
AIR FORCE
INSTRUCTIONAL GUIDE
FOR FAMILY
SUBSISTENCE
SUPPLEMENTAL
ALLOWANCE
(FSSA)

HQ AF/DPRCC

~~May 2001~~April 2001

“No One Comes Close”



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FOREWORD

This Air Force FSSA implementation instructional guide is prepared and distributed by the HQ USAF/DPRCC. It was established to provide interim instructions until DoD and AF publications can be updated. The basis for this guide is the OSD draft FSSA Department of Defense Instruction. This guide will assist Unit Commanders and Family Support Centers' (FSC) Financial Management Counselors and commanders in screening members and certifying applications. The goal is to provide as much information as possible for members, commanders, Family Support Center's, and Financial Services Officers, and Finance Offices to make informed decisions on this new program. It is our goal to provide the FSCs, commanders, and members sufficient information on this new program. Recommendations to improve this draft instruction should be forwarded through command channels.

Questions regarding FSSA should be referred to the member's commander's support staff or Family Support Center for individual qualifications or the Financial Services Office (FSO) for procedural/technical questions. The FSO is the base level OPR for this program. If questions can't be resolved at base or MAJCOM level send request to tamra.miller@pentagon.af.mil or use DSN 227-0683 and leave a message.

CHAPTER 1

FSSA Program

~~SUBJECT: CONSECUTIVE OVERSEAS TOUR (COT) AND IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) LEAVE TRAVEL QUESTIONS AND ANSWERS.~~

REFERENCES:

A. JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1, (JFTR), PAR. U7200

B. AFI 36-3003, SECTION G

C. AF/DPRC MESSAGE DTG 221434Z SEP141305Z JUL 98, SUBJECT CONSECUTIVE OVERSEAS TOUR (COT) AND IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) LEAVE TRAVEL (REPLACES ALL OTHER COT/IPCOT MESSAGE GUIDANCE.)

~~1. THE FOLLOWING GUIDANCE IS PROVIDED TO ANSWER QUESTIONS ON THE INTENT AND RULES OF THE COT/IPCOT LEAVE TRAVEL ENTITLEMENT. THIS MESSAGE IS IN THREE PARTS:~~

~~PART A: EXECUTIVE SUMMARY~~

~~PART B: COMMON COT/IPCOT LEAVE TRAVEL ENTITLEMENT QUESTIONS AND ANSWERS~~

~~PART C: POINTS OF CONTACTS~~

PART A: EXECUTIVE SUMMARY

~~1. The national defense authorization act for fiscal year 2001 added an entitlement to Title 37, Sec. 402, Basic Allowance for Subsistence (BAS.) The new entitlement is called Family Subsistence Supplemental Allowance (FSSA) and is designed to remove the member's household from eligibility for benefits under the food stamp program. Eligibility is based on a members' household size and income. If a member's gross income, together with the gross income of their entire household is within 130 percent of the poverty line as defined by the U.S. Department of Agriculture (USDA) of a household of a given size, that member is entitled to FSSA. MEMBERS WHO ELECT TO SERVE A CONSECUTIVE OV~~

~~Active duty and Reserve component members may participate in the FSSA program provided they meet eligibility criteria established by OSD. The FSSA program is voluntary and members must apply and be certified to receive FSSA.~~

~~ERSEAS TOUR (COT) OR AN IN-PLACE COT (IPCOT) ARE AUTHORIZED A COT LEAVE TRAVEL ENTITLEMENT FOR THEMSELVES AND DEPENDENTS WHO ARE COMMAND SPONSORED FOR BOTH TOURS. THIS LEAVE TRAVEL ENTITLEMENT IS NORMALLY TAKEN BEFORE~~

~~REPORTING TO THE NEW TOUR. THE LOSING COMMANDER MAY DEFER THE COT~~

~~LEAVE TRAVEL ENTITLEMENT (FOR MEMBERS TRAVERSING TRAVELING THROUGH THE CONUS) IF MISSION REQUIREMENTS DICTATE. AIR FORCE POLICY ALLOWS LOSING COMMANDERS TO AUTHORIZE NORMAL LEAVE (NON-COT) BETWEEN THE TOURS OF NO MORE THAN 10 DAYS. MEMBERS WHO USE MORE THAN 10 DAYS LEAVE ENROUTE ARE CONSIDERED TO HAVE USED THE COT LEAVE TRAVEL ENTITLEMENT. The following QUESTIONS AND ANSWERS ARE PROVIDED TO ENSURE MEMBERS AND COMMANDERS UNDERSTAND THE COT LEAVE TRAVEL ENTITLEMENT.~~

~~PART B: COMMON COT/IPCOT LEAVE TRAVEL ENTITLEMENT QUESTIONS AND ANSWERS~~

~~21. QUESTION: WHERE FROM WHAT DEPARTURE AND LEAVE LOCATIONS AM I AUTHORIZED TO TAKE COT LEAVE?~~

~~ANSWER: MEMBERS AND COMMAND SPONSORED DEPENDENTS WHO QUALIFY FOR THE COT TRAVEL AND TRANSPORTATION ALLOWANCES ARE PAID FROM THE MEMBER'S OLD PDS TO THE MEMBER'S HOME OF RECORD (HOR) TO THE MEMBER'S NEW PDS, OR IN THE CASE OF DEFERMENT, FROM THE MEMBER'S NEW PDS TO THE MEMBER'S HOR TO THE MEMBER'S NEW PDS. IPCOT TRAVEL AND TRANSPORTATION ALLOWANCES ARE PAID FROM MEMBER'S CURRENT PDS TO THE MEMBER'S HOR AND RETURN. TRAVEL TO AN ALTERNATE LOCATION IS AUTHORIZED BUT REIMBURSEMENT IS LIMITED TO THE ROUND TRIP COST TO THE MEMBER'S HOR. THE SECAF AUTHORIZED DESTINATION IS THE MEMBER'S HOR OR A PLACE NO FARTHER DISTANT. S MEMBERS TO TRAVEL TO ANY OTHER LOCATION; HOWEVER, REIMBURSEMENT IS LIMITED TO THE ROUND TRIP COST TO THE MEMBER'S HOR.~~

~~2. QUESTION: I AM CURRENTLY ASSIGNED TO MILDENHALL AND I AM ENTERING AN IPCOT. I JOINED THE AF WHILE MY PARENTS WERE STATIONED IN THE UNITED KINGDOM. MY HOR IS THE UNITED KINGDOM. MY PARENTS NOW LIVE IN NEBRASKA AND I WANT TO TAKE MY IPCOT LEAVE ENTITLEMENT THERE. HOW CAN I DO THIS?~~

~~ANSWER: THERE IS A SECRETARIAL PROCESS WHICH MAY APPROVE/AUTHORIZE ALTERNATE DESTINATIONS IN DESERVING CASES. PACKAGES ARE STAFFED THROUGH MAJCOM CHANNELS TO AF/DPRC AND ONTO SAE/MIM FOR APPROVAL.~~

~~3. QUESTION: DO MY DEPENDENTS HAVE TO BE COMMAND SPONSORED AT BOTH TOURS TO RECEIVE THE COT/IPCOT ENTITLEMENT?~~

ANSWER: YES. DEPENDENTS HAVE TO ACCOMPANY THE MEMBER AT BOTH TOURS AS COMMAND SPONSORED DEPENDENTS TO RECEIVE THE ENTITLEMENT.

4. QUESTION: I HAVE AN APPROVED IPCOT AND HAVE DELAYED THE IPCOT LEAVE TRAVEL DUE TO MY COMMAND SPONSORED WIFE BEING PREGNANT. AFTER THE BABY IS BORN, AM I ENTITLED TO IPCOT LEAVE TRAVEL ENTITLEMENTS FOR MY NEW DEPENDENT?

ANSWER: YES, IT HAS BEEN DETERMINED THAT THE INTENT OF THE ENTITLEMENT IS NOT TO DENY THE UNBORN CHILD THE COT/IPCOT LEAVE TRAVEL ENTITLEMENT.

5. QUESTION: I AM CURRENTLY ASSIGNED TO RAMSTEIN AB, GE AND I HAVE AN UNACCOMPANIED TOUR OF DUTY TO OSAN AB, KOREA WITH A FOLLOW ON TOUR BACK TO RAMSTEIN AB, GE. MY DEPENDENTS ARE APPROVED TO REMAIN IN THE OCONUS AREA (RAMSTEIN AB, GE) WHILE I AM STATIONED AT OSAN. UPON COMPLETION OF MY UNACCOMPANIED TOUR ARE BOTH MY DEPENDENTS AND MYSELF AUTHORIZED COT LEAVE TRAVEL?

ANSWER: NO, ONLY THE MEMBER IS AUTHORIZED COT LEAVE TRAVEL. THE DEPENDENTS DID NOT SERVE AN OCONUS TOUR OF DUTY WITH THE MEMBER AND ARE NOT ENTITLED TO COT LEAVE TRAVEL. THE STATUTE REQUIRES DEPENDENTS TO ACCOMPANY THE MEMBER AT THE OCONUS PDS (COMMAND SPONSORED.) SINCE THE DEPENDENTS ARE AT A DESIGNATED LOCATION AND NOT AUTHORIZED TO ACCOMPANY THE MEMBER TO OSAN, THEY'RE NOT ENTITLED TO COT LEAVE TRAVEL.

6. QUESTION: CAN MY COMMAND SPONSORED DEPENDENT WHO WENT BACK TO COLLEGE ON STUDENT DEPENDENT ORDERS, USE THE COT LEAVE ENTITLEMENT TO JOIN UP WITH OUR FAMILY (WHO ARE COMING FROM AN OVERSEAS LOCATION) AT MY HOR?

ANSWER: YES, STUDENTS WHO HAVE TRAVELED TO THE MEMBER'S OCONUS PDS ARE ENTITLED TO COT/IPCOT TRAVEL. IF THE STUDENT WISHES TO START/END THEIR TRAVEL FROM THE SCHOOL THEY WILL BE LIMITED FROM THE SCHOOL NOT TO EXCEED MEMBER'S PDS TO MEMBER'S HOR AND RETURN TO MEMBER'S PDS.

7. QUESTION: I WILL BE ENTERING AN IPCOT NEXT MONTH. I WOULD LIKE TO LEAVE ONE WEEK PRIOR TO ENTERING MY IPCOT AND RETURN ONE WEEK AFTER ENTERING THE IPCOT. WHEN CAN I DEPART ON MY IPCOT?

ANSWER: A MEMBER CAN START THEIR IPCOT LEAVE ENTITLEMENT ONCE THEY HAVE ENTERED THE IPCOT AND THEY HAVE ONE YEAR TO START

THE TRAVEL FROM THAT DATE. A MEMBER CANNOT UTILIZE THE IPCOT LEAVE ENTITLEMENT UNTIL THEY HAVE ACTUALLY EARNED IT.

8. QUESTION: MAY I AUTOMATICALLY DEFER COT LEAVE?

ANSWER: MEMBERS THAT MUST TRAVEL THROUGH THE CONUS ON THEIR WAY TO THE NEW PDS ARE EXPECTED TO USE THEIR COT LEAVE TRAVEL ENTITLEMENT ENROUTE. IF THE MEMBER IS UNABLE TO USE THE COT LEAVE TRAVEL ENTITLEMENT ENROUTE DUE TO MISSION REASONS, THE LOSING COMMANDER MAY GRANT A DEFERMENT OF THE COT LEAVE TRAVEL ENTITLEMENT. MEMBERS ARE CONSIDERED TRAVELING THROUGH THE CONUS IF THEY PASS ACROSS, OVER, OR THROUGH THE CONUS. MEMBERS TRAVELING THROUGH THE CONUS ARE REQUIRED TO OBTAIN APPROVAL FOR COT LEAVE TRAVEL DEFERMENT FROM THEIR LOSING COMMANDER. FOR EXAMPLE, MEMBERS GOING PCS FROM RAMSTEIN AB, GE TO OSAN AB, KOREA OR MEMBERS GOING PCS FROM ELMENDORF AFB, AK TO RAMSTEIN AB, GE WOULD HAVE TO OBTAIN THEIR LOSING COMMANDER'S APPROVAL IN ORDER TO DEFER COT LEAVE TRAVEL. MEMBERS AUTHORIZED COT LEAVE TRAVEL ENTITLEMENT THAT DO NOT HAVE TO TRAVEL THROUGH THE CONUS TO THEIR NEW PDS, DO NOT HAVE TO OBTAIN THEIR LOSING COMMANDER'S PERMISSION FOR COT LEAVE TRAVEL DEFERMENT. MEMBERS GOING PCS FROM RAMSTEIN AB, GERMANY TO LAKENHEATH AB, UK AND MEMBERS GOING PCS FROM EIELSON AFB, AK TO ELMENDORF AFB, AK, FOR EXAMPLE, WOULD NOT HAVE TO OBTAIN THEIR LOSING COMMANDER'S APPROVAL FOR DEFERMENT. THERE IS NO LIMIT TO THE NUMBER OF LEAVE DAYS ENROUTE FOR MEMBERS NOT TRAVERSING THE CONUS.

*MEMBERS MUST REMEMBER THAT THE COT LEAVE TRAVEL ENTITLEMENT MUST BE TAKEN WITHIN ONE YEAR OF ARRIVAL AT THE NEW PDS. FAILURE TO USE THE COT LEAVE TRAVEL ENTITLEMENT WITHIN ONE YEAR WILL RESULT IN A LOSS OF THE COT LEAVE TRAVEL ENTITLEMENT. THE ONE-YEAR LIMITATION IS SET BY STATUTE AND CANNOT BE WAIVED.

9. QUESTION: I AM PCSING FROM OSAN AB, KOREA TO EIELSON AFB, AK AND WILL TRAVEL DIRECTLY TO MY NEW PDS WITH NO LEAVE ENROUTE. I WILL BE ROUTED THROUGH SEATTLE ON THE PATRIOT EXPRESS. AM I ALLOWED TO SELF DEFER MY COT ENTITLEMENT?

ANSWER: NO, YOUR TRAVEL ROUTE IS THROUGH THE CONUS AND YOU MUST TAKE YOUR COT ENTITLEMENT ENROUTE UNLESS AUTHORIZED TO DEFER FOR VALID MISSION REASONS BY YOUR LOSING COMMANDER.

10. QUESTION: WHY DO I HAVE TO REQUEST DEFERMENT OF MY COT ENTITLEMENT?

ANSWER: THE CONGRESSIONAL INTENT OF THE PROGRAM IS TO ALLOW MEMBERS AND COMMAND SPONSORED DEPENDENTS TO RETURN TO THE CONUS IN BETWEEN THEIR CONSECUTIVE OVERSEAS TOURS, THUS PROVIDING A RESPIRE FROM THE OVERSEAS AREA. HOWEVER, IT IS RECOGNIZED THAT MILITARY NECESSITY MAY TRULY PREVENT THE MEMBER FROM PERFORMING THE COT/PCOT LEAVE TRAVEL ENTITLEMENT IN CONJUNCTION WITH THE PERMANENT CHANGE OF STATION (PCS) MOVE. IN CASES WHERE THE SERVICE EXIGENCIES (URGENT MISSION REQUIREMENTS) PREVENT THE MEMBER FROM TAKING THE COT LEAVE TRAVEL ENTITLEMENT ENROUTE, GOVERNING STATUTE AND REGULATION ALLOW DEFERMENT OF THE COT LEAVE TRAVEL ENTITLEMENT. THE COT/PCOT LEAVE TRAVEL ENTITLEMENT MUST BEGIN WITHIN ONE YEAR AFTER ARRIVAL AT THE NEW PDS OR ENTERING INTO THE NEW IPCOT ASSIGNMENT. DUE TO THE HIGH OPSTEMPO OF THE MILITARY, CONGRESS APPROVED AN EXCEPTION TO THE ONE YEAR TIME LIMITATION. MEMBERS WHO PERFORM DUTY IN CONNECTION WITH A CONTINGENCY OPERATION MAY DEFER TRAVEL FOR AN ADDITIONAL YEAR AFTER DUTY ENDS.

11. QUESTION: HOW WILL THE FINANCE OFFICE KNOW THAT I HAVE A DEFERRED COT LEAVE ENTITLEMENT?

ANSWER: IF A MEMBER IS AUTHORIZED TO DEFER COT LEAVE TRAVEL BY THE LOSING COMMANDER, THE FOLLOWING STATEMENT MUST BE INCLUDED ON THE PCS ORDER, "AUTHORIZED TO DEFER THEIR COT LEAVE TRAVEL ENTITLEMENT FOR A PERIOD NOT TO EXCEED ONE YEAR AFTER ARRIVAL AT THE NEW PDS." IF THE MEMBER IS AUTHORIZED TO DEFER, THE DEPENDENTS ARE AUTOMATICALLY DEFERRED DESPITE THE NUMBER OF DAYS THE DEPENDENTS SPEND ENROUTE IN THE CONUS. IF ENROUTE LEAVE IS GRANTED, AN ADDITIONAL STATEMENT MUST BE INCLUDED TO READ "MEMBER IS AUTHORIZED TO TAKE NOT MORE THAN 10 DAYS OF LEAVE ENROUTE IN CONJUNCTION WITH THE COT DEFERMENT." AFI 36-2102 IS BEING REWRITTEN TO INCLUDE THIS REQUIREMENT. TO ELIMINATE CONFUSION ALL PCS ORDERS SHOULD REFLECT DEFERMENT, EVEN IF THE MEMBER IS AUTHORIZED TO SELF DEFER.

12. QUESTION: I HAVE AN APPROVED DEFERRED COT LEAVE ENTITLEMENT FOR MY PCS FROM ALASKA TO TURKEY AND I AM AUTHORIZED TO TAKE NON-COT LEAVE ENROUTE. IF I AM DELAYED AT THE LEAVE POINT FOR MORE THAN 10 DAYS, IS MY COT LEAVE TRAVEL ENTITLEMENT CONSIDERED LOST?

ANSWER: AIR FORCE POLICY LIMITS THE NUMBER OF ENROUTE NON-COT LEAVE DAYS TO 10 DAYS. SINCE THE MEMBER EXCEEDED THE 10-DAY

LIMIT THE COT LEAVE ENTITLEMENT IS CONSIDERED USED AND THE MEMBER WILL RECEIVE REIMBURSEMENT NOT TO EXCEED THE AUTHORIZED TRAVEL. IF THE LEAVE EN ROUTE EXCEEDS THE 10-DAY LIMITATION DUE TO REASONS BEYOND THE MEMBER'S CONTROL, THE MEMBER MAY REQUEST AN EXCEPTION TO POLICY. IF APPROVED, THE MEMBER WILL HAVE TO REIMBURSE THE GOVERNMENT FOR ANY COT LEAVE ENTITLEMENTS RECEIVED ON THE PCS VOUCHER AND THE MEMBER MUST UTILIZE THE COT LEAVE ENTITLEMENT WITHIN ONE YEAR OF ARRIVAL ON STATION. PACKAGES ARE STAFFED THROUGH MAJCOM CHANNELS TO AF/DPRC. THE 10-DAY LIMIT DOES NOT APPLY TO MEMBERS WHO ARE NOT TRAVERSING THE CONUS.

13. QUESTION: I HAVE AN APPROVED COT DEFERMENT. I HAVE BEEN SELECTED TO FILL A SPECIAL DUTY ASSIGNMENT RESULTING IN A CURTAILMENT OF MY CURRENT ASSIGNMENT. MY TRANSFER IS WITHIN THE SAME OCONUS THEATER WITH A REPORTING DATE THAT DOES NOT ALLOW ME ADEQUATE TIME TO COMPLETE MY COT TRAVEL. CAN I CARRY THIS ENTITLEMENT TO MY NEXT DUTY STATION?

ANSWER: NO, DEFERRED COT AND IPCOT TRAVEL MUST BE TAKEN PRIOR TO DEPARTING PCS. THE MEMBER MUST COMPLETE THE ROUND TRIP WHILE STILL ASSIGNED TO THE PDS.

14. QUESTION: COMMANDERS CAN AUTHORIZE A ONE TIME ADDITIONAL DEFERMENT WHEN MEMBERS PERFORM DUTIES IN SUPPORT OF A CONTINGENCY OPERATION. DOES THAT MEAN I MUST BE DEPLOYED?

ANSWER: NO, THE MEMBER DOES NOT HAVE TO PHYSICALLY DEPLOY. HOWEVER, THE COMMANDER MUST DETERMINE THAT THE DUTIES THE MEMBER PERFORMED WERE IN SUPPORT OF A CONTINGENCY OPERATION. AIR FORCE POLICY ESTABLISHES THE COMMANDER AS THE APPROVAL AUTHORITY FOR THE ADDITIONAL ONE YEAR DEFERMENT.

15. QUESTION: COT/IPCOT LEAVE CAN BE DEFERRED FOR ONE ADDITIONAL YEAR IF THE MEMBER PERFORMS DUTY IN SUPPORT OF A CONTINGENCY OPERATION. CAN THE COMMANDER DETERMINE THAT THEY CAN ONLY HAVE A 6 MONTH EXTENSION?

ANSWER: NO, ONCE THE DETERMINATION HAS BEEN MADE THAT THE MEMBER PERFORMED DUTY IN SUPPORT OF A CONTINGENCY OPERATION THE MEMBER IS AUTOMATICALLY AUTHORIZED ONE ADDITIONAL YEAR FROM THE DATE DUTY TERMINATED.

16. QUESTION: THE COMMANDER AUTHORIZED AN ADDITIONAL ONE YEAR DEFERMENT AND THE ONE YEAR HAS PASSED AND I HAVE BEEN UNABLE

TO USE THE COT LEAVE. CAN MY COMMANDER GRANT A NEW DEFERMENT?

ANSWER: NO, THE STATUTE ALLOWS A ONE-TIME DEFERMENT OF ONE ADDITIONAL YEAR FROM DATE DUTY WAS TERMINATED. ONCE THE COMMANDER AUTHORIZES A DEFERMENT, THAT DATE IS FINAL AND CAN NOT BE FURTHER EXTENDED.

17. QUESTION: I HAVE A DEFERRED COT LEAVE TRAVEL ENTITLEMENT. IS THE FIRST LEAVE I TAKE CONSIDERED MY COT LEAVE ENTITLEMENT?

ANSWER: NO, MEMBERS MUST IDENTIFY WHICH LEAVE WILL BE THEIR COT/IPCOT LEAVE. THE UNIT WILL PUBLISH ORDERS FOR THE MEMBER AND QUALIFIED DEPENDENTS.

18. QUESTION: DO I GET FREE LEAVE WITH MY COT/IPCOT LEAVE ENTITLEMENT?

ANSWER: NO, BUT YOU ARE ALLOWED TRAVEL TIME FOR THE ELAPSED TRAVEL TIME OR ORDERED TRAVEL IF PERFORMING CIRCUITOUS TRAVEL OR TRAVELING TO ALTERNATE DESTINATION. FOR EXAMPLE, A MEMBER PERFORMING AN IPCOT FROM RAMSTEIN AB, GE TO HOR IN MAINE WOULD NORMALLY BE ALLOWED THREE TRAVEL DAYS. MEMBER WOULD BE ALLOWED ONE TRAVEL DAY TO CONUS AND TWO TRAVEL DAYS RETURNING TO RAMSTEIN. THE REMAINING DAYS IN EXCESS OF THE AUTHORIZED TRAVEL DAYS WOULD BE CHARGED AS LEAVE ONCE THE TRAVEL VOUCHER IS SETTLED.

19. QUESTION: I CURRENTLY HAVE 60 DAYS OF LEAVE. WILL MY DEFERRED COT LEAVE TRAVEL ENTITLEMENT ALLOW ME TO CARRY MORE THAN 60 DAYS OF LEAVE AT THE END OF THE FISCAL YEAR?

ANSWER: NO, THE DEFERRAL OF COT LEAVE DOES NOT QUALIFY OR ALLOW A MEMBER TO CARRY MORE THAN 60 DAYS OF LEAVE FROM ONE FISCAL YEAR TO THE NEXT FISCAL YEAR.

20. QUESTION: I PCS'D FROM KOREA TO ALASKA AND I WANT TO TAKE 30 DAYS OF LEAVE ON MY SELF-DEFERRED COT LEAVE ENTITLEMENT. MY COMMANDER IN ALASKA IS ONLY AUTHORIZING THREE WEEKS OF COT LEAVE DUE TO MANNING SHORTAGES. AM I NOT ENTITLED TO 30 DAYS OF LEAVE ON MY COT?

ANSWER: UNIT COMMANDERS ARE ENCOURAGED TO GIVE MEMBERS AN OPPORTUNITY TO TAKE ONE LEAVE PERIOD OF 14 CONSECUTIVE DAYS EACH FISCAL YEAR. THERE IS NO ESTABLISHED AF POLICY THAT REQUIRES COT/IPCOT LEAVE TO BE 30 DAYS.

~~21. QUESTION: CAN MY IPCOT TRAVEL BE TAKEN IN CONJUNCTION WITH A TDY?~~

~~ANSWER: YES, THIS IS A CHANGE FROM EARLIER POLICY. ALTHOUGH IT IS THE AIR FORCE'S INTENT TO KEEP THE FAMILY TOGETHER AND AFFORD THE MEMBER A RESPITE FROM THE OVERSEAS AREA WITHOUT PERFORMING OFFICIAL DUTIES, THERE MAY BE TIMES WHEN IT IS NECESSARY TO PERFORM TDY IN CONJUNCTION WITH COT/IPCOT. THE MEMBER CAN PERFORM THE COT/IPCOT BEFORE OR AFTER THE TDY (S) OR IN BETWEEN TDY POINTS. COMMAND SPONSORED DEPENDENTS WHO ACCOMPANY THE MEMBER TO THE TDY POINT(S) ARE LIMITED TO THE CONSTRUCTIVE COST OF TRAVEL TO THE HOR.~~

~~22. QUESTION: I AM PCSING FROM TURKEY TO GERMANY AND I HAVE A CONUS TDY ENROUTE. WILL THIS BE CONSIDERED TRAVELING THROUGH THE CONUS FOR THE PURPOSE OF MY COT ENTITLEMENT?~~

~~ANSWER: YES, THE MEMBER WILL HAVE RETURNED TO THE CONUS AT GOVERNMENT EXPENSE AND UNLESS THE COT LEAVE TRAVEL ENTITLEMENT IS DEFERRED IT IS CONSIDERED USED.~~

~~2. QUESTION: MY FAMILY WOULD LIKE TO GO ON A EUROPEAN VACATION. CAN I BE REIMBURSED IF I USE ONE OF THE LOCAL TOUR GROUPS?~~

~~ANSWER: TOURS AND CRUISE PACKAGES ARE NOT AUTHORIZED FOR REIMBURSEMENT IN CONNECTION WITH COT/IPCOT LEAVE TRAVEL.~~

~~3. QUESTION: CAN MEMBERS PURCHASE THEIR OWN AIRLINE TICKETS FOR COT/IPCOT LEAVE TRAVEL?~~

~~ANSWER: NO. ALL TRAVELERS MUST CONTACT THEIR LOCAL TRANSPORTATION MANAGEMENT OFFICE/COMMERCIAL TRAVEL OFFICE (TMO/CTO) TO MAKE TRAVEL ARRANGEMENTS. THE TMO/CTO WILL PROVIDE INFORMATION ON TRAVEL RESTRICTIONS FOR TRANSOCEANIC TRAVEL. FAILURE TO CONTACT THE TMO/CTO RESULTS IN NON-REIMBURSEMENT.~~

~~423. QUESTION: I WAS A MEMBER WITH DEPENDENTS IS CURTAILED FROM RAMSTEIN~~

AB, GERMANY TO YOKOTA AB, JAPAN. (BOTH TOURS ARE ACCOMPANIED) AM I IS THE MEMBER AUTOMATICALLY ENTITLED TO COT LEAVE TRAVEL?
ENTITLED TO COT LEAVE TRAVEL?

ANSWER: NO. THE MEMBER MUST SERVE THE EQUIVALENT OF TWO UNACCOMPANIED TOURS TO BE ENTITLED TO COT LEAVE TRAVEL. EXAMPLE::
RAMSTEIN AB, GERMANY UNACCOMPANIED TOUR LENGTH IS 24 MONTHS AND
YOKOTA AB, JAPAN UNACCOMPANIED TOUR LENGTH IS 24 MONTHS FOR A TOTAL
OF 48 MONTHS. ADD THE NUMBER OF MONTHS COMPLETED AT RAMSTEIN AB, GE
TO THE ASSIGNMENT LENGTH AT YOKOTA AB, JA; IF THE COMBINED TOTAL IS
EQUAL TO OR MORE THAN 48 MONTHS THEN THE MEMBER AND AUTHORIZED
DEPENDENTS ARE ENTITLED TO COT LEAVE TRAVEL.

24. QUESTION: I WAS CURTAILED FROM RAMSTEIN AB, GERMANY TO YOKOTA AB, JAPAN. (BOTH TOURS ARE UNACCOMPANIED) AM I AUTOMATICALLY ENTITLED TO COT LEAVE TRAVEL?

ANSWER: YES, IF THE MEMBER IS SERVING THE PRESCRIBED TOUR AT YOKOTA, JAPAN. THE MEMBER DOES NOT HAVE TO MEET THE REQUIREMENTS OF SERVING THE EQUIVALENT OF TWO UNACCOMPANIED TOURS WHEN ONE OR BOTH TOURS ARE UNACCOMPANIED. SINCE THE MEMBER WAS CURTAILED BASED ON THE NEEDS OF THE AIR FORCE, THE MEMBER QUALIFIES FOR COT LEAVE ENTITLEMENT.

25. QUESTION: IF I RECEIVE AND USE MY COT LEAVE TRAVEL ENTITLEMENT AND MY TOUR IS LATER CURTAILED, DO I HAVE TO REPAY THE COT LEAVE TRAVEL ENTITLEMENT?

ANSWER: NO, THE CURTAILMENT WAS BASED ON THE NEEDS OF THE AIR FORCE. THIS APPLIES EVEN WHEN THE CURTAILMENT IS BASED ON PERSONAL OR HARDSHIP REASONS.

5. QUESTION: A MEMBER ELECTS A PERMISSIVE PCS FROM BITBURG AB, GE TO SPANGDAHLEM AB, GE, IS THERE A COT LEAVE TRAVEL ENTITLEMENT?

~~ANSWER: PERMISSIVE PCS MOVES ARE DONE AT NO COST TO THE GOVERNMENT; THEREFORE, THIS WOULD INCLUDE A COST AND NO COT/IPCOT ENTITLEMENT~~

~~WOULD BE AUTHORIZED. 26. QUESTION: MY FAMILY WOULD LIKE TO GO ON A EUROPEAN VACATION. CAN I BE REIMBURSED IF I PURCHASE A TOUR PACKAGE FROM A LOCAL TRAVEL AGENCY?~~

~~ANSWER: NO, TOUR AND CRUISE PACKAGES ARE NOT AUTHORIZED FOR REIMBURSEMENT IN CONNECTION WITH COT/IPCOT LEAVE TRAVEL.~~

~~27. QUESTION: CAN I PURCHASE MY OWN AIRLINE TICKETS FOR COT/IPCOT LEAVE TRAVEL?~~

~~ANSWER: NO, ALL TRAVELERS MUST CONTACT THEIR LOCAL TRANSPORTATION MANAGEMENT OFFICE/COMMERCIAL TRAVEL OFFICE (TMO/CTO) TO MAKE TRAVEL ARRANGEMENTS. THE TMO/CTO WILL PROVIDE INFORMATION ON TRAVEL RESTRICTIONS FOR TRANSOCEANIC TRAVEL. FAILURE TO CONTACT THE TMO/CTO RESULTS IN NON-REIMBURSEMENT. FSSA is a non-taxable supplemental subsistence allowance being implemented and the program is effective 1 May 2001. Entitlement authority expires 30 September 2006. Members stationed outside the United States are eligible to participate in the FSSA program even though food stamps are unavailable overseas. FSSA is a monthly entitlement based on a 30-day month such as Basic Pay and Basic Allowance for Housing (BAH). If a member is entitled to less than a full month of FSSA, the payment will be prorated for the number of days eligible during the first and/or last month of entitlement. When a member is in a non-pay status for any reason, the member is not eligible for FSSA during that non-pay status.~~

~~6. QUESTION: IF AN INDIVIDUAL RECEIVES AND USES THEIR IPCOT LEAVE TRAVEL ENTITLEMENT AND THE TOUR IS LATER CURTAILED, DOES THE IPCOT LEAVE TRAVEL ENTITLEMENT HAVE TO BE REPAID?~~

~~ANSWER: NO. THE CURTAILMENT WAS BASED ON THE NEEDS OF THE AIR FORCE.~~

~~7. QUESTION: HOW ABOUT IF AN INDIVIDUAL USES COT LEAVE BUT THEN LATER REQUESTS CURTAILMENT FOR PERSONAL OR HARDSHIP REASONS?~~

~~ANSWER: NO. THE CURTAILMENT IS STILL BASED ON THE NEEDS OF THE AIR FORCE, EVEN IF THE MEMBER REQUESTED CONSIDERATION.~~

~~8. QUESTION: CAN A COMMAND SPONSORED DEPENDENT WHO WENT BACK TO COLLEGE ON STUDENT DEPENDENT ORDERS, USE THE COT LEAVE ENTITLEMENT TO JOIN UP WITH THEIR FAMILY MEMBERS (WHO ARE COMING FROM AN OVERSEAS LOCATION) AT THE SPONSOR'S HOR?~~

~~ANSWER: STUDENTS WHO HAVE TRAVELED TO THE MEMBER'S OCONUS PDS ARE ENTITLED TO COT/IPCOT TRAVEL. IF THE STUDENT WISHES TO START THEIR TRAVEL FROM THE SCHOOL THEY WILL BE REIMBURSED FROM THE SCHOOL NOT TO EXCEED MEMBERS PDS TO MEMBERS HOR AND RETURN TO MEMBERS PDS.~~

~~9. QUESTION: DO DEPENDENTS HAVE TO BE COMMAND SPONSORED AT BOTH TOURS TO RECEIVE THE IPCOT/COT ENTITLEMENT?~~

~~ANSWER: YES. DEPENDENTS HAVE TO ACCOMPANY THE MEMBER AT BOTH TOURS AS COMMAND SPONSORED DEPENDENTS TO RECEIVE THE ENTITLEMENT.~~

~~10. QUESTION: A MEMBER IS ASSIGNED TO RAMSTEIN AB, GE AND RECEIVES AN UNACCOMPANIED TOUR OF DUTY TO OSAN AB, KOREA WITH A FOLLOW ON TOUR BACK TO RAMSTEIN AB, GE. THE MEMBER RECEIVES APPROVAL FOR THE DEPENDENTS TO REMAIN IN THE OCONUS AREA (RAMSTEIN AB, GE). UPON COMPLETION OF HIS UNACCOMPANIED TOUR ARE BOTH THE MEMBER AND DEPENDENTS AUTHORIZED COT LEAVE TRAVEL?~~

~~ANSWER: NO. THE MEMBER IS AUTHORIZED COT LEAVE TRAVEL. HOWEVER, THE DEPENDENTS DID NOT SERVE AN OCONUS TOUR OF DUTY WITH THE MEMBER AND ARE NOT ENTITLED TO COT LEAVE TRAVEL. THE STATUTE REQUIRES THE DEPENDENTS TO SERVE WITH THE MEMBER AT THE OCONUS PDS. SINCE THE~~

~~DEPENDENTS ARE AT A DIFFERENT LOCATION AND NOT AUTHORIZED TO ACCOMPANY THE MEMBER THEY'RE NOT ENTITLED TO COT LEAVE TRAVEL.~~

~~11. QUESTION: MAY I AUTOMATICALLY DEFER COT LEAVE?~~

~~ANSWER: MEMBERS THAT MUST TRAVERSE THE CONUS ON THEIR WAY TO THE NEW PDS ARE EXPECTED TO USE THEIR COT LEAVE TRAVEL ENTITLEMENT ENROUTE.~~

~~IF THE MEMBER IS UNABLE TO USE THE COT LEAVE TRAVEL ENTITLEMENT~~

~~ENROUTE DUE TO MISSION REASONS, THE LOSING COMMANDER MAY GRANT A~~

~~DEFERMENT OF THE COT LEAVE TRAVEL ENTITLEMENT. MEMBERS ARE CONSIDERED TRAVERSING THE CONUS IF THEY PASS ACROSS, OVER, OR THROUGH~~

~~THE CONUS. MEMBERS TRAVERSING THE CONUS ARE REQUIRED TO OBTAIN~~

~~APPROVAL FOR COT LEAVE TRAVEL DEFERMENT FROM THEIR LOSING COMMANDER.~~

~~EXAMPLES: MEMBERS GOING PCS FROM RAMSTEIN AB, GE TO OSAN AB, KOREA;~~

~~MEMBERS GOING PCS FROM ELMENDORF AFB, AK TO RAMSTEIN AB, GE WOULD~~

~~HAVE TO OBTAIN THEIR LOSING COMMANDER'S APPROVAL IN ORDER TO DEFER~~

~~COT LEAVE TRAVEL. MEMBERS AUTHORIZED COT LEAVE TRAVEL ENTITLEMENT~~

~~THAT DO NOT HAVE TO TRAVERSE THE CONUS TO THEIR NEW PDS, DO NOT HAVE~~

~~TO OBTAIN THE LOSING COMMANDER'S PERMISSION FOR COT LEAVE TRAVEL~~

~~DEFERMENT. MEMBERS MUST REMEMBER THAT THE COT LEAVE TRAVEL ENTITLEMENT MUST BE TAKEN WITHIN ONE YEAR OF ARRIVAL AT THE NEW PDS.~~

~~FAILURE TO USE THE COT LEAVE TRAVEL ENTITLEMENT WITHIN ONE YEAR WILL~~

~~RESULT IN A LOSS OF THE COT LEAVE TRAVEL ENTITLEMENT. THE ONE-YEAR~~

~~LIMITATION IS SET BY STATUTE AND CANNOT BE WAIVED. EXAMPLES: MEMBERS~~

~~GOING PCS FROM RAMSTEIN AB, GERMANY TO LAKENHEATH AB, UK AND MEMBERS~~

~~GOING PCS FROM EIELSON AFB, AK TO ELMENDORF AFB, AK WOULD NOT HAVE TO~~

~~OBTAIN THEIR LOSING COMMANDER'S APPROVAL FOR DEFERMENT.~~

~~12. QUESTION: WHY DO WE HAVE TO REQUEST DEFERMENT OF COT ENTITLEMENT? WE EARNED IT, SO WE SHOULD BE ABLE TO USE IT ANY WAY WE WANT.~~

~~ANSWER: THE CONGRESSIONAL INTENT OF THE PROGRAM IS TO ALLOW MEMBERS AND COMMAND SPONSORED DEPENDENTS TO RETURN TO THE CONUS IN BETWEEN THEIR CONSECUTIVE OVERSEAS TOURS, THUS PROVIDING A RESPITE FROM THE OVERSEAS AREA. HOWEVER, IT IS RECOGNIZED THAT MILITARY NECESSITY MAY PREVENT THE MEMBER FROM PERFORMING THE COT/IPCOT LEAVE TRAVEL ENTITLEMENT IN CONJUNCTION WITH THE PERMANENT CHANGE OF STATION (PCS) MOVE. IN CASES WHERE THE SERVICE EXIGENCIES (URGENT MISSION REQUIREMENTS) PREVENT THE MEMBER FROM TAKING THE COT LEAVE TRAVEL ENTITLEMENT ENROUTE, GOVERNING STATUTE AND REGULATION ALLOW DEFERMENT OF THE COT LEAVE TRAVEL ENTITLEMENT. THE COT/IPCOT LEAVE TRAVEL ENTITLEMENT MUST BEGIN WITHIN ONE YEAR AFTER ARRIVAL AT THE NEW PDS OR ENTERING INTO THE NEW IPCOT ASSIGNMENT. DUE TO THE HIGH OPTEMPO OF THE MILITARY, CONGRESS APPROVED AN EXCEPTION TO THE ONE-YEAR TIME LIMITATION. MEMBERS WHO PERFORM DUTY IN CONNECTION WITH A CONTINGENCY OPERATION MAY DEFER TRAVEL FOR AN ADDITIONAL YEAR AFTER DUTY ENDS.~~

~~13. QUESTION: HOW WILL THE FINANCE OFFICE KNOW THAT I HAVE A DEFERRED COT LEAVE ENTITLEMENT?~~

~~ANSWER: IF A MEMBER IS AUTHORIZED TO DEFER COT LEAVE TRAVEL BY THE LOSING COMMANDER, THE FOLLOWING STATEMENT MUST BE INCLUDED ON THE PCS ORDER, "MEMBER AND/OR DEPENDENTS ARE AUTHORIZED TO DEFER THEIR COT~~

~~LEAVE TRAVEL ENTITLEMENT FOR A PERIOD NOT TO EXCEED ONE YEAR AFTER ARRIVAL AT THE NEW PDS." IF ENROUTE LEAVE IS GRANTED, AN ADDITIONAL STATEMENT MUST BE INCLUDED TO READ "MEMBER IS AUTHORIZED TO TAKE NOT MORE THAN 10 DAYS OF LEAVE ENROUTE IN CONJUNCTION WITH THE COT DEFERMENT." AFI 36-2102 IS BEING REWRITTEN TO INCLUDE THIS REQUIREMENT. TO ELIMINATE CONFUSION ALL PCS ORDERS SHOULD REFLECT DEFERMENT, EVEN IF THE MEMBER IS AUTHORIZED TO SELF DEFER.~~

~~14. QUESTION: A MEMBER HAS AN APPROVED DEFERRED COT LEAVE ENTITLEMENT AND IS AUTHORIZED TO TAKE NON-COT LEAVE ENROUTE. IF THE MEMBER IS DELAYED AT THE LEAVE POINT FOR MORE THAN 10 DAYS, IS THE COT LEAVE TRAVEL ENTITLEMENT CONSIDERED LOST?~~

~~ANSWER: AIR FORCE POLICY LIMITS THE NUMBER OF ENROUTE NON-COT LEAVE DAYS TO 10 DAYS. SINCE THE MEMBER EXCEEDED THE 10-DAY LIMIT THE COT LEAVE ENTITLEMENT IS CONSIDERED USED. THE MEMBER WILL RECEIVE REIMBURSEMENT NOT TO EXCEED THE AUTHORIZED ROUTE~~

~~15. QUESTION: IF A MEMBER, WHO PCS'D FROM GERMANY TO KOREA, MOVES HIS DEPENDENTS TO A DESIGNATED LOCATION IN CONUS AND TAKES MORE THAN 10 DAYS OF LEAVE AT THE DESIGNATED LOCATION; WILL THE ENTITLEMENT TO COT BE AFFECTED?~~

~~ANSWER: YES, THE COT LEAVE TRAVEL ENTITLEMENT WILL BE CONSIDERED TO HAVE BEEN USED EVEN IF THE MEMBER IS AUTHORIZED TO DEFER THE COT TRAVEL.~~

~~16. QUESTION: IF YOU HAVE A DEFERRED COT LEAVE TRAVEL ENTITLEMENT, IS THE FIRST LEAVE YOU TAKE CONSIDERED YOUR COT LEAVE ENTITLEMENT?~~

~~ANSWER: NO. THE RULES CHANGED SEVERAL YEARS AGO. MEMBERS MUST IDENTIFY WHICH LEAVE WILL BE THEIR COT/IPCOT LEAVE. THE UNIT WILL PUBLISH ORDERS FOR THE MEMBER AND QUALIFIED DEPENDENTS. REMEMBER THE ENTITLEMENT MUST BE TAKEN WITHIN ONE YEAR OF ARRIVAL AT THE NEW PDS OR FROM THE EFFECTIVE DATE OF THE IPCOT.~~

~~17. QUESTION: COMMANDERS CAN AUTHORIZE A ONE TIME ADDITIONAL DEFERMENT WHEN MEMBERS PERFORM DUTIES IN SUPPORT OF A CONTINGENCY OPERATION. DOES THAT MEAN THE MEMBER MUST BE DEPLOYED?~~

~~ANSWER: NO, THE MEMBER DOES NOT HAVE PHYSICALLY DEPLOY. HOWEVER, THE COMMANDER MUST DETERMINE THAT THE DUTIES THE MEMBER PERFORMED WERE IN SUPPORT OF A CONTINGENCY OPERATION. AIR FORCE POLICY ESTABLISHES THE COMMANDER AS THE APPROVAL AUTHORITY FOR THE ADDITIONAL ONE YEAR DEFERMENT.~~

~~18. QUESTION: CAN DEFERRED COT OR IPCOT TRAVEL BE TAKEN IN CONJUNCTION WITH A TDY?~~

~~ANSWER: NO. MEMBERS ARE AUTHORIZED TO TRAVEL FROM THE PERMANENT DUTY STATION (PDS) TO HOR (OR ANOTHER LOCATION NOT TO EXCEED THE HOR) AND RETURN TO THE PDS, NO ALTERNATE LOCATION IS AUTHORIZED.~~

~~19. QUESTION: A MEMBER HAS AN APPROVED IPCOT AND DELAYS THE COT LEAVE TRAVEL DUE TO HIS COMMAND SPONSORED WIFE BEING PREGNANT. AFTER THE CHILD IS BORN, IS THE MEMBER'S CHILD ENTITLED TO COT LEAVE TRAVEL ENTITLEMENTS?~~

~~ANSWER: YES. IT HAS BEEN DETERMINED THAT THE INTENT OF THE ENTITLEMENT IS NOT TO DENY THE UNBORN CHILD THE COT LEAVE TRAVEL ENTITLEMENT.~~

~~20. QUESTION: A MEMBER PERFORMED A COT WITH AN APPROVED DEFERMENT. DUE TO DUTY IN SUPPORT OF A CONTINGENCY OPERATION THE COMMANDER APPROVED AN ADDITIONAL ONE-YEAR DEFERMENT. THE MEMBER HAS BEEN SELECTED TO FILL A SPECIAL DUTY ASSIGNMENT, WHICH HE VOLUNTEERED FOR, RESULTING IN A CURTAILMENT OF HIS CURRENT ASSIGNMENT. HIS TRANSFER IS WITHIN THE SAME OCONUS THEATER WITH A REPORTING DATE THAT DOES NOT GIVE HIM ADEQUATE TIME TO COMPLETE HIS COT TRAVEL. CAN THIS MEMBER CARRY THIS ENTITLEMENT TO HIS NEXT DUTY STATION?~~

~~ANSWER: NO. DEFERRED COT AND IPCOT TRAVEL MUST BE TAKEN PRIOR TO DEPARTING PCS. THE MEMBER MUST COMPLETE THE ROUND TRIP WHILE STILL ASSIGNED TO THE PDS.~~

~~21. QUESTION: IF A MEMBER IS PCSING FROM TURKEY TO GERMANY AND HAS A CONUS TDY ENROUTE AND TAKES HIS DEPENDENTS WITH HIM, WILL THIS BE CONSIDERED TRAVERSING THE CONUS FOR THE PURPOSE OF A COT ENTITLEMENT?~~

~~ANSWER: YES, THE MEMBER HAS RETURNED TO THE CONUS AT GOVERNMENT EXPENSE AND UNLESS THE COT LEAVE TRAVEL ENTITLEMENT IS DEFERRED IT IS CONSIDERED USED.~~

~~22. QUESTION: A MEMBER HAS A DEFERRED COT ENTITLEMENT. THE MEMBER RECEIVES AND PROCEEDS ON DEPLOYMENT ORDERS. HOWEVER, PRIOR TO ARRIVAL AT THE DEPLOYED SITE THE MEMBER IS SENT ON A MEDICAL TDY AND IS RETURN TO THE PDS. THE MEMBER IS NOW ASKING FOR A DEFERMENT DUE TO PERFORMING DUTY IN SUPPORT OF A CONTINGENCY OPERATION. IS THIS~~

~~APPROVAL VALID SINCE THE MEMBER NEVER COMPLETED THE DEPLOYMENT?~~

~~ANSWER: YES. THE COMMANDER APPROVED THE ADDITIONAL DEFERMENT BASED ON DUTY IN SUPPORT OF THE CONTINGENCY OPERATION AND THIS MEMBER EXECUTED ORDERS. COMMANDERS MUST LOOK AT ALL THE INFORMATION TO DETERMINE IF THE CIRCUMSTANCES WARRANT THE ADDITIONAL DEFERMENT.~~

~~3. The FSSA program increases a member's BAS by an amount intended to remove the member's household from eligibility for benefits under the USDA food stamp program. FSSA will be paid in an amount equal to the total dollars required to bring that member's household income to 130 percent of the federal poverty line, not to exceed (NTE) \$500 per month. The allowance is based on the gross income tables published by the USDA for the location stationed (Appendix A). There are three income tables: CONUS (48 states), Alaska, and Hawaii. If the household being claimed for FSSA is located any place other than Alaska or Hawaii, the CONUS table will apply to entitlement determinations. The amount of FSSA is determined by subtracting the household income from the food stamp program's gross income limit for a particular household size. The member is paid the difference, NTE \$500 per month. The difference must be greater than zero to be entitled to FSSA. If an eligible member for FSSA is receiving food stamps, the amount of the entitlement will be equal to the calculated FSSA, or the monthly food stamp allotment received by the member, whichever is higher, NTE \$500 per month. If a member is not receiving food stamps, or does not qualify for food stamps, it is possible the member may still qualify for FSSA. Conversely, it is possible that a member receiving food stamps may not qualify for FSSA. This may be a common occurrence since the Food Stamp Program does not consider the value of government housing, whereas the FSSA Program incorporates an in-kind value for government housing.~~

~~**FSSA income may jeopardize a household's participation in certain programs where eligibility is based on income, such as: Food Stamps, S-subsidized Sschool Lunch programs, the Women, Infant, and Children (WIC) Program, day care assistance programs, and earned income tax credit (EITC.) If the member participates in the food stamp program, FSSA income must be reported to the food stamp office. Receipt of FSSA may either render a member's household ineligible for food stamps, or reduce the amount of the food stamp benefit.**~~

~~4. Example:~~

~~_____ E-4 over four years for pay with five other persons in household
_____ No other household income
_____ Assigned to Little Rock AFB~~

~~_____ Basic Pay: _____ \$1,576.20~~

<u>BAH</u>	<u>\$559.00</u>
<u>BAS</u>	<u>\$229.80</u>

<u>TOTAL</u>	<u>\$2,365.00</u>
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<u>Gross income eligibility limit for six in a household:</u>	
<u>\$2,476.00</u>	

Subtract total household income from gross income eligibility limit:

\$2,476.00 – \$2,365.00 = \$111.00

Monthly amount of calculated FSSA is \$111.00

If the member in this example receives food stamps at a greater amount than \$111 per month, he/she can receive that amount in FSSA NTE \$500 per month

If the member does not receive food stamps or in an amount equal to or less than \$111, he/she can receive \$111 per month

5. A member's household for the purposes of FSSA is defined as:

———(1) A an individual who lives alone or who, while living with others, customarily purchases food and prepares meals for home consumption separate and apart from others, or (2) a group of individuals who live together and customarily purchase food and prepare meals together for home consumption. Spouses who live together, parents and their children 21 years of age or younger who live together, and children (excluding foster children) under 18 years of age who live with and are under the parental control of a person other than their parent, together with the person exercising parental control, shall be treated as a group of individuals who customarily purchase food and prepare meals together for home consumption even if they do not do so.

This definition is taken in part from the food stamp act. A member's household does not require the inclusion of dependents to be eligible for FSSA, unless the household being claimed for FSSA is separate from the members, i.e. dependent restricted tours or unaccompanied tours. For members with joint custody of a child, that child may be counted as part of the member's household during any month the child spends 50 percent or more of the time with the member.

6. Household income includes the total amount of gross income received by members of the household. The draft FSSA DoDI or Appendix B of this guide defines military income and household income.

If the member receives BAH or OHA, this amount will be counted as gross income. If the member resides in government housing and does not receive a BAH or OHA, the amount counted will be the equivalent housing amount if the member resided in economy

housing at their permanent duty station (PDS) or at the location of the dependents if geographically separated from the member. For OHA areas, this would be the ceiling amount (including utilities) for the member's grade and PDS.

CHAPTER 2 Family Subsistence

Supplemental Allowance (FSSA)

Part A - Application Instructions

Application procedures are mirrored after BAS procedures. Commander's certification is required to receive FSSA (commanders must be on "G-series" orders ~~this includes commanders on "G" series orders.~~). ~~Commander's support staff will submit certified applications and accompanying DD Form 114, Military Pay Orders, DD Form 114, to the Financial Services Office (FSO) or local finance office. Finance The FSO/FO will compile a separate spreadsheet and send to DFAS for input the data into the Defense Joint Military Pay System for inclusion in the member's military pay. Finance The FSO is the base-level OPR for the entitlement. Commanders should refer FSSA applicants to Family Financial management eCounseling is will be available from the Family Support Center for referral services on potential impact on other income assistance programs and financial counseling.s where available and commanders are encouraged to use them to the greatest extent possible. However, their projected figures are not binding until certified by the member's commander. Commanders are encouraged to refer qualified FSSA recipients to Family Support Center where available. Members are required to submit sufficient documentation of gross income and household size with their application.~~

~~23. QUESTION: COT/IPCOT LEAVE CAN BE DEFERRED FOR ONE ADDITIONAL YEAR IF THE MEMBER PERFORMS DUTY IN SUPPORT OF A CONTINGENCY OPERATION. CAN THE COMMANDER DETERMINE THAT THEY CAN ONLY HAVE A 6 MONTH EXTENSION?~~

~~ANSWER: NO. ONCE THE DETERMINATION HAS BEEN MADE THAT THE MEMBER PERFORMED DUTY IN SUPPORT OF A CONTINGENCY OPERATION THE MEMBER IS AUTOMATICALLY AUTHORIZED ONE ADDITIONAL YEAR FROM THE DATE DUTY TERMINATED.~~

~~24. QUESTION: THE COMMANDER AUTHORIZED AN ADDITIONAL ONE YEAR DEFERMENT, THE ONE YEAR HAS PASSED AND THE MEMBER IS STILL UNABLE TO USE THE COT LEAVE, CAN THE COMMANDER GRANT A NEW DEFERMENT?~~

~~ANSWER: NO. THE STATUTE ALLOWS A ONE-TIME DEFERMENT OF ONE ADDITIONAL YEAR FROM DATE DUTY WAS TERMINATED. ONCE THE COMMANDER AUTHORIZES A DEFERMENT, THAT DATE IS FINAL AND CAN NOT BE FURTHER EXTENDED.~~

~~25. QUESTION: A MEMBER CURRENTLY HAS 60 DAYS OF LEAVE, WILL DEFERRING THE COT LEAVE TRAVEL ENTITLEMENT ALLOW THE MEMBER TO CARRY MORE THAN 60 DAYS OF LEAVE AT THE END OF THE FISCAL YEAR.~~

~~ANSWER: NO. THE DEFERRAL OF COT LEAVE DOES NOT QUALIFY OR ALLOW A MEMBER TO CARRY MORE THAN 60 DAYS OF LEAVE FROM ONE FISCAL YEAR TO THE NEXT. IT IS IMPORTANT TO REMEMBER THAT THE COT LEAVE TRAVEL ENTITLEMENT IS INTENDED TO BE TAKEN BETWEEN THE CONSECUTIVE OVERSEAS TOURS. THE INTENT IS NOT FOR MEMBERS TO SAVE THE COT LEAVE TRAVEL TO BE USED AT A LATER TIME FOR PERSONAL CONVENIENCE. DEFERRED COT LEAVE SHOULD BE TAKEN AT THE EARLIEST POSSIBLE TIME UPON ARRIVAL AT THE NEW PDS; THIS WILL ELIMINATE THE POSSIBILITY OF THE MEMBER LOSING THE COT LEAVE TRAVEL ENTITLEMENT.~~

~~26. QUESTION: WHEN DO I HAVE TO USE THE DEFERRED COT/IPCOT LEAVE TRAVEL ENTITLEMENT?~~

~~ANSWER: YOU HAVE ONE YEAR FROM THE EFFECTIVE DATE OF THE IPCOT. FOR DEFERRED COT, YOU HAVE ONE YEAR FROM THE DATE YOU ARRIVE AT THE NEW PDS. AS AN EXCEPTION TO THE ONE-YEAR LIMITATION, MEMBERS UNABLE TO USE THE ENTITLEMENT DUE TO DUTY IN CONNECTION WITH A CONTINGENCY OPERATION MAY REQUEST FROM THEIR COMMANDERS AN ADDITIONAL ONE YEAR DEFERRAL FROM DATE DUTY ENDS (NO FURTHER EXTENSION ARE AUTHORIZED BY STATUTE).~~

I. INTRODUCTION

The following section provides step by step guidance on filling out the FSSA application. In section B of this chapter you will find the application form. The following items at a minimum are required to complete the application: –Leave and Earnings Statement (LES) and member’s housing rate at the applicable location if member and/or family occupies government housing. The member will also be required to provide income statements (i.e., pay stubs) from any other sources of income for anyone in the household; names and social security numbers (SSN) or tax identification numbers for everyone in the household; monthly Food Stamp entitlement (if any); and any other sources of income. See Appendix B of this guide and Interim DoD FSSA Implementation Policy~~draft FSSA DoDI~~ for further explanation of income.

II. SECTION 1 - Personal Information

1. Name: Last, First, Middle Initial (MI)
2. Member’s Social Security Number
3. Duty Phone
4. Home Phone
5. Unit Zip Code
6. Home address of the household being claimed for FSSA
7. Number of qualified persons in the household including the member
8. Current monthly Food Stamp entitlement (~~currently being ed~~ if applicable)

III. SECTION 2 - Income

All income will be reported as a gross monthly income.

9. Military Income:

A. Basic Pay

B. Basic Allowance for Subsistence (BAS) (current BAS rate based on a 30 day month.) If a member receives partial BAS, the partial rate and in-kind value must be claimed. This would equal the regular rations rate for 30 days.

C. Basic Allowance for Housing (BAH) – actual BAH received or the value of BAH if living in government quarters. See Appendix C for the website to obtain the applicable BAH for the location if residing in government housing.

D. Overseas Housing Allowance (OHA) – the actual OHA received or the set maximum OHA rate for the location if living in government quarters. See Appendix C for the website to obtain the applicable OHA rate for the location if residing in government housing. The OHA rate includes the rental ceiling and utility allowance. For overseas areas without an established OHA rate, use the average BAH rates in Appendix D of this guide.

E. Special Pays or Allowances – includes such pays as Hardship Duty Pay, Career Sea Pay, Family Separation Allowance, etc. Do not include Family Separation Housing Allowance (FSH), Cost of Living Adjustment Allowance (COLA), or military clothing allowance.) See Interim DoD FSSA Implementation Policy~~draft DoD~~ for a complete description of incomes included/not included.

F. Bonus – should be a monthly averaged amount over the life of the bonus if not paid as a monthly entitlement. See figure 4.8 in Chapter 4 entitled “Member Receiving a Military Bonus.”

G. Total Military Pay – ~~Add~~ Add items A. through F.

10. Other Income

A. Names, Social Security Numbers or Tax ID, ages, and income of all personnel (except the military income of the active duty/reserve component member reported above) in the household. Include: –Last name, First name, MI, Social Security Number or Tax ID, Age, Employer or Income Source, and Average Monthly Income.. If the income is received other than monthly, it must be converted to ~~aaveraged so that it is reported as a~~ averaged so that it is reported as a monthly amount. See figure 4.9 in Chapter 4 entitled “Other Income:” ~~to convert weekly, bi-weekly, and semi-monthly incomes to a monthly amount.~~ Only include the member if the member has secondary income to their military income.

The following incomes shall be claimed:

~~of~~ SSI, DIS, TANF, Pensions, Annuities, Workman’s Compensation, Social Security, UCB, Veteran’s Benefits, Alimony, Child Support, Interest/Dividends (interest or dividend income earned from savings and investing), Rental Property Income, and other income. See Interim DoD FSSA Implementation Policy~~draft DoD~~ or Appendix B for definitions of terms written below. The Interim DoD FSSA Implementation Policy~~draft DoD~~ lists incomes excluded from FSSA computation in Enclosure 1.

B. Total Other Income - Add all incomes in block A.

11. Total Gross Household Income - Add 9G to 10B

IV. SECTION 3 – Qualification

12. USDA Gross Monthly Income Eligibility Limit/threshold for household size reported in Section 1, line 7 Gross Income Table Limit. Remember household size should include the active duty/Reserve component member. Gross income limit from the appropriate income table found in Appendix A (48 States table if household is in 48 states or overseas; Alaska table if household is in Alaska; or Hawaii table if household is in Hawaii.) Use/Find the amount on the table based on household size (to include the active duty/reserve component member). See Appendix A for USDA Gross Monthly Income Eligibility Limits.
13. Gross household income reported in Section 2, line 11.
14. FSSA Calculator - Subtract line 13 from line 12 (gross income threshold) of this section. **If the amount is zero or negative, the member is not entitled to FSSA.**
15. Monthly Amount of Food Stamp entitlement received, if applicable.
16. **Final FSSA Entitlement** - If FSSA amount is greater than zero, then the following applies: If the member does not receive food stamps, then the FSSA Entitlement equals the amount in line 14 of this section, not to exceed \$500 per month. If the member receives Food Stamp entitlement, then compare with the member's Food Stamp entitlement reported on line 15 of this section to the amount in line 14 and pay the greater amount not to exceed \$500 per month. Example: Member receives \$350 in food stamps every month. The member qualifies for \$100 on the INITIAL FSSA Calculation. The member receives FSSA at the higher amount of \$350/month. **Remember,** FSSA is paid in whole dollars and any fraction of a dollar is rounded to next higher dollar amount. Example: FSSA amount is \$349.29 and ~~This~~ would be rounded ~~to to:~~ \$350 per month.

CHAPTER 2

Part B - Application Form

The attached draft form is available for use in lieu of the ~~projected~~ electronic form that will be available on Defense Manpower Data Center web-site <https://www.dmdc.osd.mil/fssa>. ~~after 1 May 2001 and can be e-mailed directly to a member's commander by the individual.~~

Family Subsistence Supplemental Allowance (FSSA) Application

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.

PRINCIPAL PURPOSE(S): Used reviewing, approving, accounting, and disbursing for FSSA.

SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement of FSSA.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of FSSA.

Fill out the following information completely and accurately. Questions that do not apply to the member please write N/A for non-applicable. Do not leave any blocks blank. Refer to the instructions in Part A of this chapter.

SECTION 1 - (Personal Information)

1. NAME: _____
2. SSN: _____
3. DUTY PHONE: _____
4. HOME PHONE: _____
5. UNIT ZIP CODE: _____
6. HOME ADDRESS: _____
7. NUMBER IN HOUSEHOLD _____ (include the active duty member applying)
8. MONTHLY FOOD STAMP ENTITLEMENT, IF APPLICABLE \$ _____

SECTION 2 - ~~Income~~ (total ~~Income is~~ on the member & household's gross monthly incomes)

9. MILITARY INCOME

- A. BASIC PAY _____
- B. BAS _____
- C. BAH _____ (*There must be a BAH or OHA amount)
- D. OHA _____ (*There must be a BAH or OHA amount)
- E. SPECIAL PAYS _____
OR ALLOWANCES _____

F. BONUS (all types) _____

G. TOTAL MIL PAY \$ _____

10. OTHER INCOME (Includes secondary income from the member)

I, _____, certify that the information provided above is true and accurate to the best of my knowledge.

Printed Rank & Name of Applicant Signature of Applicant Date

CHAPTER 3

Certification

Member may e-mail web-based application to commander directly from DMDC Web-site. Member should meet personally with the certifying official before receipt of FSSA. Commander directs support staff to schedule appointment for member to discuss the application. Commander may refer member to Family Support Center Financial Management counselor for appointment to discuss overall financial management. Once member meets pre-screening requirements directed by commander, member requests a one-on-one meeting with commander through the support staff. Member brings required documentation and application to commander for eligibility check and certification.

Required documentation could include:

Copy of Leave and Earning Statement (LES);

Copy of in-household member pay stubs;

Reenlistment bonus contract;

Previous year's income tax return;

and any other applicable income supporting documentation

:

Commanders may require evidence of household size. Member must produce social security cards, DEERS enrollment or identification cards for dependents, tax identification cards/numbers for foreign born household members, passports, driver's licenses, birth certificates, and any other acceptable documentation that is evidence of household membership for anyone member claims resides in household.

Commander reviews documentation, checks eligibility, and verifies amount to be paid to member. Member is again reminded that payment of FSSA is considered income for other income-based assistance programs such as Women, Infants, and Children (WIC) Program, Food Stamps, Subsidized School Lunch program, etc. and must be reported as such. Member signs application and is responsible for the information contained on the application. Once commander verifies Commander verifies amount of FSSA and records it on application., member signs application.

Commander directs support staff to fill out DD Form 114, Military Pay Order, with information required in example on page 15. Commander signs DD Form 114 authorizing payment of FSSA entitlement and support staff processes with other BAS forms to Financial Services Office (FSO) or local Finance Office.

Commander may direct support staff to keep copy of application and supporting documentation in a management file, but this is at commander's discretion. Original application must be submitted along with DD Form 114, Military Pay Order, to the local Finance Office FSO for input into Defense Joint Military Pay System (DJMS).

Once the Finance Office FSO completes DJMS input or compilation of the spreadsheet to send to DFAS, a copy of the application and pay order is sent inputs entitlement into DJMS they must mail DD Form 114 and application to HQ USAF/DPRCC 1040 AF Pentagon Washington DC 20330 for mandated reporting to Congress. In lieu of mailing a copy can also be faxed to DSN 224-0099 or commercial (703) 614-0099.

Example DD Form 114, Military Pay Order, is on the next page.

CHAPTER 4

Application Examples

The following examples will assist in calculating FSSA. The incomes and USDA thresholds are for illustrative purposes only. Please verify income from member's source documents and use the applicable USDA income limit chart. See Appendix A for current USDA income limit charts.

Index:

Fig. 4.1 Member Qualified for FSSA

Fig 4.2 Member Not Qualified for FSSA

Fig 4.3 Member Overseas

Fig 4.4 Member in Government Housing (BAH Area)

Fig 4.5 Member in Government Housing (OHA Area)

Fig. 4.6 Member in Alaska

Fig. 4.7 Member in Hawaii

Fig. 4.8 Member Receiving a Military Bonus

Fig 4.9 Other Income (In Addition to Military Income)

Fig 4.10 Sporadic Income

Fig 4.11 Member's Dependents Don't Reside with Member

Fig 4.1 – Member Qualified for FSSA

Facts:

E-5 over six years with eight in household (includes member)
Resides in economy housing and receives \$768.00 in BAH per month
Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,777.80</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 768.00</u>
<u>TOTAL:</u>	<u>\$2,775.60</u>

USDA Income Threshold Limit/Household of Eight:

See Note Below \$3,104.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$3,104.00 minus \$2,775.60 = \$328.40

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$329.00

Notes:

Use USDA Income Threshold Table for 48 states unless household is in Alaska or Hawaii.

Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was only receiving \$200 in food stamps, he/she would receive the FSSA amount of \$329.00.

Fig 4.2 – Member Not Qualified for FSSA

Facts:

E-4 over four years with five in household (includes member)

Resides in base housing and there is not an housing amount on the LES

See Chapter three on how to locate BAH or OHA amount for Gross
Income

Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,576.20</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 559.00</u>
<u>TOTAL:</u>	<u>\$2,365.00</u>

USDA Income Threshold Limit/Household of Five:

See Note Below \$2,162.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$2,162 minus \$2,365.00 = - \$203.00 (NEGATIVE AMOUNT)

FSSA Entitlement:

No Entitlement. Gross income exceeds gross income limit established by
USDA.

Notes:

Use USDA Income Threshold Table for 48 states unless household is in Alaska or
Hawaii.

Receipt of food stamps by itself does not qualify a member for FSSA. This may
be a common occurrence for members who live in base housing and are not required to
report an equivalent housing amount for their base housing in applying for food stamps.
They qualify for food stamps, but not FSSA.

IAW the law, an equivalent housing amount must be calculated in the gross
income as if the member did not reside in government housing.

Fig 4.3 – Member Overseas

Facts:

E-3 over two years with six in household (includes member)
Resides in economy housing and receives \$750 in OHA per month
Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,307.10</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>OHA:</u>	<u>\$ 750.00</u>
<u>TOTAL:</u>	<u>\$2,286.90</u>

USDA Income Threshold Limit/Household of Six:

See Note Below \$2,476.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$2,476.00 minus \$2,286.90 = \$189.10

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$190.00

Notes:

Use USDA Income Threshold Table for 48 States.

OHA includes rental amount and utility allowance.

Fig 4.4 - Member in Government Housing (BAH Area)

Facts:

E-5 over six years with eight in household (includes member)

Resides in base housing and there is not housing amount on the LES

See Chapter Three on how to locate BAH amount for Gross Income

Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,777.80</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 768.00</u>
<u>TOTAL:</u>	<u>\$2,775.60</u>

USDA Income Threshold Limit/Household of Eight:

See Note Below \$3,104.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$3,104.00 minus \$2,775.60 = \$328.40

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$329.00

Notes:

Use USDA Income Threshold Table for 48 states unless household is in Alaska or Hawaii.

Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was only receiving \$200 in food stamps, he/she would receive the FSSA amount of \$329.00.

IAW the law, an equivalent housing amount must be calculated in the gross income as if the member did not reside in government housing.

Fig 4.5 - Member In Government Housing (OHA Area)

Facts:

E-3 over two years with six in household (includes member)

Resides in base housing and there is no housing amount on the LES

See Chapter Three on how to locate OHA amount for Gross Income

Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,307.10</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>OHA:</u>	<u>\$ 851.35</u>
<u>TOTAL:</u>	<u>\$2,388.25</u>

USDA Income Threshold Limit/Household of Six:

See Note Below \$2,476.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$2,476.00 minus \$2,388.25 = \$87.75

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$88.00

Notes:

Use USDA Income Threshold Table for 48 States:

IAW the law, an equivalent housing amount must be calculated in the gross income as if the member did not reside in government housing.

Fig 4.6 – Member in Alaska

Facts:

E-4 over four years with six in household (includes member)
Resides in economy housing and receives \$980 in BAH per month
Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,576.20</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 980.00</u>
<u>TOTAL:</u>	<u>\$2,786.00</u>

USDA Income Threshold Limit/Household of Six:

See Note Below \$3,097.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$3,097 minus \$2,786.00 = \$311.00

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$311.00

Notes:

Use USDA Income Threshold Table for Alaska:

Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was only receiving \$200 in food stamps, he/she would receive the FSSA amount of \$311.00.

Fig 4.7 – Member in Hawaii

Facts:

E-4 over four years with seven in household (includes member)
Resides in economy housing and receives \$1,014 in BAH per month
Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,576.20</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$1,014.00</u>
<u>TOTAL:</u>	<u>\$2,820.00</u>

USDA Income Threshold Limit/Household of Seven:

See Note Below \$3,210.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$3,210 minus \$2,820.00 = \$390.00

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$390.00

Notes:

Use USDA Income Threshold Table for Hawaii.

Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was only receiving \$200 in food stamps, he/she would receive the FSSA amount of \$390.00.

Fig 4.8 – Member Receiving a Military Bonus

Facts:

E-5 over six years with eight in household (includes member)
Resides in economy housing and receives \$768.00 in BAH per month
Receives bonus of \$4,800 for a four-year enlistment period
Member's military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,777.80</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 768.00</u>
<u>Bonus:</u>	<u>\$ 100.00 *See calculation below in notes</u>
<u>TOTAL:</u>	<u>\$2,875.60</u>

USDA Income Threshold Limit/Household of Eight:

See Note Below \$3,104.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$3,104.00 minus \$2,875.60 = \$228.40

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$229.00

Notes:

Use USDA Income Threshold Table for 48 states unless household is in Alaska or Hawaii.

Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was only receiving \$200 in food stamps, he/she would receive the FSSA amount of \$229.00.

~~_____ *Bonuses must be converted to a monthly income. It is prorated over the period of time for which the bonus is applicable. Disregard the initial payment and installment payments. Take the entire bonus amount and divide this amount by the total months for the period of time the bonus is applicable. The member's contract will provide this information.~~

~~_____ i.e. \$4,800 divided by 48 months (4 years x 12 months) = \$100 monthly bonus amount~~

Fig 4.9 - Other Income (In Addition to Military Income)

Facts:

E-5 over six years with eight in household (includes member)
Resides in economy housing and receives \$768.00 in BAH per month
Spouse works and receives \$50 per week in income

Calculate Gross Income ~~Without~~ Spouse Income :

<u>Basic Pay:</u>	<u>\$1,777.80</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 768.00</u>
<u>Spouse:</u>	<u>\$ 215.00</u>
<u>TOTAL:</u>	<u>\$2,990.60</u>

USDA Income Threshold Limit/Household of Eight:

See Note Below \$3,104.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$3,104.00 minus \$2,990.60 = \$113.40

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$114.00

Notes:

Use USDA Income Threshold Table for 48 states unless household is in Alaska or Hawaii.

Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was only receiving \$95.00 in food stamps, he/she would receive the FSSA amount of \$114.00.

For household income received less often than monthly, it must be converted to a monthly amount. Use the following conversions:

Weekly — multiply weekly amount by 4.3

Bi-weekly — multiply bi-weekly amount by 2.15

Semi-monthly — multiply semi-monthly amount by 2

For this example, the spouse's weekly income was converted to a monthly income:

$\$50 \times 4.3 = \215.00

Fig 4.10 – Sporadic Income

Facts:

E-5 over six years with eight in household (includes member)
Resides in economy housing and receives \$768.00 in BAH per month
Spouse works Nov and Dec and receives \$50 per week in income

Calculate Gross Income **Without** Spouse's Income :

Basic Pay:	\$1,777.80
BAS:	\$ 229.80
BAH:	\$ 768.00
<hr/>	
TOTAL:	\$2,775.60

Calculate Gross Income **With** Spouse's Income :

Basic Pay:	\$1,777.80
BAS:	\$ 229.80
BAH:	\$ 768.00
Spouse:	\$ 215.00 (\$50 X 4.3)
<hr/>	
TOTAL:	\$2,990.60

*Any increases in household income of \$100 or more per month must be reported. Since this increase exceeds \$100, FSSA must be recalculated for the two months the spouse's income is received. It is the member's responsibility to report changes in income that exceed \$100 per month.

USDA Income Threshold Limit/Household of Eight:

See Note Below \$3,104.00

Compare:

(Income Threshold Limit minus Gross Household Income)
WITHOUT SPOUSE'S INCOME: \$3,104.00 – \$2,775.60 = \$328.40
WITH SPOUSE'S INCOME: \$3,104.00 minus \$2,990.60 = \$113.40

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$329 in the months the spouse does not receive income and \$114.00 for Nov and Dec.

Notes:

~~———— Use USDA Income Threshold Table for 48 states unless household is in Alaska or Hawaii.~~

~~———— Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was receiving an amount of food stamps below the FSSA amount, they he/she would receive the FSSA amount.~~

Fig 4.11 – Member’s Dependents Don’t Reside with Member

Facts:

Member serving dependent restricted tour and his seven dependents remained in CONUS

E-5 over six years with eight in household (includes member)

Dependents reside in economy housing/\$768.00 in BAH per month

Member’s military income is the only household income

Calculate Gross Income:

<u>Basic Pay:</u>	<u>\$1,777.80</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 768.00</u>
<u>FSA:</u>	<u>\$ 100.00 (Family Separation Allowance)</u>
<u>TOTAL:</u>	<u>\$2,875.60</u>

USDA Income Threshold Limit/Household of Eight:

See Note Below \$3,104.00

Compare:

(Income Threshold Limit minus Gross Household Income)

\$3,104.00 minus \$2,875.60 = \$228.40

FSSA Entitlement:

Member is qualified for FSSA in the monthly amount of \$229.00

Notes:

Use USDA Income Threshold Table for 48 states unless household is in Alaska or Hawaii. FSSA is based on where the household being claimed is located, not where the member is stationed.

Don’t include Family Separation Housing (FSH) in gross income. This is an entitlement the member receives if not provided a dormitory room. It is for economy housing at the member’s OCONUS PDS.

~~_____ Determine if member receives food stamps. Compare monthly food stamp allotment to FSSA amount and pay the greater NTE \$500 per month in FSSA entitlement. In this example, if the member is receiving \$450 per month in food stamps, he/she would be entitled to \$450 per month in FSSA. However, if this member was only receiving \$200 in food stamps, he/she would receive the FSSA amount of \$229.00.~~

~~_____ For a member who resides separately from their household, count only **dependents** who normally live with the member under other circumstances. Do not count dependents who normally do not live with the member, i.e. children not in the member's custody.~~

CHAPTER 5

Recertification

1. FSSA is a voluntary entitlement. Recertification follows same procedures as initial application and certification and continues to be voluntary.

21. FSSA is an income/household size driven entitlement. As such, member you will be required to re-certify your eligibility under the following circumstances (if you member participates in other income assistance programs, you should notification of those agencies is necessary as well of these changes as well):

—a. Annually, during February.

—b. Any change decrease to in household size. Increase or decrease to household size could affect amount of entitlement. Although not required, it may be in your best interest to report increases in household size as well. This will lead to an increase in FSSA payments. You will need to see how additional household members and the increase to FSSA impacts other programs in which you participate.

—c. When your monthly income increases by \$100 or more as compared to your current certified amount. Increases in income less than \$100 per month will not affect entitlement

—d. When promoted, eligibility for the allowance should terminate. Member You will be must required to re-certify to restart/continue entitlement to receiving FSSA.

—e. When member you executes a permanent change of station (PCS) move, FSSA will terminate the day prior to the date member you officially checks in to your new duty station.

2. Member is You will be held accountable for FSSA overpayments. Overpayments are recouped directly from your military pay. Increases in income less than \$100 per month are not considered overpayments (see paragraph “c” above).

3. Member You must re-certify within 30 days before or after one of the above listed events with the exception of PCS. Member must do this within 30 days of arriving on station. The effective date of re-certification is the day after the last day of the previous certification period. If you don't reapply within 30 days after your certification has lapsed, your re-certification is treated like an initial application.

4. If member you chose to take FSSA at the higher food stamp benefit level, during re-certification member you will need to again demonstrate Food Stamp Program eligibility based on your current income and household status.

CHAPTER 6

Reserve Component Members

Section A: Reserve-specific policies:

1. This chapter provides additional guidance and information related to members of the Reserve component. It is intended to supplement the guidance and information contained elsewhere in this document. However, the guidance in this chapter supersedes that contained in other chapters of this document when the two are different.

2. There are two important and overarching guidelines governing the development of policies and procedures for Reserve component member eligibility:

a. The purpose of FSSA is to address substandard income levels of military members *while they are on active duty*. FSSA is not intended to address the member's civilian financial situation outside of active duty.

b. FSSA is a monthly entitlement based on calendar months. Therefore, the household income of Reserve component members will be computed on a calendar month basis, even in cases where the active duty period includes two partial months.

3. Reserve component members are eligible to participate in the FSSA program only while serving on active duty. They are eligible for each day of active duty. No minimum number of days of active duty is required for Reserve member eligibility.

4. The Reserve component member's household income is computed by adding the member's military income received while on active duty during a calendar month to any other household income that is received at any time during the same calendar month. If the active duty period spans more than one calendar month, the FSSA entitlement will be based on the month during which more active duty days were performed. If the active duty is evenly split between two months, the member shall choose which month on which to base FSSA entitlement.

5. For determining FSSA eligibility, in no case will the amount used for household income be less than the member's military income had the member been on active duty for an entire month.

6. Reserve component members will be entitled to 1/30th of one month's FSSA for each day of duty performed for periods of active duty of less than a full month. Reserve component members who serve on active duty for all the days in a single calendar month, regardless of how many days are in the month, will receive a full month's FSSA.

~~7. To be eligible, Reserve component members must apply for FSSA during the period commencing 30 days prior to the active duty and concluding at midnight on the last day of active duty. For periods of active duty less than five days for which the member had little or no prior notification, or during which the member had no reasonable opportunity to apply (e.g., in an aircraft most of the duty period), the certifying official may grant the member a period up to 30 days after the completion of the active duty period in which to apply for FSSA. A waiver of the application deadline must be noted and signed by the certifying official on the member's application. Except for this waiver by the certifying official, members are not eligible for FSSA if application is made after conclusion of the active duty period. Under no circumstances, waiver or otherwise, is a member eligible for FSSA if application is made more than 30 days after conclusion of the active duty.~~

~~8. The starting date of the entitlement period will be the first day of active duty, regardless of when the member makes application during the period of active duty. The ending date of the entitlement period will be the last day of active duty.~~

~~9. The 30-day re-certification window described in chapter 5 applies to Reserve component members.~~

Section B: Reserve-specific examples.

Important Note: The processes used for the various examples described in Chapter 4 apply to Reserve component members. However, since the duty periods and statuses are often different for Reservists, these examples amplify on those provided in Chapter 4 and include specific situations that normally only apply to Reserve component members. Questions concerning the eligibility of Reservists or the computation of a Reserve component member's monthly FSSA, should be addressed to _____.

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Figure 6.1 — Reserve specific rules related to FSSA eligibility & computation

Figure 6.2 — Member Qualified for FSSA

Figure 6.3 — Member Not Qualified for FSSA

Figure 6.4 — Member whose household income is less than a full month's military income

Figure 6.5 — Member serving on active duty split between two partial months

Fig 6.1: Reserve specific Rules Related to FSSA Eligibility And Household Income Computation

A. Credit for partial and full months of active duty:

Rule 1: Members serving on active duty for all the days in February receive a full month's FSSA.

Rule 2: Members serving on active duty for 30 days in a 31-day month receive a full month's FSSA.

Rule 3: Members serving on active duty for 31 days in a 31-day month receive a full month's FSSA.

B. Calculation of household income

Rule 4: If the period of active duty falls completely within the same calendar month, the member's household income shall be the sum of active duty income received for the period of active duty and the total of all other income received for the entire calendar month.

Rule 5: If the period of active duty partially encompasses two calendar months, the member's household income shall be the sum of (1) active duty income received during the calendar month containing the greater number of active duty days, and (2) all other income received during the same calendar month, for the entire month.

Rule 6: If the period of active duty encompasses an equal number of days within two calendar months, the member shall choose which of the two months will be used to calculate FSSA entitlement.

C. Calculation of bonuses:

Rule 7: A military bonus received by the member outside of the active duty period shall be prorated for the month of service. Divide the total bonus amount by the total months for the period of time the bonus is applicable.

Rule 8: A civilian job bonus received as a lump sum payment outside of the month used to calculate FSSA eligibility shall NOT be included as part of the household income.

~~Rule 9: A civilian job bonus received as a lump sum payment during the same month as the month used to calculate the member's household income SHALL ALL be used in calculating the member's household income. It shall not be prorated.~~

~~Rule 10: A civilian job bonus received in monthly installments shall be prorated for the month of active duty in the same manner used for a military bonus in Rule 4.~~

~~Rule 11: If an active duty period includes two partial months, the member's household income will include only one full month's amount of any prorated bonus.~~

Fig 6.2: Member Qualified for FSSA

Facts:

E-5 Reserve component member over six years with eight in household (includes member)

Member's civilian job income and military income as a Reservist are the only household income

Civilian income = \$346.15 per five-day week, and is paid bi-weekly

Member's employer **DOES NOT** pay member while on active duty

No military or civilian bonuses received

Serves 14 days of active duty March 3—16, 2001

Step 1: Calculate Gross Military Income for the Calendar Month:

Basic Pay: \$1,777.80

BAS: \$ 229.80

BAH II (< 140 days): \$ 532.80

TOTAL for Month: \$2,540.40

Step 2: Calculate Gross Military Income for the Period of Active Duty:

\$2,540.40/30 = \$84.68 per day

\$84.68 X 14 days = **\$1,185.52**

Step 3: Calculate Gross Civilian Income for *All of the Same Calendar Month*:

Gross Civilian Income per Day = \$346.15/week = \$69.23/day

Total number of days civilian pay received in March = 22 - 10 = 12 days

Gross Civilian Income While on Active Duty = \$0.00

Gross Civilian Income While not on Active Duty = (12 X \$69.23) = \$830.76

Total Gross Civilian Income Received in March = **\$830.76**

Step 4: Add Gross Military and Civilian Incomes to Obtain Household Income:

$$\underline{\underline{\$1,185.52 + \$830.76 = \$2,016.28}}$$

Step 5: Compare Household Income to USDA Income Threshold Limit

$$\underline{\underline{\text{USDA Income Threshold Limit/Household of Eight} = \$3,104.00 \text{ (see note below)}}}$$

$$\underline{\underline{\text{Comparison} = \$3,104.00 - \$2,016.28 = \$1,087.72}}$$

Step 6: Determine FSSA Entitlement if Member Served on Active Duty Entire Month

Member's household income is \$1,087.72.00 less than the USDA Income Threshold Limit. However, since the maximum amount of monthly FSSA authorized is \$500.00, the member would be entitled to \$500.00 if serving the full month on active duty.

Step 7: Prorate the FSSA Entitlement for # of Active Duty Days Served in Month

$$\underline{\underline{(\$500.00/30) \times 14 \text{ days} = \$233.33}}$$

Member would receive a FSSA payment of \$233.33 for the 14 days of active duty performed in March.

Note:

1. Use USDA Income Threshold Table for 48 states unless household is in Alaska or Hawaii.

Fig 6.3: Member Not Qualified for FSSA

Facts:

E-4 over four years with five in household (includes member)
Member's civilian job income and military income as a Reservist are the only household income
Civilian income = \$346.15 per five-day week, and is paid bi-weekly
Member's employer **DOES** pay member while on active duty
No military or civilian bonuses received
Serves 14 days of active duty March 3—16, 2001 (10 of those days are civilian work days)

Step 1: Calculate Gross Military Income for the Calendar Month:

Basic Pay:	\$1,576.20
BAS:	\$ 229.80
BAH II (<140 days):	\$ 462.90
TOTAL:	\$2,268.90

Step 2: Calculate Gross Military Income for the Period of Active Duty:

$\$2,268.90/30 = \75.63 per day
 $\$75.63 \times 14 \text{ days} = \mathbf{\$1,058.82}$

Step 3: Calculate Gross Civilian Income for *All of the Same Calendar Month*:

Gross Civilian Income per Day = $\$346.15/\text{week} = \$69.23/\text{day}$
Total number of days civilian pay received in March = 22 days
Gross Civilian Income While on Active Duty = (10 days) X \$69.23 = \$692.30
Gross Civilian Income While not on Active Duty = (12 X \$69.23) = \$830.76
Total Gross Civilian Income Received in March = \$1,523.06

Step 4: Add Gross Military and Civilian Incomes to Obtain Household Income:

$\$1,058.82 + \$1,523.06 = \mathbf{\$2,581.88}$

Step 5: Compare Household Income to USDA Income Threshold Limit

USDA Income Threshold Limit/Household of Five = \$2,162.00

Comparison = \$2,162.00 - \$2,581.88 = -\$419.88

Step 6: Determine FSSA Entitlement if Member Served on Active Duty Entire Month

Member's household income exceeds the USDA Income Threshold Limit by \$419.88, so member is ineligible for FSSA.

Fig 6.4: Member Whose Household Income Is Less Than A Full Month's Military Income

Facts:

E-6 over eight years with eight in household (includes member)
Member's household income includes member's civilian job income, member's military income as a Reservist, and spouse's civilian income
Member's civilian income = \$0.00 for this month, as he has a seasonal job
Spouse's civilian income = \$250.00 per five day week, and is paid bi-weekly
Member's employer **DOES NOT** pay member while on active duty
No military or civilian bonuses received
Serves 14 days of active duty March 3 - 16, 2001

Step 1: Calculate Gross Military Income for the Calendar Month:

<u>Basic Pay:</u>	<u>\$2,046.00</u>
<u>BAS:</u>	<u>\$ 229.80</u>
<u>BAH:</u>	<u>\$ 592.50</u>
 <u>TOTAL:</u>	 <u>\$2,868.30</u>

Step 2: Calculate Gross Military Income for the Period of Active Duty:

\$2,868.30/30 = \$95.61 per day
\$95.61 X 14 days = **\$1,338.54**

Step 3: Calculate Gross Civilian Income for *All of the Same Calendar Month*:

Member's Gross Civilian Income per Day = \$0.00
Member's total number of days civilian pay received in March = 0 days
Spouse's Gross Civilian Income per Day = \$250.00/5 = \$50.00 per day
Spouse's total number of days civilian pay received in March = 22 days

<u>Member's Gross Civilian Income While on Active Duty =</u>	<u>\$0.00</u>
<u>Member's Gross Civilian Income While not on Active Duty =</u>	<u>\$0.00</u>
<u>Spouse's Gross Civilian Income for March = (22 X \$50.00) =</u>	<u>\$1,100</u>
 <u>-----</u>	
<u>Total Gross Civilian Income Received in March =</u>	<u>\$1,100.00</u>

Step 4: Add Gross Military and Civilian Incomes to Obtain Household Income:

$$\underline{\$1,338.54 + \$1,100.00 = \$2,438.54}$$

However, the calculated household income (\$2,438.54) is less than what the member's military income would be had he served on active duty the entire month (\$2,868.30). Since the household income used can never be less than the member's monthly military income, use the monthly military income as the member's household income to determine eligibility.

Step 5: Compare Household Income to USDA Income Threshold Limit

$$\underline{\text{USDA Income Threshold Limit/Household of Eight} = \$3,104.00}$$

$$\underline{\text{Comparison} = \$3,104.00 - \$2,868.30 = \$235.70}$$

Step 6: Determine FSSA Entitlement if Member Served on Active Duty Entire Month

Member's household income is \$235.70 less than the USDA Income Threshold Limit, so member would receive \$235.70 if on active duty for entire month. (See Section A, paragraph 5 of this chapter.)

Step 7: Prorate the FSSA Entitlement for # of Active Duty Days Served in Month

$$\underline{(\$235.70/30) \times 14 \text{ days} = \$109.99}$$

Member would receive a FSSA payment of \$109.99 for the 14 days of active duty performed in March.

Fig 6.5: Member Serving on Active Duty Split Between Two Partial Months

Facts:

E-6 over eight years with five in household (includes member)
Member's household income includes member's civilian job income, member's military income as a Reservist, and spouse's civilian income
Member's civilian income = \$1,500 for March and \$0.00 for April (seasonal job)
Spouse's civilian income = \$250.00 per five-day week, and is paid bi-weekly
Member's employer **DOES NOT** pay member while on active duty
No military or civilian bonuses received
Serves 14 days of active duty March 26 through April 8, 2001

Step 1: Calculate Gross Military Income for the Calendar Month:

Basic Pay:	\$2,046.00
BAS:	\$ 229.80
BAH-II (< 140 days):	\$ 592.50
TOTAL:	\$2,868.30

Step 2: Calculate Gross Military Income for the Period of Active Duty:

First, determine which month includes the greater number of active duty days served.
The member served six days in March, eight days in April. **Therefore, April's income will be used.**

$\$2,868.30/30 = \95.61 per day

$\$95.61 \times 8 \text{ days} = \mathbf{\$764.88}$ (notice that only April's 8 days are counted, while March's 6 days are ignored.)

Step 3: Calculate Gross Civilian Income for *All of the Same Calendar Month*:

Member's Gross Civilian Income per Day = \$0.00 in April
Member's total number of days civilian pay received in April = 0 days

Spouse's Gross Civilian Income per Day = \$250.00/5 = \$50.00 per day
Spouse's total number of days civilian pay received in April = 21 days

<u>Member's Gross Civilian Income While on Active Duty =</u>	<u>\$0.00</u>
<u>Member's Gross Civilian Income While not on Active Duty =</u>	<u>\$0.00</u>
<u>Spouse's Gross Civilian Income for April = (21 X \$50.00) =</u>	<u>\$1,050.00</u>
<u>Total Gross Civilian Income Received in March =</u>	<u>\$1,050.00</u>

Step 4: Add Gross Military and Civilian Incomes to Obtain Household Income:

$$\underline{\$764.88 + \$1,050.00 = \$1,814.88}$$

However, the calculated household income (\$1,814.88) is less than what the member's military income would be had he served on active duty the entire month (\$2,868.30). Since the household income used can never be less than the member's monthly military income, use the monthly military income as the member's household income to determine eligibility.

Step 5: Compare Household Income to USDA Income Threshold Limit

$$\underline{\text{USDA Income Threshold Limit/Household of Five} = \$2,162.00}$$

$$\underline{\text{Comparison} = \$2,162.00 - \$2,868.30 = -\$706.30}$$

Step 6: Determine FSSA Entitlement if Member Served on Active Duty Entire Month

Member's household income exceeds the USDA Income Threshold Limit by \$706.30, so member is ineligible for FSSA.

APPENDIX A

Applicable for FSSA APPENDIX A

USDA Gross Monthly Income Eligibility Limits 1 October 2001 - 30 September 2002

The tables below are USDA gross monthly income eligibility limits based on household size. The member is counted as part of the household. The tables for Alaska and Hawaii are used for households being claimed for FSSA located in those states. All other locations use the 48 States Table.

The tables are updated at the beginning of the fiscal year. This appendix will be updated at that time. If you have not received an updated Appendix A by 1 October, please locate the rates on the following website: <http://www.fns.usda.gov>.

<u>Household Size</u>	<u>48 States</u>	<u>Alaska</u>	<u>Hawaii</u>
<u>1</u>	<u>\$931.00</u>	<u>\$1,163.00</u>	<u>\$1,072.00</u>
<u>2</u>	<u>\$1,258.00</u>	<u>\$1,572.00</u>	<u>\$1,448.00</u>
<u>3</u>	<u>\$1,585.00</u>	<u>\$1,982.00</u>	<u>\$1,824.00</u>
<u>4</u>	<u>\$1,913.00</u>	<u>\$2,391.00</u>	<u>\$2,200.00</u>
<u>5</u>	<u>\$2,240.00</u>	<u>\$2,801.00</u>	<u>\$2,576.00</u>
<u>6</u>	<u>\$2,567.00</u>	<u>\$3,210.00</u>	<u>\$2,951.00</u>
<u>7</u>	<u>\$2,894.00</u>	<u>\$3,620.00</u>	<u>\$3,327.00</u>
<u>8</u>	<u>\$3,221.00</u>	<u>\$4,029.00</u>	<u>\$3,703.00</u>
<u>Each Add. Mbr</u>	<u>\$328.00</u>	<u>\$410.00</u>	<u>\$376.00</u>

USDA Gross Monthly Income Eligibility Limits 1 October 2000 - 30 September 2001

The tables below are USDA gross monthly income eligibility limits based on household size. The member is counted as part of the household. The tables for Alaska and Hawaii are used for households being claimed for FSSA located in those states. All other locations use the 48 States Table.

The tables are updated at the beginning of the fiscal year. This appendix will be updated at that time. If you have not received an updated Appendix A by 1 October, please locate the rates on the following website: <http://www.fns.usda.gov>.

<u>Household Size</u>	<u>48 States</u>	<u>Alaska</u>	<u>Hawaii</u>
<u>1</u>	<u>\$905.00</u>	<u>\$1,130.00</u>	<u>\$1,039.00</u>
<u>2</u>	<u>\$1,219.00</u>	<u>\$1,524.00</u>	<u>\$1,401.00</u>
<u>3</u>	<u>\$1,533.00</u>	<u>\$1,917.00</u>	<u>\$1,763.00</u>
<u>4</u>	<u>\$1,848.00</u>	<u>\$2,310.00</u>	<u>\$2,125.00</u>
<u>5</u>	<u>\$2,162.00</u>	<u>\$2,703.00</u>	<u>\$2,487.00</u>
<u>6</u>	<u>\$2,476.00</u>	<u>\$3,097.00</u>	<u>\$2,849.00</u>
<u>7</u>	<u>\$2,790.00</u>	<u>\$3,490.00</u>	<u>\$3,210.00</u>
<u>8</u>	<u>\$3,104.00</u>	<u>\$3,883.00</u>	<u>\$3,572.00</u>
<u>Each Add. Mbr</u>	<u>\$315.00</u>	<u>\$394.00</u>	<u>\$362.00</u>

APPENDIX B

Glossary of Acronyms and Definitions

<u>Armed Forces</u>	<u>Army, Navy, Air Force, Marine Corps, and Coast Guard</u>
<u>BAS</u>	<u>Basic Allowance for Subsistence – Any ration amount received to include the equivalent value of rations in kind. LES entry</u>
<u>BAH</u>	<u>Basic Allowance for Housing – BAH is based on civilian rental costs by pay grade, dependency status, and location. The goal of housing allowance reform is to equalize out-of-pocket dollar expenses across all locations and to provide members housing compensation based on comparable (salary and location) civilian costs of housing. LES entry</u>
<u>Commander</u>	<u>Unit commander or squadron section commander - must be on G-series orders to certify entitlement</u>
<u>CONUS COLA</u>	<u>Cost of Living Allowance – A cost-of-living allowance to assist members residing in high cost areas within the continental United States. LES entry.</u>
<u>CONUS</u>	<u>Within the continent of the United States</u>
<u>Dependent</u>	<u>The full definition of “dependent” is contained in 37 U.S.C 401. In part, for the purpose of Family Subsistence Supplemental Allowance (FSSA) that definition includes: The spouse of a member. An unmarried child of the member under 21 years of age, or under 23 years of age if enrolled in full-time course of study in an institution of higher education (the member must be providing more than one half of the student’s support), or a child of any age if the child is incapable of self support because of mental or physical incapacity. The parent of a member if the parent is in fact dependent on the member for more than one-half of the parent’s support, and has been certified a dependent in accordance with Department regulations.</u>

<u>DFAS</u>	<u>Defense Finance and Accounting Service – Army, Navy, Air Force, Marines Pay Center</u>
<u>DMDC</u>	<u>Defense Manpower Data Center</u>
<u>DoD</u>	<u>U. S. Department of Defense</u>
<u>DoDFMR</u>	<u>U.S. Department of Defense Financial Management Regulation</u>
<u>DoDI</u>	<u>U.S. Department of Defense Instruction</u>
<u>DoT</u>	<u>U. S. Department of Transportation</u>
<u>EITC</u>	<u>Earned Income Tax Credit - a tax credit through IRS for low-income working families with children.</u>
<u>FSA</u>	<u>Family Separation Allowance -Compensates a member for the additional expenses incurred because of a family separation due to PCS or TDY.</u>
<u>FSH</u>	<u>Family Separation Housing Allowance – Compensates a member for the additional expenses caused by reason of being required to procure and maintain quarters for one’s self overseas in addition to quarters maintained elsewhere for dependents. LES entry.</u>
<u>FSO</u>	<u>—————Financial Services Office or Finance Office for Reserve Component members.</u>
<u>FSSA</u>	<u>Family Subsistence Supplemental Allowance – designed to remove the member’s household from eligibility for benefits under the food stamp program. LES entry.</u>
<u>Household</u>	<u>For the purposes of this program, the term “household” is defined in Section 3(i) of the Food Stamp Act (see reference (d)). Currently, that definition reads, in part: (1) An individual who lives alone or who, while living with others, customarily purchases food and prepares meals for home consumption separate and apart from others, or (2) A group of individuals who live together and customarily purchase food and prepare meals together for home consumption. Spouses who live together, parents and their children 21 years of age or younger who live together, and children (excluding foster children) under 18 years of age who live with and are under the parental control of a person other than their parent, together with the person exercising parental control, shall be treated as a group of individuals who customarily purchase and prepare meals together for home consumption even if they do not do so. In the case of a member who has joint custody of a child, that child may be counted as part of the member’s household</u>

during any month the child spends 50% or more of the time with the member. An individual may not be counted as a member of more than one household at the same time. It is routine for households to have temporary absences of certain individuals, or temporary social visits by others to the household. These routine temporary variations do not constitute a change in household size, and do not have to be reported. If the absence or visit extends beyond three consecutive months, this will be considered a permanent change to household size, and must be reported to a certifying official.

Household Income Household income includes the total amount of income received by any member of the household (except as noted below) before any taxes or other deductions. This includes military income, wages, earnings, salaries, commissions, tips, self employment income (minus the cost of producing this income), Supplemental Security Income (SSI), Temporary Assistance for Needy Families (TANF), interest or dividend income, alimony, child support, unemployment or worker’s compensation, veterans benefits, annuities, pensions and other retirement benefits, or any other direct payments from any source, unless excluded below. The following items are not to be included as household income: earned income of a student attending an elementary or secondary school who is under 18 years old, loans, grants, scholarships for post-secondary students, income tax refunds, insurance settlements, payments from Federal earned income tax credits, Federal Energy Assistance payments (except those made under TANF), HUD utility reimbursements, reimbursements for expenses such as medical or dependent care (providing they do not exceed actual expenses), the value of food stamps, or any other income excluded by reference (d). Sporadic or seasonal income will be counted only during the month or months in which received. If the sporadic or seasonal income causes the member’s household income to exceed the \$100 or more per month threshold, the member must report this information to a certifying official and be re-certified. Any household income received in foreign currency must be converted to US dollars using the prevailing rate of exchange.

HRSIC Coast Guard Human Resources Service and Information Center (Coast Guard Pay Center)

HUD U. S. Housing and Urban Development - the department that provides housing and utility subsidies to low-income families and individuals.

<u>LES</u>	<u>Leave and Earnings Statement – Monthly pay summary for military members.</u>
<u>Military Income</u>	<u>For the purposes of this program, the following sources of revenue will be counted as Military Income: basic pay, basic allowance for subsistence (BAS), basic allowance for housing (BAH), or cash equivalent for those living in government provided housing, overseas housing allowance (OHA), all bonuses, and all special and incentive pays except those excluded below. The monthly amount of military income attributable to a bonus shall be the amount of the bonus prorated over the period of time for which the bonus is applicable. When a member is living in government quarters while stationed overseas, the amount of housing allowance to count as income for that member is the OHA ceiling for the local area. For the purposes of this program, the following sources of revenue will not be counted as Military Income: overseas cost of living allowance (OCOLA), CONUS COLA, family separation housing allowance (FSH), all travel and transportation related allowances and entitlements, and clothing allowances.</u>
<u>NTE</u>	<u>Not to Exceed</u>
<u>OCONUS</u>	<u>Out side of the continent of the United States, Overseas</u>
<u>OCONUS COLA</u>	<u>Cost of Living Allowance – authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. LES entry</u>
<u>OHA</u>	<u>Overseas Housing Allowance – authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. LES entry.</u>
<u>PDS</u>	<u>Permanent Duty Station. Installation of assignment for military member.</u>

<u>Reserve Component</u>	<u>Army National Guard, Army Reserve, Navy Reserve, Air Force Reserve, Air National Guard, Marine Corps Reserve, and Coast Guard Reserve</u> <u>, Navy, Air Force, Marines, Coast Guard including Air National Guard and Army National Guard</u>
<u>SS</u>	<u>Social Security - monthly payments from the Social Security Administration to retired or disabled persons, and spouses and children of deceased or disabled individuals who have worked under the Social Security system.</u>
<u>SSI</u>	<u>Supplemental Security Income - monthly payments to elderly or disabled low-income adults/children who are not covered under Social Security. This is a means-tested program.</u>
<u>TANF</u>	<u>Temporary Assistance for Needy Families - the cash "welfare" program that replaced the Aid to Families with Dependent Children program. Payments to low-income families with children.</u>
<u>UCB</u>	<u>Unemployment Compensation Benefits - weekly or bi-weekly State payments to individuals who are unemployed.</u>
<u>USDA</u>	<u>U.S. Department of Agriculture - the Department that, among other things, administers food assistance programs such as the Food Stamp Program, School Lunch Program and the Women, Infants and Children Program.</u>
<u>WC</u>	<u>Workman's Compensation - benefits paid to individuals who are injured on the job.</u>
<u>WIC</u>	<u>Women Infant and Children Program Women, Infants and Children Program - provides supplemental foods to low-income pregnant women, new mothers, and to infants and children who are found to be at nutritional risk.</u>
<u>Armed Forces</u>	<u>Refers to Army, Navy, Air Force, Marine Corps, and Coast Guard</u>
<u>BAS</u>	<u>Basic Allowance for Subsistence</u>
<u>BAH</u>	<u>Basic Allowance for Housing</u>
<u>CONUS</u>	<u>Within the continent of the United States</u>
<u>DoD</u>	<u>Department of Defense</u>
<u>DoT</u>	<u>Department of Transportation</u>
<u>DFAS</u>	<u>Defense Finance and Accounting Service</u>
<u>DI</u>	<u>Disability Insurance</u>
<u>EITC</u>	<u>Earned Income Tax Credit</u>

<u>FSH</u>	<u>Family Separation Housing Allowance</u>
<u>FSSA</u>	<u>Family Subsistence Supplemental Allowance</u>
<u>HRSIC</u>	<u>Coast Guard Human Resources Service and Information Center</u>
<u>HUD</u>	<u>Housing and Urban Development</u>
<u>LES</u>	<u>Leave and Earnings Statement</u>
<u>NTE</u>	<u>Not To Exceed</u>
<u>OCONUS</u>	<u>Out side of the continent of the United States, Overseas</u>
<u>OHA</u>	<u>Overseas Housing Allowance</u>
<u>Reserve</u>	
<u>Component</u>	<u>Army, Navy, Air Force, Marines, Coast Guard including Air National Guard and Army National Guard</u>
<u>SS</u>	<u>Social Security</u>
<u>SSI</u>	<u>Supplemental Security Income</u>
<u>TANF</u>	<u>Temporary Assistance for Needy Families</u>
<u>UIUCX</u>	<u>Unemployment Insurance</u>
<u>USDA</u>	<u>U.S. Department of Agriculture</u>
<u>WC</u>	<u>Workman's Compensation</u>
<u>WIC</u>	<u>Women Infant and Children Program</u>

APPENDIX C

Useful Websites

AFPC: <http://www.afpc.randolph.af.mil/>

DMDC: <https://www.dmdc.osd.mil/fssa>

Family Support: <http://www.afcrossroads.com/>

USAF/DP: <https://extranet.hq.af.mil/webfiles/dp>; <http://www.dp.hq.af.mil/>

USDA: <http://www.fns.usda.gov>

Housing Rates:

A. LOCATING BASIC HOUSING FOR ALLOWANCE (BAH) RATES FOR MEMBER'S RECEIVING IN-KIND HOUSING

BAH doesn't apply to areas outside the United States. Use Overseas Housing Allowance (OHA) for overseas areas and U.S. territories. See section below for locating OHA rates.

Access the following website: <http://www.dtic.mil/perdiem>. This is Per Diem Travel and Transportation Allowance Committee's website. Please do not refer FSSA questions to this web-site.

Go to "Rates"

Select "BAH"

Select "2001 BAH Rates"

Enter zip code for member's permanent duty station or dependent's location if applicable and grade

Select the appropriate BAH rate (with or without) and this is the BAH rate claimed for gross income

B. LOCATING OVERSEAS HOUSING ALLOWANCE (OHA) RATES FOR MEMBER'S RECEIVING IN-KIND HOUSING

OHA doesn't apply to the CONUS and Alaska and Hawaii. Use Basic Allowance for Housing (BAH) rates for these areas. See section above for locating BAH rates.

Access the following website: <http://www.dtic.mil/perdiem>. This is Per Diem Travel and Transportation Allowance Committee's website. Please do not refer FSSA questions to this web-site.

Go to "Rates"

Select "OHA"

Select "Location Code Query"

Select desired country and locate OHA location code by city/installation
Go to bottom of screen and select "Find OHA"

Enter OHA Location Code, rank, and select yes or no for dependents

Add OHA rental ceiling and utility allowance in dollar column

This is the rental ceiling for OHA and is claimed for gross income

APPENDIX D

Average Housing Rates

(To be used when OHA/BAH not available for PDS)

Average Basic Allowances for Housing (BAH) 2001

<u>PAY GRADE</u>	<u>WITHOUT RATE</u>	<u>WITH RATE</u>
<u>O-6</u>	<u>\$ 1,285.22</u>	<u>\$ 1,491.16</u>
<u>O-5</u>	<u>\$ 1,160.15</u>	<u>\$ 1,386.90</u>
<u>O-4</u>	<u>\$ 1,045.42</u>	<u>\$ 1,209.67</u>
<u>O-3</u>	<u>\$ 859.21</u>	<u>\$ 1,006.41</u>
<u>O-2</u>	<u>\$ 729.46</u>	<u>\$ 825.27</u>
<u>O-1</u>	<u>\$ 630.36</u>	<u>\$ 740.64</u>
<u>O-3E</u>	<u>\$ 943.34</u>	<u>\$ 1,088.13</u>
<u>O-2E</u>	<u>\$ 827.80</u>	<u>\$ 1,007.09</u>
<u>O-1E</u>	<u>\$ 756.41</u>	<u>\$ 923.55</u>
<u>W-5</u>	<u>\$ 1,000.81</u>	<u>\$ 1,110.02</u>
<u>W-4</u>	<u>\$ 911.91</u>	<u>\$ 1,024.28</u>
<u>W-3</u>	<u>\$ 801.60</u>	<u>\$ 937.56</u>
<u>W-2</u>	<u>\$ 724.39</u>	<u>\$ 877.38</u>
<u>W-1</u>	<u>\$ 549.62</u>	<u>\$ 737.02</u>
<u>E-9</u>	<u>\$ 851.70</u>	<u>\$ 1,057.83</u>
<u>E-8</u>	<u>\$ 796.17</u>	<u>\$ 957.39</u>
<u>E-7</u>	<u>\$ 716.34</u>	<u>\$ 892.61</u>
<u>E-6</u>	<u>\$ 672.92</u>	<u>\$ 845.55</u>
<u>E-5</u>	<u>\$ 633.82</u>	<u>\$ 746.39</u>
<u>E-4</u>	<u>\$ 544.03</u>	<u>\$ 670.59</u>
<u>E-3</u>	<u>\$ 544.03</u>	<u>\$ 670.59</u>
<u>E-2</u>	<u>\$ 544.03</u>	<u>\$ 670.59</u>
<u>E-1</u>	<u>\$ 544.03</u>	<u>\$ 670.59</u>

NOTE: Use the average BAH rates for overseas locations where there is no established Overseas Housing Allowance (OHA.) Do **NOT** use these rates for areas with

established housing rates. See Useful Websites Appendix C for locating BAH and OHA rates.

PART C: POINTS OF CONTACTS

1. QUESTIONS REGARDING COT/PCOT LEAVE SHOULD BE DIRECTED TO THE MEMBER'S LOCAL MILITARY PERSONNEL FLIGHT (MPF) OR FINANCIAL SERVICES OFFICE (FSO):

2. THIS IS A COORDINATED AF/DPRC, AF/DPFPC, SAF/FMPC, AFAFO/FMF, AF/JAG, AND AFPC/DPAPP MESSAGE. POC FOR POC FOR MAJCOM USE ONLY: MSGT MILLER, AF/DPRC, DSN 227 06820683.

