***Required Documentation:***

**\_\_\_\_ Completed AER Form 101. Applicant must complete sections 1-20.** When utilizing Commander/1SG Quick Assist Program (QAP) or for Active duty Soldiers, with fewer than 12 months TIS or in IET: Commander or 1SG must review request, along with supporting documentation, and complete section 20-24, 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 1-9

***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 (may require 2 appointments):**

* 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:** completed DA Form 31 (Leave Orders) 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

**\_\_\_\_ Army National Guard (NG) or Army Reserve (AR) Soldier:** copy of Title 10 orders reflecting active duty service with more than 30 consecutive days. Supplemental Promissory Note Agreement (AER Form 501).

**\_\_\_\_ 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.