

YOUR PLANNING ANCHOR

This practical tool supports VFP local service and funding planning for medically released Veteran families. It provides a shared VFP framework, funding expectations, and key considerations to help MFRCs complete the VFP portions of the FY 2027–2028 application, while maintaining flexibility to respond to local needs.

1 STAFF FOR LOCAL DELIVERY

- Include VFPC salary, MERCs and benefits.
- Choose the FTE level that fits local demand, geography, outreach and service continuity.
- Explain the role and FTE clearly in the staffing section.

4 PLAN FOR LOCAL NEEDS

- Use local knowledge of medically released CAF Veteran family needs.
- Clearly identify services newly developed for the upcoming fiscal year.
- Describe the identified need, intended outcome and full cost clearly.

2 INVEST IN VFPC DEVELOPMENT

- Plan up to \$1,500 per VFP-funded staff member for eligible professional development.
- Select learning that directly strengthens Veteran family service delivery.
- Record all PD-related costs, including PD travel, in the PD category.

5 SHARED FRAMEWORK, LOCAL FLEXIBILITY

- Keep tailored Level 1 transition support foundational.
- Propose Level 2 workshops or targeted supports where a known local need exists.
- Use MFSP services for eligible VFP families through the established reimbursement and Penelope tracking process, not as a VFP application expense.

3 RESOURCE OUTREACH

- Provide sufficient travel funding to maintain or increase VFP outreach and stakeholder engagement.
- Plan for the realities of the local catchment area.
- Connect activities to outreach, early engagement and service access for eligible families.

6 ALIGN AND GROW

- Request VFP funds only for services limited to eligible VFP families.
- Growth is welcome when it remains within the VFP mandate and eligible expense guidelines.
- Review the current MVFSP Operations Manual before submitting.
- VFP HQ will evaluate the service plan, staffing, outreach, need, financial stewardship and growth opportunities.

A STRONG APPLICATION

Maintains core capacity • Reflects local MR Veteran family needs • Invests in VFPC capability
• Supports visible outreach • Presents realistic, eligible growth opportunities.

APPLICATION INSTRUCTIONS FOR VFPC NATIONAL CONFERENCE

- VFPC Conference attendance is considered an essential stakeholder engagement activity for the VFP. Follow the below instructions to accurately include the activity in your application:**
1. List VFPC Conference attendance as a Level NA – Business Functions & Administrative Support service in Part E.4.
 2. Include an estimated cost in the description.
 3. Select “Yes” for Travel in Expense Breakdown.
 4. Include the actual amount requested in Part E.5 under VFP Travel.