

Secretary of the State File Number

6265

Regulation of the
Connecticut Military Department
Concerning

Military Relief Fund

Regulations adopted after July 1, 2013, become effective upon posting to the Connecticut eRegulations System, or at a later date if specified within the regulation.

Posted to the Connecticut eRegulations System on **March 16, 2018**

EFFECTIVE DATE

March 16, 2018

Approved by the Attorney General on

January 22, 2018

Approved by the Legislation Regulation Review Committee on

February 27, 2018

Electronic copy with agency head certification statement electronically submitted to and received by the Office of the Secretary of the State on

March 12, 2018

IMPORTANT NOTICE FOR CONNECTICUT STATE AGENCIES

This form should be used only for regulations first noticed *on and after March 23, 2015*.

Electronic Copy Certification Statement

(Submitted in accordance with the provisions of section 4-172 of the Connecticut General Statutes)

Regulation of the
Military Department
Concerning
the Military Relief Fund

Approved by the Legislative Regulation Review Committee: **February 27, 2018**

eRegulations System Tracking Number: **PR2017-002**

I hereby certify that the electronic copy of the above-referenced regulation submitted herewith to the Secretary of the State is a true and accurate copy of the regulation approved in accordance with sections 4-169 and 4-170 of the *Connecticut General Statutes*.

And I further certify that in accordance with the approval of Legislative Regulation Review Committee, all required technical corrections, page substitutions and deletions, if any, have been incorporated into said regulation.

In testimony whereof, I have hereunto
set my hand on **March 12, 2018**.



Thaddeus J. Martin

Major General

The Adjutant General

State of Connecticut
Regulation of
Connecticut Military Department
Concerning
Military Relief Fund

The Regulations of Connecticut State Agencies are amended by adding Sections 27-100a-1 to 27-100a-6 as follows:

(NEW) 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.

(NEW) 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.

(NEW) 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 occurred but for the eligible member's military service.

(NEW) 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 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.

(NEW) 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."

(NEW) 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.

R-39 Rev. 02/2012

Statement of Purpose

This Regulation sets forth the organization of the Military Relief Fund Committee, and how its members are appointed. The Regulation also identifies who is eligible to apply to the Military Relief Fund for benefits. Also, the Regulation describes the application process, and how eligible individuals can apply to the Military Relief Fund for benefits. In addition, the Regulation describes the procedures for conducting the Military Relief Fund Committee's meetings. Furthermore, the Regulation also describes the procedures for eligible individuals appeal a decision by the Military Relief Fund Committee. In addition, the Regulation sets forth the requirement and procedures for the Military Department to make an annual report to the joint standing committee of the General Assembly having cognizance of matters relating to veterans' and military affairs.

IMPORTANT NOTICE FOR CONNECTICUT STATE AGENCIES

This form is to be used for proposed permanent and technical amendment regulations only and must be completed in full.

AGENCY CERTIFICATION**Military Department**

Proposed Regulation Concerning

the Military Relief FundeRegulations System Tracking Number **PR2017-002****I hereby certify the following:**

(1) The above-referenced **regulation** is proposed pursuant to the following statutory authority or authorities: **CGS section 27-100a**

For technical amendment regulations proposed without a comment period, complete #2 below, then skip to #8.

(2) As permitted by Section 4-168(h) of the *Connecticut General Statutes*, the agency elected to proceed without prior notice or hearing and posted the text of the proposed technical amendment regulation on eRegulations System website on **N/A**.

For all other non-emergency proposed regulations, complete #3 - #7 below, then complete #8)

(3) The agency posted notice of intent with a specified comment period of not less than 30 days to the eRegulations System website on **July 19, 2017**.

(4) *(Complete one)* No public hearing held or was required to be held. **OR** One or more public hearings were held on: **N/A**.

(5) The agency posted notice of decision to move forward with the proposed regulation to the eRegulations System website on **September 7, 2017**.

(6) *(Complete one)* No comments were received. **OR** Comments were received and the agency posted the statements specified in subdivisions (2) and (3) of CGS Section 4-168(e) to the eRegulations System website on **September 7, 2017**.

(7) The final wording of the proposed regulation was posted to the eRegulations System website on **October 5, 2017**.


(8) Subsequent to approval for legal sufficiency by the Attorney General and approval by the Legislative Regulation Review Committee, **the final regulation shall be effective**

(Check one and complete as applicable)

When posted to the eRegulations System website by the Secretary of the State.

OR On _____

(Date must be a specific calendar date not less than 11 days after submission to the Secretary of the State)


SIGNER
(Head of Board, Agency or Commission,
or duly authorized deputy)

The Adjutant General
OFFICIAL TITLE

October 5, 2017
DATE

OFFICE OF THE ATTORNEY GENERAL REGULATION CERTIFICATION

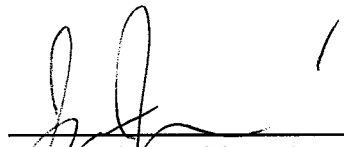
Agency: Connecticut Military Department

REGULATION NUMBER: PR2017-002

This Regulation is hereby APPROVED by the Attorney General as to legal sufficiency in accordance with Connecticut General Statutes Section 4-169.

DATE: January 22, 2018

Signed:



Joseph Rubin, Associate Attorney General
Duly Authorized

The Connecticut General Assembly

Legislative Regulation Review Committee

Senator Paul Doyle
Senate Chair



Representative Christie Carpino
House Chair

Official Record of Committee Action

February 27, 2018

Agency: Military Department
Description: Military Relief Fund
LRRC Regulation Number: 2017-025A
eRegulation Tracking Number: PR2017-002

The above-referenced regulation has been

Approved with Technical Corrections

by the Legislative Regulation Review Committee in accordance
with CGS Section 4-170.

Kirstin L. Breiner
Committee Administrator



State of Connecticut
Office of the Secretary of the State

Confirmation of Electronic Submission

Re: Regulation of the Connecticut Military Department concerning Military Relief Fund
eRegulations System Tracking Number PR2017-002
Legislative Regulation Review Committee Docket Number 2017-025A

The above-referenced regulation was electronically submitted to the Office of the Secretary of the State in accordance with Connecticut General Statutes Section 4-172 on March 12, 2018.

Said regulation is assigned Secretary of the State File Number 6265.

The effective date of this regulation is March 16, 2018.

A handwritten signature in black ink that reads "Denise W. Merrill".

Denise W. Merrill
Secretary of the State
March 16, 2018

By:

/s/ Kristin M. Karr

Kristin M. Karr
Administrative Law
Information Systems Manager