

NAKAIBETO CHAPTER VETERANS ORGANIZATION

Financial Assistance

Policies and Procedures

For Nakaibeto Veterans Supplemental Fund

I. Establishment

It is hereby established that the Nakaibeto Chapter Veterans Organization; within the Community of Nakaibeto, Navajo Nation, New Mexico, as such resolves to adopt standard operating policies and procedures for providing financial assistance to registered Nakaibeto Chapter Veteran.

II. Purpose

To assist Navajo veterans who are registered voters within the Chapter boundaries of Nakaibeto with financial assistance as deemed necessary and appropriate by the Nakaibeto Chapter Veterans Organization, in accordance with these policies and procedures as long as funds are available.

III. Eligibility Criteria

The Nakaibeto Chapter Veterans Organization's "Assistance Program for Veterans" is intended for Chapter area, Navajo Veterans who meet the following criteria:

- A. Must submit a copy of DD-214 or Discharge Certificate (***Will not accept Dishonorable Discharge Certificate***); and
- B. Must submit a copy of CIB (Certificate of Indian Blood) that indicates the veteran is at least $\frac{1}{4}$ Navajo blood; and
- C. Must be a registered voter in Nakaibeto Chapter and must vote in a recent election.

IV. Procedures

The Assistance Program for Veterans shall follow the following protocols and procedures:

- A. Nakaibeto Chapter veteran shall complete a Financial Assistance Request form (Attachment A) and submit the form to Nakaibeto Chapter Veterans Organization at a duly called monthly meeting for approval.

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- B. All decisions shall be made on a case by case basis and shall be made at a regular monthly meeting of the Nakaibeto Chapter Veterans Organization meeting and all decisions shall be final.
- C. The Nakaibeto Chapter Veterans Organization shall not make any direct payments to individuals but shall provide direct payments to vendors with proper documentation for the following support program as stated in the eligibility criteria:

1. Utility Expense Program

- a. The Nakaibeto Chapter Veterans Organization shall provide *third party payments* for approved utility expenses for the following (***Assistance shall be limited to two times per fiscal year***):
 - i. Electric and firewood. **Shall not to exceed \$150.00 (One-hundred and fifty dollars)**
 - ii. Sewer Septic Tank Cleaning, Propane, and Wood pellets. **Not to exceed \$200.00 (Two-hundred dollars).**
- b. Proper Invoices and/ or documentation shall be provided as attachment with Financial Assistance Requested Form.

2. Food Expense Program

- a. The Nakaibeto Chapter Veterans Organization will consider assistance for veterans for grocery expense. **Not to exceed \$150.00 (One –hundred and fifty dollars).**

3. Wood Expense Program

- a. The Nakaibeto Chapter Veterans Organization shall provide third party payments for fire wood/wood hauling delivery services.
- b. Proper documentation must be provided as attachment with Financial Assistance Request Form.

4. Home Improvement Program

- a. Home Improvement costs for items, such as Lumber, window, doors, roofing, insulation, paint, nails, doorknobs, chimney pipe, and other related home improvement materials. **Not to exceed \$400.00. (Four-hundred dollars).**
- b. CVO will require **one (1)** estimate cost.

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- c. Assistance request limited to one time per fiscal year per individual.

5. Allowable Expenditures for Surviving Veteran Spouse and Gold Star Mother

- a. Navajo Veterans surviving spouse Gold Star mothers shall receive food, utilities, propane, septic tank cleaning, firewood, or wood pellets assistance.

6. Travel Expense Reimbursement Program

- a. Nakaibeto Chapter Veterans organization shall consider assisting officers of veterans and assigned pre-approved travel attended meetings, conferences, or events.
- b. Assistance can include mileage, gas, per diem, meals, and over-night lodging.
- c. Reimbursement for travel to meetings will be made on a case by case basis.
- d. Proper invoices, receipts, and/ or documentation must be provided as an attachment with Financial Assistance Request Form.
- e. When Nakaibeto Veteran receives notice of his or her medical appointment for a date before the next scheduled veteran monthly meeting, the following procedure shall be followed:
 - i. Submit his or her medical appointment form to appointed commander or vice commander to sign off financial assistance **Travel Expense**. **Not to exceed \$200.00 (Two-hundred dollars)**.
 - ii. At the next veteran organization monthly meeting, CVO commander shall obtain ratification of any expenditures is subject to approvals.

7. Burial and Funeral Expenses

- a. Veterans, spouses, and Gold Star Mothers are eligible to receive payments for expenses related to burial and funeral costs. **Not to exceed \$200.00. (Two-hundred dollars)**
- b. Proper invoices receipts, and / or documentation shall be provided as attachments.

8. Grant for CVO's Only

- a. Purchase flag
- b. Award plaques and certificates
- c. Office supplies for Nakaibeto Veterans Organization
- d. Office Equipment
- e. Other award appreciation items

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- f. Food, paper ware, table cloths, decorations, and other similar items for veterans meetings.

9. Stipends for CVO meeting

- a. Stipends up to \$75.00 (Seventy-Five dollars) per Chapter Veterans Organization meeting will be paid to Chapter Veteran Commander, Vice-Commander, Adjutant Quarter Master, and Sergeant at Arms.

These policies and procedures may be amended during annual meeting of Nakaibeto Veterans meeting in the month of September of each year. Reviewed and Approved by the C.V.O.