Member Identifies Financial Need

**Member Completes Application:**
**Ensure Every Item is Completed**
Use No, None and N/A if Appropriate

Member Submits Completed Application with all Additional Documentation to Unit

Unit Reviews Application for Completeness and Viability
- If Pay or Duty Order Issues, Unit will resolve issue with HQ
- Unit Completes Transmittal Letter and Forwards Application to S-FERST

S-FERST Initiates all Actions to Begin Formal Review Process for Providing Assistance to Member
- Financial Counseling Occurs and One-Source Financial Plan Completed if Necessary
- Application is forwarded the State Military Affairs Division (SMA)

SMA Reviews and Forwards to State E-9 for Operational Review
- Application is Forwarded to JAG

JAG Reviews for Legal Compliance
- Application is Forwarded Back to SMA

S-FERST Contacts Member by Phone or E-mail with Determination of Assistance Amount or Denial

State Fiscal Processes Payment to Member and Notifies S-FERST, State E9 and Unit of Approved Amount or Denial

If Amount is over $3,000
- TAG Reviews for Approval
- State Fiscal Processes Payment to Member
- Notifies S-FERST, State E9 and Unit of Approved Amount or Denial

If Amount is $3,000 or Below
- Payment is Approved and Forwarded to State Fiscal
- If Request for Assistance is Denied a Formal Letter will be Issued through United States Postal Service (Certified Return Receipt Requested)

SMA Evaluates All Comments and Determines Amount of Assistance or Denial

Member Receives Assistance Payment or Denial Letter

Member May Appeal Determination to the TAG by Formal Signed Letter Sent To S-FERST

Note: Each Reviewing Entity May Contact Member If Additional Information is Required

Member Submits Completed Application with all Additional Documentation to Unit

Wyoming Military Assistance Trust Fund
Unit Application Flow Chart August 9, 2019