



STANDARD OPERATING PROCEDURE

Veteran Service Organization (VSO) Burial Honor Guard Support Fund

PURPOSE

Establish policy and procedures for the VSO Burial Honor Guard Support Fund created by S.C. Code Ann. § 25-11-85, effective June 17, 2022. These funds are to be used to offset costs paid by qualifying organizations that provide honor guard burial details at the funerals of qualifying South Carolina Veterans.

POLICY

Upon request by a South Carolina chapter of a congressionally chartered VSO that provided “well-equipped and properly trained honor guard” burial detail at the funeral of a qualifying South Carolina Veteran, the Secretary of the Department of Veterans’ Affairs or his designated representative may authorize a disbursement from the fund. The current amount is \$100 per funeral. The amount will be set annually by the Secretary of the Department of Veterans’ Affairs.

ELIGIBILITY FOR SERVICES (QUALIFYING VETERANS):

- A. Was released from service with an other than dishonorable discharge; and
- B. Served on active duty in the uniformed military services of the United States; or
- C. Served on active duty in the National Guard or any organized state militia; or
- D. Served in the reserve components of the uniformed military services of the United States on active duty.

PROCEDURE

- A. Upon completion of providing burial honor guard support, a VSO shall:
 - 1. Keep track of each funeral supported; and
 - 2. Record expenses incurred in support of providing a well-equipped and properly trained honor guard; and
 - 3. Submit a “Request for Reimbursement” to the Secretary of Veterans’ Affairs or his designated representative **no later than the 15th of the following month** the funeral was conducted. See enclosure.
- B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures that the Secretary of the Department of Veterans’ Affairs may promulgate.
- C. Maintain records of recorded expenses and received disbursements from SCDVA for at least 3-years; the Department may request reconciliation audits annually, projected at the end of the State fiscal year (June).

DOCUMENTATION AND SUBMISSION

The enclosed “VSO Honor Guard Request for Reimbursement,” revised JAN 2024, is the only authorized form that may be submitted. The completed form must be submitted to 1800 St. Julian Place, Suite 305, Columbia SC 29204 or emailed to: VSOHonors@scdva.sc.gov

ONE-TIME REGISTRATION REQUIRED TO RECEIVE PAYMENT

VSOs must have a state Vendor Number to receive payment after submitting a valid Request for Reimbursement. VSOs must register as a vendor in the State of South Carolina’s online payment system called SCEIS to receive a Vendor Number. To register, go to <https://webprod.cio.sc.gov/SCVendorWeb/mainNewFrame.do>.

If you have questions or need additional guidance, you may go to <https://procurement.sc.gov/> and select “Doing Business With Us” and then “Vendor Registration.” If you do not remember your Vendor Number or are unsure if your VSO has registered, you may select “Vendor Lookup” on the Vendor Registration page.

Revised 01/2024

