

Michigan Veterans Trust Fund & Soldiers & Sailors Relief Fund
Macomb County Veterans Services (586)-469-5315

REQUIRED DOCUMENTS:

- Discharge papers, separation report, DD-214s and DD-215s (Must show dates of active duty and the character of service, **last DD-214 is required**).
- State ID or driver's license (Additional proof may be required upon request)
 - Proof of current income and assets for **ALL** household members
 - Bank statements from **ALL** accounts (past 3 months)
 - Benefit letters, check stubs, etc.
 - Proof of Monthly Expenses
 - All bills identified on bank statement
- OR
- Copy of current bills (all utilities, medical premiums, medical bills, rent, mortgage, etc.).
- Bill / invoice for which you are requesting assistance (*for rent; use attached rent form*)
- Decision Letters from DHHS and CERA (you must apply for these programs first)

**ADDITIONAL DOCUMENTS THAT MAY BE
REQUIRED UPON REQUEST**

- Death certificate (if veteran is deceased), Marriage certificate, Birth certificates of minor children (if legal dependents) upon request.
- POA/Guardian/Conservator if applicable
- Proof of new employment if applicable

SITUATIONAL DOCUMENTS

If requesting **auto** repairs, loan payments or insurance payments provide the following:

- Proof of valid driver's license
- Vehicle insurance (no 7-day policies will be accepted) and registration.
- Estimates from licensed mechanics for repairs

If requesting **home** repairs, provide the following:

- Two estimates from licensed contractors
- Monthly mortgage statement or land contract
- Proof property taxes are up to date

If requesting **dental work**, provide the following:

- Two estimates for the requested work.
- Statement of emergent need. (Dental work will only be considered in the case of health emergencies.)

OTHER:

- Tax return may be required upon request.
- Other supporting documents may be required depending on the circumstance.

FOR OFFICE USE ONLY

I certify the above marked documents have been verified needing no further review.

Interviewers Signature: _____

This document must be completed and sent along with all completed applications sent to the MVTF administrative office. Completed applications will consist of Page 1,2,3 of application, Veteran's Statement Page, Notice of Decision, and bills reviewed for assistance.