



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:

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, (No Firing Detail), & Taps by Live Bugler or Ceremonial Bugle: \$35
4. Flag Folding/Presentation, (No Firing Detail), & Taps by CD: \$25
5. Taps by Live Bugler or Ceremonial Bugle: \$10
6. Taps by CD or Recording Device: \$0

- VSOs should verify the service of the veteran for whom the burial honors are being performed.
- VSOs who are unable to obtain the required documents to verify the veteran's service should contact KDVA for assistance as soon as possible.
- All stipend requests must be submitted to KDVA within 60 days of burial honors being performed.

PART ONE: Information – Deceased Veteran

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
 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

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/number 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 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 (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. **Stipend Request forms MUST 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 e-mail at Jeffrey.Acob@ky.gov**

Stipends 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.**