

STATEMENT OF POLICY
JEFFERSON COUNTY VETERANS SERVICE COMMISSION
(as adopted July 9th, 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.

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.

MEMBERSHIP: The Jefferson County Veterans Service Commission consists of five Commissioners appointed by the Chairperson of the Jefferson County Board of Supervisors. The Commissioners must themselves be veterans and must reside in Jefferson County. The County Veterans Service Officer (CVSO) serves on the Commission as the Executive Secretary without a vote.

Each person on the Jefferson County Veterans Service Commission shall be a veteran who has 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 Jefferson County Administrator or the Chairperson of the Jefferson County Board of Supervisors may appoint any qualified Veteran to represent the Veteran Community of a given geographic area of the County for consideration to be appointed to the Jefferson County Veterans Service Commission.

Each person on the commission shall be appointed, when practical, on the first day of July of the year of appointment, but no later than the 2nd 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 sole 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 60 days (proven by submission of a rental agreement, utility bill, etc.) The Jefferson County Veterans Service Commission maintains the discretionary ability to waive the 60 day residency requirement.

Eligible applicants are restricted to two Commission grants per calendar year with a maximum \$350 total annual grant; The actual amount provided for each eligible applicant's application will be granted at the discretion of the Commission or by the CVSO, using the authority and discretion delegated to that office, as described below.

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 this \$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 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. The maximum of all grants for eligible applicants and their households will be limited to a maximum of \$350 per household in a 12-month period.

The Commission may provide assistance in the form of emergency vouchers for food, shelter, heating fuel, medical services or medications; payment of utility expenses or housing expenses; and vehicle fuel vouchers for transportation to and from VA facilities. Vouchers are paid only to the service providers on behalf of the applicant; cash grants directly to the eligible applicant are not available, nor considered. Eligible applicants will be required 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.) and provide proof thereof, before being granted relief from the Jefferson County Veterans Service Commission.

The CVSO, acting as Executive Secretary for the Commission, 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 to any of the 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.

Grant applications and the information contained therein are kept in strictest confidence between the claimant, the CVSO and the Veterans Service Commissioners; they are not published in any external Veterans Service Commission reports or filed in any electronic record-keeping system. Copies of grant applications, vouchers and checks will be maintained in the Veterans Service Commission historical file and in the veteran's file folder, both located in the Veterans Service Office.

Veterans Service Commissioners

Name & Address	Phone #	Email	Term
Timothy Finn 657 E. Lake St., Lot 12 Lake Mills, WI 53551	(608) 648-2581	none	Expires 12/2019 (3 rd term)
Michael Clish 3 N. Water St. E Fort Atkinson, WI 43438	(920) 568-1208	MClish@nrgmedia.com	Expires 12/2021 (3 rd term)
Joseph Naylor 125 Pinnacle Drive Lake Mills, WI 53551	(608) 215-3219	naylorjoseph2003@yahoo.com	Expires 12/2020 (1 st term)
James Seidl W9198 Blue Spruce Lane Cambridge, WI 53523	(920) 728-0885	kurzhaarguy@charter.net	Expires 12/2020 (1 st term)
Augie Tietz 507 S. Washington St. Watertown, WI 53094	(920) 261-3740	AugieT@jeffersoncountywi.gov	Expires 12/2021 (1 st term)

Appointment History

Bill McPherson 12-11-2017

Replaced by Jim Seidl (appointed Dec 14th, 2017)

Jack Standley 12-11-2017

Replaced by Joe Naylor (appointed Dec 14th, 2017)

Ron Buchanan 12-11-2017

Replaced by Augie Tietz (filling unexpired term)

Michael Clish 12-10-2018 (3rd term)

Timothy Finn 12-12-2019 (3rd term)

Veterans' Services

DEPARTMENT MISSION

To work with the Veterans of Jefferson County to provide information and expertise to help them navigate through the bureaucracy of Federal and State agencies and cut through red tape when necessary to access benefit programs. Our goal is to get to know the Veterans, their families and survivors and answer all their questions—include those they may not know to ask.

DEPARTMENT GOALS

Desired results	Objectives - specific steps	Link to Strategic Plan	Completion Date
Establish Veterans Service Commission revolving emergency loan fund	Bring banking expert onto the Veterans Service Commission.	Goal 2, Strat 2.3a and Goal 4, Strat 4.1	4th quarter 2018
Provide individual budget counseling in a timely manner as a pre-requisite for using the VSC revolving emergency loan fund.	Partner with outside agencies to offer budget counseling/payee services	Goal 1 , Strat 1.5	1st quarter 2019
Organize reference material into a digital resource for continuity of operations	Refine our digital "Book of All Knowledge". Organize checklists into folders with information and handouts per topic.	Goal 3, Strat 3.1	Ongoing
Ensure access to VA Healthcare by providing transportation for Veterans	Lease van from Federal VA Hospital. Recruit additional drivers as an ongoing task.	Goal 7, Strat 7.2	Ongoing
Present information on Veterans benefits and issues in the office lobby	Improve efficiency of the waiting room layout; provide bulletin board for Veterans to post their business information and events.	Goal 3	1st quarter 2019
Track benefits types and inquiries to gain insight into ways we can use staff time most efficiently.	Hone the tracking of office statistics	Goal 1	Ongoing
Fully utilize VBA cyber-tools for claims submission and maintenance	Participate in training opportunities offered by VBA and WICVSOA	Goal 2	Ongoing
Complete archival scanning	35 file drawers remaining	Goal 3	4 th quarter 2019

PROGRAM EVALUATION

Program/Service Description	Output Measures/Trends		
	2017	2018 (Est)	2019 (Est)
VA Health Care Assistance/ Assist eligible veterans in their applications for enrollment in health care which requires meeting income limits	191	Increase	Increase
Medical co-pay waiver requests	25	Steady	Steady
Service Connected Disability Comp Claims/ Assist veterans with service related claims for injuries or conditions related to their military service. *Must be accredited by VA to provide this service	217	Increase	Increase
Research Service Medical and Personnel Records/assist Veterans in accessing their military discharge papers	128	Increase	Increase
Non-Service Connected Pension Claims/ Assist wartime veterans and their spouse's in applying for this needs based program and assisting with the ongoing reporting of income and medical expenses. *Must be accredited by VA to provide this service	237 + 63	Increase	Increase
Survivor's Pension Claims/ Assist wartime veterans or their surviving spouse's in applying for this needs based program. *Must be accredited by VA to provide this service	30	Increase	Increase
Dependent Indemnity Compensation/ Assist spouses of veterans who died from service related injuries or conditions apply for benefits. *Must be accredited by VA to provide this service	13	Increase	Increase
Overpayment waiver requests for Compensation or Pension	10	Steady	Steady
Direct deposit changes	20+	Steady	Steady
ChampVA/ Assist eligible dependents of veterans in their applications for this health care program.	15	Increase	Increase
NOD's and Appeals with Veterans Benefits Administration & Veterans Health Administration	21	Increase	Increase
VA Insurance applications and claims for payment	15	Steady	Steady
Federal GI Bill/Advising & applications assistance	36	Steady	Steady
Vocational Rehabilitation / Assist service-disabled veterans applying for educational assistance	10	Increase	Increase
WI GI Bill Assistance/ Assist eligible veterans and dependents in submitting applications for this UW tuition remission	53	Increase	Increase

program			
Wisconsin Property Tax Program/ Assist eligible veterans or widow in submitting for this property tax remission program provide through the WI Department of Revenue	29	Increase	Increase
Wisconsin State Park Pass/ Verify eligibility for the WI DNR Park Pass program for disabled veterans	30+	Steady	Steady
Application for Burial Benefits/coordinate \$1,000 benefits for Veterans on the Pension program and \$2,000 for Service-Connected deaths	24	Increase	Increase
Presidential Memorial Certificates/ Apply for Presidential Memorial Certificates for families of deceased veterans.	36	Steady	Steady
VA Grave Markers Assistance/ Assist families in submission of applications for VA Memorial Markers	52	Steady	Steady
Jefferson County Veteran Service Commission Relief Fund/ Interview applicants and review applications for aid, dispense aid	35 Applicants 85 Transactions	Increase	Increase
WDVA Aid to Needy Veterans Grants / Assist Veterans in applying for Subsistence Aid, Dental, Hearing Aids, Glasses.	9	Increase	Increase
Provide transportation to VA Hospital	885	Increase	Increase
Veteran Driver's License Designation Assistance/ Assist eligible veterans in submitting request to WI DMV to have "Veteran" added to their driver's license	55	Steady	Steady
Homeless Veterans programs/Referrals to supportive Services for Veterans Families	18	Increase	Increase
Veteran Outreach /Upon notification from DoD that an individual has separated from military service contact them and advise them on available veteran programs; continuing outreach through Veterans Service Organizations and community events; County Fair booth, Press Releases	500+	Increase	Increase
Post-Traumatic Stress counselling offered on-site in partnership with the Madison Vet Center	45	Increase	Increase
Federal Home Loan Certificates/Assist eligible veterans in submitting request for the VA Home Loan program	18	Steady	Steady
Provide job services on-site in partnership with Department of Workforce Development	35	Steady	Steady
Assist Veterans in accessing online portals: eBenefits and MyHealthVet	66	Increase	Increase

Discharge correction/upgrades	4	Steady	Steady
Assist National Guard and Reserve members in navigating the process to obtain retirement benefits and TRICARE insurance	5	Increase	Increase

FACTORS INFLUENCING PROGRAM/SERVICE DELIVERY AND ACCOMPLISHMENTS

We continue to see great levels of interest in VA Healthcare enrollment especially as uncertainty prevails in the national healthcare debate. Non-Service Connected Pension program applications remain high as WWII and Korean War Veterans and/or their surviving spouses, now in their 70's, 80's and 90's, are coming in, often for the first time, to apply for benefits to help with costs of in-home or assisted living care.

Vietnam veterans are reaching retirement age in increasing numbers and are seeking healthcare and prescription drug options – and many are dealing with illnesses linked to their exposure to Agent Orange. This population of Veterans, along with the Gulf-War era Veterans account for a large percentage of claims for service connected disability benefits.

Young National Guard and Reserve Veterans – especially those deployed over the last two decades to Iraq and Afghanistan continue to come in to establish contact, place discharge papers on record, sign up for healthcare and education benefits and to file disability claims.

Much of our traffic is the result of the overall increased level of publicity about Veteran's issues and benefits -- which has lead Veterans of all eras to seek assistance for the first time or to return after many years due to a change in life-circumstance. As operations in Iraq and Afghanistan drag on – even as the military personnel numbers draw down—we would expect a corresponding increase in the number of Veterans seeking our services.

Wisconsin is in the top tier of states offering some of the most extensive benefits available which translates into additional work on our part to facilitate access to benefits.

DEPARTMENT ORGANIZATIONAL CHART



Veterans' Service

Financial Summary

	2017 Actual	2018 Estimate	2018 Amended Budget	2019 Budget	Change from 2018 Amended Budget	
					\$	%
Revenues						
Intergovernmental Revenues	16,185	19,500	19,500	17,000	(2,500)	-12.82%
Misc. Revenues	11,259	4,000	4,000	4,000	-	0.00%
Other Financing Sources	-	-	19,601	25,801	6,200	31.63%
Total Revenues	27,444	23,500	43,101	46,801	3,700	8.58%
Expenditures						
Personnel Expenses	153,398	158,796	158,796	167,795	8,999	5.67%
Purchased Services	1,197	1,400	1,400	1,200	(200)	-14.29%
Operating Costs	11,485	13,932	12,467	10,523	(1,944)	-15.59%
Interdept. Charges	11,402	9,338	9,338	10,050	712	7.62%
Other Expenses	534	565	565	861	296	52.39%
Other Financing Uses	5,470	25,801	25,801	34,259	8,458	32.78%
Total Expenditures	183,486	209,832	208,367	224,688	16,321	7.83%
Property Taxes	167,151	165,266	165,266	177,887	12,621	7.64%
Addition to (Use of) Fund Balance	11,109	(21,066)	-	-		

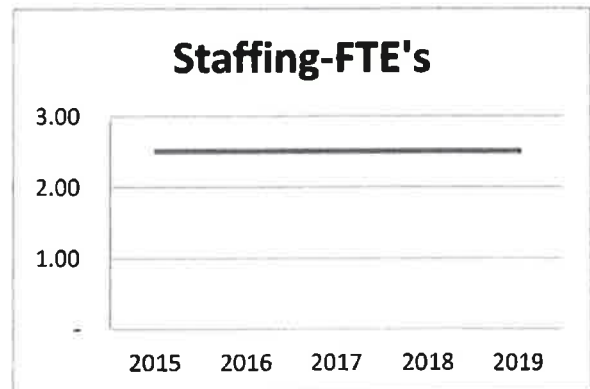
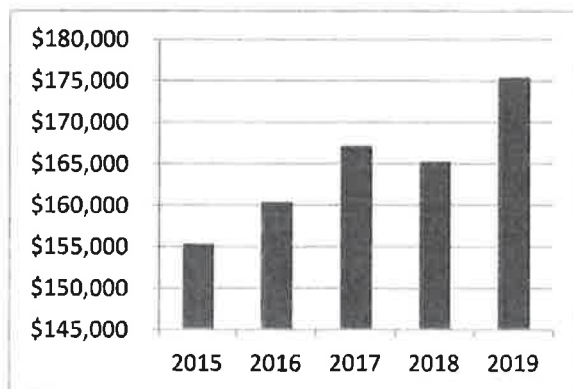
Summary Highlights:

The 2019 budget provides \$177,887 in tax levy, which is a \$12,621 increase in levy from the 2018 amended budget.

Summary of Capital Items:

None

Summary of Property Tax Levy and FTEs



Veterans Services-2019 BUDGET

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
13401 -Veterans Service Office								
REVENUES								
411100		General Property Taxes	162,951	81,133	162,266	162,266	170,098	-
421001		State Aid	13,000	13,000	13,000	13,000	13,000	-
421087		State Aid Transportation	3,185	-	6,500	6,500	4,000	-
699992		Balance Forward Prior Year	-	-	-	377	377	-
REVENUES TOTAL			179,136	94,133	181,766	182,143	187,475	-
EXPENDITURES								
511110		Salary-Permanent Regular	63,032	32,447	74,798	74,798	79,607	-
511210		Wages-Regular	49,477	25,864	46,226	46,226	58,849	-
511220		Wages-Overtime	379	130	-	-	-	-
511240		Wages-Temporary	-	-	10,377	10,377	-	-
511310		Wages-Sick Leave	21	635	-	-	-	-
511320		Wages-Vacation Pay	6,294	1,966	-	-	-	-
511340		Wages-Holiday Pay	4,404	1,673	-	-	-	-
511350		Wages-Miscellaneous(Comp)	3,623	2,478	-	-	-	-
SALARIES TOTAL			127,230	65,195	131,401	131,401	138,456	-
512141		Social Security	9,525	4,813	10,052	10,052	10,592	-
512142		Retirement (Employer)	8,644	4,368	8,804	8,804	9,069	-
512144		Health Insurance	6,835	3,562	7,124	7,124	5,980	-
512145		Life Insurance	61	31	61	61	63	-
512150		FSA Contribution	125	125	250	250	1,000	-
512173		Dental Insurance	504	252	504	504	504	-
FRINGE TOTAL			25,694	13,152	26,795	26,795	27,208	-
TOTAL SALARIES AND FRINGES			152,925	78,346	158,196	158,196	165,664	-
521219		Other Professional Serv	1,197	1,197	1,400	1,400	1,200	-
531243		Furniture & Furnishings	-	-	80	-	-	-
531303		Computer Equipmt & Software	2,496	126	1,500	1,500	-	-
531311		Postage & Box Rent	200	94	300	300	210	-
531312		Office Supplies	675	111	600	600	650	-
531313		Printing & Duplicating	506	230	400	400	500	-
531314		Small Items Of Equipment	-	-	674	674	-	-
531322		Subscriptions	55	-	-	-	60	-
531324		Membership Dues	180	-	240	240	220	-
531326		Advertising	-	376	1,000	1,000	650	-
532325		Registration	420	-	480	480	500	-
532332		Mileage	344	20	1,200	1,200	700	-
532334		Commercial Travel	578	-	500	500	600	-
532335		Meals	190	-	640	640	300	-
532336		Lodging	1,724	492	1,600	1,600	1,800	-
532339		Other Travel & Tolls	109	-	125	125	125	-
533225		Telephone & Fax	186	84	200	200	200	-
536534		Machinery Rent & Lease	2,808	-	2,808	2,808	2,808	-
571004		IP Telephony Allocation	282	217	434	434	378	-
571005		Duplicating Allocation	174	90	181	181	215	-
571009		MIS PC Group Allocation	8,575	3,326	6,652	6,652	7,574	-
571010		MIS Systems Grp Alloc(ISIS)	2,371	1,035	2,071	2,071	1,883	-
591519		Other Insurance	534	283	565	565	861	-
593719		Other Direct Relief Indigent	-	-	377	377	377	-
OPERATING EXPENDITURES			23,604	7,681	24,027	23,947	21,811	-
EXPENDITURES TOTAL			176,529	86,027	182,223	182,143	187,475	-
REVENUES			179,136	94,133	181,766	182,143	187,475	-
EXPENDITURES			176,529	86,027	182,223	182,143	187,475	-
TOTAL BUSINESS UNIT-13401 -Veterans Service Office			(2,607)	(8,106)	457	-	-	-

13402 -Veterans Relief

REVENUES								
411100		General Property Taxes	3,000	1,500	3,000	3,000	6,589	-
485200		Donations Restricted	11,259	1,266	4,000	4,000	4,000	-
699992		Balance Forward Prior Year	-	-	-	19,224	25,424	-

Veterans Services-2019 BUDGET

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
REVENUES TOTAL			14,259	2,766	7,000	26,224	36,013	-
EXPENDITURES								
511110		Salary-Permanent Regular	-	-	-	-	1,980	-
		SALARIES TOTAL	-	-	-	-	1,980	-
512141		Social Security	34	-	151	151	151	-
		FRINGE TOTAL	34	-	151	151	151	-
		TOTAL SALARIES AND FRINGES	34	-	151	151	2,131	-
514151		Per Diem	440	-	449	449	-	-
531312		Office Supplies	-	-	200	200	-	-
532332		Mileage	114	-	-	-	-	-
593719		Other Direct Relief Indigent	5,470	4,547	25,424	25,424	33,882	-
		OPERATING EXPENDITURES	6,024	4,547	26,073	26,073	33,882	-
		EXPENDITURES TOTAL	6,057	4,547	26,224	26,224	36,013	-
		REVENUES	14,259	2,766	7,000	26,224	36,013	-
		EXPENDITURES	6,057	4,547	26,224	26,224	36,013	-
TOTAL BUSINESS UNIT-13402 -Veterans Relief			(8,201)	1,781	19,224	-	-	-
13403 -Care Of Veterans Graves								
REVENUES								
411100		General Property Taxes	1,200	-	-	-	1,200	-
REVENUES TOTAL			1,200	-	-	-	1,200	-
EXPENDITURES								
531365		Grave Care Marker Purchase	900	1,385	1,385	-	1,200	-
		OPERATING EXPENDITURES	900	1,385	1,385	-	1,200	-
		EXPENDITURES TOTAL	900	1,385	1,385	-	1,200	-
		REVENUES	1,200	-	-	-	1,200	-
		EXPENDITURES	900	1,385	1,385	-	1,200	-
TOTAL BUSINESS UNIT-13403 -Care Of Veterans Graves			(300)	1,385	1,385	-	-	-
		REVENUES	194,594	96,899	188,766	208,367	224,688	-
		EXPENDITURES	183,486	91,959	209,832	208,367	224,688	-
TOTAL Veterans Services DEPARTMENT			(11,109)	(4,940)	21,066	-	-	-