

Soldiers and Airmen Assistance Fund, Inc.
“Serving Our Guard Families”

SAAF Operational Procedures 2016

The purpose of this directive is to establish policy/procedures with respect to internal operations of the Soldiers and Airmen Fund, to set forth governing policies/procedures for daily operations and committees. This SOP is not intended to nor does it attempt to undermine the Articles of Incorporation and the By-Laws of the Soldiers and Airmen Fund; but rather, its purpose is to amplify and in some cases, clarify its contents. These policies have been adopted and approved by the Board of Directors on 3 December 2015.



Soldiers and Airmen Assistance Fund, Inc.

North Carolina National Guard 7410 Chapel Hill Road
Raleigh, North Carolina 27607

Operational Guidelines

The Soldiers and Airmen Assistance Fund (SAAF) was established in 1990 by Chaplain Aubrey McLellan. The original name was the Chaplain's Fund, committed to provide financial support to families of deployed North Carolina Guardsmen. In 2004, the name was changed to the SAAF, designated as a private non-profit 501(C) (3) organization. The main purpose is unchanged - to provide assistance and support to the North Carolina National Guard families. The SAAF is proud of our Guardsman, past and present, and their service to our country. Our nonprofit organization dedicates itself to helping those Guard families who have selflessly given for our freedom.

1. Eligibility Criteria:

A. Active members and retired Wounded Warriors who have been released from the North Carolina National Guard Army and Air because of physical injuries incurred since 9/11 are eligible to request assistance. If the member is deployed, their spouse is eligible to request assistance from the NCNG-SAAF with a valid power of attorney (both the deployment and the power of attorney are subject to verification).

B. The financial hardship is due primarily to an unforeseen event.

C. The hardship is not due to the mismanagement of personal income.

D. SAAF grants are listed below in Section 2. Exceptions to this amount are only made with extenuating circumstances on a case-by-case basis. If the requesting leader believes that we can best help the Soldier, Airman, or family and resolve the financial crisis by providing additional (more than the maximum amount) or repeat assistance (a second request for the same Soldier, Airman, or family), the Commander may request an exception to policy to provide the additional financial assistance. The requestor must fully explain and justify why an exception to policy should be granted. The SAAF Chairman approves exceptions to policy; if the Chairman is not available, any two Board members may approve exceptions to policy.

E. The NCNG-SAAF requests that the applicant explore all resources (family, community service organizations, churches, etc.) before making application for emergency assistance. The SAAF is a **"Last Resort"** resource.

F. The requesting member must be in good standing with no AWOLs or unsatisfactory performances, no current debt to the military and cannot have a defaulted loan with the SAAF.

G. Financial assistance is designed to remedy a one-time problem, not an ongoing situation. If an applicant's monthly cost of living notably exceeds their income, no one-time infusion of financial assistance will solve the problem.

2. Types of Financial Grants Available:

A. Grants are available not to exceed \$500.00 unless there are extenuating circumstances.

B. Wounded Warrior Casualty Assistance Grants are available not to exceed \$2,500.00 for NC National Guard members requiring financial assistance who have been discharged from the military because of physical injuries incurred since 9/11. Payments cannot be made without verification. Proof that the service member sustained an injury in combat, or related to combat, or while on Title 10 or Title 32 orders in the performance of their duties provided that the incident leading to the injury was directly related to the action. Only one grant is authorized for injuries received during or arising out of the same incident/engagement.

C. Representative categories of relief, assistance, and support include, but are not limited to, the following categories: utilities, food, shelter, medical emergencies, food gift cards, and other bills or needs deemed to be consistent with the charitable purposes and principles for which this corporation was established. The Soldiers and Airmen Assistance Fund may provide assistance to other nonprofit organizations which provide assistance and support to NCNG members and their families.

3. Grants will not be provided for the following requests:

- Goods or items of convenience or luxury
- Expenses over child custody (support or alimony)
- Cases involving domestic violence/separations/divorces/felony charges
- Credit cards, student loans/tuition or consolidation of debt (bankrupts)
- Bills for someone other than the Guardsmen and their dependents
- Vehicle payments, insurance
- IRS or military debt, or debt owed to a friend/family member
- Fines or legal expenses
- Payment for funeral expenses
- Purchase of transportation tickets
- Military pay issues.
- Non temporary housing.
- Bills obviously due to excessive use or personal mismanagement

Each application will be evaluated on its individual merits. The SAAF reserves the right to make exceptions on a case by case basis.

5. Application Procedures:

- A. Request forms are located on the NC National Guard website:
<http://nc.ng.mil/services/familyprograms/SAAF/Pages/default.aspx>
- B. Direct applications to the SAAF will not be accepted.
- C. The applicant's first step is to download and complete the form. If assistance is needed to complete the form contact your unit or your Family Support Coordinator for your area. Before the application can be submitted to the SAAF, it must be approved and endorsed by the unit 1SG or the Commander. Make sure the application is complete with supporting documents (bills, current LES, copy of pay vouchers if employed) and Chain of Command endorsement. If these items are included in the application it will be returned without action.
- D. No application information will be released to any outside organization except your chain of command. The SAAF reserves the right to contact your chain of command concerning the request.
- E. Deliver, mail, or fax application packet to address at the top of application form.

6. Application Review Process:

- A. The application will be reviewed for accuracy, completeness to determine validity, actual need for assistance. Applications are reviewed by the Emergency Relief Committee (ERC). They are the approving authority for request over \$500.00 and the grant amount to be awarded.
- B. If the grant request is \$500.00 or less, the Executive Director can issue a check without ERC board approval.
- C. The goal of the ERC Committee is to respond to each request within three (3) working days. No funds will be dispersed pending final determination by the ERC Committee.

7. Disbursements:

- A. Disbursements will be paid directly to the creditor. If the case involves request for food assistance, gift cards or monetary grants will be sent to the family.
- B. If an applicant is approved for more than \$500.00, the requestor is not eligible to receive future assistance from the SAAF until two years from the issue date of the check unless an exception to policy has been granted by the Chairman or two Board members.
- C. Applicants and/or the member's chain of command will be promptly notified by personal letter or email when determination of their case has been decided.

8. Donations and Support:

The Soldiers and Airmen Assistance Fund is supported through donations, contributions and gifts by individuals and corporations and through various fund raising events. The Department of Motor Vehicles offers a patriotic vehicle license plate "In God We Trust", with a portion of the proceeds donated to the SAAF.

More Information Needed? Contact Dennis Roach at 919-851-3390, (toll-free 1-800-821-6159 ext.3) or email ncngsaaf@bellsouth.net if more information is required.

Updated 3 December 2015. Operational Guidelines are reviewed and updated as required by the SAAF Board of Directors. Any questions or suggestions should be sent to the SAAF Office, Attn: Dennis Roach, Executive Director.