

# CHARTER OF THE JEFFERSON COUNTY

## VETERANS SERVICE COMMISSION

**GENERAL:** The Jefferson County Veterans Service Commission is a service body mandated by State Statutes 45.81 to 45.84 and 45.86 to exist in each Wisconsin County and to be funded by each County Government. The purpose of the Commission is to provide emergency assistance through grants to needy veterans, their spouses and/or, minor and dependent children.

### **45.86 County tax for needy veterans.**

(1) Every county board shall annually levy, in addition to all other taxes, a tax sufficient to carry out the purposes of this section. The tax shall be levied and collected as other county taxes for the purpose of providing aid to needy veterans, the needy spouses, surviving spouses, minor and dependent children of the veterans, and the needy parents of veterans entitled to aid under ss. 45.81 to 45.84, and to carry out the purposes of s. 45.85. Aid may not be denied solely on the basis that a person otherwise eligible for aid owns a homestead that the person occupies.

(2) The county veterans service commission or county veterans service officer shall estimate the probable amount required under this section and shall file that estimate with the county board.

**MEMBERSHIP:** The Jefferson County Veterans Service Commission consists of five Commissioners appointed by the County Administrator or Chairperson of the Jefferson County Board of Supervisors. The Commissioners must be veterans themselves and reside in Jefferson County and shall have been honorably discharged or honorably separated from the United States Armed Forces. Whenever possible, appointments to the Commission will be made from geographically balanced general population centers of Jefferson County. The Commission shall be organized by the election of one of their number as chairperson. The County Veterans Service Officer (CVSO) serves on the Commission as the Executive Secretary without a vote.

Each person on the Commission shall be appointed, when practical, on the second Monday in December and serve for 3 years as members of the Commission for staggered 3-year terms and a maximum of 3 consecutive 3-year terms. After serving 3 consecutive 3-year terms, each person on the Commission is required by Jefferson County Board rules to remain unappointed from the Commission for a period of at least 1 year before being reappointed to the Commission. Certain unforeseeable occurrences may arise and present cause to appoint or replace members of the Commission, such as times of death, illness or relocation; these situations will be considered out of normal cycle for appointment but will adhere to the same submission procedures for recommended persons to be considered for appointment.

**MEETINGS:** All meetings of the Commission shall be held in accordance with Wisconsin Open Meetings Law, the Wisconsin State Statutes and will follow the guidelines of the Jefferson County meetings policy.

**POLICY:** Any policies can be amended at any regular meeting of the Veterans Service Commission by a majority vote of the voting membership.

**GRANTS:** Applications for Commission grants are obtained from and returned to the CVSO, who reviews them and determines eligibility, with the advice and consent of the

Jefferson County Veterans Service Commissioners. The amount of assistance, and whether or not assistance is granted, is at the discretion of the Jefferson County Veterans Service Commission. To be eligible for Jefferson County Veterans Service Commission grants, applicant veterans must have documented proof of their military service and must substantiate their Honorable Discharge. Veterans must have resided in Jefferson County for a minimum of 30 days (proven by submission of a rental agreement, utility bill, etc.) The Jefferson County Veterans Service Officer is allowed discretion to waive the 30 day residency requirement and to make allowances for Veterans with a less than fully honorable character of discharge on a case by case basis.

The CVSO, acting as Executive Secretary for the Commission, is delegated the discretion and authority to make sizeable grants (normally restricted to \$350.00 maximum per grant) without immediate Commission approval. If the \$350.00 CVSO discretionary amount is expected to be exceeded, at any time in a 12-month period, the CVSO will be required to conduct a consultation of all commissioners in accordance with public meeting of the Jefferson County Veterans Service Commission before a grant may be dispersed. **This consultation may be conducted by telephone or email to expedite the relief to the veteran and minimize personal or family distress. All such transactions must meet the guidelines of eligibility and need, must be documented, and must be submitted and reviewed at the next regularly scheduled Commission meeting.**

**Gift cards donated by service organizations or individuals with the express request to the CVSO to pass on the gift to a Veterans in need shall not be considered as part of the \$350 annual aid limit.**

The Commission may provide assistance such as: gift cards for food or gas, rent assistance to prevent eviction (in partnership with Supportive Services for Veterans Families (SSVF) or other agency/program), payment of utility expenses (in partnership with Energy Assistance and/or Heat For Heroes). Cash payments from the Veterans Service Commission are paid only to the service providers on behalf of the applicant. Eligible applicants are encouraged to first seek all available relief or entitlement from all other community relief and public assistance organizations (Job Service, Human Services, Food Pantry, Salvation Army, St. Vincent De Paul, etc.).

The CVSO, acting as Executive Secretary for the Commission, shall monitor the repeated use of VSC aid by individuals over time and has the authority to investigate whether the eligible applicant has a recorded history of abusing the Veteran Service Commission grants of any other county in the State of Wisconsin by communicating directly with CVSOs of any other county in the state. Eligible applicants will be required to demonstrate, to the satisfaction of the Commissioners or the CVSO, that the situation requiring relief is a valid emergency, that the relief provided by the Commission will provide a permanent and lasting solution to the situation and that they have the genuine ability and willingness/intent to prevent recurrence of the situation in the future, to the best of their ability. Veterans who seek assistance from the Veterans Service Commission more than once may be required to attend financial literacy training before receiving additional aid.

Grant applications and the information contained therein are kept in strictest confidence between the claimant, the CVSO and the Veterans Service Commissioners. A record of

applications and aid granted is maintained in the Veterans electronic file and in accordance with Wis State Statute 45.81

**45.81 County veterans service commission.**

(1) There is created in each county a county veterans service commission consisting of at least 3 residents of the county who are veterans appointed for staggered 3-year terms by the county executive or county board chairperson in a county that does not have a county executive.

(2) The commission shall be organized by the election of one of their number as chairperson. The county executive or county board chairperson in a county that does not have a county executive after the expiration of the terms of those first appointed shall annually on or before the 2nd Monday in December appoint one person as a member of the commission for the term of 3 years. Except as provided in s. 59.21 (1) (intro.), the county executive or county board chairperson shall require each member of the commission and the county veterans service officer to execute to the county an individual surety bond, with sufficient sureties to be approved by the county executive or county board chairperson, each bond to be in an amount equal to the tax levied in the current year for expenditure by the commission. Each bond shall be filed with the county clerk.

(3)

(a) Except as provided under sub. (4), the commission may furnish aid to any person described in s. 45.86 if the right of that person to aid is established to the commission's satisfaction.

(b) The secretary of the commission shall maintain a list containing the name, place of residence, and amount of aid furnished to each person under par. (a), which shall be signed by the chairperson and secretary of the commission.

(c) The total disbursements made by the commission under this subsection may not exceed the amount collected from the tax levied, except when specifically authorized by the county board. The commission shall provide the county treasurer with sufficient information to deliver the specified aid to the person entitled to that aid.

(d) The commission may furnish aid in a different manner than by supplying money. The commission may request the county treasurer to pay a purveyor of services or commodities for the purchase of services or commodities, or the commission may furnish supplies, as it considers appropriate.

(e) The commission shall make a detailed report to the county board annually showing the amount expended under this subsection. The report may not include any personal identifying information regarding the persons that received aid under this subsection.

(4) A county veterans service officer appointed under s. 45.80 (1) (b) or (4) shall have the administrative powers and duties prescribed for the county veterans service commission under sub. (2).

(5) The county board shall allow the members of the commission a reasonable rate of compensation for services and actual expenses incurred in the performance of their duties to be determined under s. 59.22. The county board may provide for the employment of clerical assistance to the commission.

(6) The county veterans service officer shall serve as executive secretary of the county veterans service commission and shall make or direct all necessary investigations to determine eligibility for aid under s. 45.86 when the commission so requests. The county service officer, in making an investigation, may use the facilities for investigating that are made available by the county board.

History: 2005 a. 22; 2011 a. 96.

**REQUEST FOR ASSISTANCE  
FROM THE JEFFERSON COUNTY VETERANS SERVICE COMMISSION**

**Proof of Jefferson County residency must accompany this application i.e., telephone bill, tax statement, etc.**

Veteran's name \_\_\_\_\_ SSN \_\_\_\_\_

Date of Birth \_\_\_\_\_ Home Phone # \_\_\_\_\_

Applicant's Name (if not veteran; relationship to vet) \_\_\_\_\_

Home Address: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Wisconsin resident since \_\_\_\_\_

Service dates--Entered \_\_\_\_\_ Discharged \_\_\_\_\_

Service # \_\_\_\_\_ Branch \_\_\_\_\_

Character of discharge (Include copy of DD214) \_\_\_\_\_  
(Honorable discharge required unless exception is granted in response to a written appeal outlining extenuating circumstances for the less than fully honorable discharge.)

Present or Last Employer & address \_\_\_\_\_

Wages \_\_\_\_\_ Paid: \_\_\_\_\_ Weekly \_\_\_\_\_ Biweekly \_\_\_\_\_ Monthly \_\_\_\_\_

Date of last check \_\_\_\_\_ Amount \_\_\_\_\_

If unemployed, reason \_\_\_\_\_

Are you eligible for any of the following (circle yes or no):

Unemployment compensation	Yes	No	Amount	_____
Sick benefits	Yes	No	Amount	_____
Workmen's compensation	Yes	No	Amount	_____

Do you receive any of the following (circle yes or no):

Monetary Benefits from VA	Yes	No	Amount	_____
Social Security	Yes	No	Amount	_____
Any type of Pension	Yes	No	Amount	_____
Food Stamps	Yes	No	Amount	_____

Do you have any of the following (circle yes or no):

Cash savings	Yes	No	Amount	_____
Checking account	Yes	No	Amount	_____
Name of bank				_____
Stocks/bonds/mutual funds	Yes	No	Total Amount	_____
IRA/401K/Retirement	Yes	No	Total Amount	_____
Other income	Yes	No	Source	_____ Amount _____

Name, address and telephone number of mortgage holder or landlord \_\_\_\_\_

.Do you own any house or property other than your primary home? Yes No

Location and value \_\_\_\_\_

Own any vehicles? Yes No

Make and year \_\_\_\_\_ Amount owed \_\_\_\_\_ Value \_\_\_\_\_

Make and year \_\_\_\_\_ Amount owed \_\_\_\_\_ Value \_\_\_\_\_

Own any? Yes No (Circle): boats motorcycles snowmobiles ATV

Amount owed \_\_\_\_\_ Value \_\_\_\_\_

List all persons, other than yourself, living in your household:

Name Birthdate SSN Relationship Monthly Income

Name	Birthdate	SSN	Relationship	Monthly Income

What immediate assistance (including dollar amounts) is requested? List in order of priority. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please explain why you are in need of the assistance for which you are requesting. Be specific. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What have you done to help yourself? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you received assistance from any Veterans Service Commission or any other agency within the past 12 months? Yes No If yes, please list type of assistance, date received and name of agency.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you or your spouse in arrears for any child support?      Yes      No

Enter a Number or Zero for Monthly Expenses below:      (Do Not Leave Blank)

Food \_\_\_\_\_ Alcohol \_\_\_\_\_

Electricity \_\_\_\_\_ Tobacco \_\_\_\_\_

Heat \_\_\_\_\_ Telephone \_\_\_\_\_

Water \_\_\_\_\_ Cell Phone \_\_\_\_\_

Cable TV/Satellite \_\_\_\_\_ Credit cards \_\_\_\_\_

Vehicles \_\_\_\_\_ Internet \_\_\_\_\_

Child Support \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_ Rent \_\_\_\_ Own your home or apt.      Monthly mortgage/rent \_\_\_\_\_

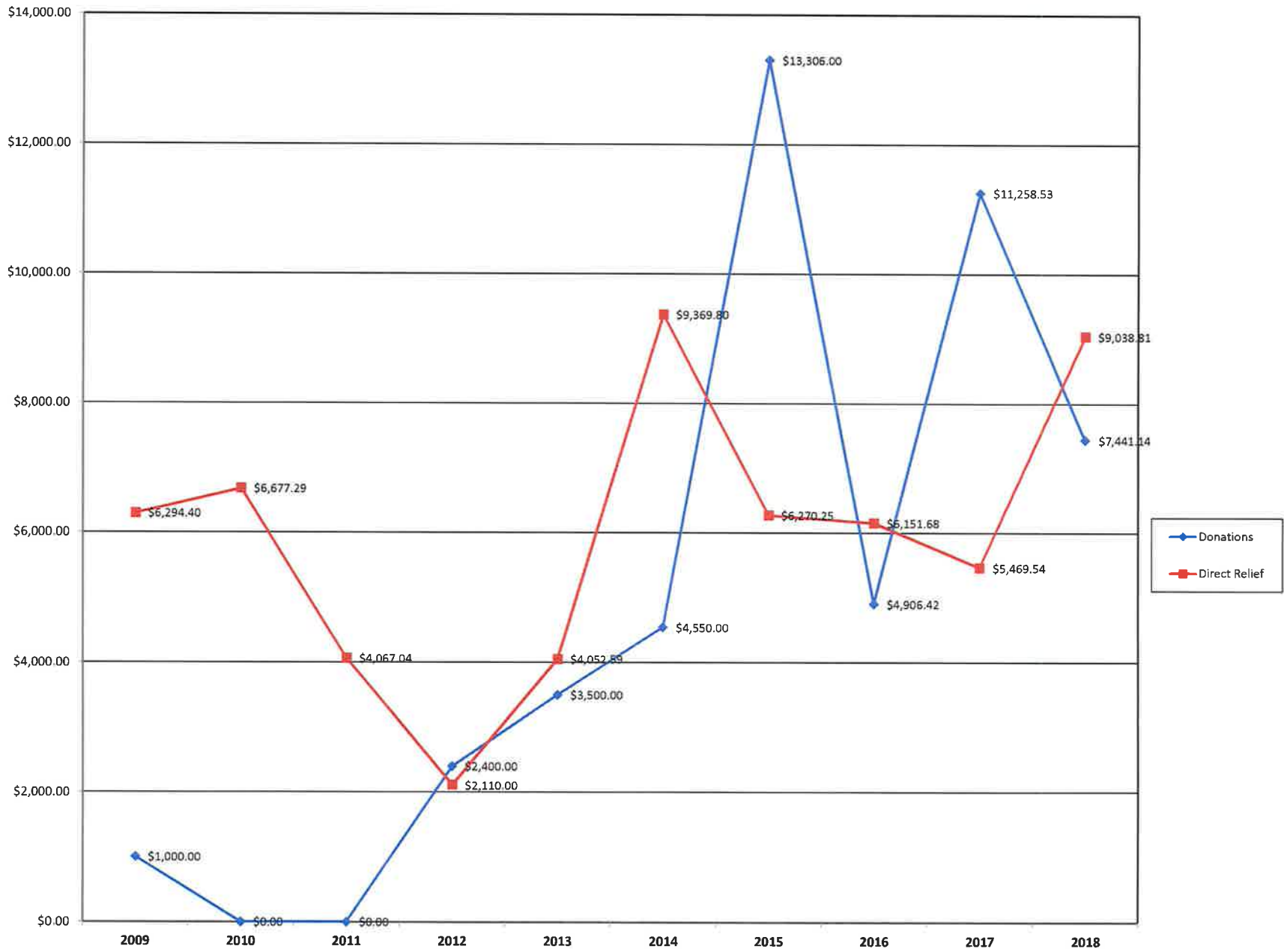
Income verification, past due bills, eviction notices, or any other information that may be useful in our determination should accompany this application.

I certify that the above information is true and correct to the best of my knowledge and my application for assistance is because of a need for help at this time. I understand any misrepresentation or falsification of any information will make me ineligible for assistance. By signing this form I am giving my permission for the County Veteran Service Officer to obtain personal information from other agencies.

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

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For Office Use Only  
WI Cir Ct search \_\_\_\_\_  
Child Support search \_\_\_\_\_  
VSC action \_\_\_\_\_

### Veterans Service Commission 10 year Donations/Expenditures Report





**STATEMENT OF POLICY**  
**JEFFERSON COUNTY VETERANS SERVICE COMMISSION**  
(as adopted July 9<sup>th</sup>, 2008)

**Basic Eligibility:** For aid (in excess of a \$20 value) from the Veterans Service Commission an individual:

- 1) Must have served at least **90 days on "active duty."** ("Active Duty for Training" does not qualify.) DD214 (discharge paper) must accompany the completed application.
- 2) Must have an **Honorable discharge.** ("Under Honorable Conditions" does not qualify.) However the Honorable discharge does not have to be the last discharge if there was more than one period of service. (Exceptions to this rule may be granted on a case by case basis when the applicant provides compelling reason why the rule should be waived.)
- 3) Must **provide proof of residency** in Jefferson County (rental agreement, utility bill, telephone bill, etc.) Residency is defined as a person's "physical presence with intent to remain."

**Purpose of Assistance:** To provide **temporary emergency aid** to needy veterans and/or their dependants.

- 1) Must be of a **temporary** nature such as;
  - A. Waiting for unemployment compensation pay, sick pay or other governmental payment (G.I. education check, pension check, etc.).
  - B. Waiting for a paycheck or other source of income.
  - C. Waiting for approval of a State WDVA or other grant.
  - D. Emergencies - medical, automobile accident, fire or disaster assistance, etc.
  - E. Expenses for claims example - cost of transportation to a veterans facility or agency.
  - F. Other purposes that may deemed appropriate by the Commission.

**Granting Procedures:** For those meeting the basic eligibility requirements as outlined above.

- 1) Assistance will be limited to once in any 12 month period. Exceptions may be granted under unusual and unforeseeable circumstances, but only after prior approval of the Commission Chairperson, or Vice-chairperson in his/her absence.
- 3) The Veterans Service Officer, in her capacity as Administrative Secretary for the Commission may be delegated the authority to make grants or loans in the amount of \$350.00 or less. For grants or loans in excess of that amount, prior approval must be given by the Veterans Service Commission Chairperson or Vice-Chairperson when the Chairperson is unavailable. All transactions must be reported to the Commission at its next regularly scheduled meeting.
- 4) The Veterans Service Officer may be delegated other authority by the Commission to insure that the intent of the Veterans Relief Program is efficiently and effectively carried out.
- 5) A quorum shall be the majority of the Commission members. A majority of the quorum is needed to take action.



## RESOLUTION NO. 2018-91

### Creating a Veterans Service Commission Revolving Loan Guarantee Program

#### Executive Summary

A significant percentage of Veterans are one paycheck away from financial disaster if they incur an unexpected expense. When this happens, many Veterans borrow money from high interest rate lenders thereby becoming more deeply caught up in a cycle of debt leading to more financial distress. To address this problem, the Jefferson County Veterans Service Commission desires to create a revolving loan guarantee program to assist local Veterans who find themselves in financial distress. In addition to making loans, this program will incorporate a multipronged approach to promote self-sufficiency by empowering Veterans to take control of their financial lives through a mentoring process which seeks to determine the root cause of their financial difficulty and offer resources and solutions. Funding for this program will be through donations. The program will be administered by local banks in cooperation with the Jefferson County Veterans Foundation, Inc., and the Jefferson County Veterans Service Office. The Veterans Service Commission considered this resolution at its meeting on January 17, 2019, and recommended forwarding to the County Board for approval.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the Jefferson County Veterans Service Commission desires to create a revolving loan guarantee program which will establish a fund to use as collateral to provide incentive for local banks to make low-interest loans available to Veterans to meet basic emergency needs or as part of a debt-restructuring plan. This program is designed specifically to provide an alternative to high interest rate loans, and

WHEREAS, giving Veterans the opportunity of a hand-up instead of a hand-out serves to shore up their morale while simultaneously improving their credit rating by providing an opportunity to establish positive credit history as they repay their loan, and

WHEREAS, to be eligible for a Veterans Service Commission Revolving Loan, the County Veterans Service Officer will interview applicants and make a referral to participating banks after evaluating the Veteran's current financial situation and requiring the Veteran to participate in financial education and one-on-one financial mentoring for the term of the loan.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby supports the creation of a Veterans Service Commission Revolving Loan Guarantee Program by the Veterans Service Commission to be administered by the Jefferson County Veterans Foundation, Inc., with the assistance of the Jefferson County Veterans Service Office.

*Fiscal Note: This program will be funded exclusively by private donations and interest on loan repayments. No tax levy dollars will be required.*

VOICE VOTE

Requested by

Veterans Service Commission

02-19-2019

Yvonne Duesterhoeft & J. Blair Ward: 06-22-18; 07-02-18; 01-17-19; 01-18-19

REVIEWED: Administrator \_\_\_\_; Corp. Counsel \_\_\_\_; Finance Director \_\_\_\_

**RESOLUTION NO. 2018-90**

**Applying for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code to Administer the Jefferson County Veterans Foundation, Inc. as a Tax Exempt Organization**

Executive Summary

The Jefferson County Veterans Service Commission desires to create the Jefferson County Veterans Foundation, Inc., a Wisconsin non-stock, not for profit tax exempt corporation under section 501(c)(3) of the Internal Revenue Code, for the purpose of assisting Jefferson County Veterans and their families in matters such as administering the Veterans Personal Loan Guarantee Program to provide financial assistance. The purpose of the organization is to operate as a direct support organization for the Jefferson County Veterans Service Office. IRS recognition as a 501(c)(3) tax exempt corporation will allow the Jefferson County Veterans Foundation, Inc., to receive charitable tax exempt donations. The Veterans Service Commission considered this resolution at its meeting on January 17, 2019, and recommended forwarding to the County Board for approval.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the Jefferson County Veterans Service Commission proposes to establish a 501(c)(3) tax exempt corporation to assist Veterans and their families and assist the Jefferson County Veterans Service Office in providing services, and

WHEREAS, recognition of exemption under section 501(c)(3) of the Internal Revenue Code to administer the Jefferson County Veterans Foundation, Inc. as a tax exempt organization will serve to promote public donations to the organization.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes the Veterans Service Commission to create the Jefferson County Veterans Foundation, Inc. and to apply for recognition of exemption under section 501(c)(3) of the Internal Revenue Code to administer the Jefferson County Veterans Foundation, Inc. as a tax exempt organization, with the assistance of the Jefferson County Veterans Service Officer.

*Fiscal Note: This program will be funded exclusively by private donations and interest on loan repayments. No tax levy dollars will be required.*

VOICE VOTE

Requested by  
Veterans Service Commission

02-19-19

Yvonne Duesterhoeft & J. Blair Ward: 06-22-18; 07-02-18; 01-17-19; 01-18-19

REVIEWED: Administrator\_\_\_\_; Corp. Counsel \_\_\_\_; Finance Director \_\_\_\_

**ARTICLES OF INCORPORATION**  
**Jefferson County Veterans Foundation, a Wisconsin Non-Stock Corporation**

The undersigned incorporator, for the purposes of forming a corporation under the provisions of Chapter 181 of the Wisconsin Statutes, without stock and not for profit, does adopt the following Articles of Incorporation:

**ARTICLE I.**

Name

The name of the Corporation is **Jefferson County Veterans Foundation, IncNC.**

**ARTICLE II.**

Organization

The Corporation is organized under Chapter 181 of the Wisconsin Statutes.

**ARTICLE III.**

Registered Agent

The name and address of the registered agent of the Corporation is Yvonne Duesterhoeft, 311 S. Center Avenue, Suite 207, Jefferson, Wisconsin 53549.

**ARTICLE IV.**

Principal Office

The principal office is located at 311 S. Center Avenue, Suite 207, Jefferson, Wisconsin 53549.

**ARTICLE V.**

Purpose

The Corporation is organized and shall at all times be operated on a not-for-profit basis and exclusively for charitable purposes, specifically, to lessen the burdens of government, either directly or by contributing to organizations that qualify as exempt organizations as described in § 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law (~~"IRC"~~), and the regulations thereunder, for the benefit of or to carry out the purposes of the **Jefferson County Veterans Foundation, Inc.** ~~qualified organization as~~ specified herein. Specifically to assist Jefferson County Veterans and their families in matters such as: administering the Veterans Personal Loan Guarantee Program to provide financial assistance and promote financial literacy and independence as well as housing stability. The purpose of the organization is to operate as a direct support organization for Jefferson County Veterans Service Office. Funding will be will through charitable tax exempt donations.

In addition to such powers and without limitations thereof, the Corporation shall have the power to lend to any person, firm or corporation, any of its funds, ~~whether~~ with or without security, as it shall lawfully determine to fulfill its corporate purpose.

**ARTICLE VI.**

Mission

To provide support for Veterans to help them live their best ~~lives~~ **life** by leveraging relationships with other organizations ~~and to bridge fill in the gaps between in available~~ resources ~~when needed for a Veteran and to~~ **achieve** self-sufficiency.