



Fort Sill, OK
AER Assistance Appointment Form and Assistance Checklist

Client Name:			
Appointment Date:		Time:	
CFNCO Name:	Phone Number:		
Name of AER Caseworker:			
Caseworker Notes			

Mark v	AER Form 700
	Complete all blocks on AER Form 600/700
	The following Soldiers are not eligible for direct access to AER. -Enlisted Soldiers less than 12 months' time in service -Enlisted Soldiers in IET (BCT/AIT/OSUT) -All Soldiers (Officer and Enlisted) who have 2 assists within a 12 month period or have been identified as a "High Risk" Soldier, require unit Commander/First Sergeant review of their AER application.
	Recent LES document or NCORB or Enlisted Contract verifying Active Duty Status
	Title 10 Activation Orders for USAR/ARNG (if applicable)
	Valid POA for Spouse requesting AER assistance
	Valid Military ID Card or CDRs MFR verifying SMs status or Form 4187 indicating replacement of military ID card.
	Fort Sill Form 95 - Budget form
	Fort Sill Form 286 - Installment Debt Budget Form
	Bankruptcy Form (completed by AER Loan Officer)
	Rent statement with current address and Landlord information. Statement must have late due amount (Rent/Mortgage must be in Client's or Dependant's name)
	Utility bills with past due amount (All utilities must be in Client or Dependant's name)
	Vehicle repair (current insurance card and vehicle registration, 1 repair estimates, Driver's License) Research Blue Book Value on vehicle if needed. Insurance and Registration must be in the SM's or Dependant's Name. Repair Estimate must have vehicle information and name of SM or Dependant.
	Vehicle payment (bill with past due amt, current insurance and registration, driver's license) Auto note, Insurance and Registration must be current and in the SM's or Dependant's Name.
	Emergency Travel (Red Cross Message, <u>Official leave form with control number</u> , itinerary from Carlson Wagonlit) If traveling by land use AER Section form with calculations.

	Trustee permission if under bankruptcy action (Letter from Trustee). This also applies to CRP requests
	Auto Purchase - Purchase contract with monthly payment amount/ Blue Book Value. Budget must show that payments/title and insurance are affordable.
	Home Fires: Police report with SM's home address or local newspaper article.
	Other Docs that support requested needs. (Child Care Invoice, Emergency Travel Form, Funeral Expense Estimate, Police Report, Medical bills,)
	AER Form 600 - Commander's Referral Form / Active Duty Only
	Form 600 completed blocks 10a thru f. with Commander/1SG with Printed Name and Signature (grants not authorized under CRP)
	<u>USAR/National Guard on Title 10 are not eligible to use the CR Program. See Form 700 instructions.</u>
	Max limit is 1,500 (with no current CRP balance) only two per year (repayment plan of 15 months)
	Valid Military ID Card or CDRs MFR verifying SMs status or Form 4187 indicating replacement of military ID card.
	Copy of recent monthly LES
	Trustee permission if under bankruptcy action (Letter from Trustee).
	All supporting Documents
Unauthorized Categories of Assistance	
Divorces	Bail, Legal Fees, Tax Liens
Marriages	Goods or Items for convenience
Soldier's Education Expenses	Travel of Non Command
Ordinary Leave	Sponsored Dependents
Bad Checks	Abortions
Civilian Court Fees, Fines, Judgments	Business Ventures