



TEMPORARY FINANCIAL ASSISTANCE (TFA)

TFA Investigator Baseline Orientation

TEMPORARY FIANCIAL ASSISTANCE (TFA)

- TFA provides a one-time non-repayable cash grants of **up to** \$2,500 to veterans and active duty servicemembers with minor child(ren) in the home. The TFA grant helps veterans provide for the basic needs for of their child(ren) when a financial hardship has been experienced. TFA helps pay for housing, utilities, food, clothing and medical expenses, thereby keeping child(ren) in a stable environment.
- Eligibility for a TFA grant and the verification of need is established during the investigation process at the at the local level (post, department).
- Once a financial need is determined, it is required that all other forms of financial assistance have been sought and applied or have already been denied.
- The TFA program is funded by The American Legion Veterans & Children Foundation.

TFA ELIGIBILITY CRITERIA

- The qualifying veteran or active-duty servicemember must have minor child(ren) living in the home.
- A qualifying veteran is defined as a member of the U.S. Armed Forces currently serving on federal orders under Title 10 of the United States Code, inclusive of all components, OR any veteran possessing an up-to-date membership in The American Legion.
- Active-duty applicants will be considered for TFA without being a member of The American Legion.

TFA ELIGIBILITY CRITERIA

- The minor child(ren) must be the biological child, stepchild, legally adopted, or in the legal custody of, a qualifying veteran or active-duty servicemember.
- The minor child must be unmarried and under the age of 18 and still in high school.
- However, TFA may be extended past the age of 18 until the completion of high school, provided the youth is unmarried and not reached the age of 21.

WHAT TFA DOES

- TFA provides a onetime non-repayable cash grant of **up to** \$2,500 for the eligible minor child(ren) of a qualifying veteran.
- The basic needs of minor children are considered to be:
 - Shelter (mortgage or rent)
 - Utilities (electric, gas, propane, water, trash and sewer)
 - Essential Consumables (food, personal hygiene supplies and cleaning supplies)
 - Educational Expenses (see TFA policy)
 - Clothing for the child(ren)
 - Medical or dental care of the child(ren)*
 - Medications for the child(ren)*
 - And more (see TFA policy)

WHAT TFA DOES NOT

- Strive to simply make the family's financial situation more “comfortable” by easing their debts.
- Give a family a “clean slate” on their debts.
- Provide a long-term or repeatable solution to a family's financial situation.
- Cover expenses that does not directly contribute to the basic needs of the child(ren). Examples of non TFA-related expenses are:
 - Car payment
 - Home or Cell phone
 - Cable TV
 - Taxes,
 - Transportation
 - Etc.

OVERVIEW OF TFA PROCEDURES



VETERAN

POST

DEPARTMENT

NATIONAL

OVERVIEW OF TFA PROCEDURES

- Applications originate at the post level; this allows the local post to make a connection with the veteran and their family.
- A trained two-party team that includes an official of the American Legion posts or duly authorized persons visits the home or other whereabouts of the child to validate the information provided by the applicant and verifies the need.
- The investigators completes the application form including a detailed investigator's report and acquires all supporting documentation.
- A fully completed application packet is then forwarded by the investigator to the department C&Y chairman, adjutant or duly authorized department official, in accordance with procedures established by each department.

OVERVIEW OF TFA PROCEDURES cont.

- Department reviews and validates the TFA application, making a recommendation to the national organization before sending it to the Americanism Division at National Headquarters.
- The TFA application packet is reviewed. If more information or documentation is needed, then the TFA packet is returned to the department with a TFA Action form detailing what information is still need.
- Final approval is by the national adjutant.
- A two-party check to the veteran/servicemember and creditor(s) is issued.

TFA APPLICATION FORM

TFA Application may be obtained from:

- Department headquarters
- Department Children & Youth chairman

Make sure you are using **the most current TFA application.** *(Nov 2025)*



TFA APPLICATION FORM

- The TFA application is designed to allow any Legionnaire, regardless of previous TFA program experience, to successfully complete and submit a TFA application.
- Before scheduling the two-party TFA investigation, it is recommended that investigators first confirm that the applicant meets the basic eligibility requirements:
 - Age of the child(ren)
 - American Legion membership is current or the servicemember is currently serving under title 10 orders of the United States Code.
 - Legal custody of the children

TFA INVESTIGATOR'S REPORT

The investigator's report is a critical part of the TFA application. Information in the report must answer the (who, what, when, why and how) questions in order to validate the need for a TFA grant.

The report should also detail what steps have been taken to help alleviate the need. What steps have been put into place so that the veteran and family gets back on their feet? What are the investigators or post's follow up plans with the veteran?



SUPPORTING DOCUMENTATION

Copies of the following documents must accompany each TFA application:

- Current Legion membership card or current active-duty military orders
- Birth certificates of child(ren)
- Marriage license (if applicable)
- Death certificate (if applicable)
- Custody documentation, divorce decrees and legal name changes (if applicable)
- All current statements, bills, leases, foreclosures, eviction notices, disconnection notices, etc., to be considered

TFA DOs

- The TFA application is now a fillable pdf, for convenience and ease. If you handwrite, please use blue or black ink and print clearly on the form.
- Complete the entire TFA application
- “N/A” or incomplete sections will likely result in the application being returned for completion.
- Completely document that all other sources of assistance, including reasons for denial, approval amounts and when assistance was requested.
- Attach copies all required and supporting documentation.
- All bills to be considered must include most current statement or letter from the creditor.
- Submit the TFA application packet in a timely manner.
- Call National Headquarters with questions or concerns.
- Submit any additionally requested information as soon as possible.
- If the TFA grant is approved, ensure prompt delivery of the check(s).

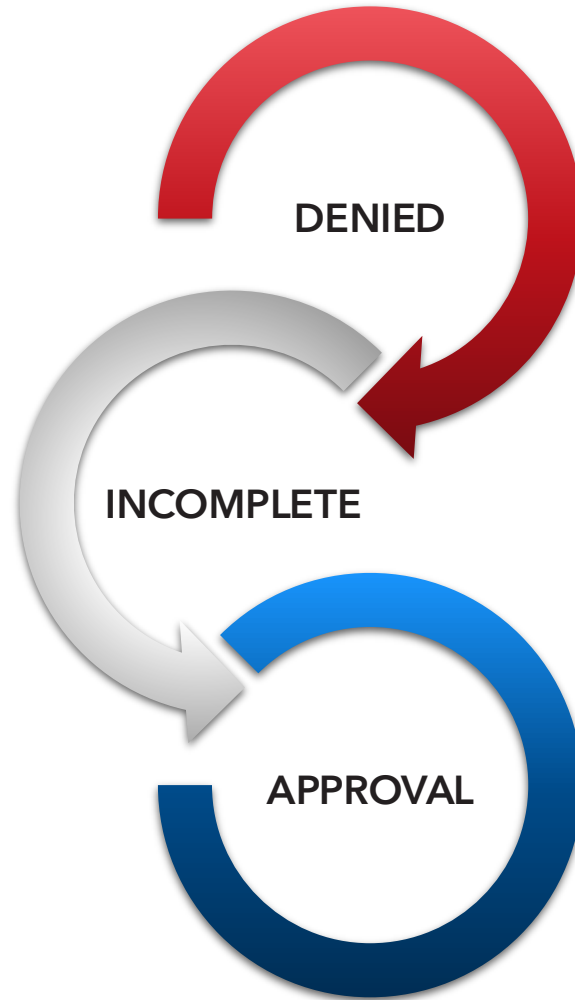


TFA DON'Ts

- Don't submit bills that are from a previous billing cycle or expect payment for a bill that was not in the TFA packet.
- Do not expect approval for a TFA application that does not meet the basic eligibility requirements.
- Do not include original documents as supporting documents; they will not be returned.
- Do not provide illegible copies of documents.
- Do not provide National Headquarters contact information to the applicant so that they may follow-up on their application.
- Don't send application packets directly to National. TFA applications must first be reviewed and approved by the department.
- Don't promise the applicant or creditors ANYTHING.
- Do not be afraid to tell an applicant that they do not qualify.



TFA DETERMINATIONS



TFA ACTION FORM

- If a TFA application is denied or additional information is required, National Headquarters will return a TFA Action Form (checklist) to the department C&Y chairman, department adjutant and the department commander indicating the reason(s) for the returned or denied application.
- If a TFA application is approved, an approval letter will be emailed to the department adjutant, department commander, and the C&Y chairman. It is the department's responsibility to notify the investigator.

CONTACT INFORMATION



Stacy Cope
Youth Welfare Program Manager
scope@legion.org
317-630-1202



QUESTIONS?