

**Operation Ready Families Program
Family Assistance Network
California National Guard**

**Guidelines to
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Fund Support**



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**Operation Ready Families Program
Family Assistance Network
California National Guard
9800 Goethe Road; PO Box 269101
Sacramento, CA 95826-90101**

Mission First! Family Always!

Get The ORFP Advantage!

The California National Guard's Operation Ready Families Program offers a variety of programs to assist the guardmember and their family before, during and after deployment:

- Operation "We Care" Meetings
- Special Benevolence Offers
- Volunteer Education Courses
- Marriage Enrichment Seminars
- Youth Camp

We also offer educational articles on:

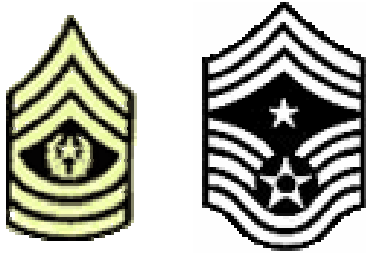
- Managing Combat Stress
- Understanding Military Benefits
- Coming Home

...And Much More!

Visit our website!

www.calguard.ca.gov/readyfamilies

Guidelines to Request Chaplain's Fund Support



How to Request Assistance

The following are guidelines to request Chaplain's Fund support to cover the emergency financial needs of California National Guard Members in good standing.

Any California National Guard soldier or airman, who has an emergency financial need, may request assistance through his or her immediate NCO chain (1SG, CSM, CCM) by any means available. The family of a National Guard Soldier or Airman may request assistance by contacting the unit family support volunteer/representative.

Any First Sergeant, Command Sergeant Major, Command Chief Master Sergeant, or Unit Family Support Representative, who identifies a California National Guard Soldier, Airman, or Family that needs emergency financial assistance, may request help from the Sergeant Major Association Chaplain's Fund.

Upon receiving a request for assistance, the battalion or brigade level CSM/CCM or Family Support Representative verifies the circumstances and contacts the SMA Chaplain, Area Assistant or any Sergeants Major Association Executive Board member to request financial assistance. If someone other than a member of the Guard members' immediate NCO chain initiates the request for help, the requester must also notify the Solder/Airman's NCO chain.

The requestor must provide the following information. We keep all information confidential.

- The Guard member's name, address, phone number, and email address
- Unit name, address, phone number, and POC
- The Service member's CSM/CCM's name, address, phone number, and email address
- If the request is for a family – i.e. the military member is not available, provide the above information and – the name, and contact information of the primary family member responsible.
- The name, address, phone number, account number (if applicable), and POC information for each person or agency to whom we are to make payment. We may ask you to provide copies of bills, statements, etc.

When we get the request we will ask questions similar to the following:

- What happened that caused the Service member to need our assistance.
- Who in the Service member's NCO chain knows about this?
- What other leaders know about this? What do they know?
- What have the unit and unit leaders done to help or resolve the problem?
- What was the result?
- What other resources have you looked into?
- What will it take to fully resolve the Service member's situation?
- Will a loan or grant from the Chaplains Fund accomplish this?

The intent here is to have enough information to find and use every possible resource available to the Service member. Many other agencies and resources are much better able to help the Service member or his family. In many cases they may be able to completely resolve problems where the best we can do is to delay the inevitable or provide only a partial or temporary solution, leaving the Service member with the same problems, just another month or so down the line.

The Chaplain's Fund is a "Last Resort" resource. Monetary assistance will not exceed \$600.00 per Service member, with no repeat assistance. The SMA President will approve exceptions to this policy; when the president is not available, any two Executive Board members may approve exceptions to policy. Depending on the Guard Member's situation and input from the Service member's NCO leaders and family support representatives (if applicable), we will provide the funds as a no-interest loan, a grant, or a combination of the two. We first pay the creditor or other party directly; i.e. the check will be made payable to the Landlord, Mortgage Company, Utility Company, Finance Company, etc. If we cannot make a payment directly to the creditor, we will make payment to the Service member/airman through the requesting CSM/ CCM/ Family Support Representative.

If you have questions or would like the SMA Chaplain or one of the Area Assistants to visit you to explain the Chaplain's Fund its availability, please contact us:

- SMA Chaplain: MSG (Ret) Robert Embrey (626) 339-3402 Covina, Southern Chapter
- Area Assistant: CSM (Ret) Robert Stark (925) 945-7136 Lafayette, Central Chapter
- SMA President: MSG (Ret) Ken Wahl (916) 663-3860 Northern Chapter
- SMA Treasurer: SFC (Ret) Charles Massicotte (714) 522-0736

SMA Email: smaofca@adelphia.net: