

**AIR FORCE AID SOCIETY
EMERGENCY ASSISTANCE REQUIRED DOCUMENTATION**

Note: Upload documentation that specifically pertains to your financial assistance need and any other documentation not listed but would help in processing your application.

FALCON ASSIST APPLICATION (up to \$1500) – Active Duty, Guard, Reserve, Spouse with Power of Attorney (POA)

Military ID	Front and back	
Leave and Earning Statement (LES)	Military member	
Civilian Pay Statement	Guard/Reserve	
Military Activation Order	Guard/Reserve on active duty	
Power of Attorney	If not the military sponsor	
CATEGORY OF NEED		
Vehicle Repair	- Vehicle Registration - Proof of Insurance	
Dorm Relocation (Involuntary Relocation)	First Sergeant Referral Certificate	
Emergency Travel (Extended Family – grandparent, uncle, aunt, nephew, etc.)	AF Form 988 "Leave Request/Authorization"	
	Airfare: AFAS purchase – Provide departure/arrival airport, departure/return dates, number of tickets (self & dependents) in application statement of need. Online purchase – Provide Itinerary w/cost.	
	POV Travel: Document showing mileage to/from home to emergency location	

STANDARD ASSIST APPLICATION

Military ID	Front and back	
Leave and Earning Statement (LES)	Military members	
Civilian Pay Statement (LES)	Guard/Reserve/Retiree/Widow(er) members	
Budget	System attachment	
Military Activation Order	Guard/Reserve on active duty	

Retirement Account Statement (RAS)	If a retiree receiving retirement pay	
VA Disability Letter	If receiving disability income	
Power of Attorney	If not the military sponsor	
CATEGORY OF NEED:		
Funeral Expenses	- Funeral Home Estimate(s) - Deceased Transportation Cost (if req'd from another location) - Burial Site Estimate/Cost (if req'd)	Assist is typically for dependents
Dental	Estimate/Emergency Cost	
Medical	- Co-pay Bill - Medication Bill - Special Equipment Estimate	
Cranial Helmet	- Doctor's Prescription - TRICARE/Other Insurance Denial Letter - Estimate	All documents required
Special Needs (EFMP)	- vMPF Data Sheet (show Q Code – EFMP)* - Estimate/Cost* - Doctor/Therapist Recommendation (confirm equipment/need will help)	*Documents required
Mortgage	Payment Invoice/Past Due Notice	
Rent	- Lease Agreement* - Past Due/Amount Owed Notice - Eviction Notice (if served)	*Page(s) showing renter(s) & monthly payment
Rent – 1st month and/or Security deposit	Approval Notice/Lease Agreement	
Short Notice Medical Retirement/Separation	- Lease Agreement - Utility deposit notice - Relevant documentation for determination	
Housing Allowance (HALO) - OCONUS	-Lodging Invoice/Bill (if request is for lodging assist) - Rental Agreement (if request is for rent/deposit)	
Utilities (Phone, Electric, Home Gas, Water)	Invoice/Bill	
Other Basic Living Expenses (Food, gas, etc.)		No documents required
Emergency Travel (Death/Illness of Immediate Family Member: member's spouse and member's or spouse's parents	AF Form 988 "Leave Request/Authorization" or AF Form 972 "Request and	No budget required

<p>(including stepparents), children, brothers and sisters)</p>	<p>Authorization for Emergency Leave"</p> <p>In Loco Parentis (ILP) Affidavit (If member invokes ILP) - a. A person who stood in place of the member's parent for a period of at least 5 years before the member became 21 years of age or entered military service. b. The person provided a home, food, clothing, medical care, and other necessities, and gave moral, disciplinary guidance, and affection.</p>	<p>SM with AF Form 972 – Airfare is Unit funded</p>
	<p>Airfare: AFAS purchase – Provide departure/arrival airport, departure/return dates, number of tickets (self & dependents) in application statement of need.</p> <p>Online purchase – Provide Itinerary w/cost.</p>	
	<p>Lodging: Online document showing lodging reservation/# of nights/cost</p>	
	<p>Vehicle Rental: Online document showing # of days and cost</p>	
	<p>POV Travel: Document showing mileage to/from home to emergency location</p>	
<p>Pet PCS Transportation (To/From OCONUS)</p>	<p>- PCS Order - Transportation (only) Estimate/Cost</p>	<p>All documents required Request is submitted within 60 of relocation/PCS</p>
<p>Pet Emergency Surgery/Emergency Illness</p>	<p>- Invoice/Bill - Vet memo stating surgery/treatment was immediate need.</p>	<p>All documents required Request must be submitted within 30 days of service</p>
<p>Emergency Home Repair</p>	<p>Two Repair Estimates</p>	<p>AFAS does not typically assist with this category but can</p>

		apply for exception consideration
Child Care	Bill/Invoice	CDC Care, Off Base Care
Vehicle Expenses (Payment, insurance, registration)	Bill/Invoice	
Vehicle Repair	- Vehicle Registration - Proof of Insurance - Two Repair Estimates	All documents required
Vehicle Initial Registration/Tags/Titles/Taxes	- Dept. of Motor Vehicle invoice - Proof of insurance	Only in states where not included in purchase contract and SM unaware