

## Education and Veterans Committee

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**CHARTER**  
**VETERANS SERVICE OFFICE**

**2024**

**OBJECTIVES AND STANDARDS**

1. **Veteran Services**

Assemble and verify, for accuracy and completeness, all necessary information concerning applications for veterans' state and/or federal benefits and ensure expeditious transmission of this information to the appropriate agencies. Provide appropriate information and assistance to all claimants requesting aid from the Veterans Service Office. This includes referral to and/or contact with other governmental agencies at all levels, as well as private and/or non-profit agencies that would meet the claimant's needs.

**Standards:**

- a. Ensure all procedures relating to claims adhere to Title 38 of the United States Code (USC), the Code of Federal Regulations (CFR) manual and/or Wisconsin Statute Chapter 45, and the Wisconsin Administrative Code. Maintain office statistics in order to compile and submit our annual production and goal report to the Wisconsin Department of Veterans Affairs (WDVA). This report fulfills the requirements to be awarded the annual WDVA County Veterans Service Office Grant.
- b. Benefit applications will be processed in a timely fashion to ensure deadlines with statutory requirements are met. Follow-up procedure, as required, will be utilized to ensure the needs of veterans, their families and their survivors are appropriately met.
- c. Provide personal and telephone counseling services to veterans, families and survivors as required. Provide a complete menu of services to veterans whose situations or disabilities prevent them from coming in to either office.
- d. Maintain an active and positive outreach and public relations program. Submit news releases to area media regarding veterans' issues and entitlements to ensure that the Rock County veteran's community remains informed on these issues.
- e. Seek representation on Veterans' Advisory Panels of state and federal elected officials to influence veterans' programs at both levels.

- f. Services provided by the Veterans Service Office include, but are not limited to, applications for state and federal benefits, counseling and referral for assistance where appropriate, financial, transportation, subsistence, housing, employment opportunities, drug and alcohol abuse, mental and physical disorders and general counseling with specialized practitioners.
- g. Obtain and maintain VA accreditation and applicable certifications through training with the Federal VA, Wisconsin Department of Veterans Affairs, National Association of County Veterans Service Officers and County Veterans Service Officers Association of Wisconsin.

2. Veterans Relief

Administer the Rock County Veterans Service Commission Fund in accordance with the Commission's policies and procedures regarding these benefits to Rock County Veterans as stated in Wisconsin Statutes, Chapter 45.81.

Standards:

- a. Provide payment for indigent burial, grave flag holders and maintenance of veterans' burial plots according to statutes.
- b. Provide emergency economic assistance to Rock County veterans in a discretionary manner pending approval by the Veterans Service Commission or County Veterans Service Officer. This assistance is to be provided on a voucher basis exclusively and will be limited to subsistence, transportation needs and temporary lodging only.
- c. Provide emergency economic assistance to Rock County veterans in a discretionary manner from the Rock County Veterans Donation Trust. To assist with rent, utilities, minor vehicle repairs and other needs not covered by the Veterans Service Commission.

**PERSONNEL SUMMARY**

**VETERANS SERVICE OFFICE**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2023 CURRENT	2024 ADMIN REC	INCREASE/ (DECREASE)
Veterans Service Officer	1.0	1.0	0.0
Deputy Veterans Service Officer	1.0	1.0	0.0
Veterans Benefit Specialist	2.0	2.0	0.0
Total	4.0	4.0	0.0

**PERSONNEL MODIFICATIONS**

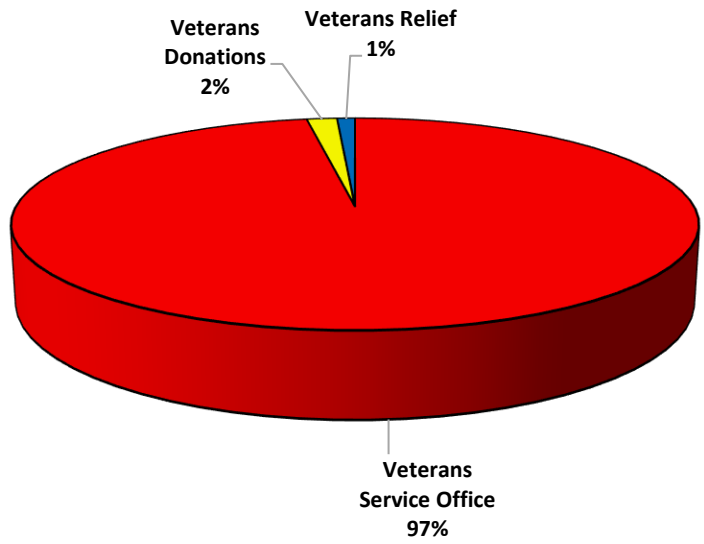
TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
-	-	-	-	-

**FINANCIAL SUMMARY**  
**VETERANS SERVICE OFFICE**  
**2024**

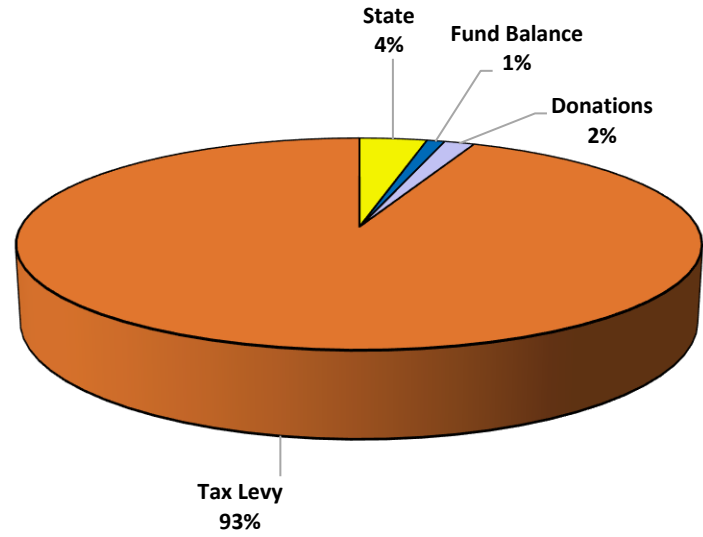
<b><u>REVENUES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Federal/State	\$17,875	\$17,875
Intergovernmental	0	0
Contributions	8,000	8,000
Fund Balance Applied	4,754	4,754
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	\$30,629	\$30,629
<b><u>EXPENDITURES</u></b>	<b><u>DEPARTMENT REQUEST</u></b>	<b><u>ADMINISTRATOR'S RECOMMENDATION</u></b>
Salaries	\$242,783	\$242,783
Fringe Benefits	109,981	109,981
Operational	124,830	124,830
Capital Outlay	3,000	3,000
Allocation of Services	0	0
Total Expenditures	\$480,594	\$480,594
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$449,965</b>	<b>\$449,965</b>

**2024 BUDGET  
VETERANS SERVICE OFFICE**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE



## **ADMINISTRATOR'S COMMENTS**

### **VETERANS SERVICE OFFICE**

**2024**

#### **Budget Highlights**

##### **Revenue**

- The State of Wisconsin increased the state appropriation for the County Veterans Service Office (CVSO) Grant to \$17,875 in 2024, an increase of \$3,575 or 25%, due to increased state appropriations. This was the second consecutive increase in state aid in approximately 30 years.
- The department is projecting an increase of \$3,000 or 60% in donations revenue, as community organizations continue to rebuild their fund-raising programming. The fund balance at 12/31/23 is projected to be \$31,857.
- The Veterans Relief Account is used to provide short-term financial assistance to county veterans and their dependents. Funding is typically provided for items such as groceries and gasoline.
  - By State Statute, the financial assistance payments made to veterans must be reviewed by the three-member Veterans Service Commission.
  - In 2024, the department requested program expenses in the amount of \$4,754, an increase of \$1,300 over the prior year due to increased price of gas and groceries for veterans in need.
  - As in prior years, it is recommended that \$4,754 in fund balance be used and no tax levy. The projected balance of the trust fund at 12/31/2022 is \$8,338. If the need for these funds exceeds the budgeted amount, sufficient fund balance is available to be appropriated.

##### **Expenditures**

- The department building lease account is up \$70,282 due to the consolidation of the Courthouse and Beloit Eclipse Center offices to the new location at 1951 Center Avenue, Suite #150, which is between the Dr. Daniel Hale Williams Rock County Resource Center and Center Avenue. The consolidation will improve services to veterans by providing more confidential conference meeting rooms and the services veterans access from programs at the Dr. Daniel Hale Williams Rock County Resource Center.

- The department training account is down \$1,000 or 20.0%. In 2023, Madison hosted the national conference, which all staff attended. In 2024, national training participation will be reduced, but still available virtually.

#### Personnel

- No personnel changes are requested for 2024.

#### Summary

- The recommended tax levy for the Veterans Service Office is \$449,965, an increase of \$113,524 or 33.7% over the prior year.



**ROCK COUNTY, WISCONSIN  
P02 - 2024 BUDGET REPORT**

**ET EDUCATION,VETERANS,AGING SERV.**  
**38 VETERANS SERVICE OFFICE**

Org Key and Description	2021	2022	2023	Actual As of	12/31/2023	2024	2024	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2023</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Admin Recommends</u>	<u>Board Approved</u>
<b>3800 VETERANS SERVICES</b>								
<b>Revenues:</b>								
4220 State Aid	13,000	14,300	33,478	32,192	32,192	17,875	17,875	0
<b>Total Revenues</b>	<b>13,000</b>	<b>14,300</b>	<b>33,478</b>	<b>32,192</b>	<b>32,192</b>	<b>17,875</b>	<b>17,875</b>	<b>0</b>
<b>Expenditures:</b>								
6110 Productive Wages	201,370	193,787	207,402	90,589	207,402	242,083	242,083	0
6121 Overtime Wages-Productive	14	10	0	0	0	0	0	0
6140 FICA	15,398	14,797	15,866	6,915	15,866	18,519	18,519	0
6150 Retirement	12,355	12,619	14,103	6,104	14,103	16,704	16,704	0
6160 Insurance Benefits	67,640	67,190	67,475	33,785	67,475	74,613	74,613	0
6170 Other Compensation	127	131	91	0	91	91	91	0
6210 Professional Services	990	1,029	1,017	530	1,017	1,017	1,017	0
6221 Telephone Services	4,027	4,023	4,027	634	4,027	4,153	4,153	0
6240 Repair & Maintenance Serv	75	104	0	71	104	104	104	0
6249 Sundry Repair & Maint	1,396	1,396	1,696	1,800	1,800	1,800	1,800	0
6310 Office Supplies	1,418	1,390	1,100	354	1,100	1,000	1,000	0
6320 Publications/Dues/Supscription	106	56	492	60	492	956	956	0
6330 Travel	733	1,883	2,100	211	2,100	2,100	2,100	0
6420 Training Expense	2,521	3,460	5,000	2,880	5,000	4,000	4,000	0
6460 Program Expenses	5,768	4,997	6,800	0	6,800	6,800	6,800	0
6490 Other Supplies	0	0	19,178	0	19,178	0	0	0
6532 Building/Office Lease	9,009	8,640	20,618	3,564	20,618	90,900	90,900	0
6710 Equipment/Furniture	0	0	2,500	0	2,500	3,000	3,000	0
<b>Total Expenditures</b>	<b>322,947</b>	<b>315,512</b>	<b>369,465</b>	<b>147,497</b>	<b>369,673</b>	<b>467,840</b>	<b>467,840</b>	<b>0</b>
 <b>COUNTY SHARE</b>	 <b>(309,947)</b>	 <b>(301,212)</b>	 <b>(335,987)</b>	 <b>(115,305)</b>	 <b>(337,481)</b>	 <b>(449,965)</b>	 <b>(449,965)</b>	 <b>0</b>

**ROCK COUNTY, WISCONSIN  
P02 - 2024 BUDGET REPORT**

**ET EDUCATION,VETERANS,AGING SERV.**  
**38 VETERANS SERVICE OFFICE**

Org Key and Description	2021	2022	2023	Actual As of	12/31/2023	2024	2024	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2023</u>	<u>Estimate</u>	<u>Department</u>	<u>Admin</u>	<u>Board</u>
						<u>Request</u>	<u>Recommends</u>	<u>Approved</u>
<b>3805 VETERANS DONATIONS</b>								
<b>Revenues:</b>								
4600 Contributions	2,991	10,125	5,000	0	6,000	8,000	8,000	0
<b>Total Revenues</b>	<b>2,991</b>	<b>10,125</b>	<b>5,000</b>	<b>0</b>	<b>6,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>
<b>Expenditures:</b>								
6490 Other Supplies	1,772	300	5,000	0	6,000	8,000	8,000	0
<b>Total Expenditures</b>	<b>1,772</b>	<b>300</b>	<b>5,000</b>	<b>0</b>	<b>6,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>
 <b>COUNTY SHARE</b>	 <b>1,219</b>	 <b>9,825</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>

**ROCK COUNTY, WISCONSIN  
P02 - 2024 BUDGET REPORT**

ET EDUCATION,VETERANS,AGING SERV.  
38 VETERANS SERVICE OFFICE

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<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2023</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Admin Recommends</u>	<u>Board Approved</u>
<b>3810 VETERANS RELIEF</b>								
<b>Revenues:</b>								
4640 Fund Balance	0	0	3,000	0	3,305	4,754	4,754	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>3,305</b>	<b>4,754</b>	<b>4,754</b>	<b>0</b>
<b>Expenditures:</b>								
6130 Per Diems	53	215	400	54	250	700	700	0
6140 FICA	4	16	54	4	54	54	54	0
6441 Employee Recognition	0	0	0	455	455	0	0	0
6460 Program Expenses	698	2,062	3,000	1,508	3,000	4,000	4,000	0
6490 Other Supplies	0	1,833	0	4,223	0	0	0	0
<b>Total Expenditures</b>	<b>755</b>	<b>4,126</b>	<b>3,454</b>	<b>6,244</b>	<b>3,759</b>	<b>4,754</b>	<b>4,754</b>	<b>0</b>
 <b>COUNTY SHARE</b>	 <b>(755)</b>	 <b>(4,126)</b>	 <b>(454)</b>	 <b>(6,244)</b>	 <b>(454)</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>

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P02 - 2024 BUDGET REPORT**

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<b>Total For Location: VETERANS SERVICE OFFICE</b>	<b>(309,483)</b>	<b>(295,513)</b>	<b>(336,441)</b>	<b>(121,549)</b>	<b>(337,935)</b>	<b>(449,965)</b>	<b>(449,965)</b>	<b>0</b>

**ROCK COUNTY, WISCONSIN  
P02 - 2024 BUDGET REPORT**

**ET EDUCATION,VETERANS,AGING SERV.**  
**38 VETERANS SERVICE OFFICE**

Org Key and Description <u>Object Code and Description</u>	2021 <u>Actual</u>	2022 <u>Actual</u>	2023 <u>Budget</u>	Actual As of <u>6/30/2023</u>	12/31/2023 <u>Estimate</u>	2024 Department <u>Request</u>	2024 Admin <u>Recommends</u>	County Board <u>Approved</u>
<b>TOTAL FOR EDUCATION,VETERANS,AGING SERV.</b>	(309,483)	(295,513)	(336,441)	(121,549)	(337,935)	(449,965)	(449,965)	0