

**VERIFICATION FORM TO BE COMPLETED BY THE MOAA COUNCIL OR CHAPTER MEMBER**

Please answer the questions below to the best of your ability. *Note: It is okay if you cannot personally verify service connection or financial need. The application will still be considered but will require additional verification by MOAA National before an award can be distributed.*

**Applicant Eligibility:**

The applicant has indicated he/she is a (select all that apply):

- Veteran, retiree/served a full career
- Veteran, did not serve a full career, not medically retired, honorable discharge
- Veteran, medically discharged
- Caregiver of a veteran
- Active duty
- National Guard or Reserve
- Military spouse, active duty
- Military spouse, veteran
- Surviving spouse
- Other. Please explain \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Do you or someone in your council or chapter know the applicant/family? Y  or N

If yes, please explain (for example: how long, how you met, etcetera):

Is the applicant affiliated with MOAA or your council or chapter? Y  or N

If yes, please explain affiliation:

**Service Connection Verification**

Please check all that apply.

I have verified the applicant or the applicant's spouse is currently serving or has served.

If checked, please explain how you verified (for example: we served together, the applicant was verified through the local VA, etcetera):

For questions, please contact our Member Service Center at (800)234-6622 or [MSC@moaa.org](mailto:MSC@moaa.org)

This form was last updated as of March 8, 2021

I am not able to verify the applicant's service.

- If checked, please select one of the following options:

- I believe the applicant is truthful in stating their connection to the service. Please explain:

[Empty text box for explanation]

- I cannot definitively determine whether the applicant was truthful in stating their connection to the service.

- I am suspicious of the applicant's connection to the service and recommend additional verification efforts prior to awarding a grant. Please explain:

[Empty text box for explanation]

Do you believe the applicant is experiencing financial need as a result of COVID-19?

Y  or N  **Please explain:**

[Empty text box for explanation]

Do you believe the supporting documentation the applicant provided is sufficient in proving their need resulting from the COVID-19 crisis? Y  or N

If no, what additional supporting documentation do you recommend?

[Empty text box for recommendation]

Do you believe this applicant should be considered for a grant? Y  or N

Additional comments to support this verification:

[Empty text box for additional comments]

Your name: \_\_\_\_\_

MOAA Council or Chapter: \_\_\_\_\_

Your email: \_\_\_\_\_

Best phone number to reach you: \_\_\_\_\_

Date you received the application: application received: \_\_\_\_\_

Date date you completed this evaluation: \_\_\_\_\_

**Please send this completed form, along with the application and supporting documentation to [relief@moaa.org](mailto:relief@moaa.org) for review by the MOAA national staff/committee. If the applicant consented to disclosing the awarded status to you or your council or chapter, we will contact you once a decision has been made. Thank you for your help!**

**Below you will find notes on required documentation to receive grants:**

- Failure for applicants to provide a COVID-19 connection, proof of hardship, and applicable bills, will delay or disqualify applications. The amount of bills provided with the applicant's submission must be equal to or greater than the grant amount they are requesting.
- Funds will be disbursed to awardees pending submission of verification information requested in the award email. If awardees do not provide required documentation as requested within 30 days of the foundation sending the award email, the grant award offer will expire, and a new application will need to be submitted for consideration.
- Within 30 days of receiving grant money, awardees must submit payment receipts to [relief@moaa.org](mailto:relief@moaa.org) proving grant funds were used for their requested purposes.

Completed submissions, along with the required documents mentioned above can be emailed to [Relief@moaa.org](mailto:Relief@moaa.org) or mailed to:

Military Officers Association of America (MOAA)  
C/O COVID-19 Relief Fund Application  
201 N. Washington St.  
Alexandria, VA 22314