



# Elks National Veterans Service Commission

## Welcome Home Kit Frequently Asked Questions

### What is a Welcome Home Kit? Why is it needed?

A kit is made up of an array of home supplies provided to a veteran moving into a new home, to help them with day-to-day living. The veteran may often be coming directly from a shelter and may have only the clothes on his/her back.

Generally, a kit will include kitchen, bathroom, bedroom, and cleaning supplies, items like bedding, dishes, pots, pans, towels, toiletries, cleaning supplies, laundry baskets & detergent, etc. However, a kit may not include just one or two items. Lodges are free and encouraged to work with individual veterans to coordinate kit supplies. For example, some veterans may prefer a coffee maker to a crockpot, or a toaster oven to a microwave.

### Who is eligible to participate?

All Lodges are eligible to participate!

### How much are Welcome Home Kits worth?

The ENVSC will reimburse up to \$300 per kit, and up to \$400 per kit if that kit includes a bed.

### So, I can buy a \$400 bed and call it a kit?

Not quite. A kit should always include a variety of household supplies. We ask that Lodges do their best to find deals and discounts. Beds may not comprise more than \$300 of any kit.

### Do the items have to be new? Can used items be used?

Kits can be comprised of new and/or used items. Low cost retailers such as Walmart, Target and Dollar Tree are a great way to stretch your dollar on new items. Don't forget about consignment and thrift stores for furniture and other items.

### How do I find veterans who need these supplies?

We encourage your Lodge to partner with the VA or another veterans organization on this project. Start by contacting a local VA facility, and ask about their HUD-VASH department. Or, connect with a local veterans transitional facility or homeless shelter. [Click here to learn more finding local veterans in need.](#)

### How many kits can my Lodge apply for?

There is currently no limit to how many kits your Lodge can put together. It is all based on local need, and your volunteer capacity. Some Lodges assemble several kits a year, and others several a month. It's totally up to your Lodge.

### How will the process work?

Your Lodge submits a Welcome Home Kit reimbursement form at [www.elks.org/vets](http://www.elks.org/vets) and includes full receipts. Our office will then review and approve the application, and send your Lodge up to \$400 in reimbursement, dependent on eligible receipts.

Forms must follow all program guidelines. Expect follow-up for applications that do not provide enough information.

### Is there a timeline?

Lodges should submit receipts for reimbursement no later than 3 months from the time of purchase.

### What if I put together 3 kits at once? Do I have to submit 3 separate forms?

No. You may include multiple kits on the same form.



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## **Are there any restrictions?**

This is a very specific program. It cannot be used to fund things other than Welcome Home Kits. Kits must include an array of supplies, not just one or two large items. If you would like to meet veterans' needs for larger items like refrigerators and furniture, you can apply for one of our other grants. Each kit is intended to provide supplies for a veteran moving into a new home. Kits should be well-rounded and contain a variety of supplies; receipts for \$300 worth of several of the same item will not be accepted, even if requested by the VA, as this is not a kit. Lodges will only be reimbursed for items with receipts. The value of donated supplies is not included in reimbursement amounts.

## **Will this cost our Lodge any money? How much does our Lodge need to contribute?**

Lodges do not need to spend any of their own funds to add to these kits.

Some Lodges hold supply drives in the community or partner with scout troops and other community or veterans organizations to gather supplies and support these veterans.

## **Can I use these kits in conjunction with a Grant or other funding?**

Yes. Many Lodges do use other funding sources for this program.

[If your Lodge is also using a Freedom, Spotlight or other Grant for this project, please be extremely careful about keeping the receipts separate.](#)

## **Here are two examples of how to do that:**

One Lodge in Washington uses up their entire Gratitude Grant to make kits and submits the Final Report online. Once that is done, they then use the Welcome Home Kit program for all remaining kits as the need arises.

Another Lodge in Florida uses the Welcome Home Kit reimbursement program to buy smaller items (dishes, cleaning supplies, pots and pans, bedding, etc.) for veterans, and then uses their Beacon Grant funds only to buy beds and other large furniture items. This allows them to easily know how to classify their receipts.

Lodges that submit the same receipts for kits and for Grant Final Reports will be asked to return grant funds and may be listed as out of compliance.

## **I'm not sure if the supplies I'm buying will qualify for reimbursement. What should I do?**

Always call our office before buying any out-of-the-ordinary supplies. We're happy to talk about the program with your Lodge, and we want to make sure that volunteers and/or Lodges aren't left waiting for reimbursement on ineligible items.

## **I know a veteran who is down on his luck and could use a new refrigerator. Can I use this program to buy him that?**

Unfortunately not. This program only exists to help Lodges compile kits of home supplies for veterans in need moving into new homes. Please look into using Lodge Grants or other funds to meet the needs of community veterans. Don't forget about partnering with other organizations, too.

## **I have some great photos from our project. What should I do with them?**

First, please make sure the veteran is okay with you sharing their image. Then, send these photos to us! We'll share them on our website, on social media and in our brochures. (We only ever use a veteran's first name and take extra care to protect their privacy by avoiding any identifying details.)



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## **Why are these veterans homeless?**

There is no single reason why a veteran is homeless. In addition to the complex set of factors influencing all homelessness – extreme shortage of affordable housing, livable income and access to health care – a large number of displaced and at-risk veterans live with lingering effects of post-traumatic stress disorder (PTSD) and substance abuse, which are compounded by a lack of family and social support networks. Additionally, military occupations and training are not always transferable to the civilian workforce, placing some veterans at a disadvantage when competing for employment.

## **Don't these veterans have jobs?**

Some of them have become recently employed. Some are living on disability. Some have medical problems that preclude them from employment. Each veteran has his/her own story as to how they became homeless.

## **Other than home supplies, what can I buy with this program? Can I just give out gift cards? What about food?**

As with all our grants and programs, we prefer if Lodges buy items and supplies instead of gift cards. However, we realize that gift cards may be useful to veterans so we will allow Welcome Home Kits to include gift cards in the amount of no more than \$25.

Similarly, food is often a need for veterans moving into new homes. We ask that food comprise no more than \$25 of the kit.

## **Where can I find more information about Welcome Home Kits?**

Complete guidelines can be found here at [elks.org/vets](http://elks.org/vets).

*For the complete guidelines, please visit [elks.org/vets](http://elks.org/vets) or contact the ENVSC Office at [vets@elks.org](mailto:vets@elks.org) or 773.755.4736.*