



# Sons In Need

## **Program background:**

Sons In Need is an Indiana-based Sons of The American Legion member assistance program that helps provide a one-time reimbursement to squadrons of up to \$500.00 to assist members in need.

## **Application Process:**

Members must appeal for assistance through the squadron in which they are a member in good standing. Squadrons shall vet the member's appeal for assistance with regard to validity and necessity, make an assistance determination based on the appeal and/or request submitted to them and disburse such financial assistance as it may deem appropriate.

## **Examples of items that may be reimbursed, but not limited to:**

Groceries, child and infant needs, emergency housing, utility payments, medical needs, text books, clothing, etc...

## **Examples of items that are NOT reimbursed, but not limited to:**

Cable, satellite, internet, cell phone, taxes, fines, insurance premiums, previous debts, bail money, etc...

To be considered for reimbursement, squadrons are solely responsible to ensure assistance has been provided within the limitations of the program and may make a one-time application, per member in need, for reimbursement of up to \$500.00.

## **Reimbursement Process:**

To apply for reimbursement, squadrons will need to complete of a Sons In Need application (ensure contact information is present in case there are questions), providing as much relevant information as needed to adequately substantiate the application. The application shall be signed by the Squadron Commander and Adjutant, the submission of copies of bills from the vendor/service providers (utility, doctor, etc) and copies of The American Legion or Sons of The American Legion organizational checks documenting that payment was made directly to the vendor/service providers on behalf of the member. In the case of partial or total loss due to fire or natural disaster, a local newspaper article (or similar) documenting the event shall be sufficient to serve as supporting documentation. Applications and supporting documentation are to be sent to: Sons of The American Legion Detachment of Indiana, 5440 Herbert Lord Road, Indianapolis, IN 46216, to the attention of the Detachment Adjutant.

Upon receipt, the Detachment Adjutant will record receipt of the application on the tracker spreadsheet supplied by the Detachment Sons In Need committee. The application and supporting documents will be sent to the Sons In Need Committee for consideration and review of the documentation supporting the application for adherence to the Sons In Need program criteria, as published herein and separately. Upon completion of their review, the Sons In Need committee chairman will pass the recommendation of the committee to the Detachment Adjutant for final processing of the application. Provided favorable recommendation from the committee, the Detachment Adjutant will review the documentation supporting the claim a final time to ensure all required information is present and make final disposition by submitting the application and supporting documentation for reimbursement. Applications found to be incomplete may be returned to the originating squadron. Applications that are denied will be

For the purposes of timeliness and expediency and at the discretion of the Sons In Need committee chairman, the committee may conduct its business with regard to the receiving and processing of Sons In Need applications using any means of communication at its disposal between Detachment Executive Committee meetings, reporting interim committee actions, upon request, to the Detachment Commander or may postpone committee action until the convening of the regularly scheduled Detachment Executive Committee meeting, as may deemed appropriate. The Detachment Adjutant and Sons In Need committee chairman shall work closely to ensure timely and efficient processing of applications received.

The Sons In Need program does not seek to dictate the manner in which a squadron may assist its members and does preclude any squadron from assisting any member in any manner and in any amount it chooses (to include direct assistance to the member), only to establish criteria regarding how reimbursements from the Sons In Need fund are handled for proper and responsible administration of the program. The Sons In Need program depends heavily on three critical factors that help make it successful, (1) that the fund is a restricted fund with strict provisions for use and relies entirely and completely on a continuous flow of generous contributions to be able to provide needed assistance, (2) that the fund maintains a positive monetary balance sufficient to make revolving reimbursements possible, and (3) that the member and squadron have demonstrated that a bona-fide need exists falling within the parameters consistent with criteria set by the Detachment Sons In Need committee.

Under no circumstances will the fund make payment directly to a member or entertain an application for reimbursement that does not originate from a squadron and signed by proper command and administrative squadron authority. **As a condition of reimbursement from the fund, financial assistance from the squadron level is to be made directly to the vendor or service provider, NOT directly to the member in need).** Squadrons are encouraged to review the Sons In Need program criteria prior to providing a member with financial assistance to understand the types of items that are reimbursable and the types of items that are not. The Sons In Need program is NOT a guarantee of squadron reimbursement and its existence is dependent on the critical factors listed above. The submission of false or misleading information or the altering of member records in any manner to cause an individual to be eligible who would have otherwise been ineligible will be grounds for application denial.

**We are here to help our brothers!**