COMMONWEALTH OF PENNSYLVANIA

Military Family Relief Assistance Program
Annual Report for FY 2012-2013

Department of Military and Veterans Affairs

Major General Wesley E. Craig
The Adjutant General

July 2013

pennsylvania
DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS

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DEPARTMENT OF MILITARY & VETERANS AFFAIRS
(MFRAP)

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July 1, 2012 to June 30, 2013

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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 $340,000.00 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 $1,371,000.00 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) and Act 9 of 2010, which took effect on May 15, 2010.

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
TOTAL PERSONAL/CORPORATE/ORGANIZATIONAL CONTRIBUTIONS	$100,026.17
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
TOTAL CASH CONTRIBUTIONS	$3,728.00
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2005	$7.00
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2006	$650.15
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2007	$298.26
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2008	$30.00
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2009	$28.25
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2010	$34.53
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2011	$10.00
DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM FY 2012	$25.00
TOTAL DEPT OF REVENUE TRANSFERS NOT PART OF PIT CHECK OFF PROGRAM	$1,083.19
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	$104,837.36

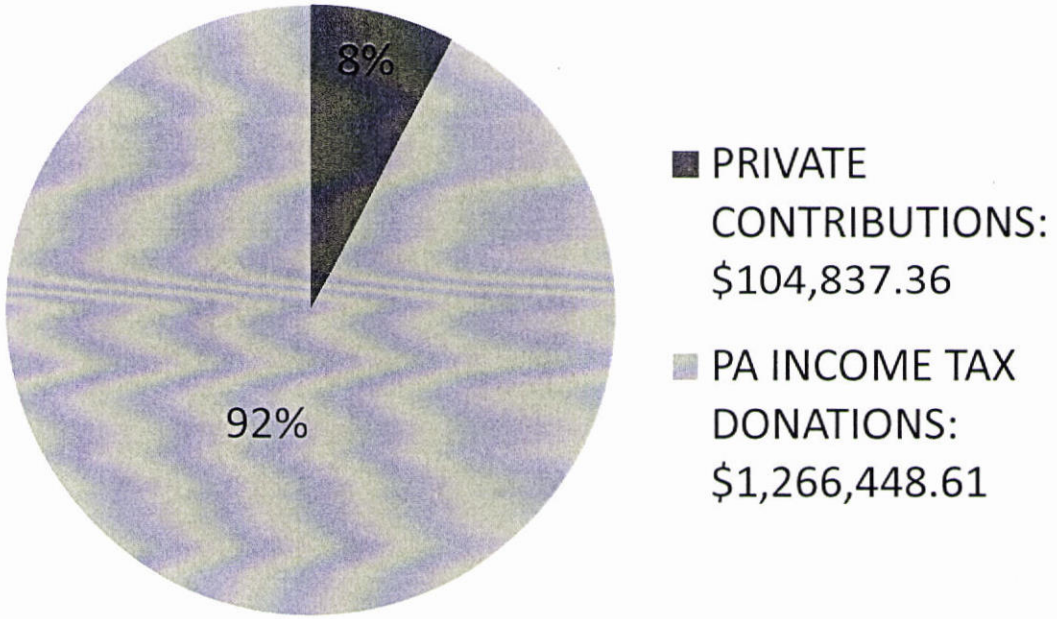
INCOME TAX CHECK-OFF PROGRAM CONTRIBUTIONS	
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2005	$116,478.57
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2006	$155,480.89
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2007	$141,610.37
DEPT OF REVENUE – PIT DONATIONS RECEIVED FY 2008	$211,051.83
DEPT OF REVENUE – 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
TOTAL INCOME TAX DONATIONS	$1,266,448.61

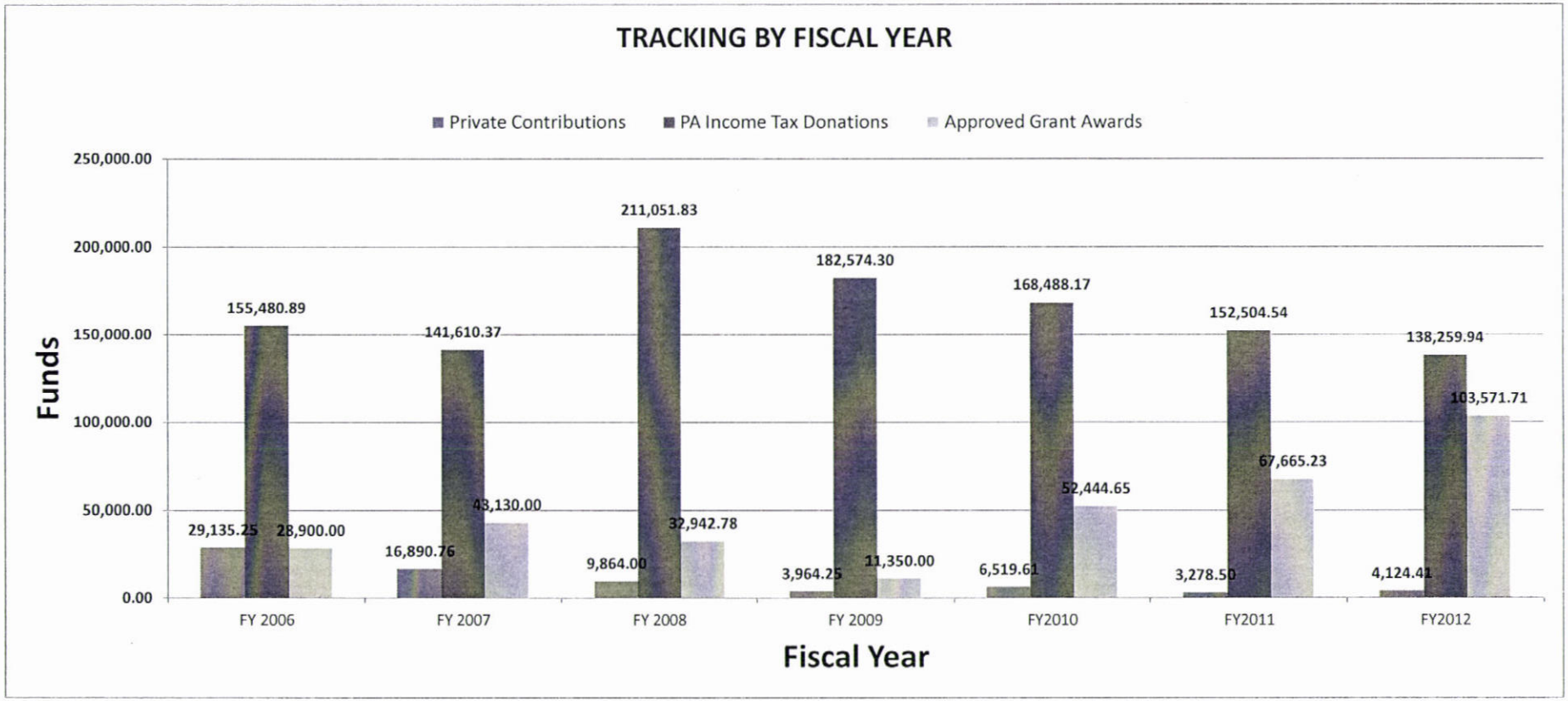
COMBINED – PERSONAL AND INCOME TAX CONTRIBUTIONS:	
TOTAL ALL CONTRIBUTIONS FY 2005	$147,539.15
TOTAL ALL CONTRIBUTIONS FY 2006	$184,616.14
TOTAL ALL CONTRIBUTIONS FY 2007	$158,501.13
TOTAL ALL CONTRIBUTIONS FY 2008	$220,915.83
TOTAL ALL CONTRIBUTIONS FY 2009	$186,538.55
TOTAL ALL CONTRIBUTIONS FY 2010	$175,007.78
TOTAL ALL CONTRIBUTIONS FY 2011	$155,783.04
TOTAL ALL CONTRIBUTIONS FY 2012	$142,384.35
TOTAL COMBINED CONTRIBUTIONS	$1,371,285.97

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
TOTAL APPROVED GRANT APPLICATIONS	$340,760.37

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
TOTAL ACCOUNT BALANCE	$1,030,525.60

CONTRIBUTION BREAKDOWN BY PERCENTAGE




TRACKING BY FISCAL YEAR
Private Contributions
PA Income Tax Donations
Approved Grant Awards
250,000.00
200,000.00
150,000.00
100,000.00
50,000.00
0.00
Funds
155,480.89
141,610.37
211,051.83
182,574.30
168,488.17
152,504.54
138,259.94
103,571.71
67,665.23
52,444.65
48,130.00
32,942.78
29,135.25
28,900.00
16,890.76
9,864.00
3,964.25
11,350.00
6,519.61
3,278.50
4,124.41
FY 2006
FY 2007
FY 2008
FY 2009
FY2010
FY2011
FY2012
Fiscal Year

TAB 3

APPLICATION ACTIVITY

APPROVED:

1. 3 July 2012: Applicant has 3 young children and a 4th on the way. During the applicant's active duty period, the spouse became unemployed, could not locate new employment, and had difficulty managing the household budget. They have fallen behind significantly on monthly bills and electrical service is going to be discontinued if payment is not made immediately. Assistance was needed to pay overdue bills, and help the family get back on their feet financially. Grant awarded $3,500.00.

2. 20 August 2012: Applicant was wounded during deployment and is unable to work. It will take some time before Incapacitation Pay begins, and the applicant's mortgage and other household bills are already overdue. The applicant's vehicle also requires extensive repairs. Grant awarded $3,500.00.

3. 21 August 2012: Applicant became unemployed but was not eligible for unemployment compensation due to continuous placement on short-term orders. Applicant was recently able to find full-time employment, but the unemployment period caused them to fall seriously delinquent with the rent, utilities and other household bills. There are two young children to provide for. Grant awarded $3,500.00.

4. 10 September 2012: Applicant was recently medically retired as a result of active duty service. During the active duty, the applicant had been earning significantly more per month, and is now unable to keep up on monthly bills. Applicant is hoping to find some type of employment but is now behind on rent, vehicle payments and household bills. Assistance was needed until the applicant can adjust to the reduced monthly income. Grant awarded $3,083.26.

5. 11 September 2012: Applicant has had difficulty retaining employment since returning home from deployment, and is now seeking medical help from the V.A. for possible PTSD. The family has fallen behind on all of their utilities and cannot afford to pre-pay for any heating oil, which they have completely run out of. The family's utilities will also be shut off for non-payment if they do not submit payment immediately. Applicant has a spouse and young child to provide for. Grant awarded $3,500.00.

6. 25 September 2012: Applicant was recently medically retired as a result of deployment. Still in the process of being rated for disability, the applicant was not yet receiving any benefits. The applicant has needed hospitalization several times recently, the family's vehicle has broken down, and they have no heating oil. They have depleted their savings trying to keep up. Assistance was needed to get the family to a financially stable status. Grant awarded $3,500.00.

7. 25 September 2012: Applicant has a young child that was in a severe accident and required Intensive Care hospitalization. The applicant had not been working during this time period;

to be able to remain at the hospital with the child. Unexpected expenses were being incurred to include several medical helicopter service bills and household bills that were already delinquent before the recent ordeal. Grant awarded $3,500.00.

8. 10 October 2012: Applicant had deployed, and was able to collect unemployment compensation after returning home. The compensation was now ending because the applicant requires major surgery and will be unable to work for at least 3 months. This left the family with only one income, plus the added expenses of traveling back and forth to the hospital and paying for child-care costs during the hospitalization period. Grant awarded $3,500.00.

9. 17 October 2012: Applicant has deployed numerous times and suffers from severe PTSD. Currently unemployed, but actively seeking gainful employment, the applicant currently has no place to live, and cannot afford the security deposit or the cost of setting up utilities. It appears that employment will begin soon, through our Employment Outreach services, but assistance was needed immediately to get the applicant into an apartment until paychecks start arriving. Grant awarded $1,870.00.

10. 5 November 2012: Applicant had been laid off from his job for more than three months and took out a loan to help get through the period of unemployment. Now deployed, the applicant is trying to pay back the loan at a very high interest rate, and in addition to that, the family vehicle is in need of major repairs. There is a young child to provide for, and the spouse is working two jobs, but they cannot catch up on their bills. Help was needed to get the family back on track financially. Grant awarded $3,177.00.

11. 24 October 2012: Applicant was deployed and became injured; then after recuperation, was scheduled for another deployment, which fell through and never took place. The applicant is now unemployed and actively seeking work. The applicant is struggling with household bills and has had electricity and phone service terminated. Assistance was needed until regular paychecks start coming in. Grant awarded $2,093.00.

12. 9 November 2012: Applicant was medically discharged from combat injuries. VA Benefits have not yet started, and the family has fallen behind in all of their monthly bills. Their furnace is in need of major repairs and they do not have funds to pay for the repairs or for the purchase of heating oil. Assistance was needed for food, utilities, and necessities for the family. Grant awarded $3,500.00.

13. 15 November 2012: Applicant was to be medically discharged on 16 November, but would not receive a paycheck for up to 30 days (the last paycheck is held until it is verified that nothing is still owed to the military). The applicant had not planned on this and was without any money for at least a two-week period until pension benefits would begin. Assistance was requested to purchase food, pay utilities, and pay the expenses of a necessary trip to Alabama for a court case. Grant awarded $1,550.00.

14. 20 November 2012: Applicant's child was recently killed in a domestic dispute. The applicant has to pay for the funeral costs, and there was no life insurance. The funeral

home is going to add interest charges if the bill is not paid by the end of the month. Grant awarded $3,500.00.

15. 29 November 2012: Applicant is currently deployed, and the furnace in the family home is broken and unable to be repaired. The estimate, including installation, is over $4,000.00. The family already has significant debt and cannot afford to replace the furnace. Grant awarded $3,500.00.

16. 10 December 2012: Applicant had been deployed, and after returning from deployment, should have been kept on orders, but was not, for dental problems that were severe. In addition to the dental issues, which required the need to travel back and forth for numerous dental appointments, the applicant is currently also on physical therapy for knee and back injuries and was unable to work during this time period. It would be about 30 days until Incapacitation Pay would begin. The applicant is a single parent, lives paycheck-to-paycheck and needs assistance until becoming financially stable again. Grant awarded $3,500.00.

17. 27 December 2012: Applicant is medically retired and not yet receiving benefits. The family had already been experiencing financial problems, and the delay of a paycheck for several weeks is only making the problem worse. The family requested help until they can get back on their feet again, financially. Grant awarded $2,269.00.

18. 1 January 2013: Applicant returned home from deployment to find the family's finances in trouble. The mortgage was severely delinquent and there were several vehicle payments that had been missed. The family has now started to get back on track financially, but the mortgage company must have an immediate payment or foreclosure proceedings would begin. Grant awarded $2,804.00.

19. 28 January 2013: Applicant deployed recently and is a single parent. The furnace in the family's home broke down and cannot be repaired; it must be replaced. The applicant does not have the funds to cover this expense. Grant awarded $3,500.00.

20. 29 January 2013: Applicant was injured in combat and in the Wounded Warrior Transition Unit. Still waiting for disability payments to begin, the applicant has depleted all savings and has no income to cover monthly expenses and purchase heating oil. Grant awarded $3,500.00.

21. 7 February 2013: Applicant has been struggling to make ends meet since the last deployment. Rent has become overdue and the applicant is facing eviction. The applicant is taking steps to improve the financial situation, but does not have the funds to avoid this eviction. Assistance was needed to assist the soldier with this situation. Grant awarded $1,589.45.

22. 13 February 2013: Applicant is currently deployed, and has 5 children at home. Soon after the deployment, the family vehicle broke down requiring major repairs. The washing machine also broke down during the holidays and the spouse is currently dealing with

frozen water pipes in the home. The monthly bills have fallen behind and the family is in need of heating oil. Grant awarded $3,500.00.

23. 26 March 2013: Applicant is recently medically retired due to combat injuries. Not yet receiving VA benefits, the family's home is in need of repairs and since the applicant is now in a wheelchair, someone else will need to do the repair work. There are two young children to provide for, as well. Assistance was needed to help the family with these necessary home repairs. Grant awarded $3,500.00.

24. 2 April 2013: Applicant was medically discharged and was not yet receiving benefits. The spouse had been struggling to find work, and just recently got hired but will not receive a paycheck for a few weeks. The family is struggling to meet their monthly bills but cannot catch up. Assistance was required to help the family until the spouse starts receiving regular paychecks. Grant awarded $3,500.00.

25. 18 April 2013: Applicant was recently medically retired from injuries sustained while deployed. VA benefits have not yet begun. The applicant is not currently able to meet the household's monthly expenses and has become delinquent with all of the bills. There are four children to provide for. Assistance was given to get the family back on their feet financially. Grant awarded $3,500.00.

26. 17 April 2013: During a deployment, the applicant was sent home on emergency leave due to the death of a parent. The parent was also the legal guardian of the applicant's child during the deployment. The applicant was short $1,500 for expenses related to the funeral. There were no other family members to assist with the expense. Grant awarded $1,500.00.

27. 22 April 2013: Applicant had a house fire, and while the home was not a complete loss, the damage requires major repairs. The family, which includes three children, will be displaced from the home for about 6 months while the repairs are being done. Most of the family's belongings were lost, and needed to be replaced. Assistance was needed to help the family with this unexpected financial burden. Grant awarded $3,500.00.

28. 1 May 2013: Applicant is medically retired due to injuries sustained during deployment. VA benefits have not yet begun. There are 2 young children to provide for, and the family is delinquent on their rent, utilities, medical bills, and the family car is in danger of repossession. Grant awarded $3,500.00.

29. 28 May 2013: During the applicant's deployment, the spouse had problems managing the budget and trying to care for the home and three children. The applicant is now home from deployment and has found full time work, but does not have the funds to pay a delinquent utility bill and vehicle payment. Grant awarded $696.00.

30. 29 May 2013: Applicant was medically retired due to service-connected disabilities. It will take considerable time before VA compensation begins. During the deployment, the applicant had sent money home to manage the household expenses, but the spouse was not able to manage the budget and became delinquent with the rent, vehicle payments, and the utilities. The family's vehicle also requires major repairs. Grant awarded $3,500.00.

31. 6 June 2013: Applicant has been unable to find a job since returning from deployment. A recent job interview looks very promising, but the applicant is already struggling with all the monthly bills. An expensive car repair bill, numerous dental expenses, and some medical issues with leg pain have depleted the applicant's extra funds. Help was needed for the applicant's mortgage, utilities, and medical co-pays until employment begins. Grant awarded $3,500.00.

32. 13 June 2013: Applicant was medically retired with permanent disability. Unable to receive unemployment due to the inability to work, the applicant is facing eviction, the cancellation of car insurance, and also owes a significant amount on utility bills. Assistance was needed until the applicant can get caught up on these bills and to avoid eviction. Grant awarded $3,394.00.

33. 24 June 2013: Applicant is medically retired from combat injuries. VA benefits have not yet begun, and the applicant has no financial reserves to support the family, which includes 3 young children. Assistance was needed to for outstanding household bills until benefits begin. Grant awarded $2,546.00.

DISAPPROVED:

1. 19 July 2012: Applicant had been discharged since 2009, and has not been able to keep a steady job. No financial documentation was provided. The applicant was not eligible for MFRAP, but was referred to other sources of possible assistance.

2. 22 August 2012: Applicant requested assistance with vehicle payments and other loan payments. Since no active duty had been served in the past one-year period, the applicant was not eligible for MFRAP, and the application was denied.

3. 7 September 2012: Applicant requested assistance to pay 3 months of over-due rent; but financial documentation did not indicate any hardships. Also, the applicant had not served on active duty, other than for training, within the past one-year period. The guideline requirements were not met, and the application was denied.

4. 11 September 2012: Applicant requested a grant for home repairs that were needed as a result of a water line that broke during the family's vacation. Paperwork revealed that insurance would cover the damage. This is also not an emergency that is a result of military service. The application did not meet the guideline requirements and was denied.

5. 19 September 2012: Applicant was not a member of the military, but asked for assistance to pay for a family member's funeral. The applicant was referred to other possible sources help. The application did not meet the guideline requirements and was denied.

6. 15 October 2012: Applicant requested assistance to move into a rental property after moving from the home of his parents when the property foreclosed. No financial crisis was

evident, and the monthly income of the applicant exceeded the expenses. Eligibility requirements could not be met and the application was denied.

7. 17 October 2012: Applicant requested a grant to assist with outstanding debt from home improvements that drained their savings account. The applicant could provide no financial documentation other than outstanding statements from wireless phones and cable TV services. The application did not meet the guideline requirements and was denied.

8. 25 October 2012: Applicant requested assistance due to financial difficulties related to the economy, but the application paperwork indicated excessive, unnecessary debt and no apparent reason for financial burden. Eligibility requirements could not be met, and the application was denied.

9. 30 October 2012: Applicant was not a member of the military but requested assistance with utilities, mortgage and vehicle payments. Applicant was referred to other sources of possible assistance. Eligibility requirements were not met; application was denied.

10. 22 October 2012: Applicant requested funds to help with excessive debt. The spouse of the applicant lost employment, which caused the couple to fall significantly behind on their bills. Requirements of the guidelines specify that the need for assistance must be a direct result of the military service; therefore the eligibility requirements could not be met. Application was denied.

11. 8 November 2012: Applicant requested a grant but had received a previous grant from MFRAP in the maximum amount of $3,500 less than one year ago. This is not permitted per the guidelines of the program, and the application was denied.

12. 5 December 2012: Applicant requested assistance to replace furniture that was discarded from his home due to an insect infestation. This application did not meet the guideline requirements; the situation it is not related to the military service of the applicant. The application was denied.

13. 10 December 2012: Applicant sought financial help for home repairs and for repairs to the vehicle from vandalism. Applicant could not provide any documentation to verify anything listed on the application. Also, there did not appear to be a financial crisis with the family's income. This does not fall within the guideline requirements and the application was denied.

14. 17 December 2012: Applicant requested financial help because the family's monthly bills exceed their income. The applicant was unemployed since 2010. The applicant could not provide any documentation to justify the request, nor was active duty served in the past year. Eligibility requirements could not be met, and the application was denied.

15. 18 December 2012: Applicant requested financial assistance because a previous employer disputed an unemployment claim and won. The applicant did not serve any active duty since 2008. Application did not meet the guideline requirements and was denied.

16. 18 January 2013: Applicant asked for financial help to pay overdue bills but has not served on active duty within the past year. Eligibility requirements could not be met. Application was denied.

17. 11 February 2013: Applicant requested help to pay rent and utilities, but could not provide any documentation on any information shown on the application. The guideline requirements could not be met, and the application was denied.

18. 28 June 2013: Applicant requested financial help with overdue rent, utility payments, vehicle payment, and internet provider. There had been no active duty served within the past year. The application did not meet the eligibility requirements and was denied.

APPLICATIONS CLOSED:

1. 6 December 2012: Applicant had requested assistance in August for a vehicle payment and insurance, but the application was incomplete and had no supporting documentation. Repeated attempts to contact the applicant were unsuccessful, and the application was closed without action.

2. 12 December 2012: Applicant submitted an incomplete application in August to request assistance to install central air conditioning in the family's home. Numerous attempts to contact the applicant for more information were unsuccessful. Application was closed without action.

3. 12 December 2012: Applicant submitted a request in September for assistance to pay overdue utility bills and delinquent mortgage. No documentation could be provided to verify any of the information on the application. The applicant was encouraged to provide more documentation, but failed to do so. Application was closed without action.

4. 27 March 2013: Applicant requested assistance in December for utility bills and rent, but did not provide documentation. Repeated attempts to contact the applicant were unsuccessful, and the application was closed without action.

5. 29 May 2013: Applicant had requested assistance in February for overdue vehicle payments, insurance and rent. The application was incomplete and did not include any documentation. Repeated attempts to contact the applicant were unsuccessful, and the application was closed without action.

TAB 4

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

Guidelines for Military Family Relief Assistance Program

Note: The official text of these guidelines is published in the *Pennsylvania Bulletin* at 40 Pa.B. 2825 (Saturday, May 29, 2010).

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.

2. *Purpose*: The Pennsylvania MFRAP provides emergency assistance to eligible service members and eligible relatives of eligible service members. The Program is established to provide emergency assistance grants to families of persons who are residents of Pennsylvania and members of the armed forces.

3. *Fund Committee*: The Adjutant General will appoint an MFRAP Fund Committee, which will assist in administering the Pennsylvania MFRAP. The Fund Committee may make recommendations to the Adjutant General for prioritization of payments if available funds are insufficient to address all the financial needs requested; and recommend changes to these guidelines.

a. *Composition.* The Fund Committee will consist of:

i. A chairperson, who shall be an officer serving in the grade of Colonel (06) in the Pennsylvania Army or Air National Guard.

ii. A vice chairperson, who shall be a non-commissioned officer servicing in the grade of Command Sergeant Major or Chief Master Sergeant (E9) in the Pennsylvania Army or Air National Guard.

iii. Three additional commissioned officers, all of whom shall be serving in the grade of Major (04) or above (or equivalent) and at least one of whom shall be a member of a reserve component other than the Pennsylvania National Guard.

iv. Two additional noncommissioned officers, all of whom shall be serving in the grade of E7 or above, and one of whom may be a member of reserve component other than the Pennsylvania National Guard.

v. The Deputy Adjutant General for Veterans' Affairs and the Deputy for Administration of the Department of Military and Veterans Affairs, or their designees.

vi. The Department's Office of Chief Counsel will provide legal advice and assistance to the fund committee (without vote).

b. *Subcommittee on Application Review.* At least three members of the Fund Committee will constitute a subcommittee to review each application for assistance. The membership of the application review subcommittee will rotate based on availability and to ensure that all Fund Committee members have the opportunity to review applications from time to time.

c. *Quorum.* Except for review of applications for assistance, which will be conducted by the subcommittee described in paragraph 3b, five members of the Fund Committee will constitute a quorum for the conduct of business.

d. *Term.* The term of a member of the Fund Committee will extend from the date of appointment until December 31 of the next following year, provided that members will continue to serve until a successor is appointed as long as the member remains eligible. The Adjutant General may extend or adjust the term of service in order to assure that all terms do not end simultaneously.

4. *Eligible Recipients*:

a. *Residence Requirement*: Members of the Armed Forces of the United States 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 one year 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 member's performance of active duty.

iv. A member in good standing of the Pennsylvania National Guard for a period of one year 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 member's performance of state active duty.

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 2 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 or the disability incurred as a result 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 statue, as amended, uses a different definition.

"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.

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' Emergency Assistance if applicable (www. dmva.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.

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: Department of Military and Veterans Affairs, ATTN: Military Family Relief Assistance Program, Fort Indiantown Gap, Annville, PA 17003-5002.

c. To expedite the application process, applications and supporting documents may be faxed to MFRAP (Fax: (717) 861-2680) or e-mailed to ra-pa-mfrap@state.pa.us. An application with the applicant's or authorized representative original signature must be submitted, along with the supporting documentation 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. dmva.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 the military service of the applicant. Such circumstances must be beyond the control of, and not the result of misconduct by, the applicant.

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:

i. 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.

ii. No more than two eligible relatives of an eligible service member may receive assistance for travel under paragraph 8d.

e. A natural or manmade disaster 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 military service. Applicants may qualify for grants when they demonstrate the existence of financial need related to military service 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).

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

Print Form

FAX: 717-861-6200

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

Department of Military and Veterans Affairs, Bldg 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		Medical Services		Emergency Travel	
Housing		Medical Prescriptions		Other (Please Specify	
Child Care		Insurance (Specify Type)			
Utilities		Vehicle Payment			

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:

Net Military Pay

Net Pay of Spouse

Disability / Retirement

Other

(e.g. Child Support / Unemployment

CHECKING & SAVINGS ACCOUNTS:

Financial Institution - Checking ____ Balance ____

Financial Institution - Savings ____ Balance ____

BANKRUPTCY INFORMATION

In the Process of Filing? Yes ☐ No ☐ In Last 6 Months? Yes ☐ No ☐

Currently Paying On Yes ☐ No ☐

Past/Present bankruptcy will not necessarily disqualify you for assistance

RENT ☐ OR OWN ☐

MORTGAGE INFORMATION

Mortgage Holder

Mortgage Balance Due ____ Monthly Payment ____

Leins or 2nd Mortgage

2nd Mortgage Balance ____ Monthly Payment ____

RENTAL INFORMATION

Rental Name or Owner

Contanct Phone Number

Monthly Payment

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

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

MONTHLY HOUSEHOLD EXPENSES:

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

PLEASE READ AND SIGN:

RELEASE OF INFORMATION: I give MFRAP authorization to check my credit record and to receive, and exchange information about my credit history. I further authorize my payroll office/finance center to release information pertaining to my leave and earnings statement and work status, and authorize MFRAP to receive information from my supervisor as deemed necessary. By signing below I certify I have fully and truthfully completed this application.

Printed Name

Signature ____ Date YY/MM/DD ____

Pennsylvania Military Family Relief Program Application

Additional Information:

Have you ever applied for MFRAP before? ☐ Yes ☐ No

If so, when? (Provide date) _____

Was the Service Member a resident of Pennsylvania when entering Military Service? ☐ Yes ☐ No

This situation has occurred due to the following events, reasons, or circumstances. You may be required to submit budget/ financial statements to substantiate your claim. (Use the space provided to construct a very detailed narrative. If unable to write legibly, type and attach page to application.)

Please describe how military service caused your need for assistance. (Be very clear with your answer)

Signature _____ Date YY/MM/DD _____

Information Verification and Release Authorization

I authorize verification / release of the information I am providing on this application for the purpose of evaluating this application. I authorize the Department of Military and Veterans Affairs and Pennsylvania Military Relief Assistance Program access to any pertinent records as necessary to evaluate my application.

Initials

I hereby certify under penalty of law that the information I have provided on this application, and accompanying documentation, is true and correct to the best of my knowledge, information and belief. Under 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities), it is a serious crime to provide false information in connection with this application.

Signature

Date YY/MM/DD

Privacy Act Statement: **Authority:** 51 Pa. C.S § 7319.
Principal Purpose: This application form is the primary source of information for determining an individual's eligibility for financial assistance under the Military Family Relief Assistance Program. **Routing Use:** The information you provide will be used to review and evaluate your application for Military Family Relief Assistance. The information may be provided to other state and federal agencies and non-governmental organizations in connection with review of your application. **Voluntary Disclosure:** Disclosure of information on these forms, including the applicant's (eligible service member's) Social Security Number, is voluntary. However, failure to provide the requested information may mean the Pennsylvania Military Relief Assistance Program will be unable to evaluate the application, verify the information provided, or award assistance because of incomplete information.

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

For MFRAP Use Only: DATE RECEIVED (YYMMDD)

CONTROL NUMBER (YYMMNNNN)

MFRAP Coordinator Action:

Approved

Date YY/MM/DD

Amount

Check Number

Denied

Date YY/MM/DD

Justification

Forwarded to Committee

Date YY/MM/DD

Fund Committee Action:

Approved

Date YY/MM/DD

Amount

Check Number

Denied

Date YY/MM/DD

Justification

Forwarded to Committee

Date YY/MM/DD