



VETERANS SERVICE ORGANIZATION REQUEST FOR HONORS STIPEND

A Veterans Service Organization (VSO) shall submit this form when requesting stipend for performing military burial honors. The responsibility for proper completion & submission of this form rests with the VSO.

Stipends will not exceed \$60.00 for each ceremony performed. Stipend for services will be paid as follows:

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| 1. Full Honors (Flag Folding/Presentation, Firing Detail (3 Firers Minimum), & Taps by Bugle): | \$60 |
| 2. Rifle Team Firing Detail (3 Firers Minimum), & Taps by Live Bugler or Ceremonial Bugle: | \$50 |
| 3. Flag Folding/Presentation, (<u>No Firing Detail</u>), & Taps by Live Bugler or Ceremonial Bugle: | \$35 |
| 4. Flag Folding/Presentation, (<u>No Firing Detail</u>), & Taps by CD: | \$25 |
| 5. Taps by Live Bugler or Ceremonial Bugle: | \$10 |
| 6. Taps by CD or Recording Device: | \$0 |

- All stipend requests must be submitted within 60 days of burial honors being performed.
- Signatures from a VSO representative and funeral director are mandatory on each form submitted.
- Service for each veteran should be verified by the VSO. Do not submit these documents with this form.

PART ONE: Information – Deceased Veteran

Name of Veteran: _____ SSN: _____

Service Number From DD-214 _____

Service Verified By DD-214 Yes No Dates of Military Service: _____

Date of Birth: _____ Rank: _____ Date Honors Performed: _____

Location of Honors: City: _____ County: _____

Branch of Service: U.S. Army U.S. Navy U.S. Air Force
 U.S. Marine Corps U.S. Coast Guard Reserves

PART TWO: VSO Performing Honors

VSO Post Name and #: _____

State Vendor ID # _____

Point of Contact (please print): _____ Phone #: () _____

Address: _____ City/Zip Code: _____

Was deceased veteran a member of the post conducting honors? Yes No

- Military Honors performed (check boxes that apply):
- Full Military Honors (Flag Folding, Firing Detail, & Taps)
 - Folding & Presenting Flag
 - Firing Detail (3 Firers Minimum)
 - Taps (Live Bugler Or Ceremonial Bugle)
 - Taps (CD Or Other Recording Device)

Signature of Post Honor Guard Commander or Adjutant: _____ Date: _____

PART THREE: Funeral Director Verification

Were the military honors performed in an acceptable manner? Yes No
 (If no, please provide comments on a separate piece of paper or call KDVA.)

Name of Funeral Home: _____

City: _____ Phone #: () _____

Printed Name: _____

Signature: _____ Date: _____

The VSO should mail or fax stipend requests to the address shown above.

HONORS STIPEND PROGRAM FOR VETERANS SERVICE ORGANIZATIONS

Veterans groups that perform honors are eligible under the Burial Honors program to receive a stipend of up to \$60 for expenses incurred while performing honors. To be eligible to receive the stipend:

- The VSO must have registered as a State Vendor and received a State Vendor Number. VSO's may register at <http://www.state.ky.us/agencies/adm/eprocurement/>
- Services must be for Veteran's whose service has been verified by DD-214 or discharge form. If Honors are performed and a stipend has received on a non-veteran, the VSO must reimburse the money to the Burial Honors Program.
- Do not submit DD-214's with form. Just check the block that service has been verified.
- The VSO must not request any payment from the funeral home or family for the honors they are requesting a stipend for.
- The VSO is required to submit KDVA Form (03-11), Veterans Service Organization Request For Honors Stipend, which will verify that the veterans group, post, or chapter has performed honors on a given date. It is requested that forms be submitted no later than 60 days after the date of honors. Forms should be mailed to the address listed on the form or faxed to: 1-502-564-9240. VSO's may submit forms on a Monthly Basis i.e., all services performed in month of January, but each honor performed must be requested on separate form.
- The VSO is responsible for obtaining both signatures and submitting KDVA Form (03-11), not the funeral director (nor are the VSOs allowed to sign in lieu of a funeral director).
- The VSO must list on KDVA Form (03-11) the post name and number that is registered as the Vendor.
- For additional information, contact the Burial Honors Program at our office in Frankfort at: 1-502-564-9203 or 800-572-6245 (in Kentucky) or by e-mail at Jeffrey.Acob@ky.gov

Stipend will be reimbursed as follows:

- Full Honors (Flag Folding/Presentation, Firing Detail (3 Firers Minimum), & Taps by Bugle): \$60
- Rifle Team Firing Detail (3 Firers Minimum), & Taps by Live Bugler or Ceremonial Bugle: \$50
- Folding and Presenting Flag, (No Firing Detail), & Taps by Live Bugler or Ceremonial Bugle: \$35
- Folding and Presenting Flag, (No Firing Detail), & Taps by CD: \$25
- Taps by Live Bugler or Ceremonial Bugle \$10
- Taps by CD or other recording device: \$0
- **Reimbursement for Travel, Uniforms, or Equipment is no longer available.**