



Guidelines  
for the

# Sons of The American Legion

## ALPHA Program

(American Legion Personal Home Assistance Program)

Administered by the  
Sons of The American Legion  
Detachment of Michigan

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## **Program Overview**

The purpose of the Alpha Program is financial assistance for purchasing materials by squadrons and districts within the Detachment of Michigan who perform home services for honorably discharged, elderly or disabled veterans who live in Michigan. The program may also be applied to home services of immediate family members honorably discharged deceased veterans and of active duty deployed members of the US Armed Forces.

## **Mission Statement**

The Sons of The American Legion Detachment of Michigan is devoted to providing a network of support to all Michigan Squadrons and Districts and in their efforts to continue to provide community services involving elderly and disabled veterans, active duty deployed members of the US Armed Forces, and their families living in Michigan.



## **ALPHA PROGRAM**

**(American Legion Personal Home Assistance Program)**

- 1. The ALPHA program will be a funded account to assist with home improvements for:**
  - a. Elderly and disabled honorably discharged veterans
  - b. Extended family members of deceased veterans honorably discharged
  - c. Active duty deployed members of the US armed forces and their immediate family
- 2. The ALPHA program will be setup as an ongoing program of the Sons of The American Legion Detachment of Michigan.**
  - a. The Sons of The American Legion Detachment of Michigan will raise the funds for the account
  - b. All monies raised will be forwarded to The American Legion Department of Michigan on behalf of the Sons of The American Legion Detachment of Michigan for investment.
- 3. The ALPHA program will be run by the Sons of The American Legion Detachment of Michigan's VA&R Program.**
  - a. The Detachment Commander will, within 10 days of the Detachment Convention, appoint a chairperson to oversee the ALPHA program.
  - b. The Detachment Commander will inform the Detachment Finance Officer of the appointment as the authorizing signer for ALPHA fund requests within 15 days of the Detachment Convention.
- 4. Control of the funds**
  - a. The Sons of The American Legion Detachment of Michigan will control how the funds are invested

- b. Detachment Finance Officer will authorize a payment voucher for the funds at the direction of the Sons of The American Legion ALPHA Chairman or in his absence, his designate.

## **GUIDELINES AND ELIGIBILITY REQUIREMENTS**

### **5. Program Guidelines**

- a. Payments will be made only for materials used in project.
- b. Receipts must be returned for verification along with the final report form.
- c. Receipts and/or money totaling the payment must be returned to the Detachment Finance Officer along with the final report.
- d. Time frame for projects will be 3 months with a 1 month extension if deemed necessary and approved by the ALPHA program Chairman.
- e. A limit of two thousand dollars (\$2,000) per project.
- f. Veterans must live in Michigan and all work performed must be in the state of Michigan
- g. A pre-construction picture must accompany the request form and a post construction picture must accompany the final report

### **6. Additional Fund Request**

- a. In the event of unforeseen expenses that are over and above the initial amount requested, the requesting squadron adjutant may request reimbursement funds by:
  - i. Filling out the Additional Funds portion of the final report
  - ii. Attach copies of all receipts for all additional materials
  - iii. Squadrons must pay additional expense up front and additional funds will only be considered for reimbursement.
- b. Additional funds must be approved by a majority vote of the following:
  - i. Alpha Chairman
  - ii. VA&R Chairman
  - iii. Financial Officer
- c. The available funds must be checked against any other incoming fund requests.

## **7. Program Eligibility**

- a. Veteran need not be a member of The American Legion but members of The American Legion will take precedence.
- b. Veteran must be honorably discharged from the US Armed Forces
- c. Veteran's annual income must be less than \$20,000 verified by first page of Federal 1040 for previous year.
- d. Extended family may be considered when the honorably discharged veteran is deceased or for active duty deployed personnel. Extended family must be from one of the following:
  - i. The American Legion
  - ii. American Legion Auxiliary
  - iii. Sons of The American Legion
- e. Veterans must live in Michigan and all work performed must be in the state of Michigan

## **8. VA Benefits to be considered for primary financial aid**

- a. Eligible veterans with service connected disabilities may be entitled to VA benefits under the following programs and will be assisted by a Veterans Service Officer in applying for these benefits before being considered for the Alpha Program:
  - i. Home Improvement and Structural Alterations
  - ii. Specialty Adapted Housing Grants

## **VALIDATION AND REVIEW OF REQUEST**

## **9. Determining the Validity of a Request**

- a. Squadron Adjutant will file the following;
  - i. Request form and before project photo is to be filed with the Alpha Program Chairman
  - ii. Investigation form filed with the Zone Commander
- b. Alpha Program Chairman will verify all necessary information has been received and verify the request with the appropriate Zone Commander

- c. Sons of The American Legion Zone Commanders (or Designate) will investigate all request within their respective zones
- d. Sons of The American Legion Zone Commanders will forward their recommendations and the investigation form to the Alpha Program Chairman or his designate
- e. Alpha Program Chairman will sign and forward any approved request to the Detachment Finance Officer
- f. Detachment Finance Officer will sign a voucher authorizing the disbursement of funds to the requesting Sons of The American Legion squadron.
- g. A final report form is to be returned to the Alpha Chairman along with:
  - i. Copies of all receipts
  - ii. Check for any funds not used
  - iii. Finished project photo

**10. Financial review of all reports for the Alpha Program Fund will be performed once per year prior to the Detachment of Michigan Convention by the following:**

- a. Detachment Commander
- b. Detachment VA&R Chairman
- c. Alpha Program Chairman
- d. Detachment Finance Officer