



## AMERICAN LEGION AUXILIARY

Department of California

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### Instruction Sheet for Unit Temporary Financial Assistance Cases

To: Unit VA&R Chairman

From: Department VA&R Chairman

To ensure confidentiality, the case number on the enclosed TFA Check Record form is the way your TFA case will be identified in all future communications. The amount of the check is also indicated on this form.

The check is made out to the Unit VA&R Chairman. Under no circumstances should funds be given directly to the veteran or a family member. It is the responsibility of the Unit VA&R Chairman to pay bills, obtain receipts and complete and return the TFA - Unit Expenditure and TFA - Unit Monthly Review Forms. Two copies of these forms are enclosed. Please keep one for your file and return one copy to the Department VA&R Chairman within 30 days of receipt of funds. No additional funds will be issued without receipts and the forms.

Follow the same procedure for additional second and third payments if warranted. The Department President must approve any payments beyond three months. Contact your Department VA&R Chairman if you have further questions or concerns.