

Policy Number: GCVS-02	TITLE: Financial Assistance Policy
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ISSUED BY: Greene County Veterans Service Commission	PUBLISHED BY: Greene County Veterans Services

**1.0 General**

This policy contains those guidelines set forth by the Greene County Veterans Services Commission related to its financial assistance program. All personnel charged with the responsibility of administering this policy are required to be familiar with its contents. This policy is a guide to ensure uniform and nondiscriminatory application of the conditions of employment and assistance provided to our veterans. It is essential that these policies be administered in a systematic, fair, and impartial manner. There will be situations that require administrative interpretation of this policy. Every effort will be made to ensure that such decisions are made objectively with the general intent of the policy in mind.

There may be occasions when the Greene County Veterans Service Commission must add, delete, or revise specific policies or give current rules a different interpretation from those previously made. The Greene County Veterans Service Commission has the right to change practices and policy, both written and unwritten as business requires.

**2.0 Authority**

In accordance with Ohio Revised Code (ORC) Chapter 5901: entitled Veterans’ Service Commissions

**3.0 Overview**

The Greene County Veterans Service Commission has adopted the Financial Assistance Policy in accordance with Title 5901 of the Ohio Revised Code, in order that our limited funds are distributed as fairly as possible. These funds are intended to provide temporary emergency assistance to veterans and their families.

**4.0 Eligibility**

- 4.1** Each applicant for financial assistance must meet the definition of a veteran as defined by Title 5901.01 (B) of the Ohio Revised Code or be an active-duty member of the armed forces of the United States, or the spouse, surviving spouse, dependent parent, minor child, or ward of the veteran or the active duty member. (5901.08 ORC)

**4.2** As used in section 5901.08 ORC and other sections of the Ohio Revised Code with regards to applications for financial assistance under sections 5901.02 to 5901.15 of the ORC “veteran” means either of the following:

4.2.1 “a person who served in the armed forces of the United States on active military duty and was discharged from the service under honorable conditions, and who either served on active duty for reasons other than training or, while serving on active duty for training, incurred a disability recognized by the Department of Veterans Affairs or Department of Defense as service-connected;.”

4.2.2 “A person who served in the United States merchant marines, who either served on active duty for reasons other than training or, while serving on active duty for training, incurred a disability recognized by the Department of Veterans Affairs or Department of Defense as service-connected, and whom either of the following applies.”

The person has an honorable report of separation from active military service, form DD 214 or DD 215.

The person served in the United States merchant marine between December 7, 1941 and December 31, 1946, and died on active duty while serving in a war zone during that period of service

**4.3** Additionally, the Veterans Service Commission requires; the veteran to perform service on active duty in service of the armed forces of the United States for a period of not less than 90 days. Consideration may be given to those veterans who have less than 90 days, if they were discharged with a service connected disability, or due to hardship, medical conditions, or completion of the period of obligated service for which the veteran was called to federal active service.

**4.4** Proof of Service must be established via DD 214 (Member 4 Copy), Separation Papers, Certificate of Service, or equivalent.

**4.5** Applicants must have been a bona fide resident of Greene County Ohio for a period of 90 days immediately preceding application. Proof of residency must be established. A post office box is insufficient to show residency. Incarceration, school attendance, or other reasons a non-resident may be temporarily in the county will not be considered for residency purposes.

4.5.1 Examples of documents that may help establish residency include:

4.5.1.1 Driver’s License with Greene County Address (90 Days)

4.5.1.2 Utility bills (90 Days)

4.5.1.3 Telephone bills (90 Days)

4.5.1.4 Employment Check Stub (90 Days)

4.5.1.5 Lease Agreement (90 Days)

4.5.1.6 Mortgage Statement (90 Days)

**4.6 Former Spouse**

- 4.6.1 A former spouse of a veteran who has legal custody of the veteran's child/children may receive financial assistance based upon the child's/children's welfare and emergency need.
- 4.6.2 The former spouse of a veteran who does not have legal custody of the veteran's child or children is not eligible for financial assistance.

- 4.7 Incarceration -** Applicants who are incarcerated are ineligible for assistance. Applicants who are released from incarceration or court-ordered rehabilitative programs must reside in Greene County for 90 days after their release to be considered for assistance unless they can prove residency prior to their conviction.

**5.0 Financial Assistance Guidelines**

- 5.1** These financial assistance guidelines are intended to assist the Veterans Service Commission with providing consistency and impartial decisions.
- 5.2** Financial assistance will not be granted for the following items:
  - 5.2.1 Deposits for rental occupancy
  - 5.2.2 Cash advance or other lending institutions
  - 5.2.3 Child support payments
  - 5.2.4 Taxes, IRS payments
  - 5.2.5 Legal fees, court-ordered fines or penalties, bail
  - 5.2.6 Satellite, internet, or cable bills even if bundled with telephone
  - 5.2.7 School tuition and/or course fees
  - 5.2.8 Automobile (vehicle) purchases
- 5.3** Situations or circumstances that do not constitute an immediate emergency or necessity will not be considered as valid request or need for Financial Assistance.
- 5.4** Financial assistance will not be used to pay rent/mortgage/utilities/ car payments/food/medical/etc. to or for any relative\*, girlfriend, boyfriend, significant other, or any other individual residing in the same house.

\* Relative includes: member of a client's immediate and extended family, blood relative, parents, children, brother, sister, maternal or paternal grandparents, great-grandparents, parents-in-law, aunts, uncles, cousins, divorced or separated spouses from previous marriages or common law.

Exception: Financial assistance will be allowed to pay rent/mortgage to a relative if the property is a rental or mortgage property to which the relative does not reside. Said relative must own the property and a formal lease agreement will be required.

- 5.5** All applicants who are physically and mentally able to work must be actively seeking employment or they will be ineligible for assistance. Ohio Means Jobs may be able to provide applicants with valuable job leads depending on their occupation; however, actively seeking employment means the applicants are taking

responsibility and seeking employment on their own as well and must show documentation of the places they are seeking employment (dates, employer addresses, telephone numbers, contact name, etc.).

- 5.6 Applicants receiving similar assistance from any other agency or institution must declare same. This may make the applicant ineligible for assistance or the amount of required assistance decreased.
- 5.7 All application supporting documents must be current and received within a 30 day window of the application date.
- 5.8 Reimbursement of purchases. Approved financial assistance payments are made directly to authorized landlords / vendors. Greene County Veterans Services will not reimburse applicants for payments / purchases.
- 5.9 Students must have been a Greene County Resident prior to enrollment, and are also required to have at least a part-time job of at least 20 hours per week, in order to be considered for assistance.
- 5.10 If eligible, Financial Assistance request for car repairs will be considered at 20% of the Blue Book value of the vehicle, not exceed \$4,000.00 for a one time car repair.

#### **6.0 In-Eligibility (not all inclusive)**

- 6.1 Applicants who knowingly provide false or fraudulent information to the Greene County Veteran Services will be ineligible for assistance indefinitely.
- 6.2 Applicants whose total family income exceeds necessary expenses are ineligible for assistance.
- 6.3 Applicants who make financial decisions, which appear extravagant, irresponsible, or unnecessary, which result in or significantly contribute to the applicant's own financial hardship, are ineligible.
- 6.4 Financial assistance is intended to help those with TEMPORARY financial difficulties. Applicants, whose financial difficulties are of a nature that temporary assistance will not provide a short term solution, offering them time to establish a permanent solution will be considered as if their situation is "permanent in nature" and are ineligible for financial assistance; they will be referred to other agencies.
- 6.5 Applicant who have quit their job or were terminated for just cause, which has led to their financial hardship, are ineligible for assistance.
- 6.6 Applicants whose financial hardship is the result of willful misconduct are not eligible for assistance.
- 6.7 Applicants who appear, or are known to be on drugs or alcohol, or to be abusers of drugs and/or alcohol will not be granted assistance, but will be referred to an appropriate agency or treatment facility.

**7.0 Required Information / Documentation**

Financial assistance applicants are required to accurately complete a Greene County Veterans Services Financial Assistance Information packet including supporting documents. A checklist of required supporting documents is provided below.

<b>Greene County Financial Assistance Supporting Documents Checklist</b>	
	<b>Financial Assistance Application / Information Sheet</b>
	<b>DD 214</b> – Veterans Discharge
	<b>Current Photo Identification Card</b> (Driver’s License or State ID)
	<b>All Banks Statements</b> – (Past 3 Months)
	<b>Verification of Address and Phone Number (Lease Agreement, Mortgage, Utility Bill)</b>
	<b>Income Statements for all residence</b> living in your home from the past 3 months (This includes spouse, significant other, children, step children. Income statements are needed from all sources (paychecks, retirement benefits, VA pension or disability, Social Security, SSI, Welfare, Child Support, Unemployment, Workers Compensation, etc.)
	<b>Annual Tax Return</b> (if applying January thru May)
	<b>Marriage Certificate / Divorce Decree(s)</b>
	<b>Birth Certificate(s) of Dependent Children</b>
	<b>Death Certificate</b> (if you are a surviving spouse or child of deceased veteran)
	<b>All Current Monthly Bills for your Household</b> (includes mortgage, utilities, auto payments, insurance, credit cards, loans, child support, medical expenses, daycare etc.) Must be originals no copies
	<b>Renters</b> , if you are renting a house or apartment your landlord will need to complete the Landlord Statement, W-9 Form, and OPERS Independent Contractor/Worker Form provided in the Greene County Financial Assistance Information Packet
	<b>Register with Ohio Means Jobs. (Unemployed)</b> If you are able to work but at present time do not have a job you will need to register with Ohio Means Jobs Training Center. Call ODJFS Veterans Outreach Representatives at (937) 562-6565 for an appointment. Applicants are required to have Ohio Means Jobs complete the registration certification provide in the Greene County Financial Assistance Information Packet.
	<b>Job Search Information. (Unemployed)</b> Applicants will complete the Job Search History form provide in the Greene County Financial Assistance Information Packet.
	<b>Unable to Work.</b> If you are unable to work your doctor will need to complete the Medical Certification Form provided in the Greene County Financial Assistance Packet.
	<b>Personal Statement of Emergency</b> is required with your application. You must write a detailed statement, explaining your temporary emergency, what has occurred to cause an emergency, and what other agency’s you have contacted for assistance.

## **8.0 Application Processing**

- 8.1** All applicants are required to fully complete a Financial Assistance Information Packet to start the process.
- 8.2** Incomplete applications will not be adjudicated and will expire 30 days after the applications process begins.
- 8.3** All application supporting documents must be current and received within a 30 day window of the application date.
- 8.4** Applicants are required to sign an Authorization of Release of Information form.
- 8.5** A flow chart outlining the Greene County Veterans Services Financial Assistance Process is provided in Appendix-1.
- 8.6** Conflicts of interest.
  - 8.6.1** Financial Assistance Program Coordinator / Investigator. In the event of a conflict of interest involving the Financial Assistance Program Coordinator the Executive Director will assign financial assistance processing and investigation to another staff member.
  - 8.6.2** Executive Director. The Executive Director will recuses him/herself from the financial assistance process. Processing and determination will be made by the Veterans Services Commission.

## **9.0 Appellate Procedures**

- 9.1** Applicants who do not agree with their financial assistance decision may appeal to the Greene County Veterans Service Commission.
- 9.2** Request to appeal must be in writing and submitted to the Greene County Veterans Services Office within 15 calendar days of the date on their decision notification letter.
- 9.3** Appellate request must be specific and state what decision(s) is being appealed and identify why the decision(s) should be overturned.
- 9.4** Applicants will be provided the opportunity to present their appeal in person to the Veterans Service Commission.
- 9.5** Appeals will be scheduled for the next regularly scheduled Veterans Service Commission Meeting provided they are submitted at least 24 hours (one business day) prior to the meeting. Appeals submitted less than 24 hours (one business day) prior to the meeting will be scheduled for the next regularly scheduled meeting.
- 9.6** A flow chart outlining the Greene County Veterans Services Financial Assistance Appellate Process is provided in Appendix-2.

**10.0 Falsification / Misrepresentation of Veterans Status**

**10.1** No person who is not a veteran, an active-duty member of the armed forces of the United States, or the spouse, surviving spouse, dependent parent, minor child, or ward of a veteran or an active-duty member of the armed forces of the United States shall knowingly represent that the person is a veteran, an active-duty member of the armed forces of the United States, or the spouse, surviving spouse, dependent parent, minor child, or ward of a veteran, or an active-duty member of the armed forces of the United States and is eligible for any benefits or financial assistance related to veterans status for the purpose of receiving benefits or financial assistance.

**10.2** Whoever violates this section is guilty of misrepresentation of veteran’s status, a misdemeanor of the first degree.

**10.3** All cases of falsification or misrepresentation will be forwarded to the Greene County Veterans Service Commission for review and action.

**11.0 Inquiries**

Direct inquiries about this policy to:

Timothy Espich  
 Executive Director  
 571 Ledbetter Road  
 Xenia, Ohio 45385  
 (937) 562-6020

**12.0 Revision History**

Date	Description
15-March-2005	New Policy
25- Jan-2021	Revised