

108 CMR 13.00: REIMBURSEMENTS TO MUNICIPALITIES REGULATORY AUTHORITY

Section

13.01: Requirements for Reimbursement to Municipalities

~~13.02: Secretary's Monthly Examination and Audit of VS-5s and VS-6s~~

13.023: Reimbursement of Flags Purchased for Veterans' Graves

13.01: Requirements for Reimbursement to Municipalities

(1) Closing and Certification under the Penalties of Perjury. Pursuant to M.G.L. c. 115, § 6, the veterans' agent and the treasurer of each city or town shall ~~submit a certification on Forms VS-5 and VS-6~~ electronically certify through Web-VSMIS the expenditures for veterans' benefits and flags within thirty days following the month in which ~~those expenditures for veterans' benefits and flags were made.~~

(2) ~~Form VS-5. A Form VS-5 requires:~~

~~(a) a summary of the monthly total, by category, of benefits expended by a city or town for veterans' benefits in a specific month;~~

~~(b) the number of cases charged for specific month;~~

~~(c) the total monthly amount for all categories expended for veterans' benefits and~~

~~(d) the signatures of both the veterans' agent and the Treasurer on an affidavit, under oath and the penalties of perjury, that the persons listed on the attached VS-6 were aided according to the provisions of M.G.L. c. 115, and the sums of monies actually paid to or for each person listed.~~

~~(e) a negative VS-5 must be submitted in months when no benefits are paid.~~

(a) Responsibility of Veterans' Agent Veterans' Agent to Close the Month. The veterans' agent, after verifying that the expenditures made by the city or town match the expenditures reflected in Web-VSMIS Screens VS5 and VS6, shall perform the Close Period process in Web-VSMIS, thereby precluding any further changes to the month. A negative VS5 must be submitted in months when no benefits are paid.

(b) Treasurer's Responsibility to Close Month. The Treasurer of the city or town shall review the expenditures electronically through Web-VSMIS and electronically certify that the expenditures are accurate and valid under Penalties of Perjury.

(c) Responsibility of Veterans' Agent and Treasurer to Review the Summary of Reimbursable Benefits. After the month is closed and certified as required by 13.01 (1) (a) and (b), the aAgent and Treasurer of each city or town must review Web-VSMIS Screen VS-7, Summary of Reimbursable Benefits, for accuracy and any disallowances.

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(2) Subject to such authorizations and allowance, DVS shall reimburse the authorized percentage amount of veterans' benefits paid to applicants and recipients by the cities and towns wherein they reside. The Commonwealth shall pay said reimbursements to the cities and towns on or before November 10th of year following such expenditures. The authorized percentage amounts for reimbursements are set out in M.G.L. c. 115, §6, Directives Number 12-01, 12-02, 13-004, the Memorandum from the Secretary dated January 21, 2014, and under such other circumstances as authorized by the Secretary.

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(3) ~~Form VS-6-A Form VS-6~~ requires:

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- (a) the names of recipients;
- (b) the amounts paid to or for each recipient;
- (c) category or type of benefit for granting such benefits;
- (d) the relationship of each recipient on account of whose service the benefits were granted; and
- (e) such other details as the Secretary may require.

13.02: Secretary's Monthly Examination and Audit of VS-5s and VS-6s

(1) DVS shall examine and audit the monthly submissions of the VS-5 and VS-6 from all municipalities and shall allow and endorse the amounts that have been properly paid by a municipality, authorized for reimbursement, and reported in accordance with the provisions of M.G.L. c. 115 § 6.

(2) The Secretary decides upon the necessity of the amount paid in each case, and may allow any part thereof deemed proper and lawful. This amount will be reported back to the municipal treasurer on a "Summary of Requested Benefits VS-7" form. The VS-7 shall list the total amounts requested, the amount disallowed by name of recipient, a description of the benefit disallowed, and the total amount disallowed. Additionally, the VS-7 will reflect any VS-20B deductions as reported by the municipality for funds received as repayment of benefits.

(3) Subject to such decision and allowance, DVS shall reimburse 75% of the amounts of veterans' benefits paid to applicants and recipients by the cities and towns wherein they reside. The Commonwealth shall pay to the cities and towns on or before November 10th of the following year.

13.023: Reimbursement of Flags Purchased for Veterans' Graves

M.G.L. c. 115, § 9, requires municipalities with cemeteries containing the remains of deceased veterans to place on

their graves a flag of the United States on every Memorial Day. Subject to review of paid receipts and allowance, the Secretary shall reimburse, once a year, 75% of all amounts expended so long as the following requirements are met:

(1) ~~The standard size flag for veterans' graves shall be 12 inches by 18 inches affixed to a 3/8 inch by 30 inch staff determined by the municipality.~~

(2) The number of flags that shall be reimbursed shall not exceed 5% over the number of veterans' graves. Any excess flags purchased in one year must be saved and used in the following year.

~~(3) The veterans' agent shall request reimbursement using the request for authorization process on a VS-21A within Web-VSMIS. The veterans' agent shall list the flags described herein on the last line of a VS-6, and attach a receipt for the flags purchased.~~

REGULATORY AUTHORITY

108 CMR 13.00: M.G.L. c. 115, §§ 2 and 6, and c. 20A, § 3.