

## **Instructions for Application:**

1. Complete the following application to submit your request for assistance. A fully completed application will provide a clear and complete description of your needs.

**INCOMPLETE APPLICATIONS WILL PREVENT PROCESSING.**

### **Required items for application:**

1. Copy of **DD 214**: Honorable Discharge or General Discharge Under Honorable Conditions
2. Copy of **Veteran's DE Driver's License/DE State ID: DE Resident Only** *(Please verify License/ID against the DD 214 & other documents/bills)*
3. Copy of **outstanding bills/invoices for payment** *(Letters needs to be backed-up by invoices, bills, leases, etc.)*
4. Copies of **last two pay stubs** *(Any income statements: Unemployment, VA disability, Social Security, etc.)*
5. Copies of **last two Savings and/or Checking account Statements**

2. Funds are disbursed directly to the vendor or service provider and not to the applicant. Complete and accurate vendor/service provider information is required: name, address, contact information, and account number.
3. The Executive Committee will review your application. **Please allow 10-14 business days for processing.** Application volume may lessen or extend processing. The committee considers:
  - a. Applicant has an **EMERGENCY** financial need.
  - b. Funds will aid a veteran's recovery from the financial emergency.
  - c. Veteran will sustain themselves independently.
4. The Delaware Veterans Trust Fund is contingent on the generosity of others by way of donations and is **limited by the balance of funds** available at the time of your request.
5. Complete applications may be delivered in person to the following locations nearest you:
  - *New Castle County* - 2465 Chesapeake City Road, Bear, DE 19701
  - *Kent County* - OVS Main Office (Contact information below)
  - *Sussex County* - 26669 Patriots Way, Millsboro, DE 19966
6. Complete applications may also be emailed to [DOS\\_OVS@delaware.gov](mailto:DOS_OVS@delaware.gov).

**APPLICATION APPROVAL IS NOT GUARANTEED**



Please give a summary explaining your request for financial assistance from the DVTF:  
Please limit to 750 Characters.

Continue form on next page if needed...



Please give a summary explaining your request for financial assistance from the DVTF: (Continued)

Please limit to 2500 Characters.



What is your plan of action if application is approved?

Please limit to 2500 Characters.

Continue form on next page if needed / and Sign & Date...



**What is your plan of action if application is approved?** (Continued)

Please limit to 2500 Characters.

*Applicant Statement: The information provided here is true and accurate. This information is permitted for use by members of the Delaware Office of Veterans Services/Delaware Commission of Veterans Affairs in consideration of my request. I understand the information will be shared with no others, unless authorized by me.*

Veterans Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Veteran's Employment Information		Spouse/Other Employment Information	
Household Income (Monthly)		Veteran	Spouse (Other)
Take home pay			
Unemployment			
Social Security / SSI			
Child support			
Pension			
Disability			
Other (SNAP, and other assistance)			
<b>Total Income</b>			

Expenses (Monthly)		Veteran	Spouse (Other)
Rent / Mortgage			
Electric			
Gas			
Water			
Sewer / Trash			
Lot rent			
Child Care			
Car payment			
Car insurance			
Medical			
Credit card payments			
Other			
Other			
Other			
<b>Total Expense</b>			