



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

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MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FLDCOMs/FOAs/DRUs

SUBJECT: Department of the Air Force Guidance Memorandum - Basic Needs Allowance

By Order of the Secretary of the Air Force, this Department of the Air Force Guidance Memorandum (DAFGM) precedes a to-be published Manpower, Personnel and Services publication. This DAFGM immediately implements AFPD 36-30, *Military Entitlements*. It provides guidance on the basic needs allowance program (BNA) pursuant to Section 402b of Title 37, United States Code (USC) and Department of Defense Instruction (DoDI) 1341.15, *Basic Needs Allowance*. Compliance with this Memorandum is mandatory. Operational questions may be directed to the AFPC/DPP, DAF Personnel Pay Directorate, (afpc.dpp.workflow@us.af.mil) for all eligible personnel.

There are no releasability restrictions for this publication. This Guidance Memorandum applies to uniformed members of the Regular Air Force, the United States Space Force, the Air Force Reserve (AFR), and the Air National Guard (ANG). The authorities to waive wing/unit level requirements in this AFGM are identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier designators. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the DAFGM OPR for non-tiered compliance items, as applicable. This DAF publication may not be supplemented at any level. To the extent its directions are inconsistent with other DAF publications, the information herein prevails, in accordance with Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

This memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publishing of a new publication permanently establishing this guidance, whichever is earlier.

JOHN A. FEDRIGO  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

Attachments:

1. DAF BNA Program Policy Guidance
2. Sample Worksheet

## **Chapter 1**

### **PROGRAM OVERVIEW**

1.1. In accordance with DoDI 1341.15, *Basic Needs Allowance*, which implements Title 37, Section 402 (b), *Basic needs allowance for members on active service in the Armed Forces*, the Basic Needs Allowance (BNA) program provides a monthly allowance for Airmen and Guardians who voluntarily apply and whose Gross Household Income (GHI) and household size places them below 130 percent effective 1 Jan 2023 and effective 1 July 2023, below 150 percent of Federal poverty guidelines (FPG) for their geographical location. The FPG are updated periodically in the Federal Register by the Department of Health and Human Services (HHS) in accordance with Section 9902(2) of Title 42, USC.

1.2. BNA program is effective 1 January 2023 – 31 December 2027 unless otherwise extended by Congress.

1.3. Receipt of BNA may affect participation of the household in other Federal assistance programs, such as subsidized school lunch programs; the Women, Infant, and Children Program; Family Subsistence Supplemental Allowance; low-income utility assistance programs; day care programs; and other income-based assistance programs.

1.4. BNA is taxable income in accordance with (IAW) Section 61 of Title 26, USC.

## **Chapter 2**

### **ROLES AND RESPONSIBILITIES**

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) will approve DAF BNA program guidance and coordinate on annual BNA reports to DASD (MPP).

2.2. Assistant Secretary of the Air Force for Financial Management (SAF/FM) will track BNA expenses and project future year BNA requirements using actual payment amounts and Service demographic data.

2.3. Military Force Management Policy (AF/A1P), in coordination with Space Force Directorate of Military Policy and Management (SF/S1P), will:

2.3.1. Develop BNA guidance, including application procedures. Inform Air Force Personnel Center, Military Personnel Pay Division (AFPC/DPP) and the Operating Location at DFAS (AFPC/DPP-OL), National Guard Bureau Force Management Branch (NGB/A1PP), Directorate of Air Force Reserve Personnel (AF/REP) of BNA application procedures.

2.3.2. Following coordination by SAF/MR, provide a copy of planned BNA regulations and any future updates to the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy before implementation.

2.3.3. Staff Fiscal Year (FY) budget to Deputy Assistant Secretary of the Air Force for Financial Management Budget Operations and Personnel (SAF/FMBOP).

2.3.4. Following coordination by SAF/MR, submit annual report to Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD (MPP)) which will include those Airmen and Guardians who were notified, those who have applied for BNA, those who were certified, those who have declined BNA, those who were deemed ineligible based on the criteria in **paragraph 3.2** of this issuance, and the amount of the allowance for those opting to receive the BNA.

2.4. Directorate of Services (AF/A1S). Oversees strategy and policy development, and resource advocacy to support mission readiness for the Air Force's Personnel Center, Airman and Family Care Directorate Division (AFPC/DPF DPFF), Airman and Family Readiness Operations Division (AFPC/DPFF), and the installation Military & Family Readiness Centers.

2.5. National Guard Bureau Force Management Division (NGB/A1P) will notify the field annually of potential eligibility for activated Guardsmen, provide program guidance, sample worksheet (**Figure A2.1**) and application instructions for eligible Airmen to submit to AFPC/DP1SSB.

2.6. Air Force Reserve Command Director of Personnel, Manpower and Services (AFRC/A1) will notify the field annually of potential eligibility for activated Reservists, provide program guidance, sample worksheet (**Figure A2.1**) and application instructions to submit to AFPC/DP1SSB.

2.7. Air Force Personnel Center Director of Personnel Pay (AFPC/DPP).

2.7.1. Screen active-duty Airmen and Guardians at least annually, in January, for BNA eligibility after Initial Entry Training (IET).

2.7.2. Notify eligible Airmen and Guardians of potential eligibility and inform them to apply for BNA using the sample worksheet (**Figure A2.1**). Inform them that screening eligibility does not guarantee certification, that they must submit a BNA application within 180 days to maintain eligibility, and that submission of a BNA application, to include substantiating documents, and receipt of BNA is voluntary.

2.7.3. Provide BNA application process instructions to potentially eligible Airmen and Guardians.

2.7.4. Certify applicants IAW DoDI 1341.15. ARC members will be certified annually rather than per each set of active orders.

2.7.5. Calculate monthly BNA rate IAW DoDI 1341.15.

2.7.6. Provide BNA training on program attributes, roles, responsibilities, and process.

2.7.7. Notify Airmen and Guardians when they become ineligible that payment of the allowance will terminate 60 calendar days after the date of ineligibility.

2.7.8. Disseminate eligibility roster to FSS/CCs, NGB/A1, AFRC/A1, 2 AF, AF/A1PA, and SF/A1PA.

2.8. Air Force Personnel Center Operating Location (AFPC/DPP OL).

2.8.1. Perform initial screening of total force Airmen and Guardians, including activated ARC, at least annually in January, for BNA eligibility after basic training.

2.8.2. Validate certification of BNA adjudicated applications and forward to ARMS.

2.8.3. Update pay system to enact monthly entitlement starting the date the application is certified. Once certified, ARC members will be paid upon each set of orders.

2.9. Air Force Personnel Center (AFPC/DP1SSB).

2.9.1. Receive and adjudicate BNA applications IAW DoDI 1341.15.

2.9.2. Forward adjudicated BNA applications to AFPC/DPP OL.

2.10. Initial Entry Training Establishments.

2.10.1. Coordinate with AFPC/DPP OL to determine Airmen and Guardians' length of Initial Entry Training.

2.10.2. Provide education of BNA program to trainees.

2.10.3. Inform trainees to submit their application to AFPC/DP1SSB NLT 180 calendar days following arrival at their first duty station.

2.11. Force Support Squadrons (FSS).

2.11.1. Assist members with completing BNA applications if requested.

2.11.2. Disseminate AFPC/DPP's monthly screening roster to applicable unit leadership.

2.12. Military & Family Readiness Center (M&FRC).

2.12.1. Provide general support and disseminate information to Service members and their families with questions regarding the BNA program. Counsel Service members on personal financial readiness upon request.

2.12.2. Inform Service members of additional financial management and assistance programs for which the service member may be eligible.

2.13. Individual.

2.13.1. Voluntarily apply for BNA when informed of eligibility using sample worksheet (**Figure A2.1.**). See **paragraph 3.4** for more information.

2.13.2. Provide substantiating documentation of changes within 30 days to the AFPC/DP1SSB workflow org box, [afpc.dp1ssb.specialpays@us.af.mil](mailto:afpc.dp1ssb.specialpays@us.af.mil), for changes that may affect eligibility for BNA. Failure to do so may result in termination of BNA eligibility. Changes requiring notification are:

2.13.2.1. Monthly GHI increases or decreases by \$150 or more per month and effective date of change.

2.13.2.2. The number of individuals in the household increases or decreases.

2.13.3. Report sporadic income amount to AFPC/DP1SSB to be reviewed and re-certified if sporadic or seasonal income causes the GHI of the Service member to exceed the \$150-dollar a month. Sporadic, variable or seasonal income must be counted only during the month, or months, in which it is received.

2.13.4. ARC members will submit a new request for pay to the AFPC/DP1SSB workflow org box at the beginning of each active-duty order. Include the certification letter, a copy of the AROWS (ANG) or AROWS-R (AFRC) order, and substantiating documents of any changes in gross household income or dependents since annual certification.

2.13.5. Submit recertification worksheet and supporting documents to AFPC/DP1SSB by 1 April, otherwise, BNA will be terminated.

## Chapter 3

### BNA PROGRAM PROCEDURES

3.1. Eligibility requirements. Pursuant to Section 402b of Title 37, USC, BNA must be made available to Airmen and Guardians in accordance with the eligibility criteria specified in this issuance: **(T-0)**

3.1.1. Have completed initial entry training (IET) and arrived at member's first permanent duty assignment.

3.1.2. GHI during the most recent calendar year (i.e., the calendar year immediately preceding the year they apply for BNA, the year they last submitted their tax return) did not exceed 150 percent of the most recent calendar year FPG published by the HHS for their location and the number of individuals in their household. **Note:** Eligibility is 130 percent until 1 July 2023.

3.1.3. If a Reserve Component (RC) service member, is performing Active Guard and Reserve duty or performing duty under a call or order to active service (MPA, RPA, Annual Tour).

3.1.4. Voluntarily applied and provided the required information to determine eligibility, and if found eligible, they will be considered a certified applicant.

3.1.5. Are not ineligible for the allowance pursuant to **paragraph 3.2.**

3.1.6. If a household contains multiple Airmen and Guardians determined IAW **paragraph 3.1** to be eligible to receive BNA, only one allowance may be received. The household's Airmen and Guardians must jointly elect which eligible Service member must receive the allowance. **(T-0)**

3.1.7. A Service member may become eligible for BNA if a change in the number of their dependents reported in DEERS is such that the Service member's previous year GHI is below 150 percent of the FPG for their location and the new number of individuals in their household, and the Service member is otherwise eligible. **Note:** Eligibility is 130 percent until 1 July 2023.

3.2. Ineligibility factors.

3.2.1. Does not meet any of the eligibility requirements listed in **paragraph 3.1.**

3.2.2. Does not have dependents as reported in DEERS.

3.2.3. Is a cadet at the United States Military Academy, the United States Air Force Academy, or the Coast Guard Academy; a midshipman at the United States Naval Academy; or a cadet or midshipman serving elsewhere in the Military Services.

3.2.4. Having been notified of potential BNA eligibility, fails to submit a BNA application within 180 calendar days.

3.2.5. Certified for BNA, elects in writing not to receive the allowance.

3.2.6. A Service member determined to be eligible for BNA IAW **paragraph 3.1** will become automatically ineligible if their monthly GHI increases as a result of a promotion or other

permanent increase to pay or allowances to an amount that, on an annualized basis, would exceed the limit described in **paragraph 3.1.2**. The service member must be notified that they are ineligible, and payment of the allowance must terminate 60 calendar days after the date of ineligibility. **(T-0)**

3.2.7. If a Service member's previous year GHI decreased as a result of a fine, forfeiture, or reduction in rank imposed as a part of disciplinary action or an action in accordance with the Uniform Code of Military Justice is not eligible for BNA solely as a result of the fine, forfeiture, or reduction in rank.

3.2.8. A Service member will be ineligible for BNA if a change in the number of their dependents reported in the Defense Enrollment Eligibility Reporting System (DEERS) is such that the Service member's GHI exceeds 150 percent of the FPG for the Service member's location and the new number of individuals in their household. The service member must be notified that they are ineligible and payment of the allowance must terminate 60 calendar days after the date of ineligibility. **(T-0) Note:** Eligibility is 130 percent until 1 July 2023.

3.2.9. If a member is in a non-pay status, they are not eligible for BNA during the non-pay period.

### 3.3. Eligibility Screening.

3.3.1. AFPC/DPP, in coordination with AFPC/DPP OL, will perform initial eligibility screening and analyze Basic Pay, Bonus and incentive pays, BAH, other military pays and number of dependents **(T-1) NOTE:** For Airmen and Guardians in OCONUS, FPG for the 48 contiguous states and the District of Columbia is used for eligibility determination and calculations. **(T-0)**

3.3.2. Airmen and Guardians that meet the initial screening will be informed by AFPC/DPP via MyFSS notification that they are eligible for BNA. **(T-1)**

3.3.3. Screening eligibility does not guarantee certification, Airmen and Guardians must voluntarily submit a BNA application with substantiating documents to receive the allowance. **(T-0)**

3.3.4. Eligible Airmen and Guardians will acknowledge understanding of DoDI 1341.15, paragraph 3.7.c **(T-0)** and request an appointment at the installation M&FRC for additional financial readiness counseling and education of federal and military assistance programs, if desired.

### 3.4. Applying for BNA.

3.4.1. Apply using a worksheet (**Figure A2.1**) and submit to AFPC/DP1SSB workflow organization email address: afpc.dp1ssb.specialpays@us.af.mil with all source documents pertaining to household income for all members of the household and number of dependents. Dependent data must match the member's dependents in DEERS. **(T-0)**

3.4.2. Source documents may include but are not limited to: paycheck stubs from all members in the household, W2s from all members in the household or other documentation of income received from SNAP or WIC last 30 days of LES/pay stubs for total household (including

dependent children), personal statement of military compensation (from myPay), documented changes such as: birth/death certificates, new income (LES/pay stub), W4s (child support, alimony, gambling income), etc., (not all inclusive).

3.4.3. After application is verified by AFPC/DP1SSB, AFPC/DPP OL will certify eligibility and compute applicable monthly allowance IAW DoDI 1341.15, paragraphs 3.5 – 3.6 within 30 days of receipt. **(T-0)**

3.4.4. Airmen and Guardians may submit a BNA application without being notified through the screening process.

3.5. Certification of BNA. Certified applicants will be notified, in writing, by AFPC/DPP OL through MyFSS messaging. **(T-1)**

3.6. Payment Processing. All eligible Airmen and Guardians will be paid monthly BNA within 30 calendar days of certifying the application. ARC members will be paid within 30 calendar days of submitted subsequent active-duty orders to ARPC/DP1S. **(T-0)**

3.7. Recertification of BNA.

3.7.1. The DAF annual recertification process occurs the February after the initial application is certified.

3.7.2. Whenever a Service member provides substantiated information that their monthly GHI increased or decreased by \$150 or more per month, BNA eligibility will be recertified. **(T-0)**

3.7.3. Whenever a Service member provides substantiated information that the number of individuals in the household increases or decreases, BNA eligibility will be recertified. **(T-0)**

3.7.4. Whenever a Service member receiving BNA executes a PCS and is reassigned from one FPG area to another FPG area, BNA must be recertified upon arrival at the new duty location using the FPG at the new location and any changes in military pay based on location and/or unit of assignment. **(T-0)**

3.7.5. Recertification documents are required effective 1 February of each year; if recertification worksheet and supporting documents are not received by AFPC/DP1SSB by 1 April, BNA will be terminated. **(T-1)**



## **Attachment 1**

### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

#### ***References***

26 USC § 61, *Gross Income Defined*  
37 USC § 402b, *Basic Needs Allowance for Members on active service in the Armed Forces*  
42 USC § 9902(2), *Definitions*  
10 USC § 47, *Uniform Code of Military Justice*  
DoDD 5124.02, *Under Secretary of Defense for Personnel and Readiness (USD(P&R))*, 23 June 2008  
DoDI 1341.15, *Basic Needs Allowance*, 15 November 2022  
DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019  
DoD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007  
DoD 7000.14-R, Vol 7A, *Department of Defense Financial Management Regulation (FMR): Military Pay Policy - Active Duty and Reserve Pay*, current edition  
DoDM 8910.01 Volume 1, *DoD Information Collections Manual: Procedures for DoD Internal Information Collections*, 30 June 2014  
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

#### ***Prescribed Forms***

None

#### ***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

#### ***Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Reserve  
**ANG**—Air National Guard  
**BAH**—Basic Allowance for Housing  
**BNA**—Basic Needs Allowance  
**CSS**—Commander Support Staff  
**DAF**—Department of the Air Force  
**DAFGM**—Department of the Air Force Guidance Memorandum  
**DAFMAN**—Department of the Air Force Manual  
**DAFI**—Department of the Air Force Instruction  
**DEERS**—Defense Enrollment Eligibility Reporting System  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DoDM**—Department of Defense Manual  
**FLDCOM**—Field Command  
**FOA**—Field Operating Agency  
**FPG**—Federal Poverty Guidelines  
**FSS**—Force Support Squadron  
**FY**—Fiscal Year

**GHI**—Gross Household Income  
**HAF**—Headquarters Air Force  
**HHS**—Health and Human Services  
**IAW**—In Accordance With  
**IET**—Initial Entry Training  
**LES**—Leave and Earnings Statement  
**M&FRC**—Military and Family Readiness Center  
**MAJCOM**—Major Command  
**MPA**—Manpower Pay Appropriation  
**MPF**—Military Personnel Flight  
**NGB**—National Guard Bureau  
**NLT**—No Later Than  
**RC**—Reserve Component  
**RPA**—Reserve Personnel Appropriation  
**SES**—Senior Executive Service  
**USC**—United States Code

### *Office Symbols*

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel and Services  
**AF/A1P**—Directorate of Military Force Management Policy  
**AF/A1S**—Directorate of Services  
**AF/RE**—Chief of Air Force Reserve  
**AFPC/DPF**—Air Force Personnel Center, Directorate of Airman and Family Care  
**AFPC/DPFF**—Airman and Family Readiness Operations Division (AFPC/DPFF)  
**AFPC/DPP**—Air Force Personnel Center, DAF Personnel Pay Directorate  
**AFPC/DPP-OL**—Air Force Personnel Center, Military Personnel Pay Division Operating Location  
**DASD (M&RA)**—Deputy Assistant Secretary of Defense for Military Personnel Policy  
**DASD (MPP)**—Deputy Assistant Secretary of Defense for Military Personnel Policy  
**NGB/CF**—Director of the Air National Guard  
**NGB/A1**—National Guard Bureau, Personnel, Manpower, Services and Recruiting  
**NGB/A1P**—National Guard Bureau Force Management Division  
**SAF/FM**—Assistant Secretary of the Air Force for Financial Management  
**SAF/FMBOP**—Assistant Secretary of the Air Force for Financial Management Budget Operations and Personnel  
**SAF/MR**—Assistant Secretary of the Air Force, Manpower and Reserve Affairs  
**SF/S1**—Deputy Chief of Space Operations for Human Capital  
**SF/S1P**—Directorate of Military Policy and Management  
**SF/S1PA**—Compensation Division

### *Terms*

**Active Duty**—Defined in Section 101 of Title 37, USC.

**Certified Applicant**—A BNA applicant who has been determined to be eligible for the allowance by a certifying official and elected to receive the allowance.

**Date of Ineligibility**—The date on which the Service member becomes ineligible for BNA. For example, the date on which a Service member gets promoted or reduces the size of their household.

**Dependent**—Defined in Section 401 of Title 37, USC.

**FPG**—Annually published income thresholds by the HHS for a specific number of household members and a geographical location. If a Service member resides outside of the United States, the FPG for the contiguous 48 United States and the District of Columbia must be used.

**GHI**—Includes all income derived from each member of the household from any source, including government food assistance programs, except:

- (1) Earned income of a dependent who is not required to file a tax return.
- (2) Non-taxable grants and scholarships for postsecondary students.
- (3) Income tax refunds and insurance settlements.
- (4) Federal and State reimbursements for expenses such as utilities, medical care, or dependent care if they do not exceed actual expenses.
- (5) All military travel and transportation related allowances and entitlements.
- (6) The amount of the BNA.
- (7) Any portion of the basic allowance for housing or overseas housing allowance in high cost of living areas as determined by the ASD(M&RA).

**High Cost of Living Area**—A geographical area where the cost of living for that area exceeds the average cost of living in the continental United States by 8 percent or more in a fiscal year, or as determined by the Secretary of Defense or an authority designated by the Secretary of Defense.

**Household**—An active duty Airman or Guardian and any of their qualifying dependents who are enrolled in DEERS, regardless of those dependents' locations.

**Initial Entry Training**—Includes all basic courses, initial skill training and other proficiency training accomplished before moving to the member's first permanent duty assignment.

**Outside of the United States**—A geographical area other than the 48 contiguous States and the District of Columbia, Alaska, and Hawaii.

**Substantiating Documentation**—Tax returns, leave and earnings statements, civilian pay stubs, W-2s, documentation of SNAP and WIC, and other documents that can be used to verify GHI.

## Attachment 2

### SAMPLE WORKSHEET TO APPLY FOR BNA

Figure A2.1. Sample Worksheet to Apply for BNA.

BASIC NEEDS ALLOWANCE			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> 37 U.S.C. Section 402b; DoD Instruction 1341.15, "Basic Needs Allowance"; DoD FMR Vol 7A, DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," August 1, 2012; and E.O. 13478 (Amended E.O. 9397).</p> <p><b>PRINCIPAL PURPOSE(S):</b> To assist eligible applicants in initiating a request for Basic Needs Allowance benefits, a member provides requested application information to their Service pay representative.</p> <p><b>ROUTINE USE(S):</b> To Federal, state and local agencies to conduct computer matching programs regulated by the Privacy Act of 1974, for those programs authorized by law.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide requested information may result in the member not receiving Basic Needs Allowance benefits.</p>			
SECTION I - MEMBER INFORMATION		SECTION II - PAY INFORMATION (See Note 5)	
1. Name (Last, First, Middle Initial)		12a. Basic Pay (Gross Monthly Amount)	b. BAH (Gross Monthly Amount)
2. DoD Identification (ID) Number	3. Grade/Rank	c. BAS (Gross Monthly Amount)	d. OHA (Gross Monthly Amount) (See Note 2)
4. Address, City, State, Zip Code (Include Apartment Number)		e. COLA (Gross Monthly Amount) (See Note 2)	f. Special Pay & Incentives (Gross Monthly Amount)
5. Home/Cell Telephone No. (Include Area Code)	6. Duty Telephone No. (Include Area Code)	g. Other Allowances (Gross Monthly Amount)	h. Bonuses (Gross Monthly Amount) (See Note 3)
7. Duty Location/Branch/Component	8. Years of Service	i. Dependents Household Income (Gross Monthly Amount) (See Note 2)	j. Other Military Household Income (Gross Monthly Amount) (See Note 2)
9. Pay Entry Base Date/Basic Pay Date (YYYYMMDD) (See Note 6)	10. Household Size (Including Member)	k. Current Total Household Income (GHI) (Gross Monthly Amount) (See Note 1)	l. Total Annual Gross Household Income (GHI) (Current)
11. Email Address		\$ 0.00	\$ 0.00
13a <input type="checkbox"/> Initial	b <input type="checkbox"/> Initial Screened	c <input type="checkbox"/> Recertification New PDS	d <input type="checkbox"/> Recertification (See Note 4) Increase \$150 or more
e <input type="checkbox"/> Recertification Other			
14. If Married To Another Military Member			
a. Name (Last, First, Middle Initial)	b. DoD ID Number	c. Branch/Component	d. Duty Location/Station
SECTION III - RESULTS			
15a. Current Year Federal Poverty Guidelines (FPG) Limit Amount (below 150% Amount (See HHS Website))	b. Previous Calendar Year Gross Household Income (GHI) (Gross Annual Amount) (See note 5)	c. Final BNA Entitlement (Monthly) (Round to the nearest whole dollar)	
		\$ 0.00	
SECTION IV - MEMBER'S CERTIFICATION			
<p>Penalty: I understand that my failure to comply with the applicable requirements may result in cancellation of my BNA. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729) in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both (Title 18, U.S. Code 287 and 1001). I will report any changes of gross household income, as well as any changes in number of dependents reported in the Defense Enrollment Eligibility Reporting System (DEERS) immediately to the BNA certifying official. I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.</p> <p><input type="checkbox"/> I have read and understand the policy on Basic Needs Allowance contained on the reverse of this form. I hereby certify that my hand signature or digital signature confirms that the information in the application is accurate, to the best of my knowledge.</p>			
16a. Signature		b. Date Signed (YYYYMMDD)	c. Submission Date (YYYYMMDD)
OFFICIAL USE ONLY - CERTIFYING OFFICIAL			
<input type="checkbox"/> I have determined that the above named individual is eligible for BNA.			
<input type="checkbox"/> I have determined that the above named individual is not eligible for BNA. Reasons for disapproval:			
Title of Certifying Official	Signature		Date Signed (YYYYMMDD)

**17. Sum of other income received by any person residing in the household and income of the military member from a second job. (See Note 2 & 5)**

Name (Last, First, Middle Initial)	DoD ID Number/SSN	Age	Employer	Monthly Income

**18. Remarks/Additional Information:**

**POLICY GUIDANCE**

**Overview**

This is an application for the Uniformed Service Basic Needs Allowance. This program will provide assistance for those members where the combined effect of household income and household size makes them eligible for an amount. Any income received through this program may affect eligibility for other federal programs such as Supplemental Nutrition Assistance Program (SNAP), WIC and subsidized school lunches. Any income received must be reported to these programs. Before submitting this application for approval, you should check with these other programs to determine how your eligibility will be affected. For additional information on the BNA program, contact your service representative.

**Federal Poverty Guideline**

In accordance with Section 9902(2) of Title 42, U.S.C., the Department of Health and Human Services (HHS) periodically updates the FPG in the Federal Register located at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.

**Gross Household Income (GHI)**

Includes all income derived from each member of the household from any source, including government food assistance programs such as Supplemental Security Income (SSI), Disability Insurance (DI), Temporary Assistance for Needy Families (TANF), Pension, Worker's compensation, Social Security, Unemployment Compensation (UI UCX), Veteran's Pay, Alimony, Child Support, Interest/Dividends, Rental Property, SNAP. Do not include the following in GHI calculations:

- (1) Earned income of a dependent who is not required to file a tax return.
- (2) Non-taxable grants and scholarships for postsecondary students.
- (3) Income tax refunds and insurance settlements.
- (4) Federal and State reimbursements for expenses such as utilities, medical care, or dependent care if they do not exceed actual expenses.
- (5) All military travel and transportation related allowances and entitlements.
- (6) The amount of the BNA.
- (7) Any portion of the basic allowance for housing or overseas housing allowance in high cost of living areas as determined by the ASD(M&RA).

**Notes:**

1. The Service member's current monthly GHI (includes lump sum payments converted to a monthly amount, e.g. a bonus prorated over the period of time to which the bonus applies).
2. Any GHI that is received in a foreign currency must be converted to U.S. dollars using the prevailing rate of exchange at the time of application.
3. The monthly amount of GHI attributable to a bonus must be prorated over the period of time to which the bonus applies. If applicable, the bonus will be prorated over the period of time for which the bonus is paid.
4. Sporadic, variable, or seasonal income must be counted only during the month(s) in which it is received. If sporadic, variable, or seasonal income causes the GHI of the Service member to exceed the \$150 per month threshold specified in Paragraph 3.7.c., the Service member must report the sporadic income amount to a certifying official to be reviewed for eligibility under Paragraph 3.2.c.(2) of the DoDI 1341.15.
5. Substantiating Documentation Needed: Tax returns, leave and earnings statements (LEGS), civilian pay stubs, W-2s, and other documents that can be used to verify GHI.