



Missing In America Project

www.miap.us

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STANDARD OPERATING PROCEDURE

VETERANS BILLING POLICY

PURPOSE: To instruct MIAP volunteers/State and Regional Coordinators on the process of billing for MIAP services.

BILLING POLICY SPECIFIC RULES:

1. NO ONE IS ALLOWED TO DIRECTLY BILL THE VA FOR MIAP SERVICES FOR UNCLAIMED/HOMELESS/INDIGENT SERVICES.

2. MIAP billing will be done nationally by the Northstate Consultant, Inc., 14421 Old Oregon Trail Suite B, Redding, CA 96003. Phone Number: 530-221-0101, Email: Northstate@miap.us.

3. MIAP State coordinators will collect all bills and receipts for each service, complete the online form <http://www.vba.va.gov/pubs/forms/VBA-21P-530-ARE.pdf> and mail to Northstate Consultants (address above) with a list of names of veterans interred for that service. Highlighted should be the number of veterans at \$300.00 each needed to complete payment of your expenses. NOTE: MIAP will only bill for the amount of expenses submitted that were approved prior to the

service. Expenses will follow SOP # 2 as outlined on the MIAP website:
www.miap.us.

4. MIAP National Staff or others that incurred expenses for the same service must complete form 21P-530 attach receipts and send to Northstate Consultants.

5. All expenses for each service will be consolidated and submitted by Northstate to represent MIAP to the VA and respond to all queries or questions presented by the VA. When monies have been received then Northstate Consultants will deposit or send a check to each State or person with valid expenses.

Types of Expenses that if approved are billable:

- Burial Permits
- State Encroachment permits
- Computer/printer supplies, programs, flyers (check with MIAP Region 8 Coordinator or ducpho@miap.us for printing first!
- Tables, chairs, decorations, table covers, Thank you Notes, postage for a Memorial Service
- Transportation expenses (hearse, gas, mileage, hotels, and meals.
- Urn covers, building supplies if local Urns utilized.
- Safety equipment based on escort needs and approved by the Executive Director or the National Road Captain (outside of SOP # 2). Once Escort teams are in place and signed agreements and trained then it will be possible to expense, vests, banners, radios, lights.

5. To read the entire law go to www.miap.us and click on MIAP Policy and other documents. If you have questions or concerns please contact Linda Smith or Fred Salanti (phone numbers above).