

RICHARD H. STEWART, JR AMERICAN LEGION POST 543

SERVICE OFFICER REQUEST POLICY 002

This policy establishes an effective, accountable and transparent framework for rendering assistance to veterans that come to the attention of NC Post 543. The policy applies to NC Post 543 members and to any veteran, including non-members, that may require assistance.

If the applicant is not a Post 543 member, they must be a veteran residing within the service area of the Post (defined as the whole of Brunswick County NC). In certain, isolated circumstances, assistance may be extended to the veteran, spouse or child of a NC Post 543 member regardless of place of residence.

All applicants must have served on active duty and received an honorable discharge or a general discharge under honorable conditions. Assistance may be provided in kind or it may consist of referral to other assistance organizations in Brunswick County. Financial assistance may only be offered on a limited basis and only after careful vetting and consideration. The Post will not provide any form of payment directly to the applicant. This does not include gift cards, which are a primary method of direct assistance.

The Service officer, or his designee, shall screen all requests and, if deemed eligible for consideration is authorized to expend up to \$500.00 without any additional EXCOM approval. If the amount required to assist the veteran exceeds \$500.00, the Service Officer will forward the relevant information to the Post Commander and/or Adjutant. The Post Commander will call for a vote of the Executive Committee. The Post Commander will advise the Service Officer of the result of the Executive Committee vote and if approved, the Finance Officer will execute the payment as directed by the Service Officer. If financial assistance is approved, the Service Officer (or his designee) will ensure that the request (and any subsequent assistance) is documented on an Application for Veterans Assistance and that the applicant also completes an Authorization to Release Information.

The actual expenditure for assistance may not exceed the initial estimate unless approved by the Executive Committee. The maximum amount that can be expended on any one veteran is \$500.00 unless a higher amount is approved by the Executive Committee.

The Service Officer will report all Veterans Assistance activities for the preceding month, including the total amount of time spent at each Executive Committee meeting. The Post Commander will include this data every year in the Post's annual report. The Service Officer will maintain all records relevant to administering this policy in a secure recordkeeping system.

Applicable Documents: Application for Veterans Assistance, Veterans Assistance Applicant's Authorization to Release Information

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Date of Request ____ / ____ / ____

Name: _____

SS / ID # XXX-XX-_____ (last 4) Birthdate ____ / ____ / ____

Street Address: _____ Additional Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: () _____ - _____

Branch of Service: _____

Dates Served on Active Duty: _____

_____ Type of Discharge: _____

DD-214 ATTACHED -- Y / N _____

AREA OF CONCERN: EMPLOYMENT EDUCATION MENTOR
GUIDANCE

SELF-EMPLOYMENT GUIDANCE VA CLAIMS ASSISTANCE

HOUSING MEDICAL BURIAL BENEFITS

OTHER _____

I attest that the information I have provided is true and correct.

SIGNED: _____

Applicant's Signature

Service Officer's Signature

Front

Log of Visits and Contacts

Date Time Person/Agency Contacted Purpose of Visit/Contact

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_____ (ATTACH ADDITIONAL PAGES AS REQUIRED)

FINAL DISPOSITION REPORT

Date request received: _____ Date completed: _____
Total time expended: _____ Funds expended: \$ _____ . _____
HH:MM Receipt(s) attached: Y / N

THE FOLLOWING ASSISTANCE WAS PROVIDED:

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APPROVAL AND REVIEW DETAILS

Approval and Amendment History	Details
Original Approval Authority	Post Commander
Original Approval Date	10/15/2018
Policy Administrator	Service Officer
Amendment Cycle	Bi-Annual
Amendment Date	2-25-26
Amendment Date	