



Paralyzed Veterans of America  
Wisconsin Chapter  
750 N Lincoln Memorial Dr, Ste 422  
Milwaukee, WI 53202  
(414) 328-8910  
[info@wisconsinpva.org](mailto:info@wisconsinpva.org)  
[www.wisconsinpva.org](http://www.wisconsinpva.org)

## **Paralyzed Veterans of America – Wisconsin Chapter Benefits & Policies**

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### **Adaptive Sports Reimbursement Policy**

*The purpose of the Paralyzed Veterans of America – Wisconsin Chapter's (PVA-WI) adaptive sports and recreation program is to encourage members to explore new activities. To facilitate participation in activities, the Chapter offers a reimbursement program. These funds are meant to offset the cost of participating in these events and are not intended to cover 100% of those costs. All reimbursements are subject to available Chapter funds.*

#### **Reimbursement Limits**

- Members: Up to 5 events, maximum \$1,500 per event per event per fiscal year (October 1 – September 30).
- Associate Members: Up to 5 events, maximum \$500 per event per fiscal year (October 1 – September 30).
- Caregiver Stipend: \$300.00 per event for VA-approved caregivers for medically necessary assistance.

#### **Eligible Expenses**

- PVA-WI has defined reimbursable expenses to include;
  - Registration fees
    - On the Trap Shoot Circuit, Pistol and Rifle registration is not reimbursable.
  - Entry fees
  - Event-associated banquet or award ceremony fees
  - Governing/sponsoring organization's annual membership fees
  - Please see the PVA Travel Policy for other travel-related expenses.

#### **Request for Funding and Reimbursement Procedures:**

- To be eligible for reimbursement, all participants must submit a Funding Request to the chapter office prior to the event, making any purchases, or commitments.
- Funding requests are due in the office on the first day of the month prior to the event (e.g., event date is November 20, funding request is due November 1).
- Funding request forms can be found on the Chapter website or be obtained by calling the Chapter office. Participants will be notified as soon as possible after approval.
  - Please note that applicants agree to all of the terms of PVA-WI's adaptive sports policies and procedures by signing and submitting a PVA-WI Funding Request Form.
- After approval and participation in the event, submit an expense report with all required



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receipts and banking information within 30 days of the event's conclusion.

Reimbursements will take up to 30 days to process after receiving all required materials.

PVA-WI cannot adjust the timeline of the reimbursement process.

- Once the expense report is submitted, members are not eligible to add any additional items to the expense report after submission.

### Documentation and Reporting

- Acceptable documentation includes but is not limited to receipts, canceled checks, credit card statements, and invoices. Receipts and invoices must show an itemized bill and the total amount. All submitted paperwork must be legible. If a receipt is lost, the expense is not eligible for reimbursement.
- Banking information (deposit slip or voided check) required for ACH reimbursement.
  - \$2.00 fee for paper checks, with additional charges for resending.

### Photos of Participants and Sporting Event, and Event Report

- As consideration for PVA-WI providing sports reimbursement, participants agree to provide the Chapter with photographs of the participant and the event attended.
- If a "team" is attending a sporting event, all participants agree that a team leader will designate a mutually convenient date/time/place for a team photo. It is expected that all members of the team will participate in this team photo.
- Participants agree that PVA-WI may utilize any photos for publicity, promotional and/or informational purposes and may be displayed in the Chapter's newsletter, on its website, on Facebook, etc.
- A short-written report for each event attended should be submitted to the Chapter within 15 days after the event has concluded. If an individual is attending as part of a team, one person on the team may be selected to write and submit the report. These reports may be published in the Chapter's newsletters and placed on its Facebook page.

### PVA Travel Policy

*The Chapter offers a reimbursement program for PVA-related activities. These funds are meant to offset the cost of participating in these events and activities. These funds are never intended to cover 100% of those costs. All reimbursements are subject to available Chapter funds.*

*Reimbursement guidelines will include but not be limited to reimbursement for the cheapest form of transportation, lodging rate not to exceed any event contracted rate, and local per diem as established by GSA, with proof of receipts.*

### Lodging

- No reimbursement will be provided for cancellation fees or room nights not used due to late arrival or early departure.
- Lodging will be reimbursed at the rate of the contracted hotel; should the participant choose to stay at a different hotel, they will be reimbursed for up to the contracted hotel



## Wisconsin Chapter rate.

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- The number of lodging nights includes one day prior to the event and the days of the event. Lodging will not be approved outside of these boundaries.
- Lodging reimbursements excludes incidental charges (food, drinks, hotel restaurants)

## Travel

- Air travel: Reimbursement will be based on the most economical one-stop coach airfare. Standard class only, PVA-WI will not reimburse the cost of first-class tickets.
- Luggage reimbursement: Limited to carrier fees from airlines that do not offer free baggage and items being transported for events (wheelchairs, guns, golf clubs, lacrosse equipment, etc.)
- Driving: Participants driving to an event will be reimbursed at the IRS rate per mile for roundtrip mileage using the most direct route determined by Google Maps. Reimbursement will not include trips taken back and forth during the event. The amount reimbursement must be \$50.00 or more. Do not submit gas receipts. Receipts.
  - The mileage rate is updated annually in January based on IRS guidelines.
- Meals: A per diem will be paid for meals each day, unless meals are covered through a meal card or provided by the event. That rate will be determined for the city/county in which the event will be held as published by the following website:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
  - The first and last day of travel will be reimbursed at 50% of the full per diem rate.

## InvestFit Program

*Supports members in acquiring VA OT/PT recommended exercise equipment.*

## Program Details and Reimbursement Procedures:

- Submit a Financial Request Form before purchasing any equipment including the VA OT/PT recommendation and any denials from VA prosthetics denying approval of providing equipment.
- PVA-WI pays 50% of the cost for equipment priced over \$200.
- After approval and purchase, submit an Expense Report with all required receipts within 30 days of acquiring the equipment.
- Provide photos of the equipment with a brief statement on how it will be used to promote fitness and health. Continue to send updates to PVA-WI of your health progress.



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## Entertainment Reimbursement Policy

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*Membership entertainment benefits are available to regular members who meet certain criteria. If you are a member in good standing, you can request financial assistance to attend an entertainment event. Through this program, we encourage members to get out in their communities and be involved.*

### Reimbursement Limits

- For Members – requests can be made bi-annually (i.e., twice during a fiscal year) for up to \$100 per event. The reimbursement request for an event cannot exceed \$100.
- The reimbursement will be made towards one event, not \$100 spread across multiple events.

### Requests for Funding

- To participate in this program, Members must submit a written request for the funds, explaining how they will be used (i.e., dinner, movie, concert, sports event, etc.).
- This request must be submitted 30 days prior to the event and will be followed by review and approval from the Chapter.
- Entertainment forms will appear on our website, [www.wisconsinpva.org](http://www.wisconsinpva.org)
- Please note that applicants agree to all of the terms of PVA-WI's Entertainment policies and procedures by signing and submitting a PVA-WI Entertainment Request Form.

### Reimbursement Procedures:

- After approval and participation in the event, submit an expense report with all required receipts and banking information within 30 days of the event's conclusion. Reimbursements will take up to 30 days to process after receiving all required materials. PVA-WI cannot adjust the timeline of the reimbursement process.
- Once the expense report is submitted, members are not eligible to add any additional items to the expense report after submission.



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## Documentation and Event Report

- After attending the event, Members must submit acceptable documentation to the Chapter within 30 days following the event's conclusion.
- Acceptable documentation includes, but is not limited to, receipts, canceled checks, credit card statements, and invoices.
- Banking information (deposit slip or voided check) required for ACH reimbursement.
  - \$2.00 fee for paper checks, with additional charges for resend
- Members must also return any unused funds from the request not put towards the event.
- A short-written report for each event attended should be submitted to the Chapter within 30 days after the event has concluded. These reports may be published in the Chapter's newsletters and placed on its Facebook page.

## Adaptive Technology/Accessibility Policy

*All PVA-WI members may be considered for funding assistance in the area of adaptive technology or accessibility items (e.g., the removal of barriers in primary living quarters, hand controls for a vehicle other adaptive driving controls to a personal automobile). The adaptive technology/ accessibility grant is intended for needs that cannot be funded by other funding sources such as Social Security/Medicare or via the VA with a SAH Grant, HISA Grant, etc.*

## Eligibility and Application

- The Member must have been a member at PVA-WI for at least one year.
- Members submit a request to the board of directors.
- Funding may be provided to a PVA-WI member in the absence of any other VA funding option or other funding sources such as Social Security/Medicare. Proof of denial from such programs **must** be attached to the funding request.
- Each member may apply every five years for a grant. All grants are subject to funds availability.

## Reimbursement Procedures

- PVA- WI will pay the member after verification of completion.
- Photos and a written statement of how the project helps the member must be provided before payment is given.
- Payment may be made to the service provider that performed the work or to the member directly.

## Covered Expenses

- Home Structural Modifications
  - Funding reimbursement is provided for modifications or adaptations to a home structure that improves a member's safety or accessibility in or around the house.



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Each application is limited to 50% of the project. The request must include at least two bids. Each bid must have a description of the work that will be performed.

- Hand and Other Driving Controls
  - Funding for driving controls (left foot accelerator, hand brakes, etc.) to be placed on a member's personal automobile must be performed by a certified dealer or technician. Each application is limited to 50% of the project. The request must include at least two bids unless the technology only has a single source. Each bid must have a description of the work that will be performed.
- Other Type of Technology or Accessibility
  - Funding for any other type of technology or accessibility needs not mentioned above can be covered. In general, costs are generally limited to 50% of the purchase.

### Chapter Liability

- There is an understanding between the member and PVA-WI that the applicant is receiving a charitable receipt and that PVA-WI has no inherent liability regarding the project or the item that is funded. The funding request submitted by the member states that the PVA-WI is held harmless and has no responsibility or obligation of any kind. The charitable funds committed will be paid upon completion of the project and submission of receipts for the project.

### Hardship Assistance Grant

*The Hardship Assistance Grant is available for PVA-WI members to apply for when financial hardship impacts their quality of living. To be applicable for this grant funding, the members need to have exhausted other forms of financial assistance such as VA Benefits, all state, and federal governmental agency benefits, and/or benefits or funds from private entities. All funding is distributed to the service provider and not the veteran.*

### Requirements for Applying

- Current member of PVA-Wisconsin Chapter
- Members submit a request to the board of directors. The application form can be found on our website at <https://wisconsinpva.org/forms>
- Other sources of financial assistance have been exhausted, such as all VA Benefits, all state, and federal governmental agency benefits, and/or benefits or funds from private entities.

### Grant Details

- \$1,000 maximum grant amount



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## **Family Scholarship Opportunity**

*PVA-WI has launched a scholarship program for our members and their family. Eligibility is open to all PVA-WI members, their spouse, their children, and their grandchildren. This scholarship opportunity is not open to associate members or their dependents. The scholarship applications will be reviewed on the 1<sup>st</sup> of each month.*

### **Requirements for Application**

- Proof of enrollment in an accredited college, university, or technical school
- Submit an essay between 500-600 words describing how you have been impacted by a veteran living with a spinal cord injury or disease
- Share any civic engagement activity you have performed
- Must have a cumulative GPA of 2.5 or above, please submit your most recent transcript showing grades and GPA
- Itemized bill with a due date from the educational institution.
- The application for this scholarship can be found on our website at <https://wisconsinpva.org/policies>