



**CHAMPAIGN COUNTY BOARD  
COMMITTEE AGENDA**

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**VAC COMMITTEE**

**Brookens Administrative Center, Lyle Shields Meeting Room  
1776 E. Washington, Urbana  
Monday, March 12, 2012 – 4:30 p.m.**

**CHAIR: Ralph Langenheim**

**MEMBERS: Astrid Berkson, Lloyd Carter, Stephanie Holderfield, Stan James**

<b><u>ITEM</u></b>	<b><u>PAGE NO.</u></b>
<b>I. <u>Call to Order</u></b>	
<b>II. <u>Roll Call</u></b>	
<b>III. <u>Approval of the Minutes</u></b>	
A. January 23, 2012	1-3
<b>IV. <u>Approval of Agenda/Addenda</u></b>	
<b>V. <u>Public Participation</u></b>	
<b>VI. <u>Review of Proposed By-Laws &amp; Budget</u></b>	
<b>VII. <u>Determination of Next Steps</u></b>	
a. Recommendation to County Board to Establish the Champaign County Veterans' Assistance Commission pursuant to the By-Laws	
b. Request to Policy Committee to submit proposed positions to Job Content Evaluation Committee for classification, evaluation and position description development	
c. VAC Committee Development of Budget Recommendation	
<b>VIII. <u>Next Meeting Date</u></b>	
<b>IX. <u>Other Business</u></b>	
<b>X. <u>Adjourn</u></b>	

1 CHAMPAIGN COUNTY BOARD  
2 COMMITTEE MINUTES  
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5 **VAC COMMITTEE**

6 **Monday, January 23, 2012**

7 **Brookens Administrative Center, Jennifer K. Putman Meeting Room**  
8 **1776 E. Washington St., Urbana**  
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10 **MEMBERS PRESENT:** Lloyd Carter, Stephanie Holderfield, Stan James,  
11 Ralph Langenheim (Chair)

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13 **MEMBERS ABSENT:** Carol Ammons

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15 **OTHERS PRESENT:** Ray Elliott, Brad Gould (Urbana VFW), Ron Hubert (Champaign  
16 VFW), Sandy Hubert, Alan Kurtz (County Board member), Kay  
17 Rhodes (Administrative Assistant), C. Pius Weibel (County Board  
18 Chair)

19 **Call to Order**

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21 Langenheim called the meeting to order at 4:16 p.m.

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23 **Roll Call**

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25 Carter, Holderfield, James, and Langenheim were present, establishing the presence of a  
26 quorum.

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28 **Approval of Agenda/Addendum**

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30 **MOTION** by Holderfield to approve the agenda; seconded by Carter. **Motion carried**  
31 **with unanimous support.**

32  
33 Langenheim asked for questions concerning the Constitution and By Laws of the  
34 Veterans Assistance Commission of Champaign County. James referenced page one, Article II-  
35 Purpose, and stated there were other organizations that serve veterans and asked why the County  
36 had been approached to fund a Champaign County Veterans Assistance Commission.

37  
38 Hubert explained that the local Veterans Assistance Commission was formed in 1995 at  
39 the time they had the Veterans Memorial built at the Courthouse. He explained the commission  
40 was established not only to build the memorial, but also to assist veterans. Hubert said over the  
41 years, the commission has tried to assist any veterans who came into town. They have kept track  
42 of real vets coming into town because some people only said they were vets and tried to defraud  
43 people. They have assisted vets by purchasing gas, paying for a hotel room, or purchasing food.  
44 Hubert said the commission always makes the purchase for the veteran and they have never  
45 supplied cash. They keep the other veterans organizations in the area informed about the true  
46 veterans that they have had contact with as well as those who attempt to defraud the public.

47 Hubert said they also maintained the memorial through the purchase of lights and flags. Hubert  
48 explained it has reached the point that the commission cannot continue to ask the other veterans  
49 organizations more and more funding. He explained much of the funding had come from the  
50 commission members personally.

51  
52 James said the request should be examined thoroughly and they should proceed for the  
53 right reasons because they would need to ask the citizens of Champaign County for a tax levy to  
54 support an office and staff. He was concerned about the creation of an overlap in services.  
55 Hubert explained that the other veterans' organizations contact them when a need arises.

56  
57 Kurtz said the funding would not necessarily come out of taxpayer dollars as a levy and  
58 could be placed in the budget. James said the General Corporate budget has many priorities to  
59 take care of such as facilities. James said it appeared to him that the budget to fund this  
60 commission would be approximately \$80,000 dollars to provide office space and staff. James  
61 would like to see the county provide funding through vouchers to assist the veterans and not  
62 create jobs. Hubert said the text in the Constitution and Bylaws was based on what other counties  
63 have done. This was just a starting point and adjustments could be made. Carter supported the  
64 creation of the VAC of Champaign County because there is no community assistance for vets.  
65 Holderfield agreed with both James and Carter, but the administrative costs were a concern and  
66 she wanted to give the vets assistance and not spend funding on administrative costs.

67  
68 Weibel stated the provision of office space, phone, pc, and furniture would be the easy  
69 part. The harder part would be determining a budget. Weibel asked what the expenditures had  
70 been for the past few years. Hubert explained the levels of assistance was listed on page 8 and  
71 based on Livingston County because they had approximately the same number of vets as  
72 Champaign County. Hubert said he obtained most of his information from Livingston and  
73 Effingham county Veteran's Assistance commissions. Discussion followed regarding the budgets  
74 for McLean and Peoria counties. Langenheim said a request for information from Macon and  
75 Livingston counties had been made but not received yet.

76  
77 Hubert said there needed to be accountability by entering vets into the system.  
78 Langenheim felt they should provide vets with temporary assistance and then refer them on for  
79 other agency assistance. Weibel had discussed the laws governing the formation of a County  
80 Veterans' Assistance commission with legal council and the law is obtuse.

81  
82 James pointed out the bylaws state that the County Board would properly compensate  
83 VAC for work. James hoped that statements like this would be omitted. Hubert explained that  
84 they started with a generic draft, they do not want money for themselves, and these items could  
85 be omitted. Holderfield agreed that they need to make sure the bylaws are clearly spelled out to  
86 protect the County and the organization and delete items that could allow abuse of the system.

87  
88 James suggested they look at by laws, budget, and timeline of when office needed.  
89 Weibel said the budget could be adjusted. Weibel said some VAC laws state the veteran must be  
90 a resident of the county and they could have different levels of aid for resident veterans and those  
91 passing through. James would like to see a voucher system for accountability.

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Langenheim stated the committee consensus was to proceed and ask the members of the various veterans associations to provide revised bylaws, timeline, and budget. Hubert said this information would be provided within 30 days. James stated they needed to elect a Vice Chair. **MOTION** by James to appoint Carter as the Vice Chair; seconded by Holderfield. **Motion carried.**

The meeting adjourned at 5:03 p.m.

Respectfully Submitted,

Kay Rhodes  
Administrative Assistant

# Veterans Assistance Commission of Champaign County

## By-Laws



Revised and approved 24 February 2012

CONSTITUTION AND BYLAWS OF VETERANS ASSISTANCE  
COMMISSION OF CHAMPAIGN COUNTY

ARTICLE I – NAME

Section 1. The name of this commission shall be “Veterans Assistance Commission of Champaign County”

ARTICLE II – PURPOSE

Section 1. The purpose of this Commission is to promote the welfare of honorably discharged veterans of military service and their families.

Section 2. To act as a central service office for all veteran organizations included as members of this Commission.

Section 3. To handle all government claims work referred to the Commission by member organizations.

Section 4. To have general oversight of the distribution of all relief and supplies that may be appropriated for the benefit of veterans and their families.

Section 5. To formulate such rules and regulations in the Commission that will enable it to carry out the purposed above set forth.

ARTICLE III – JURISDICTION

Section 1. The territory to be included within the jurisdiction of this Commission shall be the entire county of Champaign, Illinois.

ARTICLE IV – OFFICE

Section 1. The headquarters and principle office of this Commission shall be provided by Champaign County.

ARTICLE V – MEMBERSHIP

Section 1. The membership to this Commission shall be composed of one delegate and one alternate from any Unit, Post, Camp, or Chapter of any recognized Veterans Organization interested in the object and purpose of this Commission. The Veterans Organization must qualify under the Illinois Compiled Statutes, subject to rules and regulations governing admission, and may apply to become active members. All Units, Posts, Camps, or Charters of recognized veterans organizations requesting membership in

this Commission must have an office, headquarters, post home or other official domicile located within the geographic limits of Champaign County.

Section 2. Each delegate and alternate must be an Honorably Discharged veteran of the United States Armed Forces and a resident of Champaign County. All delegates and alternates shall be certified in writing and signed by the presiding officers of their respective Unit, Post, Camp, or Chapter, prior to the next regularly scheduled meeting, the date to be herein designated.

Section 3. Each organization and delegate is entitled to one vote, , which may be cast only if the delegate or alternate is present.

Section 4. No one delegate or alternate shall be permitted to vote for any organization other than the one they officially represent. No delegate or alternate may represent more than one veteran organization.

## ARTICLE VI – OFFICERS

Section 1. Elected Officers of this Commission shall be President, Vice President, Treasurer, Secretary, Judge Advocate and other officers deemed necessary by the Commission.

Section 2. All officers shall be elected at the annual meeting in the month of November, and all officers so elected shall be installed and assume their duties at the next regular meeting following their election and shall continue in the office for one year until their successors are regularly elected and installed.

Section 3. Any member of this Commission shall be eligible to hold a Commission office.

Section 4. Vacancies in any office occurring during the year shall be filled by the members of this Commission. A vacancy shall exist when an officer is absent from regular meetings of said Commission for a period of time considered detrimental to the interest of said Commission provided that no vacancy shall be deemed to exist unless said officer shall have been absent for not less than three consecutive meetings. Election to fill vacancies shall occur at the meeting following the vacancy notice to the commission.

## ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. An Executive Committee, consisting of the elected officers and two(2) other delegates elected by the Commission members.

Section 2. The Executive Committee shall direct the work of the Commission in the interim between the regular meetings of the Commission. The Executive Committee shall decide matters of policy and action to be taken in emergencies arising between meetings.

Section 3. A quorum of the Executive Committee shall consist of at least three members.

## ARTICLE VIII – COMMITTEES

Section 1. There shall be an Executive Committee, which shall be composed of seven members of this Commission, including the President, Vice President, Treasurer, Secretary, Judge Advocate, and two at large delegates. The Superintendent shall hold ex-officio status.

Section 2. The President shall, within the consent of the membership, appoint a Grievance Committee, to which a veteran may appeal for satisfaction if he/she feels that any injustice has been done to him/her by the Superintendent of this Commission, either with reference to service or relief. Thus Committee shall consist of one member each of the major veteran's organizations presented by this Commission.

## ARTICLE IX – MEETINGS

Section 1. The regular meeting of this Commission shall be held on the first Saturday of each month at the hour of 2:30p.m. Location of the meeting shall rotate between Units, Posts, Camps and Charters and shall transact such business as may be properly brought before it.

Section 2. The regular meeting of this Commission held in the month of November of each year shall be the annual meeting, at which time all officers of this Commission shall be elected.

Section 3. Special meetings may be called by the President or two other members of this Commission and the Secretary shall give notice of such meetings by mailing a copy of the notice to all members of the Commission at least three days prior to the date of said meeting and no other business then that for which it is called shall be transacted.

Section 4. Procedures at all business meetings shall be governed by Roberts Rules of Order, except as herein otherwise provided or amended.

Section 5. Seven Commission members from different veterans organization a quorum to transact all business at any regular, special or emergency meeting, provided three of those members are elected Executive Board members.

## ARTICLE X – SUPERINTENDENT

Section 1. The executive powers of this Commission shall be vested in the Superintendent, who shall be elected by the Commission to serve at the pleasure of the Executive Committee.

Section 2. The Superintendent of the Veteran's Assistance Commission shall appoint a Secretary to assist him/her in the duties of the office, if required, subject to the approval of the Commission.

Section 3. Neither the Superintendent nor the secretary shall be allowed to hold any political or public office during their term of service to the Commission.

Section 4. The office shall be provided, furnished and equipped by Champaign County, with all necessary supplies needed by the Superintendent for carrying out his/her purpose. The supplies shall be in the Superintendent's charge.

Section 5. This office shall be conducted in the interest of and for the service to military veterans and their families and survivors who need assistance and for the rendering of such services as may be considered reasonable for carrying out the purpose of this Commission.

Section 6. The office shall be under the direction of the Superintendent further designated as Superintendent of Veterans Assistance Commission of Champaign County, who shall investigate and report to the proper County or Governmental agencies and the Veterans Assistance Commission all claims for assistance under the law, and his/her decision shall be final unless in accordance with proper appeal procedures.

Section 7. The Superintendent and any employee may be bonded in the amount recommended by the Commission.

Section 8. The Superintendent shall receive annual salary in the amount recommended by this Commission and the office staff also shall be properly compensated, in order to be able, to carry out the intent of this Commission.

Section 9. The Superintendent shall select, in as far as possible, a secretary from among Honorably Discharged veteran of the United States Armed Forces. If the position can not be filled by a veteran, a member of the immediate family of a veteran can be selected.

## ARTICLE XI – AMENDMENTS

Section 1. These By-Laws may be amended at any regular meeting by a two-thirds of the membership attending a regular meeting, provided the proposed amendment shall be given to all members of the Commission at least five(5) days in advance of the date when such amendment is to be acted upon, notifying said members that such a proposal to amend the by-laws is to be voted upon.

Section 2. Any changes or amendments of the existing law, pertaining to the Veterans Assistance Commission by the Legislature or by the ruling of the

Attorney General of the State of Illinois, which shall effect or conflict with any provision herein shall be deemed an amendment to these by-laws.

Approved on 24 February 2012

Commission President

Commission Secretary

Adopted

2 October 2010

Amendments

18 December 2010

24 February 2012

## Approved Membership

AMVETS Post 3  
209 West Hill Street  
Champaign, IL 61820

AMVETS Post 53  
301 East Division Street  
Fischer, IL 61843

Champaign County Veterans Association  
PO Box 3451  
Urbana, IL 61803

Disabled American Veterans Chapter 8  
PO Box 362  
Urbana, IL 61803

American Legion Post 24  
705 Bloomington Road  
Champaign, IL 61820

American Legion Post 71  
107 North Broadway  
Urbana, IL 61801

American Legion Post 287  
1132 North Century Avenue  
Rantoul, IL 61866

American Legion Post 290  
407 East Second Street  
Homer, IL 61849

American Legion Post 433  
212 South David Street  
Sidney IL, 61877

American Legion Post 518  
PO Box 176  
Ludlow, IL 60949

American Legion Post 559  
PO Box 831  
Champaign, IL 61820

American Legion Post 580  
PO Box 166  
Pesotum, IL 61863

American Legion Post 634  
PO Box 466  
St. Joseph, IL 61873

American Legion Post 996  
PO Box 302  
Royal, IL 61871

American Legion Post 998  
PO Box 121  
Ogden, IL 61859

American Legion Post 1015  
PO Box 494  
Mahomet, IL 61853

American Legion Post 1153  
117 North Main Street  
Penfield, IL 61862

American Legion Post 1171  
108 South Harrison Street  
Philo, IL 61864

American Legion Post 1492  
3002 Old Church Road  
Champaign, IL 61822

Marine Corps League Detachment 1231  
605 Kenwood Road  
Champaign, IL 61821

Veterans of Foreign Wars Post 630  
1303 East Main Street  
Urbana, IL 61802

Veterans of Foreign Wars Post 5520  
609 Edgebrook  
Champaign, IL 61820

Veterans of Foreign Wars Post 6750  
675 North Ohio Street  
Rantoul, IL 61866

VAC Proposed Budget  
and Comparison

**Veterans Assistance Commission  
Of Champaign County**

**Budget Proposal**

<b>Salary</b>	Superintendent	\$ 40,500.00
	Admin Assistant	\$ 25,000.00
<b>Health Insurance</b>		????
	IAVVAC	\$ 225.00
	NACVSO	\$ 30.00
<b>Reference Documents</b>		\$ 500.00
<b>Training Expenses</b>	IAVVAC	\$ 500.00
	NACVSO	\$ 2,500.00
<b>Postage</b>		\$ 500.00
<b>Relief Fund</b>		\$ 80,000.00
<b>Total Expenses</b>		\$ 149,755.00

It is the understanding of the Commission that the following needs will be take care of by the Champaign County administration and are not included in the proposal.

- Office
- Desk and chair
- Work table
- Phone service
- Computer and Printer
- Copy machine with scan capabilities
- Stationary supplies
- Business cards
- Filing Cabinets
- Chairs for clients
- Bulletin board

Veterans Assistance Commission of Champaign County  
Comparative County Data

County	Land Area	Veteran Population	General Population	VA Expenditure	Budget Available	Budget Amount
Sangamon	868.18	16510	195716	\$31.613	No	\$220,925.00
Peoria	619.52	14822	185816	\$27.446	Yes	\$192,760.00
Rock Island	426.75	12942	146826	\$37.979	Yes	\$327,634.00
McLean	1183.53	12483	167699	\$20.714	Yes	\$191,256.00
Champaign	996.81	11365	195671	\$32.435	N/A	
LaSalle	1134.92	9827	112498	\$22.121	No	N/A
Macon	580.52	9745	108204	\$23.553	No	N/A
Kankakee	676.75	8398	113215	\$23.295	No	N/A
Vermillion	899.08	6553	80067	\$59.587	No	N/A

Land area is in square miles  
VA expenditures is in millions of dollars

## Illinois Compiled Statutes

ILLINOIS COMPILED STATUTES  
VETERANS  
Military Veterans Assistance Act.  
(330 ILCS 45/)

Sec. 0.01. Short title. This Act may be cited as the Military Veterans Assistance Act.  
(Source: P.A. 86-1324; 87-796.)

(330 ILCS 45/1) (from Ch. 23, par. 3081)

Sec. 1. The term "Overseer of military veterans assistance", as used in this Act, shall be construed to mean all persons whose duty it is, under the existing statutes, to care for, relieve or maintain, wholly or in part, any person who may be entitled to such assistance under the statutes of the State of Illinois. This Act shall not infringe upon the mandated powers and authorities vested in the Illinois Department of Veterans' Affairs.  
(Source: P.A. 87-796.)

(330 ILCS 45/2) (from Ch. 23, par. 3082)

Sec. 2. For the assistance of military veterans, who served in the Armed Forces of the United States, whose last discharge from the service was honorable to be eligible for assistance, their families, and the families of deceased veterans with service as described in this Section who need assistance. The supervisor of general assistance or the county board shall provide such sums of money as may be just and necessary to be drawn by the commander, quartermaster or commandant of any post, ship, camp, chapter or detachment of any congressionally chartered or state chartered veterans organization, in the city or town, or the superintendent of any Veterans' Assistance Commission of the county, upon the recommendation of the assistance committee of the post, ship, camp, chapter or Veterans' Assistance Commission. If any supervisor of general assistance or county board fails or refuses after such recommendation to provide any just and necessary sums of money for such assistance, then the commander, post, chapter, or detachment or the superintendent of any Veterans' Assistance Commission located in the district of such supervisor of general assistance or such county board shall apply to the circuit court of the district or county for relief by mandamus upon the supervisor of general assistance or county board requiring him, her or it to pay, or to appropriate and pay such sums of money, and upon proof made of the justice and necessity of the claim, the circuit court shall grant such assistance. Such sums of money shall be drawn in the manner now provided by law for the assistance of the poor. Orders of commanders, quartermasters, commandants or superintendents of Veterans' Assistance Commissions shall be proper vouchers for the expenditure of such sums of money.  
(Source: P.A. 87-796.)

(330 ILCS 45/3) (from Ch. 23, par. 3083)

Sec. 3. In case there is no post or camp of a military veterans organization, in any town in which it is necessary that such assistance as provided in Section 2 should be granted, the overseer of military veterans assistance shall accept and pay the orders drawn, as hereinbefore provided by the commander, quartermaster or commandant of any post or camp of a military veterans organization, upon the recommendation of an assistance

committee, who shall be residents of the said town in which the assistance may be furnished.

(Source: P.A. 87-796.)

(330 ILCS 45/4) (from Ch. 23, par. 3084)

Sec. 4. Upon the taking effect of this Act, the commander of any post or camp of a military veterans organization, which shall undertake the assistance of military veterans and their families, as hereinbefore provided, before the acts of the commander, quartermaster or commandant shall be operative in any city or town, shall file with the city clerk of such city or town clerk of such town, or overseer of military veterans assistance of such town or county, a notice that said post, camp, chapter or detachment intends to undertake such assistance as is provided by this Act, and such notice shall contain the names of the assistance committee of the post, camp, chapter or detachment in such city or town, and the commander and other officers of said post, camp, chapter or detachment. And the commander of the post, camp, chapter or detachment shall annually thereafter, during the month of October, file a similar notice with the city or town clerk, or the overseer of military veterans assistance, also a detailed statement of the amount of assistance furnished during the preceding year, with the names of all persons to whom such assistance shall have been furnished, together with a brief statement in such case from the assistance committee upon whose recommendation the orders were drawn. Any person who fails or neglects so to do at the time required by this Act shall be guilty of a petty offense and fined \$250 to be recovered in the name of the county in the circuit court.

(Source: P.A. 87-796.)

(330 ILCS 45/5) (from Ch. 23, par. 3085)

Sec. 5. The auditing board of any city or town, or the overseer of military veterans assistance of any city, town or county, may require of the commander, quartermaster or detachment of any post or camp of a military veterans organization, undertaking such assistance in any city or town, a bond with sufficient and satisfactory sureties for the faithful and honest discharge of their duties under this Act.

(Source: P.A. 87-796.)

(330 ILCS 45/6) (from Ch. 23, par. 3086)

Sec. 6. Overseers of military veterans assistance are hereby prohibited from sending military veterans (or their families or the families of those deceased) to any almshouse (or orphan asylum) without the full concurrence and consent of the commander and assistance committee of the post or camp of a military veterans organization having jurisdiction as provided in Sections 2 and 3 of this Act. Military veterans with families and the families of deceased veterans, shall, whenever practicable, be provided for and assisted at their homes in such city or town in which they shall have a residence, in the manner provided in Sections 2 and 3 of this Act. Needy or disabled veterans of the classes specified in Section 2 of this Act, who are not mentally ill, and who have no families or friends with which they may be domiciled, may be sent to any veterans home. Any less fortunate veteran of either of the classes specified in Section 2 of this Act or any member of the family of any living or deceased veteran of said classes, who may be

mentally ill, shall, upon the recommendation of the commander and assistance committee of such post or camp of a military veterans organization, within the jurisdiction of which the case may occur, be sent to any mental health facility and cared for as provided for indigent persons who are mentally ill.

(Source: P.A. 87-796.)

(330 ILCS 45/7) (from Ch. 23, par. 3087)

Sec. 7. In case there shall be within the limits of any city or town more than one post or camp of military veterans organizations, it shall be the duty of the commander of each post, camp, chapter or detachment within such limits, to send to the commander of every other post, camp, chapter or detachment, as the case may be, within said limits, on the first day of each month, a written list of the names of all persons to whom assistance has been granted during the preceding month, under the provisions of this Act.

(Source: P.A. 87-796.)

(330 ILCS 45/8) (from Ch. 23, par. 3088)

Sec. 8. The commander of any post or camp of a military veterans organization, congressionally chartered or state chartered commander, or the superintendent of any county Veterans' Assistance Commission of Illinois shall annually report to the Governor, on or before the first day of January of each year, such portions of the transactions of the aforementioned veterans' organizations relating thereto as he may deem to be of interest to that organization and the people of the State.

(Source: P.A. 87-796.)

(330 ILCS 45/9) (from Ch. 23, par. 3089)

Sec. 9. In counties having 2 or more posts, camps, chapters or detachments of military veterans organizations as may be recognized by law, a central assistance committee may be organized to be known as the Veterans Assistance Commission of such county, composed of one delegate and one alternate from each of such posts, camps, units, and chapters or ship selected annually as determined by each post, ship, camp, or chapter. When so organized a commission shall be clothed with all the powers and charged with all the duties theretofore devolving upon the different posts and chapters as provided in Section 2.

The Commission superintendent and the president or chairman of the county board, or some other county officer appointed by him, shall have general oversight of the distribution of all moneys and supplies appropriated by the county for the benefit of military veterans and their families, subject to such rules, regulations, administrative procedures or audit reviews as are necessary as approved by the county board to carry out the spirit and intent of this Act. No warrant authorized under this Act may be issued for the payment of money without the presentation of an itemized statement or claim, approved by the superintendent of the Commission.

If general assistance funds are allocated to a county for assistance to military veterans and their families as provided in the Illinois Public Aid Code, the administration of such funds and of county tax funds levied for such purpose as provided in Section 5-2006 of the Counties Code shall be subject to the supervision of the Department of Human Services in accordance with the provisions of the Illinois Public Aid Code. The

superintendent of the Veterans Assistance Commission must comply with the procedures and regulations adopted by the Veterans Assistance Commission and the regulations of the Department of Human Services. To further the intent of this Act of assisting military veterans, this Act is to be construed so that the Veterans Assistance Commission shall provide needed services to eligible veterans.

(Source: P.A. 89-507, eff. 7-1-97.)

(330 ILCS 45/10) (from Ch. 23, par. 3090)

Sec. 10. The executive powers of the commission shall be vested in a superintendent elected by the commission from among those who served in the armed forces of the United States. The superintendent, designated Superintendent of Veterans Assistance of the county, shall, under the direction of the commission, have charge of and maintain an office in the county building or other central location, to be used solely by the commission for carrying on its assistance work. The county shall provide the office and furnish all necessary supplies, including telephone, printing, stationery and postage therefore.

The county board shall, in any county where a Veterans Assistance Commission is organized, in addition to sums appropriated for assistance and emergency assistance purposes under this Act, appropriate such additional sums, upon recommendation of the Veterans Assistance Commission and as approved by the county board, to properly compensate the officers and employees required to administer such assistance. Such county board approval shall be based upon recognized and established salary guidelines developed by the county and used by the county to compensate county employees. If the county does not have established employee salary guidelines, the county board shall provide funds to the commission to compensate the superintendent and his employees in a just manner. The county board shall also provide funds to the commission to reimburse the superintendent, officers, delegates and employees for certain expenses which are approved by the commission. The superintendent and other employees shall be employees of the Veterans Assistance Commission, and no provision in this Section or elsewhere in this Act shall be construed to mean that they are employees of the county.

Superintendents, subject to rules formulated by the commission, shall select, as far as possible, secretaries and other employees from among honorably discharged military veterans as defined in Section 2, or their surviving spouses.

Superintendents of all counties subject to this Act, when required by the commission, shall give bond in the sum of \$2,000 for the faithful performance of their duties.

All persons elected or selected to fill positions provided for in this Section shall be exempt from the operation and provisions of any civil service act or laws of this State, and the secretary of the commission shall be appointed by the superintendent. However, if "The Illinois Public Aid Code", as amended, becomes applicable in any county, the Department of Human Services may exercise the powers therein designated in relation to employees engaged in the administration of assistance under this Act.

(Source: P.A. 89-507, eff. 7-1-97.)

(330 ILCS 45/11) (from Ch. 23, par. 3091)

Sec. 11. The term "military veterans organizations" as used in this Act, shall mean those organizations formed by and for military veterans which are chartered by Congress or

which are chartered by the State of Illinois with a paid membership of at least 15 and which provide responsible aid, assistance, or services to the veterans community.  
(Source: P.A. 87-796.)

ILLINOIS COMPILED STATUTES  
PUBLIC AID  
Illinois Public Aid Code  
(305 ILCS 5/)

(305 ILCS 5/12-3) (from Ch. 23, par. 12-3)

Sec. 12-3. Local governmental units. As provided in Article VI, local governmental units shall provide funds for and administer the programs provided in that Article subject, where so provided, to the supervision of the Illinois Department. Local governmental units shall also provide the social services and utilize the rehabilitative facilities authorized in Article IX for persons served through Article VI, and shall discharge such other duties as may be required by this Code or other laws of this State.

In counties not under township organization, the county shall provide funds for and administer such programs.

In counties under township organization (including any such counties in which the governing authority is a board of commissioners) the various towns other than those towns lying entirely within the corporate limits of any city, village or incorporated town having a population of more than 500,000 inhabitants shall provide funds for and administer such programs.

Cities, villages, and incorporated towns having a population of more than 500,000 inhabitants shall provide funds for public aid purposes under Article VI but the Department of Human Services shall administer the program for such municipality. For the fiscal year beginning July 1, 2003, however, the municipality shall decrease by \$5,000,000 the amount of funds it provides for public aid purposes under Article VI. For each fiscal year thereafter, the municipality shall decrease the amount of funds it provides for public aid purposes under Article VI in that fiscal year by an additional amount equal to (i) \$5,000,000 or (ii) the amount provided by the municipality in the preceding fiscal year, whichever is less, until the municipality does not provide any funds for public aid purposes under Article VI.

Incorporated towns which have superseded civil townships shall provide funds for and administer the public aid program provided by Article VI.

In counties of less than 3 million population having a County Veterans Assistance Commission in which there has been levied a tax as authorized by Section 5-2006 of the Counties Code for the purpose of providing assistance to military veterans and their families, the County Veterans Assistance Commission shall administer the programs provided by Article VI for such military veterans and their families as seek aid through the County Veterans Assistance Commission.

(Source: P.A. 92-111, eff. 1-1-02; 92-597, eff. 6-28-02.)

ILLINOIS COMPILED STATUTES  
County Boards  
Tax for Veteran Assistance Commission  
(55 ILCS 5/)

(55 ILCS 5/5-2006) (from Ch. 34, par. 5-2006)

Sec. 5-2006. Tax for veterans assistance commission. The county board of each county having a population of less than 3 million in which there is a Veterans Assistance Commission as provided in Section 9 of the Military Veterans Assistance Act may levy a tax of not to exceed .03% of the assessed value annually on all taxable property of the county, for the purpose of providing assistance to military veterans and their families pursuant to such Act. Whenever not less than 10% of the electors of the county petition the county board to levy the tax at not to exceed .04% of the assessed value, the county board shall certify the proposition to the proper election officials who shall submit the proposition at the next general election in accordance with the general election law. If a majority of the electors vote in favor of the proposition, the county board may, annually, levy the tax as authorized. The proceeds of any tax so levied shall be used exclusively for the assistance purposes authorized thereunder, and a portion thereof may be expended for the salaries or expenses of any officers or employees of the Veterans Assistance Commission or for any other expenses incident to the administration of such assistance.

The tax shall be in addition to all other taxes which the county is authorized to levy on the aggregate valuation of the property within the county and shall not be included in any tax limitation of the rate upon which taxes are required to be extended, but shall be excluded therefrom and in addition thereto. The tax shall be levied and collected in like manner as the general taxes of the county, and, when collected, shall be paid into a special fund in the county treasury and used only as herein authorized.

The limitations on tax rates herein provided may be increased or decreased under the referendum provisions of the General Revenue Law of Illinois.

If a county has levied the tax herein authorized or otherwise meets the conditions set out in Section 12-21.13 of "the Illinois Public Aid Code", to qualify for State funds to supplement local funds for public purposes under Articles VI and VII of that Code and otherwise meets the conditions set out in Article XII of that Code for receipt of State aid, the Illinois Department of Human Services shall allocate and pay to the county such additional sums as it determines to be necessary to meet the needs of assistance to military veterans and their families in the county and expenses incident to the administration of such assistance.

(Source: P.A. 89-507, eff. 7-1-97.)

## Illinois County VAC Website Information

The St. Clair County Veterans Assistance Commission (SCCVAC) is a unit of local government created by the veterans service organizations of St. Clair County in accordance with ILCS Chapt. 330, The Military Veterans Assistance Act, Section 45/1 – 45/11.

The SCCVAC is a temporary financial assistance agency. We assist with food and hygiene vouchers, rent and utilities. Rental assistance is based on family size and is a sliding scale. Food and hygiene vouchers are also a sliding scale and based on family size. These vouchers are redeemable only at the Shop 'n Save store on North Belt West in Belleville. Utilities are assisted only with the current usage reflected on the most recent billing.

We do not assist with past due amounts. There is a \$200 limit on the total amount of utility assistance in a month. In the case of both rental and utility assistance, we do not assist with any fees or deposits and no past or overdue amounts.

Eligibility for assistance is based upon essentially two things. First, are you a veteran, the widow of a veteran or the minor child of a veteran.

In any case, the veteran's DD-214 (Discharge) or comparable form issued by the armed services or National Personnel Records Center (NPRC) showing an Honorable discharge, with no indication of misconduct, must be presented before any further actions may be taken in the certification process.

Second, what is your gross income per month? The following chart is the income guideline according to family size:

Family Size	Maximum Gross Income
1	\$667
2	\$873
3	\$1,184
4	\$1,301
5	\$1,522
6	\$1,711
7	\$1,803
8	\$1,896
9	\$1,995
10	\$2,100

Each additional add \$105.

Those over the income guidelines can petition on a per case basis to receive assistance if they can show evidence of an unusual situation causing them a temporary need. Also, a one-time assistance can be granted to someone over the income guidelines. These exceptions are at the discretion of the superintendent, only.

The following are some basic guidelines for clients of this office, but are not the full set.

## **CLIENT GUIDELINES**

The St. Clair County VAC office, in order to maintain a properly run facility, has some basic rules governing our clients conduct and actions. Infractions involving these rules will result in varying degrees of suspension of privileges. These guidelines are as follows:

1. This office is a place of business and you will conduct yourself in such a manner. Loud talking, abusive language or threatening gestures will not be tolerated. You will be asked to leave and be denied service at that time.
2. Do not arrive at this office "under the influence" of any substance (i.e., alcohol, drugs, etc.). You will be denied service at that time and re-scheduled.
3. There are guidelines which determine eligibility for the assistance available through this office. We adhere to these guidelines. You are judged using these guidelines and only these guidelines. These guidelines do not include age, sex, religion, national heritage or race.
4. If you are found having falsified documents or giving false information you will be **permanently** suspended from receiving service through this office. Your name will also be turned over to the St. Clair County States Attorney for prosecution.
5. We do not pay rent to relatives giving you assistance, and we do not give assistance with utility bills not in your name or that of your legal spouse (girlfriends, fiancés, etc. do not qualify).
6. You will be asked to bring in certain documents and these are necessary to start the process. You will also be asked to have certain forms filled out and returned. These are also a necessary part of the process. These documents and paperwork must be done promptly and completely **before** any assistance can be given. Do not ask any of the personnel in this office to ignore missing documents or forms, they will not grant your request.
7. When receiving assistance you will be told to return the necessary paperwork (i.e., signed vouchers, receipts) to this office. The timely return of these is necessary for us to process paperwork for the St. Clair County Auditor's Office. For that reason, we have a time limit of three (3) working days to return the paperwork. The return of that paperwork within the time limit is your responsibility.
8. When we schedule you for appointments that is time that we reserve for attention to your case. If for some reason you cannot make your appointment, call us to reschedule. That allows us to possibly see someone else during that period of time. If you do not call to cancel you are wasting our time and we take a dim view of that disregard. If your appointment to receive your assistance is missed with no notice we will wait two (2) days and then cancel all checks and vouchers and you will not be eligible for assistance for at least 90 days.

## *VACPC: Assistance*

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The VACPC is a County Governmental Agency operated by and for U.S. veterans. The VACPC is authorized to act as the central committee for veterans' assistance in Peoria County under the Illinois Military Veterans Assistance Act (330 ILCS 45/1 *et seq.*) and is funded in accordance with the provisions of the Illinois Counties Code (55 ILCS 5/1-1001 *et seq.*).

The Veterans Assistance program is an emergency and interim financial assistance program and should not be considered to be an ongoing financial supportive program. All assistance provided by the VACPC is predicated on an established standard of need as set forth by IDHS. It is not the intent of either the Commission or the County to provide assistance either less than or in excess of the levels of assistance adopted by IDHS.

### **Applicants**

Applicants for Veterans Assistance shall be residents of Peoria County and unable to provide food, shelter, and medical care for themselves or their dependents. Applicants must have applied for Public Aid (AFDC, Food Stamps, and medical).

### **Applications**

Every veteran has a right to receive and submit a written application for Veterans Assistance.

### **Eligibility**

Applicants for assistance from the VACPC must present a DD-214 or Certificate of Service showing Honorable Discharge or Under Honorable Conditions. If the applicant does not have a DD-214 or Certificate of Service, he/she must authorize the VACPC to obtain a copy from the appropriate U.S. Department of Defense records center.

**Eligible Veteran for VACPC Assistance** – *veteran whose last period of active military service was Honorable and met the time in service requirement for the era in which the veteran serviced unless the veteran was discharged for a disability incurred in the line of duty (not as a result of the members own misconduct) that was found to be service connected by the US Department of Veterans Affairs*

**The Last Period of Service** refers to veterans who had more than one period of active military service and more than one discharge.

**Honorable Discharge** is a discharge in which the character of discharge is described as honorable and General Under Honorable Conditions.

**Active Military Service** is full time service in a branch of the United States Military as opposed to Reserve duty where a member is still in the military but not actively engaged. Active duty for training, service as a Cadet or Midshipman at the United States Military Academy, the United States Naval Academy, United States Coast Guard Academy, United States Air Force Academy, or in any

component of the Reserve Officers Training Corps is not considered as qualifying service.

**Veterans Who Began Active Service after September 7, 1980** must complete a minimum of 24 consecutive months of active duty or one day of combat during a period of hostilities as recognized by the President and Congress of the United States of America.

**Veterans Who Began Active Service Before September 8, 1980** must complete a minimum of 181 consecutive active duty days or one day of combat during a period of hostilities as recognized by the President and Congress of the United States of America.

**Reservists or National Guard Members** who were involuntarily activated or federalized by the President of the United States or the Secretary of Defense during a period of hostility, served in the theater of hostility, and completed the term for which the member was activated.

**Any Honorably Discharged Reservist or National Guard Member** who was federally activated and served honorably for a minimum of 24 consecutive active duty months for service other than active duty for training.

**Misconduct** – involves deliberate or intentional wrongdoing with knowledge of or wanton and reckless disregard of its probable consequences. Such a discharge would bar a veteran from Veterans Assistance.

**Service Connected Disability** – A chronic illness or injury found to be related to the veterans military service to a degree of 0% or greater by the US Department of Veterans Affairs.

### **Residency**

As provided by the Illinois Counties Code (55 ILCS 5/5-2006), the funds provided by the VACPC for its assistance programs are obtained solely from appropriated tax moneys levied on property owners in Peoria County. Therefore, all veterans, and their families, seeking assistance from the VACPC shall be residents of the State of Illinois and shall have been residents of the County of Peoria for at least sixty (60) consecutive days prior to seeking assistance, with no present intent to move from Peoria County.

### **Indigence**

Standards of indigence are applied by the Department of Human Resources in the State of Illinois and the Standards of Indigence set by the Veterans Assistance Commission.

### **The following assistance is given upon qualification:**

**FOOD ORDERS AND PERSONAL ITEMS:** Depending on size of family.

**UTILITIES AND FUEL:** Utility payments will be made, providing the applicant qualifies in other respects. No deposits or past due bills will be paid to the utility company.

**RENT PAYMENTS:** This Veterans Assistance office does not pay security deposits, back rents or home finding fees. Rents shall not be paid to relatives unless it is a separate rental dwelling.

**TRANSPORTATION:** The VA will provide Transportation for the veteran to the local Veterans Medical Center by the least expensive means when necessary.