



Kitsap County Veterans Program

Kitsap County Veterans Advisory Board

The purpose of the Kitsap County Veteran's Advisory Board is to advise the Board of County Commissioners on the needs of local indigent veterans, the resources available to local indigent veterans, and the programs that could benefit the needs of local indigent veterans and their families.

BOARD MEETING

DATE: February 11, 2026

TIME: 5:30 p.m.

LOCATION: Olympic College, Building 4, Room 129



[Join ZOOM Meeting](#)

Topic: Kitsap County Veterans Advisory Board Meeting

To join by phone call 1-253-215-8782

Meeting ID: 814 9194 3375

Passcode: 116863

Public Comments. To provide public comment during the meeting, click on the hand icon at the bottom of the screen to “raise your hand.” The chair or designee will call upon the attendee to speak at the designated time. Public comment may also be submitted in advance to be read by staff or the chair during the meeting. Email comments by 12:00 p.m. the day before the meeting to scorcoran@kitsap.gov.

A G E N D A

* = Action Item

1. **Call to Order.**
2. **Online Announcement.**
3. **Welcome to attendees and new board members.**
4. **Introduction of Attendees.**
5. **Approval of Agenda. ***
6. **Approval of January 14th, 2025, VAB Minutes. ***
7. **Guest Speaker** – Bob Middlebrook - Sound Works
8. **Reports.**

Bill Martin
Mark Lowe
Mark Lowe
Mark Lowe
Mark Lowe
Mark Lowe
Mark Lowe

- a. **Veterans Assistance Fund Reports Review Expenditures.** Attachments A
- b. **Update on KCR Veteran Assistance Fund events and trends** Attachment B
- c. **Committee Reports.**

S. Corcoran
Marqus Ellis

Topic	VAB Member
Housing and Homelessness / Aging Veterans Services	Matt Shillingburg/Emily Buster
Public Affairs and Social Media	Brian Davis/Carlos Trujillo
Special Event VAB Support -	Jack Cahoon
Veteran Education	Tatiane Simons
Veteran Health Care	Jayme DeGooyer/Danny Piper
Veteran Mental Health Plans and Programs	Vacant
Veterans Garden	Jason Reis
Women's Veteran Services	Jayme DeGooyer/Emily Buster
Veteran Employment and Employment Opportunities	Bill Martin
Veteran Court Mentorship	Vacant
Tribe Outreach	Emily Buster

See attachment C for future VAB supported events.

9. Old Business

- a. 2026 Work Plan Finalization
- b. Randy Jackson's Community Assistance Proposal
- c. Veterans Advisory Board vacancies.
- d. Kitsap County VSO update.
- e. Guest speakers for 2026
- f. Unforgotten Run To Tahoma update
- g. Military Appreciation Day update

VAB
Mark Lowe/VAB
Mark Lowe
Steve Corcoran
Mark Lowe
Mark Lowe
Steve Corcoran

10. New Business:

Topic	VAB Member
	VAB Board

11. Public Comments.

12. Good of the Order/Announcements.

13. **Next Meeting** March 11th, 2026, 1730, Olympic College, Building 4, Room 129, November.

14. Adjourn.



The Kitsap County Veterans Advisory Board

2025 Veterans Garden

Blueberry Park P-Patch Garden

737 Sylvan Way, Bremerton, WA 98310

Kitsap County Veterans Services 360-337-4811

Join us as we grow food for veterans.










Scan here to follow us on Facebook



Revised 03/11/2025

Attachment A

2025 Veterans Relief Fund Budget					
As of December 31, 2025					
Account #	Account Title	Budget	Year to Date	Percent	Balance
	Beginning Fund Balance	-	900,000.00		
	Current Revenue				
3110.10	Real & Personal Property	800,000.00	832,965.17	104.1%	(32,965.17)
3610.11	Investment Interest	2,000.00	4,493.86	224.7%	(2,493.86)
3000	Other Revenue	2,700.00	3,198.20	118.5%	(498.20)
	Revenue total	804,700.00	840,657.23	104.5%	(35,957.23)
	County Staff Charges				
5101	Regular Salaries	49,636.00	50,816.78	102.4%	(1,180.78)
5201	Industrial Insurance	592.00	549.91	92.9%	42.09
5202	Social Security	3,797.00	4,053.03	106.7%	(256.03)
5203	PERS Retirement	4,152.00	3,755.22	90.4%	396.78
5209	WA State Family Leave	108.00	141.11	130.7%	(33.11)
5229	Benefit Bucket	8,550.00	8,550.00	100.0%	-
5311	Office Supplies	1,000.00	651.10	65.1%	348.90
5425	Postage	150.00	2.81	1.9%	147.19
5452	Computer Software	500.00	106.38	21.3%	393.62
5431	Mileage	1,500.00	5,604.62	373.6%	(4,104.62)
5492	Other Miscellaneous	10,057.00	-	0.0%	10,057.00
	Total County Staff Charges	80,042.00	74,230.96	92.7%	5,811.04
	Contracted Services				
5419	Management Consulting				
	KCR	625,950.00	522,203.23	83.4%	103,746.77
	NW Justice League	80,000.00	80,000.00	100.0%	-
	Standdown				
5413	Medical/Dental	4,000.00	-	0.0%	4,000.00
5441	Advertising	2,000.00	1,139.00	57.0%	861.00
5454	Operating Rental	1,500.00	850.00	56.7%	650.00
5499	Veteran's Garden	1,200.00	-	0.0%	1,200.00
	County Charges				
5912	I/F IS Service Charges	3,711.00	3,711.00	100.0%	-
5913	I/F IS Program Maintenance	1,660.00	1,659.96	100.0%	0.04
5914	I/F IS Fleet Recovery	306.00	459.96	150.3%	(153.96)
5922	I/F IS Projects	460.00	306.00	66.5%	154.00
5996	Indirect Cost Allocation	3,871.00	3,871.00	100.0%	-
	Expense total	804,700.00	688,431.11	85.6%	116,268.89

2026 Fund Balance Report

Veteran's Program

January 31, 2026

Account Title	Budget	Year to Date	Percent	Balance
Beginning Fund Balance	-	\$1,000,000.00		
<u>Current Revenue</u>				
Real & Personal Property	\$850,000.00	\$2,085.83	0.2%	\$ 847,914.17
Investment Interest	\$4,000.00	\$0.00	0.0%	\$ 4,000.00
Other Revenue	\$3,054.00	31.39	1.0%	\$ 3,022.61
Revenue total	\$ 857,054.00	\$ 2,117.22	0.2%	\$ 854,936.78
<u>County Staff Charges</u>				
5101 - Regular Pay	\$ 116,780.00	\$ 4,676.99	4.0%	\$ 112,103.01
5201 - Industrial Insurance	\$ 990.00	\$ 34.01	3.4%	\$ 955.99
5202 - Social Security	\$ 8,934.00	\$ 355.81	4.0%	\$ 8,578.19
5203 - PERS Retirement	\$ 6,516.00	\$ 256.83	3.9%	\$ 6,259.17
5209 - WA Family & Medical Leave	\$ 254.00	\$ 15.10	5.9%	\$ 238.90
5229 - Employer Benefits Costs	\$ 24,624.00	\$ 2,052.00	8.3%	\$ 22,572.00
5311 - Office Supplies	\$ 1,000.00	\$ -	0.0%	\$ 1,000.00
5352 - Small Tools and Equipment - Trackable	\$ 500.00	\$ -	0.0%	\$ 500.00
5421 - Telecommunication and Web Services	\$ 1,000.00	\$ -	0.0%	\$ 1,000.00
5425 - Mailing, Shipping, and Courier Services	\$ 150.00	\$ -	0.0%	\$ 150.00
5431 - Employee Mileage Reimbursement	\$ 1,500.00	\$ -	0.0%	\$ 1,500.00
5451 - Long-Term Equipment Leases	\$ 1,500.00	\$ -	0.0%	\$ 1,500.00
5452 - Short-Term Software and Cloud Subscriptions	\$ 300.00	\$ -	0.0%	\$ 300.00
Total County Staff Charges	\$ 164,048.00	\$ 7,390.74	4.5%	\$ 156,657.26
<u>Contracted Services</u>				
Management Consulting				
KCR	\$ 625,950.00	\$ -	0.0%	\$ 625,950.00
NW Justice League	\$ 80,000.00	\$ -	0.0%	\$ 80,000.00
<u>Standdown</u>				
5413 - Employee Healthcare Services	\$ 4,000.00	\$ -	0.0%	\$ 4,000.00
5441 - Legal Notices and Advertising Services	\$ 2,000.00	\$ -	0.0%	\$ 2,000.00
5454 - Short-Term Equipment and Operating Rentals	\$ 950.00	\$ 865.00	91.1%	\$ 85.00
<u>Veteran's Garden</u>	\$ 1,200.00	\$ -	0.0%	\$ 1,200.00
<u>County Charges</u>				
5912 - Interfund IS Service Charges	\$ 3,862.00	\$ 321.83	8.3%	\$ 3,540.17
5913 - Interfund IS Program Maintenance and Dev	\$ 1,645.00	\$ 137.08	8.3%	\$ 1,507.92
5914 - Interfund IS Fleet Recovery	\$ 400.00	\$ 33.33	8.3%	\$ 366.67
5922 - Interfund IS Projects	\$ 304.00	\$ 25.33	8.3%	\$ 278.67
5996 - Interfund Indirect Cost Allocations	\$ 7,363.00	\$ -	0.0%	\$ 7,363.00
Total Expense	\$ 891,722.00	\$ 8,773.31		
Total 2026 Blance (Income minus Expense)	\$ (34,668.00)	\$ (6,656.09)		
Estimated ending Fund Balance	\$ 965,332.00	\$ 993,343.91		

Attachment B

Kitsap County Veterans Assistance Program - Summary of Direct Emergency Assistance During 2026													
Total Direct Service Budget 2026- \$476,867													
Activity	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Total 2026
Appliances	\$969.70												
Auto Repair	\$5,023.77												
Burial	\$1,500.00												
Bus Pass													
Bus Ticket Home													
Clean & Sober Housing													
Clothing	\$1,017.68												
Dental													
Eviction Relief Funding	\$15,097.97												
Food	\$4,171.32												
Gasoline	\$808.12												
Heating Oil													
Hygiene, & Cleaning Supplies	\$833.99												
Motel													
Medical	\$41.42												
Natural Gas	\$330.21												
Occupation Certification													
Phone													
Propane													
PSE	\$4,495.65												
Move In Assistance : 1st / Last Month													
Sewer	\$541.68												
Union Dues													
Water													
Waste Management													
Wood for Heat/ Pellets													
TOTALS	\$34,831.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	\$442,035.49	
2026 VAF Direct Service Spend Percentage													0.00%

Activity	January 2026	YTD
Total Application	41	41
Total # Of New Application	11	11
Applications Accepted	10	10
Applications Denied	1	1
General Discharges	2	2
Total Unduplicated	41	41
Total Payout	34,831.51	34,831.51
Applications In Progress	0	
Activity	Amount	Services Delivered
Appliances	\$ 969.70	1
Auto Repair	\$ 5,023.77	4
Burial	\$ 1,500.00	1
Bus Pass	\$	
Bus Ticket Home	\$	
Clean & Sober Housing	\$	
Clothing	\$ 1,017.68	7
Dental	\$	
Eviction Relief Funding	\$ 15,097.97	7
Food	\$ 4,171.32	18
Gasoline	\$ 808.12	
Heating Oil	\$	
Motel	\$	
Medical	\$ 41.42	1
Natural Gas	\$ 330.21	1
Occupation Certification	\$	
Phone	\$	
Propane	\$	
PSE	\$ 4,495.65	7
1 st Month Rent / Move In / Security Deposit	\$	
Sewer	\$ \$541.68	2
Union Dues	\$	
Waste Management	\$	
Water	\$	
Wood for Heat/ Pellets	\$	
Hygiene / Household / Cleaning Supplies	\$ 833.99	10

VETERANS ASSISTANCE FUND 2026

MONTHLY REPORT: January 2026

SUBMITTED BY MARQUS ELLIS

Attachment C

VAB Events 2026

January 7 – Begin Run to Tahoma planning meetings.

January 14 - 1730, VAB monthly meeting – Topic **Homelessness, Dan Piper (re-Scheduled)**

February 11 - 1730, VAB monthly meeting – Topic: **Sound Works, Bob Middlebrook**

March 11 - 1730, VAB monthly meeting – Topic: **Matt Schillingburg, (Legislative session)**

March TBD - Military Appreciation Day, Kitsap County Fairgrounds Pavilion

March/April TBD - Veteran Garden prep

April 8 - 1730, VAB monthly meeting – Topic: **Permission to Start Dreaming FDN and Warrior PATHH Program - Scooter Lewis – 360.602.9589 (Bill Martin)**

April 25 – Spring Stand Down, Sheridan Park Community Center

May TBD – Veteran Garden Working Party

May 13 - 1730, VAB monthly meeting – Topic:

May 22 – The Unforgotten, Run to Tahoma; transfer Veteran remains from the Medical Examiner to the County Administration Building lobby.

May 23 – 1000, The Unforgotten, Run to Tahoma

June 10 - 1730, VAB monthly meeting – Topic: **County VSO program brief (Jason VA brief)**

July TBD – 1000 – 1200, Veteran's Garden Working Party

July 8 - 1730, VAB monthly meeting– Topic:

August TBD – Veterans Garden Working Party

August 12 - 1730, VAB monthly meeting. – Topic:

September 9 - 1730, VAB Monthly Meeting – Topic:

September TBD - 1830- 2000; World Suicide Prevention

September 26 - Fall Stand Down; 1000 - 1400 (set up, vet registration, and tear down)

October TBD - Veterans Garden Working Party

October 14 – 1730 VAB monthly meeting – Topic:

November 7 - 0900 - 1400, VAB Retreat (no monthly meeting)

November 11, Veterans Day

December 2, Unforgotten Run initial meeting,

December 9 - 1730, VAB monthly meeting – Topic:

Attachment D



Kitsap County Veterans Program

Veterans Advisory Board 2026 Work Plan

(Plan under review, will be submitted 2/9/2026 for approval by BOCC)

Meeting Days, Time and Location: 2nd Wednesday of each month @ 1730; Location Olympic College Bldg4, Rm 129

Advisory Board Chair: Mark Lowe; mark-d-lowe@wavecable.com

Advisory Board Vice Chair: Bill Martin; tribalbill9023@gmail.com

Advisory Board Staff: Steve Corcoran, SCorcoran@kitsap.gov, 360-337-4811

Advisory Board Purpose/Mission Statement: Advise the Board of County Commissioners on the needs of local indigent veterans, the resources available to help veterans and programs that could benefit the needs of local indigent veterans and their families.

**MINUTES OF THE
KITSAP COUNTY VETERAN'S ADVISORY BOARD
January 14th, 2026**

CALL TO ORDER: The meeting was conducted via Zoom and In-Person and called to order by Mark Lowe at 5:35 PM.

Announcements: Mark Lowe reviewed the required on-line announcement covering the conduct of voting members and guests during the meeting.

Introductions: Mark Lowe led introductions of board members and other attendees.

Approval of Agenda: The agenda was reviewed by all members. A motion was made by Matt Shillingburg to approve, with a 2nd from Ron Valencia to approve the January agenda. The motion passed unanimously.

Approval of minutes: December minutes were reviewed by members. A motion was made by Harry Gilgore to approve, with a 2nd from Matt Shillingburg. The minutes were approved. The motion passed unanimously.

Speaker: No speaker

Reports.

- a. **Veterans Assistance Fund Report** - Steve Corcoran reported final numbers for 2026.
- b. **KCR Assistance Fund Reports Review Expenditures** – Marquis Ellis reported activity from KCR.
- c. Committee Reports.
 - **Housing and Homelessness/Aging Veterans Services.** Matt began sending letters for 2026 to all Kitsap County Assisted Living Facilities to offer a visit by a Certified Veterans Service Officer to help build on the success of 2025. KAVA 2026 Spring Standdown will be last Saturday in April. This event is directed towards indigent and homeless veterans. KAVA team discussed the cost/budget for this event and possible ways to help cut costs. Next Standdown meeting is February 12th, 6:00 pm, Fleet Reserve Association on National Ave in Bremerton.
 - **Public Affairs and Social Media.** No report.
 - **Special Event VAB Support.**
 - **Veteran Education.**
 - **Veteran Health Care.** No report.
 - **Veteran Mental Health Plans and Programs.** No report.
 - **Veterans Garden:** No report.
 - **Women's Veteran Services.** No report.

- **Veteran Employment Opportunities.** Bill Martin reported Vet Tribe will be January 21st at Crane's Castle.
- **Veteran Court Mentorship.** No report.
- **Tribe Outreach.** No report.

Old Business –

- Veteran Resource Center progress.** Steve reports center is busy with walk-ins and appointments.
- VSO Position** - Steve Corcoran reported VSO job requisition posting is being finalized and should be advertised in the first week in January.
- 2025 Work Plan Review.** Jayme DeGooyer stated individuals need to review the work plan and encouraged them to report progress on their goals. See Attachment A.

New Business –

- 2026 Work Plan finalization.
- Military Appreciation Day planning.
- Run to Tahoma planning, application submitted.

Public Comments: There were no public comments.

Good of the Order/Announcements:

Next meeting: The next public Veterans Advisory Board meeting will be Wednesday, February 11th, 2025, at 5:30 pm. This meeting will be held at Olympic College, Building 4, Room 129 and will also be available through Zoom.

ADJOURNMENT: Meeting adjourned at 6:47 pm.

ATTENDANCE		
MEMBERS	GUESTS	STAFF
<u>Present</u> Emily Buster (I) Jack Cahoon (Z) Harry Gilger (I) Mark Lowe (I) Bill Martin (I) Jason Reis (Z) Phil Saurer (Z) Matt Shillingburg (I) Tatiane Simons (I) Carlos Trujillo (Z) Ron Valencia (I)		Steve Corcoran

<u>Absent / Excused</u> Jay Bonner (E) Brian Davis (E) Jayme DeGooyer (E) Danny Piper (E)		
Note: (I) = In-Person (Z) = Zoom (E) = Excused (A) = Absent		

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Attachment A



Kitsap County Veterans Program

Veterans Advisory Board 2025 Work Plan

Meeting Days, Time and Location: 2nd Wednesday of each month @ 1730; Location Olympic College Bldg4, Rm 129

Advisory Board Chair: Jayme DeGooyer; Jayme.DeGooyer@gmail.com;

Advisory Board Vice Chair: Mark Lowe; mark-d-low@wavecable.com

Advisory Board Staff: Steve Corcoran scorcoran@kitsap.gov, 360-337-4811

Advisory Board Purpose/Mission Statement: Advise the Board of County Commissioners on the needs of local indigent veterans, the resources available to help veterans and programs that could benefit the needs of local indigent veterans and their families.

2025 Goal	Status % Complete	2025 Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Investigate expanding Stand Down type services to other times during the year.	0%	High	Stand Downs occur twice each year in Bremerton. Investigate options that might offer similar services at other times of the year and in different places that are more convenient to those without reliable transportation. Report options to the VAB in July 2025. Carlos Trujillo.
2. Develop a women's group that meets regularly.	0%	High	The number of women veterans has steadily increased over the years with a corresponding increase in participation at veteran events. Experience at the Women's Circle at Stand Downs has shown there may be enough demand to offer more regular meeting opportunities for women veterans. Investigate options to rally women veterans in Kitsap County as part of their support system. Jayme DeGooyer.
2. Support two Stand Downs.	50%	High	Kitsap Veteran Stand Downs have proven to be a valuable service to the indigent and homeless veterans. Continue the strong partnership with KAVA to plan and execute two Stand Downs during 2025. Mark Lowe
3. Run to Tahoma	100%	High	The Run to Tahoma is a deeply meaningful tribute to honor veterans in Kitsap County who have passed away without family or friends to claim them. Maintain the partnership with veteran service organizations to ensure a touching and impactful event on the Saturday before Memorial Day. Mark Lowe

2025 Goal	Status % Complete	2025 Priority Level	Comments/Coordination
4. Support Military Appreciation Day	100%	High	This well-loved event celebrates both active-duty service members and veterans, drawing significant community attention. Sponsor a table to share valuable information about the Kitsap County Veterans Program and veteran benefits. Veterans Program Coordinator
5. Support Veterans Day Event	0%	High	Dedicated to honoring veterans, this event offers a platform to connect with the community. Sponsor a table to provide insights into the Kitsap County Veterans Program and available veteran benefits. Veterans Program Coordinator
6. Hold a Community Service Provider gathering to discuss outreach and service to veterans. Kitsap County Veterans Service Provider "Muster."	30%	High	Develop and implement a plan to convene service providers and stakeholders for a collaborative discussion on creating a systematic approach to support veterans transitioning from homelessness to permanent housing and self-sufficiency. Focus on identifying key challenges, sharing resources, and establishing actionable steps to streamline services and improve outcomes for veterans in need. Matt Shillingburg and Mark Lowe.
7. Consider veterans resource center expansion.	30%	High	The Veteran Resource Center is becoming increasingly recognized and used by the local veteran community. Collaborate with the Olympic College administration to expand impactful services, creating a comprehensive in-person experience for veterans in Kitsap County. This expansion will enable veterans to address and resolve multiple needs efficiently and effectively in one central location. Tatiane Simons

2025 Goal	Status % Complete	2025 Priority Level	Comments/Coordination
8. Investigate funding / contracting accredited VSO services in Kitsap County.	50%	High	Requests for assistance with VA disability claims remain the most common reason veterans seek support. Ensuring veterans receive the benefits they have earned not only improves their quality of life but also positively impacts county revenue through increased local spending by veterans. Advocate for the establishment of a paid Veteran Service Officer (VSO) position to enhance the support already provided by local accredited service officers. Additionally, back Washington State legislative initiatives aimed at securing funded VSO positions in every county statewide, ensuring consistent and accessible assistance for all veterans. Matt Shillingburg
TIER 2: MODERATE PRIORITY			
1. VAF Debit Card to meet immediate needs.	0%	Moderate	Indigent and homeless veterans frequently seek assistance from the Veterans Program Coordinator and Veterans Assistance Fund Administrator to address urgent needs such as food, fuel, and clothing. To better support these veterans in a timely manner, consider implementing a program to provide preloaded debit cards, with a maximum limit of \$100, for immediate relief. Develop a robust security plan to ensure proper oversight and minimize the risk of fraud and misuse. Veterans Program Coordinator

2025 Goal	Status % Complete	2025 Priority Level	Comments/Coordination
2. Increase outreach activities to both active duty and veterans.	25%	Moderate	Ensuring veterans and transitioning active-duty service members are fully informed about the wide range of benefits available to them can significantly enhance their lives and overall well-being. Beyond supporting key events such as Stand Downs, the Run to Tahoma, Military Appreciation Day, and Veterans Day, explore additional opportunities to address the needs of both active-duty personnel and veterans. Potential strategies include expanding social media outreach, participating in more civic events, and fostering deeper collaboration with local veteran service organizations. These efforts can strengthen connections and provide even greater support to those who have served. Mark Lowe
TIER 3: LOW PRIORITY			
1. Garden – Improve veteran participation in the garden care. Deliver harvested vegetables to the Fall Stand Down.	Ongoing	Low	Look at moving the garden activities to Retsil veterans' home to help with garden care. Jason Reis
2. Continue perusing more veterans benefit administration presence in Kitsap County.	Ongoing	Low	The Veterans Administration once provided local in-person assistance to Kitsap County veterans. Low visitor counts to the office forced the VA to reconsider how they will deliver services to local veterans. The use of "pop up" events is used to address unmet needs in the rural areas of Washington State. Maintain contact with VA staff to ensure the VAB is informed about VA sponsored in-person events to better serve local veterans. Mark Lowe.
3. Consider a change to the VAB by-laws.	Ongoing	Low	The VAB by-laws does not address member residency requirements. Consider inserting a requirement that a VAB members must be a Kitsap County resident. Jayme DeGooyer / VAB members.

Attachment B

Veteran Benefits Distribution Policy

1. **Purpose.** This policy establishes guidelines for the distribution of benefits to eligible veterans within a rolling 12-month period. It ensures equitable access while maintaining fund sustainability.

2. **Eligibility & Distribution Cycle.**

- Veterans may receive benefits distributions over a 12-month period.
- The first distribution in a given year marks the start of a rolling 12-month period.
- A veteran must wait 12 months from the date of their first distribution before accessing benefits in the second year.
- After receiving distributions for two consecutive years, the veteran **must "sit out" a full year from the date of their last distribution in the second year** before reapplying for benefits.

3. **Distribution Schedule Example.**

Year	First Distribution Date	Last Distribution Date	Next Eligible Date
Year 1	March 1, 2024	December 1, 2024	March 1, 2025
Year 2	April 1, 2025	November 1, 2025	November 1, 2026 (after sit-out)
Year 3	N/A (sit-out year)	N/A	November 1, 2026
Year 4	January 1, 2027	December 1, 2027	January 1, 2028

4. **Key Provisions.**

- A veteran may receive benefits no more than four times within a 12-month rolling period up to the total maximum amount allowed of \$3,500 dollars.
- Extraordinary circumstances may justify access to the fund more than 4 times each rolling 12-month period as determined by the Veterans Program Coordinator.
- The rolling 12-month period begins from the first distribution date each year.
- After two consecutive years of receiving benefits, a full sit-out period is required before reapplying.
- The sit-out period starts from the last distribution date in the second year.

5. **Compliance & Enforcement.**

- Any violation of the policy, including attempts to circumvent the sit-out period, may result in temporary or permanent disqualification from benefits as determined by the Veteran Program Coordinator.
- Appeals may be submitted to the Veteran Program Coordinator for review under exceptional circumstances.