



VETERANS OF FOREIGN WARS  
DEPARTMENT OF WISCONSIN  
UNMET NEEDS PROGRAM

**Standard Operating Procedure (SOP)**

Eligibility to Apply \*\*Wisconsin residents or members of a WI VFW Post who are actively involved with Post activities.

- (1) Veterans who served two (2) continuous years of active duty; or
- (2) Veterans who served ninety (90) active- duty days (*not for training*) during a statutorily designated wartime period; or
- (3) Veterans who received, or are eligible to receive, the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, the Marine Corps Expeditionary Medal, or equivalent expeditionary or service medal.
- (4) DD 214 Character of Service must show *honorable, under honorable conditions, or general under honorable conditions*. Veterans with characterizations of *uncharacterized, bad conduct, other than honorable, or dishonorable*, are not eligible to apply.
- (5) Family member of a Veteran who meets eligibility as noted above. "Family member" is defined as a spouse or surviving spouse who has not remarried.
- (6) Veteran or family member may apply once every thirty-six (36) months.

Maximum Grant Amount

The maximum grant that may be awarded by the Committee shall be two thousand dollars (\$2,000.00) unless a higher amount, not to exceed three thousand dollars (\$3,000.00) is approved by a unanimous decision of the State Commander, Senior Vice Commander, Junior Vice Commander and the Department Quartermaster.



## Eligible Expenses

Rent, mortgage, medical bills, prescription drug costs, household expenses, internet, vehicle expenses, utilities, food, and clothing; or other basic life needs as determined by the Committee.

## Ineligible Expenses

Credit card payments, security deposits, consumer loans, student loans, payday loans, cable, cosmetic or elective medical procedures, taxes, college expenses, furniture rentals; or other expenses determined by the Committee to not be a basic life need.

## Application Requirements

- (1) Application and all required documents shall be submitted via the Department of Wisconsin ("Department") website ([www.vfwwi.org](http://www.vfwwi.org)) or via email at [UnmetNeeds@vfwwi.org](mailto:UnmetNeeds@vfwwi.org).
- (2) Required documents shall be submitted in one comprehensive pdf. document simultaneously with the application. Documents submitted piecemeal, in numerous emails, or not simultaneously with the application, will be rejected. Additionally, the Chairman will not submit an application to the Committee for review and action if the applicant fails to submit all required supporting/verifying documents.
- (3) Applicant must show on their application they have met with an accredited service officer, VA representative, or a WDVA VORP coordinator to determine their eligibility for, and complete application for, earned VA benefits, or other available benefits, they may be eligible for.

## Processing of Applications

Upon receipt of an application and all required documents the Unmet Needs Committee ("Committee") Chairman shall submit the application to the Committee for review and provide a recommendation.

- (1) The Committee shall strive to act on a submitted application in no less than fourteen (14) days, but no longer than thirty (30) days.



- (2) The Chairman may contact the applicant or person assisting Veteran with application seeking further information prior to, or after, submission of application to the Committee.
- (3) Action by the Committee shall be by a majority vote of the number of Committee members appointed at that time.

### Distribution of Funds

Upon approval by the Committee, the Chairman will notify the Department Quartermaster of the Committee's decision and amount of grant awarded.

The Quartermaster shall:

- (1) Act as custodian of all monies contained in the Unmet Needs Fund ("Fund").
- (2) Be the exclusive distributor of monies from the Fund as directed by the Chairman.
- (3) Distribute funds directly to the applicant's creditor, never to the applicant, as directed by the Chairman.
- (4) Advise and inform the Chairman on the Fund's balance and annual budget allocated for distribution, as determined by the Department's Council of Administration.

### Unmet Needs Committee

- (1) The Chairman and membership of the Unmet Needs Committee shall be appointed by the State Commander for a one (1) year term.
- (2) Shall have no more than five (5) but no less than three (3) members.
- (3) Action of the Committee shall be by majority vote.
- (4) The Chairman shall review all applications, determine completeness, and submit to the Committee for action. Additionally, the Chairman will compile a running summary of applications, action taken by the Committee on each, and amount of grant awarded for each. Upon request they shall provide this information to the State Commander and/or Council of Administration taking all reasonable effort to redact the sensitive personal information of all applicants.