

Frequently Asked Questions 2014-2015 Impact Aid Program

1. What if my child is absent the day of the survey?

Issue the survey card when he/she returns to school or mail it to the parent.

2. What “Employer” and “Work Location” information is needed for a civil service employee?

A civil service employee must state the name of the employer. This should be the overarching federal government department/agency for which the parent works such as the Department of Defense, Department of Homeland Security, etc. and/or the name of the command under which the parent works. Just stating “civil service” is not acceptable. The parent must also give a complete address for the federal agency/government department that is the employer. In addition, the parent must give the complete address of the actual “work location” AND name the federal property on which the parent works, if the parent works on federal property. Examples

2454 Guadalcanal Road
Virginia Beach, Virginia 23521
Joint Expeditionary Base Little Creek

1562 Mitscher Ave.
Norfolk, Virginia 23511
Naval Station Norfolk

3. If a parent is a contractor working on federal government (not a civil service employee), what “Employer” and “Work Location” information is needed?

A parent, who works on federal property and is a federal contractor and not a civil service worker, must state the full name of the employer. This is NOT the name of the federal agency where the parent works. It is the company that contracts with the federal government. The parent must also give the complete address for the employer’s main office location including street, city, state and zip. Note: A regional or local office address may be used for the employer address. In addition, the parent is required to give a complete address for the “work site location” and name the federal property where he/she physically works. This information is similar to the examples in question #35. A contractor’s “employer” address will never be the same as his/her work site address.

4. What constitutes a “complete work address” for employer or work site location?

A complete address includes street number, name, city, state and zip code. A building or suite number should be added if available. For the Norfolk Naval Shipyard where street addresses are not used, a building number and/or work code MUST be proved plus the city, state and zip code.

5. Do cards for active duty military need a complete street address for work location?

No. Active duty military may provide just the name of a base or ship if a street address is unknown or unavailable. If a parent is assigned to a ship, the ship name should be provided or “deployed” stated.

6. If a parent is a merchant marine or part of the Military Sealift Command is a street address needed?

- For a merchant marine, a ship name is needed rather than a street address.
- For a parent listing an employer as “Military Sealift Command,” the federal property must be named with a street address including city, state and zip code. In addition, the parent may give a ship name if the parent only works on one ship.

7. What information is required for foreign military parents?

US DOE requires a rank, branch of service, and the country of origin for the military service.

8. If a parent indicates “reserves” or “reservist” is a rank needed?

YES, IF the parent was on active duty on 10/21/2014. A parent indicating reserve status should be contacted to ascertain if the parent was on active duty 10/21/2014. A copy of the orders to active status is needed for a reservist on active duty.