



COUNTY OF LEHIGH
Department of Administration
Office of Veterans Affairs

Veterans and Eligible Surviving Dependents Financial Assistance Grants

NOTES:

- **WE DO NOT ACCEPT WALK-INS. YOU MUST CALL 610-782-3295 TO SCHEDULE AN APPOINTMENT**
- **DO NOT EMAIL OR FAX ANY DOCUMENTS TO THE OFFICE UNLESS SPECIFICALLY REQUESTED TO DO SO**
- **ALL APPLICATIONS ARE COMPLETED DURING A SCHEDULED OFFICE VISIT. THERE ARE NO EXCEPTIONS**

The Lehigh County Office of Veterans Affairs is able to assist veterans and eligible family members in applying for temporary financial assistance grants. Grant assistance is based on the needs and circumstances of the applicant. The purpose of these grants is to provide temporary financial assistance to veterans and their surviving spouses who reside in Pennsylvania for the necessities of life (food, dairy, shelter, fuel and clothing.) We cannot guarantee that a grant will be awarded. The agency's grant administrator will contact you regarding their decision.

In general, our grantors follow the same guidelines of eligibility and need as detailed below. If you feel your circumstance might qualify for a temporary financial assistance grant, please call the office to discuss your situation with a Veteran Service Officer. If your situation meets the criteria, you will need to schedule an appointment to complete the grant application and bring with you all of the required documentation as detailed in this letter.

Veterans' Eligibility Criteria:

- A person who served in the Armed Forces of the United States, who:
 - Was discharged under honorable conditions after a period of active duty, other than active duty for training, as evidenced by a DD Form 214 or other official documentation, or
 - Died in service or was killed in action, or
 - Suffered a service-connected disability as certified by the United States Department of Veterans Affairs.

Need for Temporary Assistance Criteria:

- Financial circumstances temporarily resulting in insufficient funds to pay for shelter and necessities of living for the veteran and family, when:
 - A Veteran is temporarily unable to provide the necessities of living and has a direct and immediate need for assistance. The assistance must be essential and not for the relief of an inconvenience, or the purchase of goods or services other than necessities of living, and,

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- Caused by temporary loss of income, assets or support due to sickness, disability, unemployment, natural or manmade disaster or other cause beyond the control of, and not as a result of, misconduct by the applicant or,
- Caused by a temporary increase in costs or expenses beyond the control of, and not as a result of misconduct by, the applicant resulting in insufficient funds to pay for necessities of living.
- They are eligible veterans or unmarried surviving spouses of deceased eligible veterans.
- They are bona fide residents of Pennsylvania who permanently reside in this Commonwealth and who maintain a legal residence in no other state for any purpose.
- They are not receiving sufficient monetary assistance from any state or federal agency based on the need for temporary assistance described in the application.
- Applicants may be receiving food stamps and still qualify for temporary assistance under these guidelines.
- Applicants must show that other funds or resources are not available to address the need for temporary assistance.
- They demonstrate a clear and present direct and immediate need for temporary assistance in order to provide themselves and their families with shelter and the necessities of living.

Applicants must demonstrate:

- A temporary loss of income, assets or support due to sickness, disability, unemployment, natural or manmade disaster or other cause beyond the control of, and not as a result of, misconduct by the applicant, or,
- A temporary increase in costs or expenses beyond the control of, and not as a result of misconduct by, the applicant resulting in insufficient funds to pay for necessities of living.

Documents needed to apply for a financial assistance grant (Very Important!):

- **DD-214 (active duty), DD-256 (reservist), or NGB-22 (National Guard) showing an Honorable discharge or service. Some grantors will waive this requirement if the veteran is receiving VA compensation for a service-connected disability.**
- **Copy of PA driver's license or other proof of PA residency.**
- **Veteran's death certificate, if this is a family member application.**
- **Dependent information (marriage certificate, children's birth certificates & SS#s).**
- **Copy of VA award letter and rating decision, if receiving VA compensation.**
- **Proof of all income to include copies of last paystub, pension statement, social security statement, military retirement/SBP, VA award for pension or compensation, rental income, child support, unemployment compensation, SSI, etc.**
- **Current bank statements for checking/savings and dividend/interest.**

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- Documentation of receipt of cash assistance or food stamps from the PA Department of Human Services.
- Copies of all household bills such as, phone, internet, electric, gas, telephone, rent or mortgage (copy of lease or mortgage statement), car payment, car insurance, water/sewer, healthcare premiums, oil or other heating costs. If paying child support, a copy of the Court Order is required.
- A detailed letter explaining the current financial situation to include the date the loss of income began or increase in expenses began, and what the money will be used for. If you experienced a layoff or loss of employment, we will need a letter from the employer stating that they laid you off or the reason for termination.
- Proof of the claimed expense(s). For example, if the requested financial assistance is to pay an overdue electric bill and you have received a shut off or past due notice, we will need a copy of the notice. For rent or mortgage assistance, we need a copy of the eviction or foreclosure notice or a statement from the landlord. For car repairs, we need a cost estimate from the garage. For a catastrophic loss such as flood or fire damage, we need proof of the insurance claim or a police report.
- Medical/doctor statement if there is a temporary inability to work for health reasons.

Other agencies that offer assistance

VA Allentown Outpatient Clinic Homeless/Housing Coordinator 3110 Hamilton Blvd., Allentown 610-776-4304 VA Homeless Hotline 877-424-3838	Lehigh Conference of Churches 457 W. Allen St, Allentown 610-433-6421 www.lehighchurches.org
Lehigh County Assistance Office 555 Union Blvd, Suite 3, Allentown 610-821-6509	Catholic Charities (Diocese of Allentown) 900 S. Woodward St., Allentown 610- 435-1541
North Penn Legal Services 877-953-4250	Pennsylvania Utility Law Project 844-645-2500 utilityhotline@palegalaid.net

**Once you have gathered all the above documentation,
you must schedule an appointment with a Veteran Service
Officer by calling our office at 610-782-3295.**

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