

Attachment C to PHN 2024-18

How the CSO/LHAs should Verify an Applicant is a Veteran:

To determine if an applicant to state-aided public housing, or AHVP is a “Veteran” for purposes of eligibility for Veteran Preference, the CSO/LHAs should follow Steps 1-6 below.

Applicants must provide documentation sufficient for the CSO/LHAs to answer the questions contained in Steps 1-6 below to be eligible for Veteran Preference. Such documentation may include, but is not limited to:

- Veteran’s Status driver’s license or identification card issued by the Registry of Motor Vehicles with Veteran’s Indicator;
- U.S. Department of Veterans Affairs benefit letter;
- Veteran Health Identification Card issued by the U.S. Department of Veterans Affairs;
- U.S. Department of Veterans Affairs Form DD214; or
- U.S. Department of Veterans Affairs disability rating letter (to determine if applicant received a service-connected disability).

1. **Step 1:** Determine the following:

- a. Has the applicant been determined a Veteran by the U.S. Department of Veterans Affairs as indicated by one of the above verification documents?
 - i. If the answer to (a) is yes, **applicant is a veteran who is eligible for Veteran Preference.**
 - ii. If the answer to (a) is no, move to Step 2.

2. **Step 2:** Determine the following:

- a. Did applicant serve on active duty for at least 90 days as documented on the applicant’s DD214?
 - b. Was applicant released under conditions other than dishonorable?*
- i. If the answer to both (a) and (b) is yes, **applicant is a veteran who is eligible for Veteran Preference.**
 - ii. If the answer to either (a) or (b) is no, move to Step 3.

3. **Step 3:** Determine the following:

- a. Did applicant serve on active duty, including active duty for training purposes, for any amount of time?
 - b. Did applicant receive a service-connected disability or die during his or her active duty or enter service prior to 1980?
 - c. Was applicant released under conditions other than dishonorable?*
- i. If the answer to (a), (b), and (c) is yes, **applicant is a veteran who is eligible for Veteran Preference.**

ii. If the answer to either (a), (b), or (c) is no, move to Step 4.

4. **Step 4:** Determine the following:

- a. Did applicant serve in the national guard or as a reservist in any branch of the armed services, including active duty solely for training purposes for any amount of time?
- b. Did applicant receive a service-connected disability or die during such service under conditions other than dishonorable?*

 - i. If the answer to both (a) and (b) is yes, **applicant is a veteran who is eligible for Veteran Preference.**
 - ii. If the answer to either (a) or (b) is no, move to Step 5.

5. **Step 5:** Determine the following:

- a. Did applicant serve as a member of the American Merchant Marine in the armed conflict between December 7, 1941 and December 31, 1946?
- b. Did applicant receive honorable discharges from the United States Coast Guard, Army, or Navy?

 - i. If the answer to both (a) and (b) is yes, **applicant is a veteran who is eligible for Veteran Preference.**
 - ii. If the answer to either (a) or (b) is no, move to Step 6.

6. **Step 6:** Determine the following:

- a. Is applicant the spouse, surviving spouse, dependent parent, or other dependent of an individual who meets the definition of Veteran in accordance with Steps 1-5 above?

 - i. If the answer to (a) is yes, applicant **is a family member of a Veteran who is eligible for Veteran Preference.**
 - ii. If you've reached Step 6 the answer to (a) is no, **applicant is not eligible for Veteran Preference.**

* The only characterizations of discharge that would disqualify an applicant as a Veteran are:

- Dishonorable Discharge;
- Bad Conduct Discharge; or
- Officer Discharge (for commissioned officers, an officer discharge is the equivalent of a dishonorable discharge).