



VETERANS SERVICE ORGANIZATION REQUEST FOR HONORS STIPEND

A Veterans Service Organization (VSO) should submit this form when requesting stipend for performing military funeral honors. The responsibility for proper completion and submission of this form rests with the VSO who is requesting the stipend. Reimbursements will not exceed \$60.00 for each ceremony provided. Stipend for services will be paid as follows.

- Folding and presenting Flag With Taps by CD: \$25
- Folding and Presenting Flag With Rifle Team (3 Firers Minimum) Taps By CD: \$50
- Taps By Live Bugler or Ceremonial Bugle in place of CD or other recording device: \$10
- All requests for stipend must be submitted within 60 days of honors being provided.
- No service organization should demand any form of payment from the funeral director or family.
- Signatures from a VSO and funeral director are mandatory on forms submitted.
- Service for each veteran should be verified by DD-214. VSO's do not submit DD-214's with this form.

PART ONE: Information – Deceased Veteran

Name of Veteran: _____ SSN: _____
 Service Number From DD-214 _____
 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
 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

Were the 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 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 Veteran's whose service has been verified by DD-214. If Honors are performed and stipend received on a non-veteran, VSO must reimburse money to the Burial Honors Program.
- Do not submit DD-214's with form. Just check that service has been verified.
- If assistance is required to verify service call 888-724-7683.
- The VSO must not request any payment from the funeral home or family for the honors they are requesting a stipend for.
- The VSO is required to submit a KDVA 01/04 form (Veterans Service Organization Request for Honors Stipend), which will verify that the veterans group, post or chapter has performed honors on a given date. It is requested that forms be submitted as soon after honors are performed or 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 the KDVA 01/04 form, not the funeral director.
- The VSO must list on the KDVA 01/04 form 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

Stipend will be reimbursed as follows:

- | | |
|---|------|
| • Taps only by CD or other recording device: | \$0 |
| • Taps only by Live Bugler or Ceremonial Bugle | \$10 |
| • Folding and presenting Flag & Taps by CD | \$25 |
| • Folding and presenting Flag & Taps by Live Bugler or Ceremonial Bugle | \$35 |
| • Full Military Honors & Taps by CD | \$50 |
| • Full Military Honors & Taps by Live Bugler or Ceremonial Bugle | \$60 |
| • Reimbursement for Travel, Uniforms, or Equipment is no Longer available. | |