



November 1, 2025 (REVISION 1 to FY26 County Allocation Letter dated September 3, 2025)

Dear County Elected Officials and County Commission of Veterans Affairs:

The county veterans affairs office is the crucial first point of contact for many of our veterans to access their federal, state, and county benefits. Iowa law provides a job description for county Executive Directors or Administrators. This description states that county offices will assist veterans in applying for federal, state, and county benefits. Assistance should include personal help filling out the paperwork and actual submission of the federal claim through a Power of Attorney or state application for benefits to the Iowa Department of Veterans Affairs, in addition to county assistance.

Each county is **required by state law** to have (1) a veterans affairs office that is in a building owned, operated, or leased by the county, and (2) an executive director/administrator providing veterans services for a minimum number of hours as follows:

- Counties with a population of 30,000 or less – 20 hours per week
- Counties with a population of 30,001 to 60,000 – 30 hours per week
- Counties with a population of 60,001 or greater – 40 hours per week

For counties that are not at 40 hours per week, The Allocation Funds may be used to increase office hours up to 40 hours. The Allocation Funds CANNOT be used to supplement salaries. Counties need to budget accordingly

Pursuant to Iowa Code Chapter 35B.6c(1): *Upon the employment of an executive director or administrator, the executive director or administrator shall complete a course for the purpose of obtaining certification federally required for the person's position and a personal identification verification card necessary to access the veterans benefits management system. Annually, an executive director or administrator shall satisfy the continuing education requirements necessary to maintain an active personal identification verification card and access to the veterans benefits management system (35B.6c(3))*

The county allocation money provided by the state is intended to assist your County Commission of Veterans Affairs in complying with the above requirements. **This allocation must be used for the operational expenses of running your county VA office, outreach events, and training. This allocation funding is NOT to be used for any direct assistance to veterans either living or deceased. Using funds for direct assistance will not be allowed, and such funds will be recouped by the state. See page 3 for examples of authorized and unauthorized expenditures.**

There are circumstances where the allocation or a portion of the allocation will be required to be returned to the State of Iowa, such as unauthorized use, maintenance of effort, or noncompliance. The information can be found in Iowa Administrative Code 801.7 (see following excerpt):

Unauthorized use - Counties expending a portion of the allocation on items that do not provide services to veterans pursuant to Iowa Code section 35B.6 as amended by 2008 Iowa Acts, chapter 1130 will be required to return the unauthorized funds to the state of Iowa.

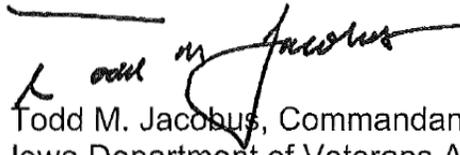
Maintenance of effort - Counties not maintaining their previous fiscal year's VA spending levels will be considered to have supplanted (substituted) county funding with state allocation funds. Counties not complying with their maintenance of effort will be required to return the supplanted portion to the State of Iowa. (You will certify that you have not supplanted funds on the annual Activities Report.)

Noncompliance - Counties that are not in compliance with the requirements of Iowa Code section 35B.6 as amended by 2008 Iowa Acts, chapter 1130, and 2009 Iowa Acts, House File 283, and Iowa Code section 35B.12 on June 30 of each fiscal year will be required to return all moneys received during that fiscal year to the county commissions of veteran affairs fund. Counties that are deemed noncompliant due to the termination or resignation of an employee shall not be required to return the state allocation if an employee is hired within two months of the previous employee's separation.

At the end of the fiscal year, the Iowa Department of Veterans Affairs (IDVA) is required to report to the Legislature regarding activities related to this program. IDVA will be requesting information from your county, including whether your VA office complies with the law.

If you have any questions regarding this allocation, please contact Gavin Sandvig @ gavin.sandvig@iowa.gov or Missy Miller at melissa.miller2@iowa.gov.

Sincerely,



Todd M. Jacobus, Commandant
Iowa Department of Veterans Affairs

\$10,000 State Funds for County Veterans Affairs Office – FY26

The legislative intent of these state funds is to help the county VA offices to reach veterans who have not been connected with their benefits. Funds should be used to increase office hours, maintain accreditation, go out into the community with outreach events, and filing federal claims or applications for state benefits.

Examples of AUTHORIZED Uses of Funds: Administration & Outreach

- Increased office hours / new hired part-time staff (one time only) – ***(Budget must reflect this)***
- State and National training & education to include:
 - Mileage, meals, lodging, dues and registration.
- County commissioner state training and state training mileage.
- Computer, laptop, software, printer, copier, scanner, projector
- Office phone or cell phone (for Veterans Affairs use only)
- Postage, Office supplies
- Advertising - newspaper and radio
- Outreach event expenses
- Outreach items – *examples; apparel; jackets, shirts, hats & magnets*
- Transportation to VA healthcare facilities – ***(fuel – NOT salaries)***
- Transportation to VA approved Private healthcare facilities – ***(fuel – NOT salaries)***

Examples of UNAUTHORIZED Uses of Funds:

- Continuous salaries for directors, administrator and regular part time staff.
- Direct services to veterans – rent, utilities, food, transportation, mortgage, etc.
- Medical fees, medical supplies, and medical equipment
- All non-living veteran uses
- Burial assistance, grave markers, care of graves
- Flags or storage of flags
- Donations to third party accounts (VFW, American Legion, DAV, etc.)
- Purchase of any type of vehicle, car maintenance
- Salary for volunteer van drivers
- Office rent / lease
- Uses that do not increase services to veterans
- Office furniture; desks, chairs, credenza, and filing cabinets

THIS LIST IS NOT ALL INCLUSIVE – Please contact Gavin Sandvig @ gavin.sandvig@iowa.gov or Melissa Miller @ melissa.miller2@iowa.gov with questions before expenditure of funds. Annual reporting requires county to list specific use of funds for approval or disapproval of expenditures.

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