



Veterans Assistance Commission of Kendall County

"Serving America's Finest"

811 West John Street
Yorkville, Illinois 60560

Phone: 630-553-8354 Fax: 630-553-0003

Recorded Message Line for transportation: 630-553-8356

E-mail: kcveterans@co.kendall.il.us

Website: www.co.kendall.il.us/veteransassistance



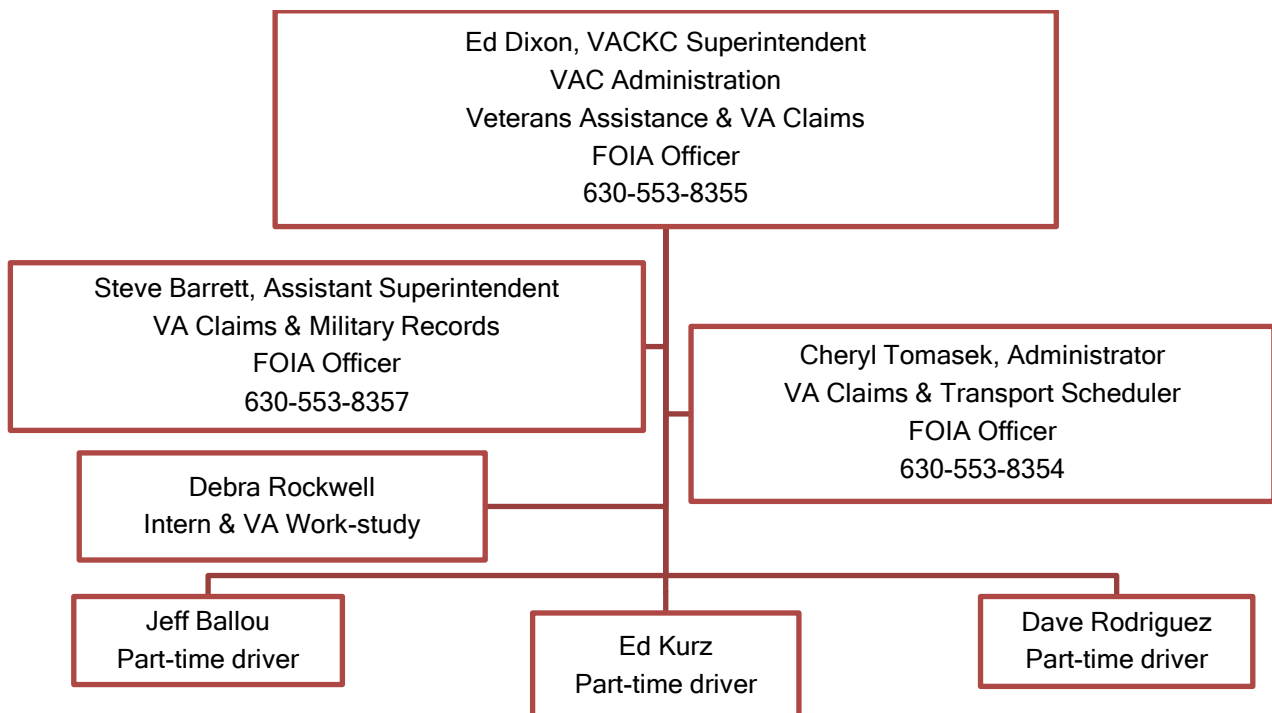
VACKC FOIA POLICY

Pursuant to the provisions of the Illinois Freedom of Information ACT (5 ILCS 140) and in the interest of providing transparency for this office, the following information is made available to the general public:

OFFICE: Veterans Assistance Commission of Kendall County (VACKC)
Address, phone, fax, e-mail address, and website information is stated above.

PURPOSE: The VACKC is an agency authorized by Illinois law which operates at the county level for the purpose of providing consistent services and assistance to eligible Kendall County veterans and widows as prescribed by 330 ILCS 45, the Illinois Military Veterans Assistance Act.

VACKC STAFF: The VACKC staff consists of three fulltime VA accredited service officers and three part-time drivers for our daily Hines VA Hospital schedule and local VA clinic, outreach center, dialysis, and other medical transports. From time-to-time, we have a work-study intern who receives a minimum wage paid by the VA. Below is the VACKC Organizational Chart with basic duty assignments and phone number.



VACKC BOARD: The VACKC office has a governing board referred to in Illinois law as the “Commission”. The membership of the Commission Board consists of a delegate and an alternate from each endorsing veteran’s organization that operates within Kendall County. The Commission Board annually elects an executive board consisting of a president, vice president, secretary, and treasurer. The candidates are selected from among the Commission Board members. The VACKC Board also selects and elects the superintendent who must be an honorably discharged veteran willing to serve a four year term of office. Below is the VACKC Board and meeting schedule for the fiscal year. The general business at these meetings overall operations, policies, and create and approve the annual budget.

VACKC Board Meeting Dates For 2011:

December 1st, April 6th, June 1st, August 7th, and November 3rd. Meetings are held on the 2nd floor of the County Health and Human Services Building in Yorkville at 7 PM.

POSITION	NAME	ORGANIZATION
<i>PRESIDENT</i> DELEGATE	Gene White	American Legion Post 489 Yorkville, Illinois
<i>VICE PRESIDENT</i> ALTERNATE	Jeff Cox	American Legion Post 489 Yorkville, Illinois
<i>SECRETARY</i> DELEGATE	Norm Meier	American Legion Post 459 Newark, Illinois
<i>TREASURER</i> ALTERNATE	Larry Laughlin	American Legion Post 395 Plano, Illinois
DELEGATE	Franklin Kurtz	American Legion Post 395 Plano, Illinois
ALTERNATE	Ray Lee	American Legion Post 459 Newark, Illinois
DELEGATE	Ed Kurz	VFW Post 8234 Yorkville, Illinois
ALTERNATE	Arnold Bitterman	VFW Post 8234 Yorkville, Illinois
DELEGATE	Mike Marcelain	Tri-County VietNow Montgomery, Illinois
ALTERNATE	Phil Smith	Tri-County VietNow Montgomery, Illinois
DELEGATE	Don Dahm	American Legion Post 675 Oswego, Illinois
ALTERNATE	John Schwartz	American Legion Post 675 Oswego, Illinois
<i>VAC Liaison</i>	Nancy Martin	Kendall County Board

VACKC BUDGET: The annual operating budget for the VACKC office is determined and approved by the Commission's Board with final approval for all county departments voted by the Kendall County Board. The total budget for fiscal year 2011 is \$371,007 with \$100,000 designated for veteran's assistance, \$20,822 for transporting County veterans.

The Freedom of Information Act (FOIA) provides that anyone has the right to access information except to the extent that certain records held by this office are protected from release by FOIA exemptions and the Privacy Act. However, it shall be the policy of this office to release allowable information to the fullest extent of federal and state laws.

FAQ's

- *How to submit a FOIA request?* For this office, all FOIA requests must be in writing and signed by the person initiating the request. The VACKC only accepts requests by e-mail, postal mail, or facsimile. You may click on and use the optional FOIA Request Form that we have provided. The requestor must reasonably describe the requested information so that it may be located and provided with a reasonable amount of effort. State your willingness to pay the applicable reproduction and certification fees or provide detailed justification that would support a fee waiver. Include a telephone and/or facsimile number where you can be reached in case we need to contact you.
- *Where should you send your request?* The VACKC office address, fax number and e-mail address is provided at the top of this page. The request may be directed to the any of the FOIA officers listed.
- *What types of records are available to the general public?* Some of the records that might be held in the VACKC office may be exempt from reproduction under the FOIA and/or other applicable federal and state laws. Public records such as office budgets, audits, policies and procedures, transportation data, and other administrative functions are available upon request. Our doors are open. Simply make an appointment and we'll work with you on your request for administrative records. For specific information pertaining to an individual's file, provide us with your FOIA request form along with a signed release form from that person granting permission for access to those private records. If the individual is deceased, provide a copy of the death certificate and a release form from the executor of the estate. In no case will the names and addresses of beneficiaries, if known, be provided as this information is protected by other statutes.
- *What about Veterans Administration and military records?* We will assist you as much as we can. But, most requests for these specific types of records are best directed to the main source of that information.
 1. Military Records - for a person's military records you should submit your request to the National Military Records Center. You may go to www.archives.gov for information on how to process their request application.
 2. VA Records - for a person's Veterans Administration records or claim information you should submit your FOIA request directly to the VA for information regarding the specific categories listed below. Go to the VA's website for details in processing a FOIA request for VA records at va.gov - then go to "FOIA" at the bottom of their home page. Those categories of records are:
 - Medical Records - submit the request to the Director of the VA facility where the individual was last treated or to the FOIA/Privacy Act Officer, Veterans Health Administration.
 - National Cemetery Records - submit the request to the Director, National Cemetery Area Office or the FOIA/Privacy Act Officer, National Cemetery Administration.
 - Benefit Records - submit the request to the FOIA/Privacy Act Officer at the VA Regional Office serving the individuals jurisdiction or the FOIA/Privacy Act Officer, Veterans Benefits Administration. These records encompass the wide range of veterans benefits such as; compensation, pension, vocational rehabilitation, education, home loan guaranty, etcetera.

- Are there any fees charged for this service? Yes. The fees levied by this office conform to the law and are listed in the chart below. We will notify you if your processing fees will exceed \$150 and we'll give you a cost estimate and offer you the opportunity to narrow your request. Payment is by check made out to the Veterans Assistance Commission of Kendall County and is due at the time of delivery. No credit cards are acceptable.

Black and white letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter.
Color copies	The charge is 50 cents per page and 45 cents after the first 500 pages.
Computer data	The charge is the current market cost for the computer disc.
Certified copies	The charge is \$1.00 per FOIA request package.

- What about response time? The law has prescribed deadlines that our office will make every attempt to adhere to. However, you must realize that we function on a first-in, first-out basis. Also, if your request is large or may be time consuming, we may contact you and attempt to negotiate a more realistic time schedule for delivery.