



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 and submission of this form rests with the VSO. Stipends will be paid at the rate indicated below in Part Two of this form, not to exceed \$100.00 for each ceremony.

- VSOs must verify the service of the veteran for whom the burial honors are being performed.
- Honors performed for veterans buried outside of the Commonwealth of Kentucky are not compensable.
- All stipend requests must be submitted to KDVA within 90 days of burial honors being performed.
- Submit stipend request to KDVA.AccountsPayable@ky.gov, or via fax (502) 564-9240, or via U.S. Postal mail to the address above.

PART ONE: Deceased Veteran Information

Name of Veteran: _____
 Character of Discharge: _____
 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 NGB/RES
 U.S.M.C U.S. Coast Guard U.S. Space Force Other (Specify) _____

PART TWO: VSO Performing Honors

VSO Post Name and #: _____
 Address: _____
 City/State: _____ Zip Code: _____
 State Vendor ID #: _____
 Point of Contact (please print): _____ Phone #: () _____
 Was deceased veteran a member of the post conducting honors? Yes No

Military Honors performed (check box that applies – only one box):

<input type="checkbox"/> Full Honors (Flag Folding/Presentation, Firing Detail (3 Firers Minimum), & Taps by Bugle):	\$100
<input type="checkbox"/> Rifle Team Firing Detail (3 Firers Minimum), & Taps by Live Bugler or Ceremonial Bugle:	\$80
<input type="checkbox"/> Flag Folding/Presentation, (No Firing Detail), & Taps by Live Bugler or Ceremonial Bugle:	\$50
<input type="checkbox"/> Flag Folding/Presentation, (No Firing Detail), & Taps by CD:	\$30
<input type="checkbox"/> Taps by Live Bugler or Ceremonial Bugle:	\$15
*Note: Taps by CD or Recording Device only is not compensable:	\$0

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

PART THREE: Funeral Director Verification

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: _____

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 \$100 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. That Vendor ID Number will start with a KY or KS.
- VSO's must register for a State Vendor number at <https://finance.ky.gov/services/eprocurement/Pages/doingbusiness.aspx>
- Services must be for Veterans whose service has been verified by DD-214 or discharge form. If Honors were performed and a stipend was received for a veteran who was not eligible, the VSO must reimburse the money to the Burial Honors Program.
- Do not submit DD-214's with the request form. Simply 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 from KDVA.
- The VSO is required to submit KDVA Form (05-24), Veterans Service Organization Request for Honors Stipend, which will verify that the veterans group, post, or chapter has performed honors on a given date.
- Stipend Request forms MUST be submitted no later than 90 days after the date of honors. Forms should be submitted to KDVA via email at KDVA.AccountsPayable@ky.gov, via fax to 502-564-9240, or via U.S. postal mail to the address listed on the front of the form.
- 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 a separate form.
- The VSO is responsible for obtaining both signatures and submitting KDVA Form (07-24), not the funeral director (nor are the VSOs allowed to sign in lieu of a funeral director).
- The VSO must list on KDVA Form (05-24) the post name and number that is registered as the Vendor.
- For additional information, contact the Burial Honors Program Coordinator at 502-782-5731 or e-mail at Alvin.Duncan@ky.gov.

Stipends will be reimbursed as follows:

- Full Honors (Flag Folding/Presentation, Firing Detail (3 Firers Minimum), & Taps by Bugle): \$100
- Rifle Team Firing Detail (3 Firers Minimum), & Taps by Live Bugler or Ceremonial Bugle: \$80
- Folding and Presenting Flag, (No Firing Detail), & Taps by Live Bugler or Ceremonial Bugle: \$50
- Folding and Presenting Flag, (No Firing Detail), & Taps by CD: \$30
- Taps by Live Bugler or Ceremonial Bugle \$15
- Taps by CD or other recording device: \$0
- **Reimbursement for Travel, Uniforms, or Equipment is no Longer available.**

