

Army Emergency Relief (AER) Checklist

PLEASE CALL 255-2341 FOR AN APPOINTMENT

Required Documentation:

___ Completed application, AER Form 700. Applicant must complete items 1-12. Active duty Soldiers, E1-E4 with less than 12 months TIS or in IET: Commander or ISG must review request, along with supporting documentation, and complete item 13 prior to attending AER appointment.

OR

Regular Army Soldiers, all ranks - Completed application, AER Form 600, for a Commander's Referral Program loan. Commander or ISG must review request, determine eligibility, and complete item 10a-f prior to attending AER appointment.

___ Military ID Card.

___ Latest copy of Active Duty EOM Leave and Earnings Statement (LES), Retiree Account Statement (RAS), VA statement, and/or Annuitant Account Statement (AAS), and verification of other household income from any other sources.

___ Itemized statement of monthly and other expenses for household (AER Form 700 only).

Other Required Documentation (where applicable, for AER Form 700 only):

___ Food or Gas for POV: no documentation required.

___ Initial Rent or Security Deposit for primary residence: lease agreement.

___ Rent/Mortgage Payment for primary residence: letter or statement with current amount due and POC information (not lease agreement).

___ Utilities for primary residence (gas, electric, water, sewage, trash, primary phone, cable, internet): bill and/or disconnect notice.

___ POV repair (may require 2 appointments):

- Estimate from a repair facility on official letterhead containing company name, address, and phone number.
- Proof of insurance.
- Proof of POV registration.
- Valid driver's license.
- Estimate for rental vehicle, if needed, while POV is undergoing repair (will require insurance coverage).

___ POV loan payment: statement verifying amount due, proof of insurance, proof of POV registration, and valid driver's license.

___ POV insurance: statement verifying amount due, proof of POV registration, and valid driver's license.

___ Emergency leave/ordinary leave under emergency conditions: completed DA Form 31 (Leave Orders) and verification of travel cost (airfare, rental POV, gas, food, lodging).

___ No-pay/under-pay due or non-receipt of advance travel (PCS only): DFAS/transportation office documentation. Assistance will only be provided for essential needs to prevent hardship.

___ Loss of funds: police report if loss is by theft; assistance will only be provided for essential needs to prevent hardship.

___ Repair/purchase of refrigerator, stove, or HVAC for primary residence: statement from vendor verifying cost.

___ Essential/economical furniture for primary residence (set up of household due to initial PCS, newly married, new Family member, and natural disaster situations only): statement from vendor verifying cost.

___ Dependant dental: statement from dental provider estimating/verifying cost (less insurance estimate, if applicable). No assistance will be provided for cosmetic treatments.

___ Emergency medical, dental, or hospital expenses: statement from healthcare provider requiring up-front payment for *necessary procedure* (expenses in which medical insurance will not cover). No assistance will be provided for certain types of medical treatments.

___ Funeral expenses for dependants: invoice/estimate on letterhead from funeral home. Assistance for non-dependant Family members will be considered on a case-by-case basis.

___ Army National Guard (NG) or Army Reserve (AR) Soldiers: copy of Title 10 orders reflecting active duty service with more than 30 consecutive days.

___ Dependant Family members: Power of Attorney (POA) and copy of orders.

___ Dependant Family members of deceased active or retired Soldiers: AER Questionnaire.

___ Chapter 13 or Chapter 7 Bankruptcy: final bankruptcy documentation/settlement. Written approval must be obtained from trustee/court for AER loans.