

*Regulations of Connecticut State Agencies*

TITLE 27. Armed Forces & Veterans

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*Agency*

**Connecticut Military Department**

*Subject*

**Military Relief Fund**

*Inclusive Sections*

**§§ 27-100a-1—27-100a-6**

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**Military Relief Fund**

**Sec. 27-100a-1. Definitions.**

As used in sections 27-100a-1 to 27-100a-6, inclusive, of the Regulations of Connecticut State Agencies:

- (1) “Department” has the same meaning as provided in section 27-100a of the Connecticut General Statutes;
- (2) “Fund” has the same meaning as provided in section 27-100a of the Connecticut General Statutes;
- (3) “Eligible member of the armed forces” and “eligible member” have the same meanings as provided in section 27-100a of the Connecticut General Statutes;
- (4) “Immediate family member” has the same meaning as provided in section 27-100a of the Connecticut General Statutes;
- (5) “Committee” means the Military Relief Fund Committee;
- (6) “MAPO” means the Military Administrative and Programs Officer;
- (7) “Meeting” means a scheduled meeting of the Military Relief Fund Committee.

(Effective March 16, 2018)

**Sec. 27-100a-2. Military Relief Fund Committee.**

(a) The Adjutant General shall appoint six committee members to serve as the Military Relief Fund Committee, each of whom shall serve until a successor has been appointed and qualified.

(b) The MAPO shall serve as one of the six committee members and shall act as the scheduler and recorder of all meetings.

(c) The committee shall meet on an as needed basis to review all applications to determine if the conditions creating the financial hardship satisfy the eligibility criteria and to determine the amount of the grant award, not to exceed \$5,000.00.

(d) Four committee members are required to be present to constitute a quorum at any meeting. Committee members may send a proxy to the meeting in their place.

(Effective March 16, 2018)

**Sec. 27-100a-3. Eligibility.**

In order to qualify for a grant from the Military Relief Fund, an applicant shall meet the following criteria:

- (a) The applicant shall be an eligible member of the armed forces or an immediate family member;
- (b) The applicant shall be domiciled in the state of Connecticut. An eligible member may at the time of application reside outside the state of Connecticut, but must be claiming the state of Connecticut as his or her state of legal residence;
- (c) The applicant shall demonstrate a financial hardship that has been caused in whole or in part by the eligible member’s military service and that would not otherwise have

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occurred but for the eligible member's military service.

(Effective March 16, 2018)

**Sec. 27-100a-4. Application Process.**

(a) Each applicant for a grant from the fund shall use CTMD Form 7-1 "Military Relief Fund Application." CTMD posts all forms, including Form 7-1, on the department's website, <http://www.ct.gov/mil>. Forms may also be obtained from the department's headquarters, located at 360 Broad Street, Hartford, CT 06105-3795.

(b) Each applicant shall provide supporting documentation that shows he or she meets the eligibility criteria set forth in section 27-100a-3 of the Regulations of Connecticut State Agencies.

(c) The MAPO shall review each application not later than seven days after its receipt and verify all supporting documentation prior to review by the committee. If an applicant has not provided all necessary supporting documentation, the MAPO shall request the required information utilizing CTMD Form 7-2 "Military Relief Fund Request for Information." The applicant shall be provided ten business days after his or her receipt of Form 7-2 to submit the requested information to the MAPO.

(d) The MAPO shall interview each applicant, in person or telephonically, not later than seven days after receipt of such applicant's complete application in order to establish all circumstances contributing to such applicant's financial hardship and inability to meet financial obligations. The MAPO shall record all interview notes on CTMD Form 7-3, "Military Relief Fund Determination."

(e) The MAPO may deny an application not earlier than ten business days after an applicant's receipt of CTMD Form 7-2, without consent of the committee, if:

(1) The applicant cannot confirm he or she is an eligible member or an immediate family member;

(2) The applicant cannot confirm that he or she is domiciled in the state of Connecticut;  
or

(3) The applicant fails to provide all other necessary supporting documentation.

(f) The MAPO shall convene the committee to review each pending application not later than ten business days after an applicant has provided a complete application and all necessary supporting documentation.

(g) The committee shall review each applicant's financial hardship claim in order to determine if the eligible member's military service contributed to the applicant's financial hardship. A majority vote of present committee members is required in order to approve the financial hardship claim.

(h) If an applicant's financial hardship claim is approved, the committee shall discuss the extent of such applicant's inability to meet financial obligations in order to determine a grant amount. A majority vote of present committee members is required in order to approve a grant amount.

(i) The MAPO shall notify each applicant of the committee's decision on such applicant's

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application utilizing CTMD Form 7-5 “Military Relief Fund Decision” not later than two business days after such decision and authorize any payment through CORE-CT.

(Effective March 16, 2018)

**Sec. 27-100a-5. Agency Process.**

(a) The Adjutant General shall designate one member as the committee chairperson and one as the vice-chairperson.

(b) The chairperson of the committee shall act as the presiding officer of committee meetings.

(c) In the absence of the chairperson, the vice-chairperson shall act in the chairperson’s place.

(d) The MAPO shall record all minutes of the meeting utilizing CTMD Form 7-4 “Military Relief Fund Committee Meeting Minutes.”

(e) The presiding officer shall certify the decision of the committee on each application on CTMD Form 7-6 “Military Relief Fund Committee Certification.”

(Effective March 16, 2018)

**Sec. 27-100a-6. Appeals.**

(a) An applicant may appeal the committee’s decision in writing to the MAPO not later than ten business days after such applicant’s receipt of CTMD Form 7-5.

(b) Such applicant shall state the basis for disagreement with the committee’s decision, as documented by CTMD Form 7-5, and may provide any new information or documentation in support of such appeal.

(c) The MAPO shall convene the committee to review the applicant’s appeal not later than ten business days after its receipt. Upon consideration of the appeal, a majority vote of the present committee members is required to approve the applicant’s appeal concerning the financial hardship claim or grant amount.

(d) The MAPO shall notify such applicant of the committee’s decision not later than two business days after such decision and authorize any payment, or additional payment, through CORE-CT.

(Effective March 16, 2018)