



Success To Succeed Foundation Inc.

STANDARD OPERATING PROCEDURES

APPLICATION FOR VETERAN ASSISTANCE

The following steps must be taken before any assistance can be considered:

1. The veteran requesting assistance must first contact us to obtain a list of agencies within his/her zip code area that provide assistance in the community.
2. The veteran must contact each agency and seek assistance. If the agency denies assistance, the veteran must record the name of the agency, contact person, and the reason for denial. The veteran would then present his/her request for help, in person/writing, to the Chapter Service Officer (CSO/Director) of Success To Succeed Foundation Inc.
3. The CSO/Director will then refer the veteran to his/her local Chapter. If the veteran does not receive help, in the opinion of the CSO, and the veteran did all he/she could, the CSO may refer the request to the Gwinnett Chapter for further action.
4. Once Gwinnett Chapter receives the request, they will evaluate and contact the veteran for further discussion/decision.
5. The veteran must provide proof of status along with copies of Eviction notice / Cut-off notice for utilities.

Approval of the application is based on the veteran total situation, availability of funds, and other circumstances. No funds will be paid directly to the veteran. Disbursements are made on Thursday of each week and on the 2nd Saturday of each month following our regular meeting. All request must be received at least 48-hours before disbursement dates!

If you have any questions, contact us at 678-580-7599

Corene Darden-Smith

CORENE DARDEN-SMITH

P. O. Box 2196

Buford, Georgia 30515

DAVA Sr. Vice Commander

Gwinnett County Unit 90

Email: successtosucceed@gmail.com



Success To Succeed Foundation Inc.

ASSISTANCE PROGRAM IN-TAKE QUESTIONNAIRE/APPLICATION

NAME: _____ SSAN: _____

ADDRESS AND TELEPHONE#: _____

BRANCH OF SERVICE & DATES: _____

TYPE OF DISCHARGE: _____ FELONY CONVICTIONS?: Yes () No ()
EXPLAIN: _____

EMPLOYER (Name, Address, Dates): _____

MONTHLY INCOME & SOURCE: _____

ASSISTANCE NEEDED: _____
REASON/S: _____

List name of places/dates you applied for assistance within past 90 days: _____

BANK NAME/BRANCH: _____

List other ways that we could assist you today: _____

NOTE: Application will not be processed without copies of the following: **DD-214, Current Driver's License or State ID Card, Eviction notice / utilities cut-off notice.**

SIGNATURE

DATE

*** **Attention** ***



Veterans Family Members and the Community!

Success To Succeed Foundation Inc.

Success To Succeed Foundation Inc., has a Chapter Service Officer available to answer your questions and to assist you in filing VA Claims.

Monday and Wednesday

10:00 am – 2:00 pm

Buford Human Service Center

2755 Sawnee Ave, Buford, GA. 30518

Thursday

10:00 am – 2:00 pm

Gwinnett Annex Building 2nd Floor

750 S. Perry St. Lawrenceville, GA. 30046

**For more information, contact:
Success To Succeed Foundation Inc.**

Director: Corene Darden-Smith

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<http://www.successtosucceed.org>

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