Army Community Service (ACS) • Fort Carson, Colorado

Portal ACTIVE DUTY **– Checklist for Army Emergency Relief (AER) Assistance**

Army Emergency Relief (AER) • (719) 526-4783

**Please read before submitting your application:** Army Emergency Relief has moved into the 21st century and we are requiring Soldiers to apply online. Customers who qualify for Army Emergency Relief assistance will receive an EFT payment deposited directly into their bank account. Please follow the checklist below and upload your application with all supporting documents. Any request received without supporting documentation will be returned as **incomplete/disapproved** and the applicant will have to reapply. **Applications submitted after 1200 will be processed on the next business day. Please allow up to 48 to 72 hours for your caseworker to reach out to you.**

Applications submitted on weekends or during federal holidays will be processed on the next day business. **All Document highlighted in Red are mandatory**.

**SOLDIER CHECKLIST**

\_\_\_ Personal Budget Worksheet (Required and completed)

\_\_\_ Current LES and/or Pay Stubs (Required)

\_\_\_ Additional Documentation (Required see below)

**FAMILY MEMBER CHECKLIST**

\_\_\_ Power of Attorney (Special Power of Attorney stating AER assistance can be received)/ AER Form 53 Special Power Of Attorney

\_\_\_ AER Form 101 (Required)

\_\_\_ Personal Budget Worksheet (Required and completed)

\_\_\_ Current LES and/or Pay Stubs (Required)

\_\_\_\_Red Cross Case Number for emergency travel (Required)

\_\_\_ Additional Documentation (Required see below)

**REQUIRED ADDITIONAL DOCUMENTATION**

**Car Note (Overdue)**

 Vehicle insurance

 Vehicle registration

 Driver’s license

 Letter from creditor stating dollar amount owed

**Car Repair**

 Vehicle insurance

 Vehicle registration

 Driver’s license

 One independent estimate

 Kelly Blue Book Value of Vehicle

 SM understands if work is authorized prior to AER approval the case May not be approved.

**Emergency Travel**

 Signed DA form 31 with control # (Must be marked as emergency or ordinary under Emergency Conditions has to be placed in the remarks Block 17.

 Type of Travel:

*1. Driving - Travel route with mileage (MapQuest)*

*2. Flying - Flight itinerary with dollar amount owed.*

 Cheap Tickets, Priceline Quotes

3. Hotel cost if needed.

4. Rental Car, food and gas if needed.

**Mortgage**

 Letter from creditor stating amount owed.

**Rent (Demand for payment)**

 Demand for payment document. This is a legal document in El Paso County or if the rental is through an individual rather than a company,

then it may be acceptable to present a signed note with the landlord’s contact information.

**Rent (Initial Security Deposit/First Month’s Rent)**

 Copy of lease; to include dollar amount due for initial security deposit and first month’s rent.

**Utilities**

 Current documents including, utility bill, cable, phone and internet.