

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

MILITARY FAMILY RELIEF FUND

PROCEDURE FOR REVIEW OF APPLICATIONS AND DISBURSEMENT OF FUNDS

(By authority of the Department of Military and Veterans Affairs by 2004 PA 363, MCL 35.1216; 1967 PA 281, MCL 206.438)

R 200.5 Purpose.

Rule 5. The military family relief fund is created as a separate fund in the department to offer grants to provide assistance to families of qualified individuals.

History: 2005 AACCS.

R 200.10 Definitions.

Rule 10. As used in these rules:

- (1) "Department" means the Department of Military and Veterans Affairs.
- (2) "Family" or "families" means the military dependents as determined by the qualified individual's branch of service.
- (3) "Fund" means the military family relief fund created in section 3 of 363 PA 2004, MCL 35.1211.
- (4) "Qualified individual" means an individual who meets all of the following criteria:
  - (a) The individual is or was a member of a reserve component of the United States armed forces based in this state or who is a resident of this state serving in a reserve component of the United States armed forces based in another state and is called to active duty by the president of the United States or the United States secretary of defense as a result of national response to September 11, 2001 or as a response to a national emergency declared by the president of the United States and for which funds are being spent by the federal government.
  - (b) The individual's family may document the need for financial assistance for clothing, food, housing, utilities, medical services or prescriptions, insurance payments, vehicle payments, or other related necessities of daily living in either of the following situations:
    - (i) The need occurred during the time the individual was on active duty.
    - (ii) The need occurred because the individual has incurred a line-of-duty injury or illness.
- (5) "Reserve components of the United States armed forces" means all of the following:
  - (a) The Army National Guard of the United States.
  - (b) The Army, Naval, Marine Corps, Air Force, and Coast Guard Reserves.
  - (c) The Air National Guard of the United States.

History: 2005 AACCS.

R 200.20 Determination of grant eligibility.

Rule 20. (1) All of the following factors are needed for an individual to qualify for a grant from the Michigan family relief fund:

- (a) The applicant is a qualified individual or family.
- (b) The need for financial assistance either occurred during the time that the qualified individual served on active duty, or the need for financial assistance occurred because the individual has incurred a line-of-duty injury or illness.
- (c) There is a documented need for financial assistance for necessities of daily living that include, but are not limited to, any of the following:
  - (i) Food.
  - (ii) Clothing.
  - (iii) Housing.
  - (iv) Utilities.

- (v) Medical service or prescriptions.
  - (vi) Insurance payments.
  - (vii) Vehicle payments.
  - (viii) Or other needs that are necessities of daily living.
- (d) The qualified individual or family has not received more than \$2,000 in grants from the family relief fund in any 1 calendar year.
- (e) The qualified individual has served at least 30 days of active duty.
- (f) The qualified individual has incurred a significant increase in the necessities of daily living, suffered a loss of pay, or suffered a significant emergency that warrants financial assistance.
- (2) Military dependents must provide proof of military dependency to the department upon their initial application for a grant. The department may verify military dependency by obtaining a copy of the dependent's military identification card through DEERS, SIDPERS, by contacting personnel managers at the department's branch of service, or through any other reliable system or means of verification.
- (3) The applicant must provide proof that the qualified individual is a Michigan resident if the qualified individual is a member of a reserve component of the United States armed forces for units that are based outside of the state of Michigan. Proof of residency for military members may consist of information obtained through DEERS, SIDPERS, by contacting personnel managers at the department's branch of service, or through any other reliable system or means of verification. Members of reserve components of the United States armed forces who were assigned to or who were based out of units located in Michigan are not required to prove residency.
- (4) Proof of active duty must consist of a copy of the orders issued by an authorized headquarters ordering the member to such duty, and documentation that such duty was actually performed.
- (5) The applicant must provide a copy of a payroll record from the member's civilian employer that indicates the member's monthly salary and a copy of a military payroll record that indicates the member's monthly salary. The following applies to a demonstration of need:
- (a) The qualified individual must have incurred a significant increase in the necessities of daily living, suffered a loss of pay, or suffered a significant emergency that warrants financial assistance, and:
    - (i) The applicant must provide proof that the qualified individual's military salary (including basic allowance for housing (BAH), hazardous duty pay, separation allowance, jump pay, flight pay, professional pay, re-enlistment or extension bonuses, and basic allowance for sustenance (BAS)) has decreased from the member's civilian salary.
    - (ii) Any tax benefits, prorations, or tax forgiveness by any taxing authority may not be considered in determining need.
  - (b) The applicant must provide proof that the qualified individual or family member has incurred or is about to incur a specific monetary expense relating to clothing, food, housing, utilities, medical services, medical prescriptions, insurance payments, vehicle payments, or other needs that are necessities of daily living. Such proof may include, but is not limited to, a copy of a bill, invoice, estimate, cancellation notice, or any other similar record.
- (6) The applicant must indicate that the grant request is for the purpose identified in the application and that the grant funds must be used for the purposes requested.
- (7) If a custodial parent, guardian, or an individual appointed under a family care plan is applying for a grant on behalf of a qualified individual's dependent, then the applicant must provide proof of that relationship at the time of application.
- (8) The following qualified individuals are ineligible to receive grants:
- (a) Personnel serving in active guard reserve (AGR) or similar full-time unit support programs unless called to Title 10 service.
  - (b) Qualified individuals who, at any time before disbursement of funds pursuant to a grant application under this rule, receive a punitive discharge or an administrative discharge with service characterized as under other than honorable conditions or worse conditions discharge.

History: 2005 AACS; 2006 AACS.

R 200.50 Family need-based grant levels and limits.

Rule 50. (1) Payments to a qualified individual must not exceed \$2,000 per calendar year.

(2) The Adjutant General may waive the requirements in emergency cases only, upon a written request indicating the circumstances justifying such a waiver. The Adjutant General may grant or deny such requests.

History: 2005 AACS.

R 200.80 Documentation; application; payment; denial.

Rule 80. (1) All of the following must apply to the acceptance of applications:

(a) To receive consideration for a grant, applicants must request and submit an application on a form provided by the Michigan Department of Military Affairs.

(b) All of the necessary documentation required in R 200.20 must be included with the application, unless otherwise provided under DEERS, SIDPERS, or any other system, and the applicant must authorize access to those systems for purposes of verification.

(c) Applications may be submitted via facsimile, but the original documentation must be submitted before any grant payments may be authorized.

(d) Incomplete applications must be returned to the applicant.

(e) The Department of Military Affairs, upon receipt of a complete original application, must verify the required information and must then process the information for payment. The application must be processed in an expeditious manner.

(2) All of the following must apply to payments:

(a) Payment must be made to the applicant who has met all of the eligibility requirements under R 200.20, subject to funds availability. Payments will not be made to creditors. The timeliness of payment will be determined by the amount of funds available at the time of application.

(b) If adequate funds are not available, the application will be held until funds are available.

(c) If a payment is authorized and sufficient funds are available, the department must forward the payment to the applicant within 30 days of application.

(3) Both of the following must apply to denial of grants:

(a) Grant applications from those not meeting eligibility requirements must be denied.

(b) A letter explaining the denial, as well as providing additional sources of available relief, must be sent to the applicant within 30 days after receipt.

History: 2005 AACS.

R 200.90 Determination; process.

Rule 90. (1) The department must provide adequate staffing and other resources to carry out the requirements of this program and may not utilize any monies from the Michigan family relief fund.

(2) The Adjutant General, at the general's pleasure, must appoint not less than 3 personnel to serve on the Michigan family relief fund review panel. The Adjutant General may appoint not more than 12 civilian or military members for the panel. This panel will meet on an as-needed basis to review and approve grant requests. All of the following must apply to meetings of the panel:

(a) Three members of the review panel are required for a quorum.

(b) Each panel member must have 1 vote.

(c) A majority vote of the quorum is required to approve each grant application.

(d) One member of the review panel must keep a record of each vote cast during grant application reviews. Those documents must be maintained by that individual who is responsible for managing the Michigan family relief fund.

History: 2005 AACS.

R 200.95 Veterans homes transfers.

Rule 95. (1) As required by 2004 PA 364, MCL 206.438, Michigan Department of Treasury must distribute monies from income tax form contributions to the Department of Military and Veterans Affairs. Of those tax form contribution monies received, 80% must be placed in the military family relief fund,

and 20% of those monies must be deposited to the post fund and posthumous fund of the Michigan Veterans Homes. The 20% to be deposited for the Michigan Veterans Homes must be forwarded to those entities biannually on dates to be determined by the director of the Department of Military and Veterans Affairs.

(2) The funds must be divided between the Grand Rapids Veterans Home and the D.J. Jacobetti Veterans Home by an amount equal to their proportional share of the overall post/posthumous appropriation in each fiscal year.

History: 2005 AACS.