



BUTLER COUNTY VETERANS SERVICE COMMISSION

315 High Street, 1st Floor
Hamilton, OH 45011-6068

(513) 887-3600

Fax (513) 887-3519

vsc@butlercountyohio.org
BCVets.org

Financial Assistance Application Checklist

In Person at:

315 High Street, 1st Floor
Hamilton, OH 45011

Phone Call:

You will receive a phone call at your appointment time. All of your documents must be submitted before the appointment in **PDF format**.

Appointment is scheduled for: _____(Time) on _____(Day) _____(Date)

If you need to reschedule or cancel please call (513)887-3600 or (513)425-8600.

Not showing for an appointment may result in a thirty (30) day wait time for scheduling next appointment.

Documentation that **must be shown at first application**, or with any household changes:

1. DD214 (at least 1 day of Active Duty outside of training)
2. Social Security Cards for ALL household members.
3. Birth Certificates / Legal Custody Documents
4. Marriage Certificate
5. Death Certificate

Documentation that **must be shown each time** for an application of financial assistance:

6. Valid Ohio Driver's License or State ID
7. Proof of Butler County Residency (Acceptable Proof: Printed rent receipts/mortgage statements, voter registration card, utility bill in name of Veteran or spouse, notarized statement from landlord.)
8. Documentation of employment, medical note of workability, short/long term disability letter or active with Ohio Means Jobs.
9. Children over 18 y/o who are still in school require a copy of current registration or class schedule
10. Verification of all monies available to the household over past 4 weeks (Examples pay stubs, proof of Social Security, SSD, VA Pension or Compensation, SSI, etc.). **SPECIAL NOTE:** Subcontractors and/or self-employed individuals must provide accounting statement and/or personal documents we can verify work history to include but not limited to: current year ledgers and previous year federal income tax returns.
11. 60 days of bank transactions less than 72 hours old
12. Basic monthly living expense bills and documentation:
 - Rent/Mortgage Bill
 - Rent/Mortgage Agreements
 - Current utility bills (i.e. telephone internet / electric / water / sewer / trash)
 - Home/Renters and Auto insurances
 - Car payments (requires proof of insurance)
 - Receipts for vehicle repairs
 - School expenses
 - "Out-of-Pocket" medical expenses (copays, prescriptions, durable goods)
 - Receipts for others expenses

Complete the information on page 2 and bring it with you to your appointment.

Financial Assistance Worksheet

Monthly Income	Amount	Source
Veteran		
Veteran		
Spouse		
Other:		
Other:		
Other:		

Assets	Amount
Checking/Savings/CD	
Checking/Savings/CD	
Checking/Savings/CD	
IRA/Keogh	
Property	
Other:	
Other:	
Other:	

Monthly Expenses	Amount
Rent/Mortgage	
Phones	
Internet	
Electric	
Water	
Sewer	
Trash	
Home/Renters Insurance	
Car Insurance	
Car Payment	
Car Payment	
Car Repairs	
School Expenses	
Other:	
Other:	
Other:	