

Fort Carson Army Emergency Relief (AER) Assistance Checklist

Army Community Service
6303 Wetzel Ave, Bldg . 1526
Fort Carson, CO 80925 (719) 526-4783

Apply for AER Assistance at www.armyemergencyrelief.org



Customers who qualify for Army Emergency Relief assistance will receive an EFT payment deposited directly into their bank account. Please follow this checklist which has been provided to identify the required supporting documentation needed for your application. Average approval time is 12-48hrs

All Applications Require the Following Documents and Need to be Uploaded:

- ___ Latest End of Month LES (and) Pay Stubs *if applicable*
- ___ DoD Common Access Card (*Front and Back*)
- ___ Bank Account Verification-Must have **name, routing number, and account number** (voided check , bank statement, or screenshot of bank details)
- ___ Zelle QR Code if requesting Disbursement via Zell
- ___ Household Budget Worksheet Available Online
- ___ Document Validating Financial Hardship (what caused the financial hardship)

The Following Requests Require These Documents Uploaded:

Emergency Travel

- ___ Signed DA Form 31 or IPPS-A doc with control #
 - ___ 1. Driving - Travel route with mileage (MapQuest or similar)
 - ___ 2. Flying - flight itinerary with dollar amount
 - ___ 3. Hotel cost *if applicable*
 - ___ 4. Rental Car cost, Food cost, and fuel costs *if needed* and must not exceed 7-days worth
- Must be marked as Emergency or Ordinary Leave under Emergency Conditions in the remarks block 17*

Initial Rent & Security Deposit:

___ Signed lease with amount(s) for Initial Rent & Security Deposit (*PCS orders if just arriving, barracks clearing memo, or marriage certificate if newly married*)

Mortgage Payment:

___ Letter from lender/creditor stating amount owed, due date, and name of applicant on statement

(Overdue) Rent Payment:

___ Demand for Payment letter - 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

Utilities:

___ Current overdue documents including *utility bill, electric, water, trash, cable, phone(cell or house), and Internet* .

Car Note Checklist- Overdue

- ___ Current Vehicle Registration
- ___ Current Vehicle Insurance
- ___ Current Driver's License
- ___ Letter from creditor/lender stating dollar amount/PDF statement. Must have client's name on document

Car Repair Checklist

- ___ Current Vehicle Registration
- ___ Current Vehicle Insurance
- ___ Current Driver's License
- ___ One independent estimate for repairs
- ___ Letter from insurance provider that costs will not be covered by insurance *if applica*
- ___ Kelly Blue Book Value of Vehicle **applicant understands if work is authorized and paid prior to an AER approval, the case may not be approved*

Career Skills Program (CSP):

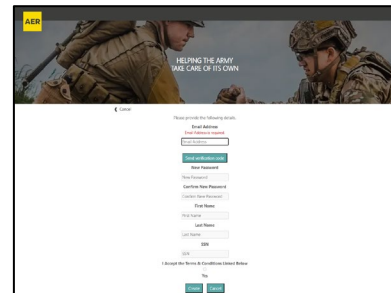
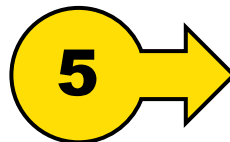
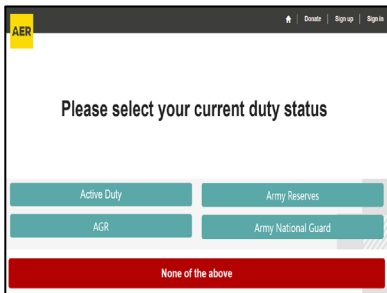
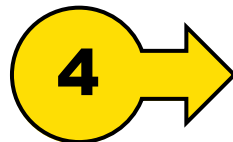
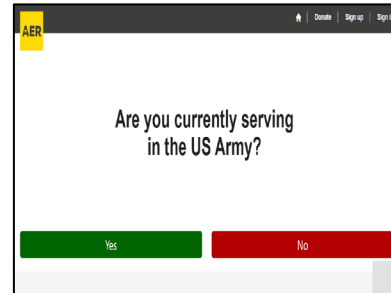
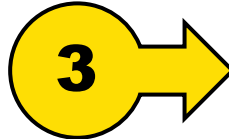
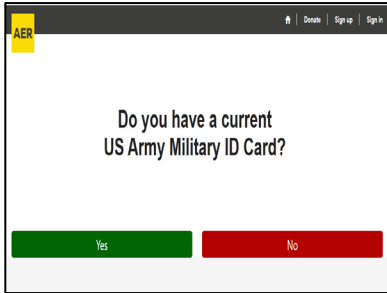
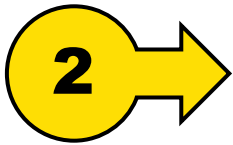
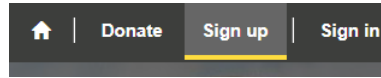
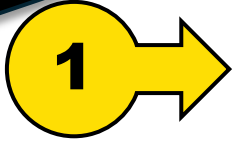
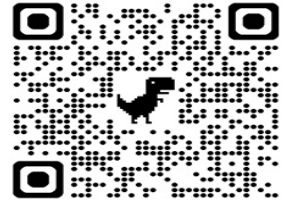
- ___ IMCOM Form 45
- ___ Printed Estimates of Items Required

* If someone other than the Service Member is applying please inquire with an AER Specialist for specific instructions.

HOW TO:

CREATE AN ONLINE ACCOUNT

https://aerprod.powerappsportals.us/



Please ensure you complete all required fields and the information is correct.

Step 1: Applicant & Sponsor Information ✓ | Step 2: Create Application - Eligibility ✓ | Soldier's Unit Information ✓ | Step 3: Assistance Details ✓

Step 4: Documents | Step 5: Disbursement Information | Step 6: Signature Page

Documents & Budget

Budget

If a budget is required (You will see 'budget' in the list below), please use [this link](#) to download, complete and submit your budget with your application.

Upload Your Documents

Click on the "this link" to populate your budget

If you experience any errors or issues while creating your account, contact AER HQ at:

1-866-878-6378

