***Required Documentation:***

**\_\_\_\_ Completed AER Form 101. Applicant must complete sections 1-19.** When utilizing Commander/1SG Quick Assist Program (QAP) or for Active duty Soldiers, with less than 12 months TIS, in IET, or TIG exceeds TIS: Commander or 1SG must sign request, along with supporting documentation, and complete section 20, 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), Social Security Benefits Statement, and verification of other household income from any other sources.**

**\_\_\_\_ Financial Summary for routine requests or AER Form 57 for QAP requests; itemizing monthly expenses and debt payments for household.**

**\_\_\_ Completed AER Form 575. Electronic Funds Transfer (EFT) Authorization.** Applicant must Completed Questions 1-8

***Other Required Documentation (where applicable), \*Categories noted with asterisk eligible for QAP***

**\_\_\_\_ \*Food:** no documentation required.

**\_\_\_\_ Initial Rent, \*Security Deposit and/or Pet Deposit for primary residence:** unsigned lease agreement or itemized move-in costs from leasing agent. Authority to reside off-post or PCS orders.

**\_\_\_\_ \*Rent/Mortgage Payment for primary residence:** Valid lease agreement. Letter or mortgage statement detailing current amount due and POC information.

**\_\_\_\_ \*Utilities for primary residence (gas, electric, water, sewer, trash, primary phone, cable, and internet):** bill and/or disconnect notice.

**\_\_\_\_ \*POV repair:**

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

**\_\_\_\_ \*POV insurance:** Insurance statement verifying amount due, proof of POV registration, and valid driver’s license.

**\_\_\_\_ \*POV loan payment or fuel:** Proof of insurance, proof of POV registration, and valid driver’s license; lender statement verifying amount due for POV loan payment.

**\_\_\_\_ Career Skills Program (CSP):** CSP Soldier Participation Memorandum and CSP Coordinator Memorandum.

**\_\_\_\_ \*Emergency leave/ordinary leave under emergency conditions: A**pproved IPPSA Leave request and verification of travel cost (airfare, rental car, gas, food, and lodging). Current registration, proof of insurance and Driver’s license, if driving. Rental car requires insurance.

**\_\_\_\_ \*No-pay/under-pay due or non-receipt of advance travel:** 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.

**\_\_\_\_ Spouse re-licensing/re-certification costs due PCS move:** PCS orders, copy of Spouse’s license/certification from previous duty station, Spouse’s pay stub, and cost estimate from new state.

**\_\_\_\_ \*Repair/purchase of refrigerator, stove, washer, dryer, HVAC or minor electrical or plumbing issues for primary residence:** statement from licensed vendor verifying cost of repair or replacement.Proof of home ownership or lease.

**\_\_\_\_ \*Essential/economical furniture for primary residence (set up of household due to initial PCS, newly married, new Family member, and natural disaster situations only):** itemizedstatement from vendor verifying cost. Marriage or birth certificate, insurance/fire/police report, if applicable. Authority to reside off-post or PCS orders.

**\_\_\_\_ Medical (including special equipment), dental, or hospital expenses:** itemizedstatement from healthcare provider estimating/verifying cost (less insurance estimate/coverage) **No assistance will be provided for cosmetic treatments.**

**\_\_\_\_ \*Funeral expenses for dependents:** invoice/estimate on letterhead from funeral home. **(Assistance for non-dependent Family members will be considered on a case-by-case basis through routine request, only.)**

**\_\_\_\_PCS Pet Transportation:** Estimate of pet travel costs, and PCS orders

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

**\_\_\_\_ Dependent Family member:** AER Special Power of Attorney (AER Form 53 SPOA) and copy of orders.

**\_\_\_\_ Chapter 13/ Chapter 7 Bankruptcy:** final bankruptcy documentation/settlement. Case number and trustee contact information. Written approval must be obtained from trustee/court for AER loans.