



Veterans Visitation Program

Application and Report Instructions

<http://www.lv-mac.org/info-for-you-2/veterans-visitation-program>

LVMAC FUNDING RESTRICTIONS

While participating organizations select the facilities they will visit, they will receive LVMAC *supplemental* funding ONLY for those long-term care facilities located in Lehigh or Northampton counties and approved in advance by the Program Coordinator. Funding is provided for the purpose of supplementing only those program costs that directly benefit our veterans. Mileage, transportation, or administrative expenses of the participating organizations will NOT be funded. Funding is limited and will be provided as available.

PURPOSE AND USE OF THE FORM

The report form assists all in coordinating and distributing efforts, in preventing conflicts, and in aiding the process of soliciting funds for the visitation program's participating organizations. All programs, whether or not funded by the LVMAC, should therefore be scheduled and reported on the *Application and Report* form in two submissions as described below. This process can be done electronically via email and is actually preferred.

SUBMISSION PROCESS for APPROVAL

Note: If submitting for scheduling purposes only and not seeking reimbursement, the "Estimated funding request" and all "Estimated costs" will be \$0.

Complete the following sections:

PART 1 (Scheduling and Pre-Approval for Funding): Before completing Part 1 of the *Application and Report* form, please coordinate the dates and the scope of the visit with the responsible person in the organization to be visited (typically its social director) and make a best effort to "load-level" visitations to the advantage of the veterans in the facilities.

PART 2 (Program Estimates portion): Select one or more of the pre-defined program descriptions and provide an estimated cost of each activity selected. Additional activities that have not been pre-defined should be noted under "Other" with their estimated costs.

PARTS 3 and 4: Leave blank at this time. To be completed after the event for reporting actual reimbursement costs and/or the scope of the visit. The requested data and actual costs should be submitted within one week of the completion of the event."

SUBMISSION PROCESS for ACTIVITY REPORTING AND REIMBURSEMENT:

Having completed Part 1 and a portion of Part 2 previously, a copy of the same form is used to report actual completion and costs. Complete the following sections:

PART 2 (Actual Visitation Costs portion): Complete Part 2 by providing the actual cost of each activity and the actual number of veterans benefitted. Photocopies of receipts are required when submitting for reimbursement.

PART 3 (Veterans Data from Actual Visit): Please complete this section if at all possible. It has uses for future programming and planning and may encourage the facility visited to keep better track of their veterans.

PART 4 (Required Signatures for Reimbursement): Sign the form and provide the mailing address for the check. Should the actual cost be lower than the estimated cost, reimbursement will be adjusted accordingly. Again, do not forget to include receipts for the visitation.

Reimbursement should take no more than 30 days to process. Should an organization not receive reimbursement within this timeframe, please contact the Program Coordinator.

Questions and suggested changes should be submitted to the Program Coordinator