

Chapter DMA 1

MILITARY FAMILY FINANCIAL AID

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DMA 1.01 Purpose. The purpose of this chapter is to establish the eligibility criteria and the amount of aid to be provided to the service member or the immediate families of service members faced with a financial emergency, as provided in s. 321.45, Stats.

History: CR 10-111: cr. Register October 2014 No. 706, eff. 11-1-14.

DMA 1.02 Definitions. In this chapter:

- (1) "Aid" means military family financial aid.
- (2) "Eligible applicant" means an individual who meets the requirements of s. 321.45 (1) (a) or (1) (b), Stats.
- (3) "Department" means the Wisconsin department of military affairs.
- (4) "Disaster" has the meaning given in s. 323.02 (6), Stats.
- (5) "Financial emergency" means an unexpected financial liability, the satisfaction of which would cause a significant hardship.
- (6) "Fund" has the meaning given in s. 25.38, Stats.
- (7) "Immediate family" has the meaning given in s. 321.45 (1) (a), Stats.
- (8) "Medical emergency" means unexpected medical or dental treatment, not covered by insurance and for which the applicant is financially liable, required to preserve the life or limb of the applicant or dependant.
- (9) "Service member" has the meaning given in s. 321.45 (1) (b), Stats.

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DMA 1.03 Aid parameters. (1) **GENERAL.** Aid will not be granted in an amount less than \$100. The specific amount of aid will be determined by the level of need of the applicant, but will not exceed \$2,500 per applicant in a 12 month period.

(2) **EXCEPTIONS.** Notwithstanding sub. (1), the adjutant general may approve requests for aid outside the general parameters in the event of extenuating circumstances experienced by the applicant.

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DMA 1.04 Eligibility criteria. (1) **APPLICANT ELIGIBILITY.** The department may make payments under this chapter if all of the following are met:

- (a) The applicant is an individual who meets the requirements of s. 321.45 (1) (a) or (1) (b), Stats.
- (b) The applicant is experiencing a financial emergency that is not otherwise covered by insurance or reimbursement from other sources.
- (c) The financial need is beyond the means of the applicant at the time of the application.

(2) **FINANCIAL ELIGIBILITY.** In all cases, if expenses are covered by insurance or some other source of reimbursement, distribution of aid will be denied. Costs eligible for aid include, but are not limited to:

- (a) Disaster related expenses not otherwise reimbursed.
- (b) Expenses for treatment or hospital related to a medical emergency.
 - (c) Financial emergency.
 - (d) Food assistance.
 - (e) Privately owned vehicle repairs essential to maintaining a vehicle in safe operating condition and routine maintenance, vehicle insurance premium for the period of emergency need, the cost of emergency operation needed, and car payment.
 - (f) Rental assistance for payment of initial rent and deposit, payment of rent, house and trailer payments, and emergency shelter.
 - (g) Travel expenses for immediate family members related to medical treatment or hospitalization of service member resulting from military service.
 - (h) Unreimbursed funeral expenses of an immediate family member for which the applicant is financially liable.
 - (i) Utilities assistance for payment of required deposits and payment of utility bills.
 - (j) Expenses the department determines are valid for aid.
- (3) **INELIGIBLE COSTS.** Costs ineligible for aid include, but are not limited to:
 - (a) Business ventures or any similar investment.
 - (b) Civilian court fees, fines, judgments, liens, bail, legal fees, and income tax.
 - (c) Coverage of over-drafted bank accounts and associated overdraft fees.
 - (d) Divorce.
 - (e) Educational expenses.
 - (f) Funeral expenses that are reimbursed by insurance, social security, or veterans benefits.
 - (g) Gambling losses.
 - (h) Goods or items for convenience, comfort, or luxury.
 - (i) Liquidation or consolidation of debts.
 - (j) Marriage.
 - (k) Medical, dental, and hospital expenses that are reimbursed by insurance, Social Security, or veterans benefits.
 - (L) Rental, lease, or purchase of a new or used privately owned vehicle and costs associated with rental, lease, or purchase such as taxes, registration, and insurance.
 - (m) Requests totaling less than \$100.
 - (n) Vacation travel.
 - (o) Expenses the department determines are invalid for aid.
- (4) **FACTORS.** In making a determination under sub. (2), the department will consider all of the following as well as other factors the department deems relevant to fulfill the purpose of the aid program while preserving the integrity of the fund:
 - (a) The eligibility of costs for which aid is requested.

(b) Whether the applicant has received previous aid and if additional payment is deemed appropriate.

(c) Whether aid will relieve the situation.

(d) The availability of insurance.

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DMA 1.05 Application process. (1) The department shall prepare application materials containing application instructions and eligibility criteria identified in s. DMA 1.04.

(2) A complete application will include the information necessary for the department to make a determination under s. DMA 1.03.

(3) Upon receipt of an application the department will notify the applicant of receipt of the application. If the application is

sufficient to make a positive determination of aid the department will advise the applicant of such. If the application is insufficient to make a positive determination, or if the application would result in a denial of aid, the department will advise the applicant of the deficiencies to give the applicant an opportunity to amend or correct the application.

(4) The failure of the applicant to provide the requested information will be cause for denial of the application.

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DMA 1.06 Fund expenditure limitation. Expenditures from the aid fund shall not exceed the amount available in s. 25.38, Stats.

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