



KENTUCKY DEPARTMENT OF VETERANS AFFAIRS  
BURIAL HONORS PROGRAM  
1111 Louisville Road, Suite B, Frankfort, KY 40601  
Phone: 1-502-564-9203 Fax: 1-502-564-9240  
Email: [KDVA.AccountsPayable@ky.gov](mailto:KDVA.AccountsPayable@ky.gov)

## 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 \$60.00 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](mailto:KDVA.AccountsPayable@ky.gov), or via fax (502) 564-9240, or via U.S. Postal mail to the address above.

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### **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  
 U.S. Marine Corps  U.S. Coast Guard  Other (specify) \_\_\_\_\_

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### **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):  
 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  
 Flag Folding/Presentation, (No Firing Detail), & Taps by Live Bugler or Ceremonial Bugle: \$35  
 Flag Folding/Presentation, (No Firing Detail), & Taps by CD: \$25  
 Taps by Live Bugler or Ceremonial Bugle: \$10  
\*Note: Taps by CD or Recording Device only is not compensable: \$0

Signature of Post Honor Guard Commander or Adjutant: \_\_\_\_\_ Date: \_\_\_\_\_

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### **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 \$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. 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 (01-20), 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](mailto: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 (01-20), not the funeral director (nor are the VSOs allowed to sign in lieu of a funeral director).
- The VSO must list on KDVA Form (01-20) 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](mailto:Alvin.Duncan@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.