



Melrose-Wakefield-Saugus Veteran Services

Chapter 115 Application Checklist

The purpose of this application checklist is to ensure accuracy and efficiency when requesting documents from potential clients for Chapter 115 application. MWS employees should highlight necessary documents.

Eligibility: *to establish eligibility as a veteran or dependent IAW 108 CMR 3.01*

- a. DD214 – Military Discharge Paperwork must be a resident of Melrose
- b. Proof of City/Town Residency (License, Utility Bill)
- c. Marriage License/Birth Certificates/School Attendance Report (for dependency)
- d. Death Certificate for widowed applicants
- e. Medical Documentation - Diagnosis and Prognosis if unable to work/not retired

Income: *to assess need based on income IAW 108 CMR 5.02*

- a. Fixed Income – Current Year Award Letter or Statement (SS or retirement)
- b. Employed Applicant – Last four pay stubs consecutive
- c. Any other form of monthly income – itemized statement
- d. Termination or Unemployment – Statement of denial or termination

Assets: *to assess need based on asset levels IAW 108 CMR 6.02*

- a. All bank account statements for 90 days consecutive
- b. All retirement account statements to include IRA, 401, etc.
- c. Any other liquid asset available to the veteran or family member

Housing: *for assistance related to housing costs IAW CMR 5.02*

- a. Rent Statement
- b. Mortgage Statement
- c. If no rent or mortgage
 - i. Current Year Tax Bill
 - ii. Current Year House Insurance Bill
 - iii. Current Year Water and Sewer Bill
- d. Proof of Utility Payment – statement detailing costs

Health Costs: *for eligible reimbursements IAW 108 CMR 10.0*

- a. All medical costs are reimbursable at certain levels. Bring in current statements outlining veteran or family member cost to include monthly insurance premiums