

# ROCK COUNTY VETERANS DONATION TRUST POLICIES

## INTENT

The Rock County Veterans Donation Trust is a body that is wholly funded by donations. The purpose of the Veterans Donation Trust is to provide **EMERGENCY** assistance to veterans of Rock County and to family members of deceased veterans who reside in Rock County. Family members in this policy are defined as the un-remarried spouse and/or dependent children of the deceased veteran who are under the age of 18 AND living at home. **Applicant must be a permanent resident of Rock County for a minimum of ninety (90) days prior to application.** If office does not have military discharge record on file, applicant **MUST** provide proof of military service (DD 214) at time of application with character of discharge of **Honorable or General, Under Honorable Conditions**. The veteran must meet the active duty service length requirements to be eligible for general benefits from the Wisconsin Department of Veterans Affairs to be eligible to receive emergency assistance from Rock County. Applications for Veterans Donation Trust assistance are obtained and reviewed by the County Veteran Service Officer (CVSO).

Application for assistance is made by completing the attached application form in its entirety. Each application will be investigated by the CVSO for accuracy and to reveal other sources of assistance that may be available from other government agencies or service organizations. Each application will be adjudicated on its own merits and on a case-by-case basis. The amount of assistance provided is at the discretion of the CVSO according to the guidelines set forth in these policies.

## LIMITATIONS OF DONATION TRUST ASSISTANCE

**Applicant is limited to one time assistance from the Veterans Donation Trust which will not exceed \$1,000.** Application does NOT guarantee assistance and amount is at discretion of the CVSO. Proof of an emergency situation must be presented at time of application, NO exceptions, and can take up to 30 Business days (6 weeks) before decision is final. ALL decisions made by the CVSO are final.

## WHAT IS ELIGIBLE AND NOT ELIGIBLE FOR ASSISTANCE

1. Eligible **Emergency** Assistance for:
  - a. Payment of portion of rent (Rent-Taxable) or monthly Mortgage payment.
  - b. Payment of portion of utilities (Electric and/or heat). Must present original bill at time of request.
  - c. Payment of portion of specialty clothing required to get or maintain employment i.e., steel toed boots, etc.
  - d. Payment of portion of minor car repairs to assist in gaining or maintaining employment.
  - e. Payment of portion of telephone or cellphone bill only when needed for ongoing employment searches.
2. IF PAYMENT SCHEDULES ARE AVAILABLE WITH DEBTORS, THEN APPLICANT MUST ATTEMPT TO RESOLVE DEBT IN THIS FASHION FIRST. (Rent and utilities generally have the capability of setting up payment plans.)
3. **NOT Eligible** for assistance:
  - a. Purchase of alcohol, tobacco, soda, bottled water, candy, gum, chips or other snack items, pet food or pet products.
  - b. Payment of gambling debts or payment of bills because gambling debts prevent payment of bills.
  - c. Payment of federal, state, or local taxes i.e., income taxes, property taxes, vehicle registration, etc.
  - d. Payment of any loans (except emergency mortgage payment), **especially any type of payday or auto title loan.**

## DEFINITIONS AND/OR UNDERSTANDING OF EMERGENCY

An emergency for purposes of Veterans Donation Trust assistance is an unforeseen circumstance that creates a shortage of assets for the use of **basic shelter and utility expenses**. Examples of this would be a sudden loss of income, medical emergency, or breakdown of vehicle needed for transportation to and from work when public transportation is otherwise not available. **DO NOT WAIT UNTIL YOU ARE TWO OR THREE MONTHS PAST DUE ON BILLS. IF YOU HAVE RECEIVED EVICTION/DISCONNECT NOTICES, THE VETERANS DONATION TRUST MAY NOT COMPLETELY SOLVE YOUR ISSUES. VETERANS DONATION TRUST IS TO BE A SOLUTION TO A PROBLEM, NOT A BANDAID.**

## Rock County Veterans Donation Trust Policies, cont.

An emergency is **NOT** the ongoing mismanagement of income or other funds available to the applicant. All applicants must apply for and exhaust all other aspects of aid available to them prior to making application to the Veterans Donation Trust. **IF IT IS DETERMINED THAT AN APPLICANT HAS ONGOING FINANCIAL ISSUES, APPLICANT MAY BE REQUIRED TO PROVIDE PROOF THAT HE/SHE HAS SUCCESSFULLY COMPLETED BUDGET MANAGEMENT INSTRUCTION BY THE UW-EXTENSION, WHICH PROVIDES BUDGET MANAGEMENT CLASSES FREE OF CHARGE, WITH A CERTIFICATE OF COMPLETION AT THE END OF INSTRUCTION PRIOR TO RECEIVING AID. IF AN APPLICANT ATTENDS AND SUCCESSFULLY COMPLETES A BUDGET MANAGEMENT CLASS FROM ANOTHER ACCREDITED AGENCY, THIS CAN BE USED IN SUBSTITUTION OF THE UW-EXTENSION CLASS.**

**Note:** If applicant has outstanding payday or auto title type loans, application will automatically be denied and no assistance will be given until applicant has completed budget counseling and can show no activity with these types of loan agencies for at least 6 consecutive months.

### **ADDITIONAL LIMITATIONS and INFORMATION**

1. CVSO is required to verify claim of emergency situation. Additionally, CVSO will verify that all other means of assistance have been exhausted and that information provided on application is correct. **ANY FALSIFICATION OF APPLICATION WILL RESULT IN AUTOMATIC DENIAL OF ASSISTANCE AND APPLICANT WILL NOT BE ELIGIBLE FOR APPLICATION FOR AT LEAST ONE YEAR FROM DATE OF APPLICATION AND A NEW EMERGENCY SITUATION EXISTS DEMONSTRATING NEED.**
2. CVSO DOES NOT USE CASH for payment of any assistance.
3. Payment of assistance and/or aid will be made through the county by check directly to the landlord, mortgager, utility, or other vender in question. Landlord, mortgager, utility, etc. must either have an account already established with Rock County or complete and submit to the county an IRS Form W-9 before any payment will be made. Payment will NOT be made directly to the applicant.

### **REPAYMENT OF DONATION TRUST FUNDS**

If I am financially able to, I agree to repay the Veterans Donation Trust the amount of assistance received. This is not mandatory, BUT by doing so, I help the Trust to be able to serve more veterans in Rock County, keeping in mind that the Trust has a finite amount of funds available each year and once gone, we can no longer serve the veterans of the county until additional donations are received.

**I certify that I have read, or have had read to me, all policies established here with the Rock County Veterans Donation Trust. I understand that the Rock County Veteran Service Officer will verify the information provided on my application to determine my eligibility for a grant from the Rock County Veterans Donation Trust. When filling out an application, I agree to all the terms and conditions set forth in these policies, and I authorize the Rock County Veteran Service Office to access and/or release any information needed to assist in the determination of application for assistance.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_