

## **State Benefit Application Instructions**

These instructions are for Indiana County Veteran Service Officers who have attended training and passed the state benefit examination for Indiana Veteran Benefits. You will also need an embosser with the IDVA raised seal to apply to applications of eligible veterans. If you are a new service office and need the training and examination, please contact Tim Dyke at 317-232-3910 or [tdyke@dva.in.gov](mailto:tdyke@dva.in.gov)

NOTE: CVSOs are authorized to determine eligibility for state benefit applications, IF they have all the needed documents provided by the veteran. (i.e. Discharge papers (DD214), the VA Disability Award Letter WITH the service dates and the combined percentage annotated, OR the Disability award letter with the individual disability breakdown, student birth certificate or adoption paperwork. IF the veteran cannot provide proof of service, disability award, or award of certain medals, Send the application to IDVA so we can request this information from the VA Regional Office. DO NOT CALL THE CVSO HOT LINE AND ATTEMPT TO GET THIS INFORMATION.

### **Tuition and Fee Exemption for child of a disabled veteran, child of a Purple Heart Recipient, child of a former POW/MIA OR Purple Heart recipient**

**SEND ALL TUITION AND FEE EXEMPTION APPLICATIONS WITH SUPPORTING DOCUMENTATION TO IDVA FOR PROCESSING.**

**Disabled Veteran Property Tax Deduction [IC 6-1.1-12](#) chapter 13 & 14  
Excise tax [IC 6-6-5-5.2](#)**

What you need;

Veteran DD214 or Discharge papers

Disability award letter (10% or Higher) for wartime vet

10% sc AND over 62 years old for peacetime veteran OR

100% sc if under 62 years old for peacetime veteran.

*NOTE: the equally hazardous duty and expeditionary medal is ONLY considered for the TUITION and FEE EXEMPTION not the Tax Deduction*

Transfer all the information from the Veterans DD214 and the disability award letter to the bottom of the application and sign date and place the raised seal on the form in the lower right hand corner. **USE RED INK.**

Scan the application and supporting documentation in color if possible and name the file PROPERTY TAX. Create a veteran profile in VetraSpec if there is not already one created and place the scanned file under the veterans profile under documents. Instruct the veteran to take the approved application to the Auditors office. If the veteran might qualify for the peacetime deduction of \$12,480 let them know in order to get this deduction their property value must be under the maximum of \$143,160. DONE

**Veteran License Plates:**

**DISABLED VETERAN PLATE; [IC 9-18-18-1](#)**

You must have the award letter that lists the individual disabilities. They must have at least a 50% sc disability rating 60% of which is attributed to a mobility disability OR be unable to walk without pain or difficulty.

**PURPLE HEART LICENSE PLATE; [IC 9-18-19](#) Version a**

You must have documentation of receiving the Purple Heart Medal.

**DISABLED PURPLE HEART PLATE: [IC 9-18-19-1](#) Version b**

You must have documentation of receiving the Purple Heart Medal. They must also be eligible for a disable handicap placard.

Note: the veteran can make their choice at the BMV if they want the Disabled PH plate There is no check box for this plate on the application.

**HOOSIER VETERAN PLATE:**

Instruct the veteran to take their DD214 to the License branch for verification to purchase their appropriate service branch license plate.

***SEND ALL REQUESTS FOR FORMER POW/MIA PLATES TO IDVA FOR VERIFICATION***

Check the appropriate box for the license plate eligible for, sign and date the form, and place the raised seal on the lower right hand corner. In **RED INK** Scan the application and supporting documents in color if possible and in ONE file and name it LICENSE PLATE. If the veteran does not have a profile in VetraSpec create one (you only need a name and SSN) and load the scanned file into documents. DONE.

**Discounted Hunting and Fishing License; [IC 14-22-12-1.5](#)**

Verify SC disability from USDVA award letter 0-100%, OR DOD paperwork for disability retirement benefits, sign and stamp the form. No need to keep record for this benefit. DNR keeps them on file.

Note: if the veteran mails the approved application to DNR they must include a check AND a self addressed, stamped envelope for DNR to send their license. FAX COPIES ARE NO LONGER ACCEPTED DNR requires original (Wet) signatures. Also FYI DNR picks these approved forms up from the IDVA office once or twice a week.

**QUICK REFERENCE FOR NAMING CONVENTIONS FOR STATE EBENFITS  
DO NOT USE ANY SPECIAL CHARACTERS or SPACES IN THE NAMING  
CONVENTIONS OTHER THAN THE UNDERSCORE \_ USE ONLY NUMBERS AND  
LETTERS.**

Disabled Veteran Property Tax Deduction  
Veteran License Plates DHV, PH, DPH

PROP\_TAX\_DEDUCTION  
LICENSE\_PLATE\_TYPEOFPLATE

**If the veteran cannot provide a DD214 and or USDVA Award letter, or any other document you may need to determine eligibility, send the application(s) to IDVA for verification.**

*Note: you need to verify the service connected disability with the award letter that has the combined rating percentage or the breakdown of individual percentages. The letter the VBA sends out annually with the payment amounts on it is not enough evidence in all cases for all benefits.*

See the [IDVA CVSO Hot](#) Topics page for eligibility letters to accompany completed State Benefit Applications.