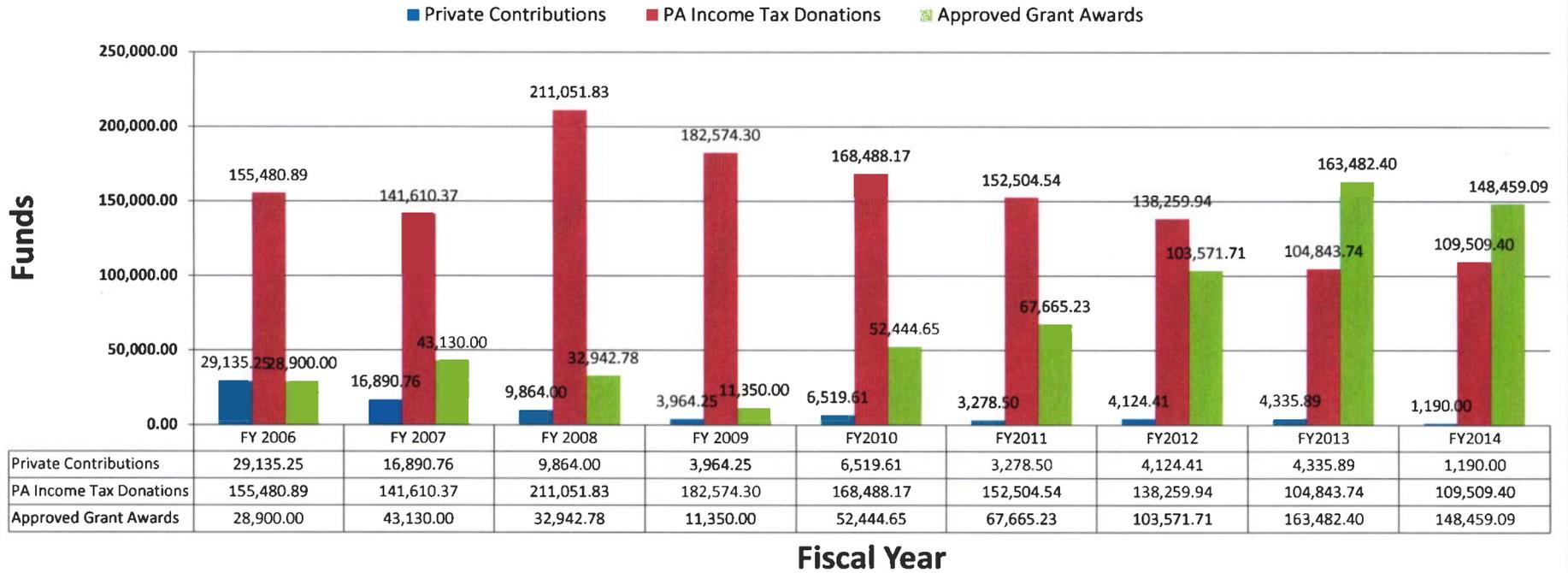
APPROVED GRANT AWARDS	
APPROVED GRANT APPLICATION PAYMENTS FY 2005	\$756.00
APPROVED GRANT APPLICATION PAYMENTS FY 2006	\$28,900.00
APPROVED GRANT APPLICATION PAYMENTS FY 2007	\$43,130.00
APPROVED GRANT APPLICATION PAYMENTS FY 2008	\$32,942.78
APPROVED GRANT APPLICATION PAYMENTS FY 2009	\$11,350.00
APPROVED 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
TOTAL APPROVED GRANT APPLICATIONS	\$652,701.86

OVERALL INFORMATION	
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	(\$35,667.26)
TOTAL ACCOUNT BALANCE	\$942,155.57

CONTRIBUTION BREAKDOWN BY PERCENTAGE



TRACKING BY FISCAL YEAR



TAB 3

APPLICATION ACTIVITY

APPROVED:

1. 3 July 2014: Applicant was in an active duty (ADOS) position, and then left for training. The training NCO had forgotten to submit the applicant's pay packet, causing a month's delay in the applicant's pay. This caused a financial burden on the family, and they asked for assistance to cover the household bills until the issue was corrected and a paycheck was received. Grant awarded \$1,798.81.
2. 31 July 2014: The applicant's furnace was no longer working and needed replacement. It had not been working properly over the past winter, which had caused outrageous heating bills throughout winter. The family was still struggling from cutting back to one income during the deployment of the applicant (the wife had left her job to care for the house and children during the deployment), so the heating bills caused more financial problems for the family, and they have not been able to recuperate from it. They are behind on all of their household bills and are working extra hours but need help so they can replace their furnace, which will cost over \$6,000. Grant awarded \$3,500.00.
3. 1 August 2014: Applicant had medical problems that began during deployment. The applicant later had to undergo surgery related to the medical problems and was unable to work for a long period of time. Although he would eventually be compensated for these medical issues, it took a significant amount of time until all of the documentation was in place. This caused a financial setback for the family, as they had fallen behind on rent, utilities and household bills. Grant awarded \$3,160.00.
4. 4 August 2014: Applicant had been injured during a deployment, requiring surgery. The applicant was unable to work for a period of time after the surgery and the family was already suffering a financial setback from having an ATM card stolen from them. The family's vehicle also needed repairs. They have four children to provide for, and they needed assistance with rent, utilities, and car repairs until they could recover from this setback. Grant awarded \$3,500.00.
5. 14 August 2014: Applicant was unable to return to work after returning home from deployment because the position had been eliminated due to budget cuts. The family had fallen behind on all the household bills. Their medical insurance was also expiring and they did not have the money to establish new coverage. The applicant was expecting to be employed soon but needed help to get their finances back on the right track. Grant awarded \$3,500.00.
6. 21 August 2014: Applicant was active duty and became injured and as a result, was now medically retired. It would be 6 months to a year before V.A. benefits would begin. The applicant's retirement pay was not enough to support the household and the spouse was only able to find part time work. The family was living very modestly but fell behind on their household bills and couldn't afford necessary repairs and tires

for their vehicle. Assistance was needed until the family could recover from this financial setback. Grant awarded \$3,500.00.

7. 26 August 2014: Applicant was active duty and now medically separated. The applicant had some financial difficulties for a period of time and had no family members that were able to assist. Many of the household bills were overdue, and the applicant asked for assistance until he could get back on track financially. Grant awarded \$2,145.00.
8. 26 August 2014: Applicant was injured on active duty and not yet receiving V.A. compensation. He was able to find work in a warehouse but had an injury outside of work that caused him to miss several months of work. He was only able to receive short term disability, and the family fell behind on their household bills to include mortgage, fuel oil and utilities. With two young children to provide for, the family needed temporary assistance to recuperate from this financial setback. Grant awarded \$3,500.00.
9. 11 September 2014: Applicant's paycheck was delayed by more than a month due to an error in the renewal of his ADOS orders. The applicant's spouse had missed a lot of work recently due to an illness, which had already put a strain on the family's finances, and there are three children to provide for. The family was now late with their rent, utility bills, and other household bills. Assistance was needed to help the family through this period of financial difficulty. Grant awarded \$3,500.00.
10. 15 September 2014: Applicant was working on ADOS orders and the job ended unexpectedly due to budget cuts. The applicant was able to collect unemployment compensation but it was a significant reduction of income, creating a financial hardship. The family was struggling financially with two young children to provide for. Assistance was requested until they could locate employment and get back on track financially. Grant awarded \$3,500.00.
11. 17 September 2014: Applicant returned home from a deployment and was having a difficult time locating employment. The applicant had been counting on income from the Warrior Leadership Course which was scheduled but then cancelled due to lack of funding. The spouse's income was not enough to cover all of their household expenses and they needed assistance to help with utilities, medical bills and household necessities. Grant awarded \$2,897.00.
12. 19 September 2014: During active duty, the applicant had an injury which required surgery. The applicant will be medically separated from the military as a result of these injuries. Benefits from V. A. compensation were not enough to support his family, and military retirement benefits have not yet begun. The family's bills fell behind and the electricity in their home has been shut off. He did find a job recently but isn't earning much, and asked for assistance to get caught up on their bills and get electricity back into the family's home. There are 3 children to provide for. Grant awarded \$3,500.00.

13. 22 September 2014: Applicant experienced a financial setback when the family pet became seriously ill, creating unexpected veterinarian bills, and then the applicant had a vehicle accident requiring costly repairs. These unexpected, back-to-back incidents took a toll on the family's finances and they have fallen behind on rent and utilities. Assistance was provided to get the family back on their feet financially. Grant awarded \$2,100.00.
14. 3 October 2014: Applicant was medically discharged and V.A. benefits had not yet begun. The applicant's retirement pay was also not released yet due to complications in processing, because the applicant was now 100% disabled and unable to sign documents. A family member had to be bonded in order to sign documents for the applicant, and it would be a few weeks before any income arrived. The spouse was not earning enough to cover all of the household bills. Assistance was needed to help keep the family in their home until they could recover from this financial difficulty. Grant awarded \$3,500.00.
15. 7 October 2014: Applicant was on ADOS orders and due to the budget cuts, lost the position. Although the applicant is collecting unemployment benefits, the significant reduction of income had created a financial burden. The applicant became delinquent with rent, utilities and other household bills. The applicant expected to be employed soon but needs assistance to recuperate from this financial setback. Grant awarded \$2,413.00.
16. 7 October 2014: Applicant was medically retired due to severe PTSD and shoulder injuries that originated during the deployment. There is a spouse and two children to support. Both the applicant and the spouse are seeking employment but were at a disadvantage with the disabilities of the applicant and the lack of experience with the spouse after being out of the work force for more than seven years. The only household income is the V.A. benefits and some food stamps, and the family needed some assistance while they continued to search for gainful employment. Grant awarded \$2,682.00.
17. 8 October 2014: During the applicant's deployment, the applicant's fiancé was unable to cope with hardships of the deployment, and left the relationship. They had lived together and shared all expenses, but when the applicant returned home, the rent was overdue and utility bills were unpaid resulting in a shutoff of the electrical service. The applicant had found employment and would eventually get his finances back in order, but needed assistance to catch up on the delinquent rent and utility bills. Grant awarded \$1,286.55.
18. 10 October 2014: Applicant had been working on ADOS orders and lost the position due to the budget constraints. Unemployment income was delayed due to the severe backlog with the DD214's, which is a required document for unemployment compensation. The applicant was unable to find employment and currently had no

income. The family's household bills had fallen behind and heating oil was needed before the colder weather would arrive. Grant awarded \$3,500.00.

19. 15 October 2014: The applicant's spouse was an active duty service member currently stationed in another state. The applicant remained in PA to be near family who could assist with the couple's children. Due to errors in the calculations of the applicant's pay, there was a loss of expected income causing temporary hardship for the family. Grant awarded \$1,750.00.
20. 20 October 2014: Applicant returned home from deployment and could not locate a job. After unemployment benefits ceased, the applicant was still unable to find employment until months later. They became delinquent with rent and all of their household bills, eventually losing their apartment. Now that the applicant has found another construction job they need to find their own apartment but didn't have the first month's rent and the security deposit. Assistance was requested to help the family get the apartment. Grant awarded \$1,324.00.
21. 23 October 2014: Applicant and spouse are both service members and deployed at the same time. The spouse returned with severe PTSD; which contributed to the end of their marriage shortly thereafter. With the loss of half the household income, the applicant fell behind on rent, household bills, and the electricity in the home would be shut off soon for non-payment. The applicant needed assistance to get back on track financially. Grant awarded \$3,500.00.
22. 23 October 2014: Applicant lost employment due to budget cuts, and unemployment benefits had ended. The applicant had trouble finding new employment, with 2 young children to support which require costly daycare. The applicant had recently interviewed and is almost certain to be employed soon, but had fallen behind on all of the household bills and required assistance to recover from this financial setback. Grant awarded \$3,500.00.
23. 29 October 2014: Applicant became injured, requiring surgery in September. The applicant only received one INCAP check because their budget had been cut. The applicant would possibly go a month or two more without any income at all. Assistance was requested for the payment of the household bills and for necessities until the INCAP payment situation is resolved. Grant awarded \$3,171.00.
24. 3 November 2014: Applicant suffered a major illness during a deployment, requiring surgery. The applicant has permanent damage from this medical event and suffers a lot of memory loss, making it difficult to obtain gainful employment. The applicant was just laid off from a job because it was seasonal work, and the family is in need of heating oil and food. Grant awarded \$1,722.00.
25. 6 November 2014: Applicant was medically retired and also taking care of his father. The applicant's employer had to cut back and he was laid off for a period of time, which caused a financial setback. He will be going to school soon and the money he

will receive for that will help the financial situation, but the applicant needed assistance now to get caught up on rent and utilities. Grant awarded \$1,540.00.

26. 14 November 2014: Applicant was unable to get back on active duty orders as planned due to the government cut-backs. This caused the applicant a financial hardship. A single parent of two small children, the applicant is working 2 jobs but still cannot catch up on the mortgage and was in danger of losing the family's home. A helping hand was needed to avoid foreclosure until the applicant can get back on track financially. Grant awarded \$3,500.00.
27. 14 November 2014: Applicant was medically retired with injuries sustained during deployment. The rental property the family was living in was in disrepair and not being fixed; so the family wanted to move into a more suitable place. They requested assistance for the security deposit and first month's rent on the new rental property. Grant awarded \$1,080.00.
28. 21 November 2014: Applicant returned home from deployment and could only find employment in a restaurant. The applicant lives with her mother and grandmother, who are both in poor health. The applicant's mother is currently recuperating from surgery and will not be able to work for a few weeks, so the applicant is having problems paying all of the household bills during this time. She asked for assistance to get through this difficult period until they can be back on their feet again, financially. Grant awarded \$2,237.00.
29. 24 November 2014: Applicant was a victim of credit card theft and had a temporary financial setback until this gets resolved. The applicant was unable to make rental payments and is facing eviction. Assistance was requested to catch up on rent to avoid the eviction. Grant awarded \$1,845.00.
30. 24 November 2014: Applicant was on ADOS orders and then lost employment at the end of September due to budget cuts. The applicant went for weeks without any income due to the delay in receiving DD214's, which are necessary to file for unemployment benefits. Bills became delinquent and then the applicant also needed to relocate to a new apartment, causing more unexpected financial problems. Assistance was requested for first month's rent, security deposit and payment of delinquent bills. Grant awarded \$3,397.00.
31. 1 December 2014: Applicant was on ADOS orders and lost the position due to budget cuts. The loss of that income caused a financial burden for the family, and unemployment benefits are delayed due to the lengthy period of time to receive a DD214, which is required for filing for unemployment compensation. The applicant's spouse is not earning enough to cover the household expenses and they are now facing eviction. The utilities are about to be shut off, also. Assistance was needed to help the family get back on their feet financially. Grant awarded \$3,500.00.

32. 4 December 2014: Applicant had returned home from deployment and became injured in an automobile accident, requiring surgery. He had been approved recently for INCAP but due to the budget cuts, there would be a significant delay before the applicant would receive a check. Assistance was needed to help the applicant with rent payments. Grant awarded \$2,832.00.
33. 11 December 2014: Applicant was on ADOS orders and then lost employment due to budget cuts. Delays in receiving his DD214 caused him to go without unemployment income for several weeks. The applicant supports a spouse and several children and had fallen behind on utility bills. Assistance was needed until unemployment compensation would begin. Grant awarded \$1,311.00
34. 16 December 2014: Applicant was working part time and barely making ends meet, and had just recently become a single parent. The financial hardship began when they ran out of heating oil and also needed major vehicle repairs. The applicant needed assistance with the purchase of heating oil and to pay an overdue electric bill so the child can be properly taken care of. Grant awarded \$1,253.00.
35. 18 December 2014: Applicant had deployed several times and is a single parent. After the last deployment the only available employment the applicant could find was at a fast food restaurant, earning minimum wages. The applicant asked for assistance to pay utility bills, necessities for the three children and to purchase food for the family until she can secure better employment. Grant awarded \$3,314.00.
36. 24 December 2014: Applicant was medically retired and not yet receiving benefits or unemployment compensation. Assistance was requested to cover a housing payment and purchase heating oil. Grant awarded \$1,535.00.
37. 30 December 2014: Applicant was on ADOS orders and lost the position due to budget cuts. Unemployment was now the only source of income for the applicant, and it was significantly less than the applicant earned before losing the position. The applicant is searching for a better position but has fallen behind on all of his monthly expenses and has a family to support. Assistance was requested to cover the outstanding bills so the applicant can get back on his feet financially. Grant awarded \$3,500.00.
38. 9 January 2015: Applicant lost his ADOS job unexpectedly, due to budget cuts, and it had caused a financial burden on the family. The applicant was receiving unemployment compensation but the income was significantly less for the applicant and they have fallen behind on their mortgage. The applicant had applied for several jobs but needed assistance until the family could recover from the loss of income. Grant awarded \$3,500.00.
39. 13 January 2015: Applicant had recently gained custody of a child and is only working part-time, which created a financial burden. The applicant was now without heating or hot water in the home. The applicant was enrolled in college with the GI

Bill and income from that would begin in a few weeks, which would help the situation, but the applicant needed to get caught up on the utilities and provide a suitable home for the child. Grant awarded \$2,247.00.

40. 3 February 2015: Applicant had deployed then went back to school full time after the deployment. The applicant's fiancé became involved with drugs and emptied their bank accounts, leaving the applicant with nothing to pay the household bills. The applicant is now living alone and doesn't have enough income to cover the monthly expenses. Assistance was needed to get the applicant back on track financially. Grant awarded \$2,291.00.
41. 11 March 2015: Applicant was injured in a vehicle accident and required surgery. The applicant was currently unable to work until physical therapy was completed. INCAP pay was approved, but delayed due to issues with the applicants unit. It would take several weeks before payments would begin. The spouse's earnings were not enough to cover the household bills, and the family had fallen behind. Assistance was requested to catch up on mortgage and utilities until the situation could be corrected. Grant awarded \$3,500.00.
42. 9 April 2015: Applicant is the spouse of a service member who had medically retired in August 2013, and had passed away unexpectedly a week ago. The official death certificate was still pending due to an unusual circumstance. Until the death certificate was official, the applicant could not apply for the life insurance benefits. Assistance was requested to purchase necessities for the children until the situation is resolved. Grant awarded \$818.00.
43. 10 April 2015: Applicant was medically retired from combat related injuries. A recent surgery has prevented the applicant from working for a few weeks and this had caused a financial setback for the family. The family of four was living on V.A. benefits of 1,324 per month, and were asking for assistance to get caught up on household bills until he could return to work and get the family back on their feet again, financially. Grant awarded \$3,500.00.
44. 24 April 2015: Applicant unexpectedly lost his job and the family moved to a new apartment to save on expenses. The applicant's spouse then found out they were expecting a new child. The family fell behind on their monthly expenses and could not rebound from the temporary setback. They had both finally found employment, but needed to catch up on monthly bills until they could get back on their feet financially. Grant awarded \$3,438.00.
45. 28 April 2015: Applicant had been active duty and then immediately after discharge, became a member of the reserves. Complications arose from military orders and military pay, causing a temporary financial burden on the family. The family had 3 small children to provide for and the family's vehicle was in danger of repossession after several missed payments. The family needed financial assistance until they could recover from the setback. Grant awarded \$3,500.00.

46. 5 May 2015: Applicant was currently under treatment for severe PTSD related to multiple deployments and injuries. Unable to work, the applicant's family suffered a financial setback and they were in danger of losing their home. Assistance was needed to assist the family until the applicant was able to return to work. Grant awarded \$3,500.00.
47. 11 May 2015: Applicant was the recent widow of a service member and has a child to provide for, plus another child on the way. The applicant was temporarily on leave from her employment and had numerous household bills to pay in addition to other unexpected expenses related to the death of her husband. The applicant needed assistance until she could recuperate from this tragedy and return to work. Grant awarded \$3,500.00.
48. 19 May 2015: Applicant had a temporary financial setback when the family's vehicle needed major repairs. The applicant's spouse had currently been unable to work due to complications with a pregnancy. Assistance was needed for the car repair so the family could get back on their feet financially. Grant awarded \$2,518.73.
49. 19 May 2015: Applicant had purchased a home recently and soon after the purchase, had discovered serious damage to the home from termites. The damage was so severe the house was unsafe to live in. The applicant is pursuing legal action on this but the process will take considerable time. The repairs have caused a severe financial setback for the family, and they needed assistance to get through this crisis. Grant awarded \$3,500.00.
50. 21 May 2015: Applicant had been medically discharged and unable to locate employment due to the nature of his injuries. His rating from the V.A. is incorrect and undergoing review. The family has suffered a financial setback and owes a considerable amount in overdue bills. They needed assistance until they could recuperate from the setback. Grant awarded \$3,500.00.
51. 28 May 2015: Applicant was recently medically retired and had combat related injuries. The applicant had difficulty finding employment and as a single parent, was struggling to make ends meet. Many of the household bills had fallen behind. The applicant had just recently found employment but needed assistance to catch up on bills. Grant awarded \$3,500.00.
52. 29 May 2015: Applicant was the recent widow of a service member. The service member had been the sole provider for the applicant and their two children. The family owes monthly household bills to include mortgage, utilities, food and necessities. The applicant needed a helping hand until employment could be established and she could recuperate from this tragedy. Grant awarded \$3,500.00.
53. 15 June 2015: Applicant re-injured his back during a deployment and had to spend almost a full year in rehabilitation to recuperate. His former employer was unable to

hold his job for that length of time due to the nature of the work, and the family has fallen behind on all of their household bills. There were two young children to provide for, also. Grant awarded \$3,500.00.

APPLICATIONS DISAPPROVED:

1. 29 August 2014: Applicant had received a previous grant for necessary repairs to the roof of their home and to their vehicle. They had now requested another grant for the purpose of paying student loans. The applicant's current income exceeds the current expenses, and no evidence of financial hardship could be found. The application was denied.
2. 4 September 2014: Applicant requested a grant to obtain a new apartment and to pay vehicle payments that were missed. The applicant was already discharged from the military, and it was also an unfavorable discharge, so the MFRAP guideline requirements were not met and the application was denied.
3. 9 September 2014: Applicant was a veteran, discharged in the 1960's, asking for assistance to open a business in Pennsylvania. The applicant was referred to other sources of assistance. Since the application did not meet the eligibility requirements, it was denied.
4. 30 September 2014: Applicant requested a grant to pay mortgage and other household bills but the financial documentation did not indicate a need for assistance. Since the application did not meet the guideline requirements, it was denied.
5. 21 October 2014: Applicant requested financial assistance to pay utilities and mortgage. The applicant had received a previous grant from MFRAP, and could not provide documentation to verify the need for another grant. Application was denied.
6. 5 November 2014: Applicant requested financial assistance to pay for costs of moving and other household expenses. The applicant could not provide documentation to verify his income or to justify the need for a grant. Application was denied.
7. 6 November 2014: Applicant was seeking financial help for household expenses, but had been discharged from the military in 1985. Since the guideline requirements could not be met, the application was denied. The applicant was referred to other possible sources of assistance.
8. 13 November 2014: Applicant requested a grant to pay a debt back to the Army and to pay off credit card debt. The applicant was referred to other sources of assistance. Since the application did not meet the requirements of the guidelines, it was denied.
9. 14 November 2014: Applicant requested a grant to help with outstanding household bills, but the applicant had not served on active duty within the past three years. Other

sources of assistance were suggested to the applicant. Since the application did not meet the requirements of the guidelines, it was denied.

10. 2 December 2014: Applicant had applied for a grant to pay housing, but had been discharged from the military more than 8 years ago. He was referred to another source of assistance. Since the application could not meet the guideline requirements, it was denied.
11. 3 December 2014: Applicant requested a grant to pay household bills but had been discharged from the military more than 15 years ago. Since the guideline requirements could not be met, the application was denied. The applicant was referred to other possible sources of assistance.
12. 9 December 2014: Applicant requested assistance to pay moving costs to relocate the family to another state and also to pay household bills. The documentation revealed that the household monthly income was ample and was significantly more than the monthly expenses. Since no immediate need was indicated, the application did not meet the guideline requirements and was denied.
13. 11 December 2014: Applicant requested assistance to pay overdue household bills. Documentation indicated that the household income was more than enough to maintain a household and no reasons were given as to why the household bills had gone unpaid. Since the applicant could not provide documentation for the reason for the financial need, the application did not meet the requirements of the guidelines and was denied.
14. 20 January 2015: Applicant had requested assistance for housing and other expenses but had been discharged from the military for over seven years. Since the guideline requirements could not be met, the application was denied, and the applicant was referred to other sources of assistance.
15. 22 January 2015: The applicant was the spouse of a veteran who had passed away eleven years ago. Since the guideline requirements could not be met, the applicant was referred to other sources of assistance and the application was denied.
16. 29 January 2015: Applicant requested a grant to help with household expenses but was no longer in the military service and therefore, could not meet the guideline requirements. The application was denied and the applicant was referred to other sources of assistance.
17. 30 January 2015: Applicant requested financial assistance for household bills, but had been discharged from the military nine years ago. Since the application did not meet the guideline requirements, it was denied. The applicant was referred to other possible sources of assistance.

18. 23 February 2015: Applicant requested a grant to assist with payment of utilities and other household expenses that were delinquent. The documentation indicated that the applicant's household expenses were less than the household income and there was no evident valid reason for the unpaid bills. Since the requirements of the guidelines could not be met, the application was denied. The applicant was referred to financial counseling and other sources of possible assistance.
19. 20 March 2015: Applicant requested assistance to pay overdue bills and household expenses. The applicant is employed, receives benefits from the V.A., had recently received a severance pay and also a significant grant from another source. The documentation indicated that there was no current financial crisis. The application did not meet the guideline requirements and was denied.
20. 23 March 2015: Applicant was requesting assistance for delinquent rent payments, but had been discharged from the military since 2001. Since the guideline requirements could not be met, the application was denied. The applicant was referred to other possible sources of assistance.
21. 21 April 2015: Applicant was seeking financial assistance for household expenses and vehicle repairs. The applicant had been discharged from the military in 2006, and was not eligible for a grant per the guideline requirements. The application was denied, and the applicant was referred to other possible sources of assistance.
22. 22 April 2015: Applicant requested a grant but did not indicate a reason for the request. The applicant was also discharged from the military 19 years ago, and was not eligible for a grant per the guideline requirements. The application was denied, and the applicant was referred to other possible sources of assistance.
23. 1 May 2015: Applicant had been medically retired and requested a grant for various overdue household bills. Documentation revealed that the household income was ample, and there was no evidence to validate a financial crisis. Since no additional documentation could be provided by the applicant, they were referred to a financial counselor and the application was denied.
24. 1 May 2015: Applicant requested assistance with household bills; a recent reduction in rank had resulted in a reduction in pay. The documentation revealed, however, that the current household income was ample, and significantly higher than their monthly expenses. No financial need was evident, and the applicant was referred to financial counseling. The application was denied.
25. 4 May 2015: Applicant had previously applied for grants, twice in two years, and received a grant one year ago. Applicant is now requesting another grant for his family to travel to another country for a funeral service. The applicant was unable to provide any document to verify the death of a family member, and also could not provide documentation on the total income of the household. The application was denied.

26. 8 May 2015: Applicant requested a grant to pay outstanding bills from three years ago. The documentation revealed that the household income is significantly higher than the monthly household expenses. No specific reason for financial crisis was indicated, and the application was denied.
27. 5 June 2015: Applicant received a grant from MFRAP ten days ago and was now requesting additional funds to reach the maximum allowable grant per applicant. The applicant said the request was necessary to pay off more bills that fell behind due to large child support payments. The applicant was referred to other possible sources of assistance and the application was denied.
28. 26 June 2015: Applicant had received a previous grant one year ago and was now requesting another grant for the same purpose of catching up on mortgage payments. The applicant was advised to seek financial counseling and the application was denied.

APPLICATIONS WITHDRAWN:

1. 27 January 2015: Applicant requested a grant for overdue housing payments and other household bills. The applicant chose to withdraw the application after learning that documentation had to be provided regarding the household income and expenses. Application withdrawn on 30 January 2015.

APPLICATIONS CLOSED:

1. 22 December 2014: Applicant had applied for a grant in September, for assistance with household bills. The applicant did not attach the necessary documentation, and was contacted several times, but did not provide any documentation. The application was closed without action.
2. 22 December 2014: Applicant requested a grant in October for overdue vehicle payments and other household bills. The application did not include any supporting documentation, and was contacted several times to send the required documents. After several unsuccessful attempts to obtain this documentation, the application was closed without action.
3. 22 December 2014: Applicant requested financial assistance in August to catch up on overdue bills, but could not provide documentation to verify financial need. Several attempts to obtain the information from the applicant were unsuccessful. The application was closed without action.
4. 22 December 2014: Applicant sent an incomplete application in September to request assistance with vehicle and housing payments, but no documentation was included with the application. The required documentation was explained to the applicant

several times but no documents were provided by the applicant. The application was closed without action.

5. 29 January 2015: Applicant requested a grant in December for the purpose of purchasing a new furnace for the home. The application was incomplete, with no financial documentation attached, and no estimate was provided for the furnace replacement. After several unsuccessful attempts to obtain the necessary documents, the application was closed without action.
6. 4 February 2015: Applicant requested financial assistance in December, but the application was incomplete and had no supporting documentation at all. Repeated attempts to obtain the documentation were unsuccessful, and the application was closed without action.
7. 4 February 2015: Applicant requested a grant in December for vehicle repairs, but was unable to provide an official estimate for the repairs or any proof of the household income. After several unsuccessful attempts to obtain the documentation, the application was closed without action.
8. 2 March 2015: Applicant requested financial assistance in December but could not provide current financial information or documentation to verify a financial need. Several attempts to obtain the information from the applicant were unsuccessful. The application was closed without action.
9. 2 March 2015: Applicant requested financial assistance in February for assistance with household bills. The applicant did not provide documentation or financial information. Several attempts to obtain the information from the applicant were unsuccessful. The application was closed without action.
10. 29 April 2015: Applicant had requested financial assistance for overdue mortgage payments. Because the applicant was the spouse of a deceased military member who had been out of the military since 2003, the applicant was not eligible for a grant due to the guideline requirements. The applicant was referred to other sources of assistance and was closed without action.
11. 13 May 2015: Applicant requested financial assistance in December for housing, utilities and vehicle insurance. The correct documentation was not provided by the applicant, and repeated attempts to obtain the necessary documents were unsuccessful. The application was closed without action.
12. 12 August 2014: Applicant requested financial assistance in April, for vehicle payments, insurance and utility bills. The application did not include any of the required documentation. Several attempts to obtain the necessary documents from the applicant were unsuccessful, and the application was closed without action.

13. 12 August 2014: Applicant requested financial assistance for utility bills and phone bills. The application did not include any supporting documentation, and several attempts to obtain the documents from the applicant were unsuccessful. The application was closed without action.

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 (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. **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).
- ii. Air Force Aid Society (AFAS) (www.afas.org).
- iii. Navy-Marine Corps Relief Society (NMCRS) (www.nmcrs.org).
- iv. Coast Guard Mutual Assistance (CMGA) (www.cgmahq.org).
- v. Salvation Army (www.salvationarmyusa.org)
- vi. American Red Cross (ARC) (www.redcross.org).
- vii. Veterans' Temporary Assistance (VTA), if applicable, (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, 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: 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 <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 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:

CHECKING & SAVINGS ACCOUNTS:

Net Military Pay	<input type="text"/>	Financial Institution - Checking	<input type="text"/>	Balance	<input type="text"/>
Net Pay of Spouse	<input type="text"/>	Financial Institution - Savings	<input type="text"/>	Balance	<input type="text"/>
Disability / Retirement	<input type="text"/>				
Other (e.g. Child Support / Unemployment)	<input type="text"/>	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 <input type="checkbox"/>	No <input type="checkbox"/>	Past/Present bankruptcy will not necessarily disqualify you for assistance

BANKRUPTCY INFORMATION

RENT OR OWN

RENTAL INFORMATION

MORTGAGE INFORMATION

Mortgage Holder	<input type="text"/>	Rental Name or Owner	<input type="text"/>
Mortgage Balance Due	<input type="text"/>	Contact Phone Number	<input type="text"/>
Monthly Payment	<input type="text"/>	Monthly Payment	<input type="text"/>
Liens or 2nd Mortgage	<input type="text"/>		
2nd Mortgage Balance	<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.

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