

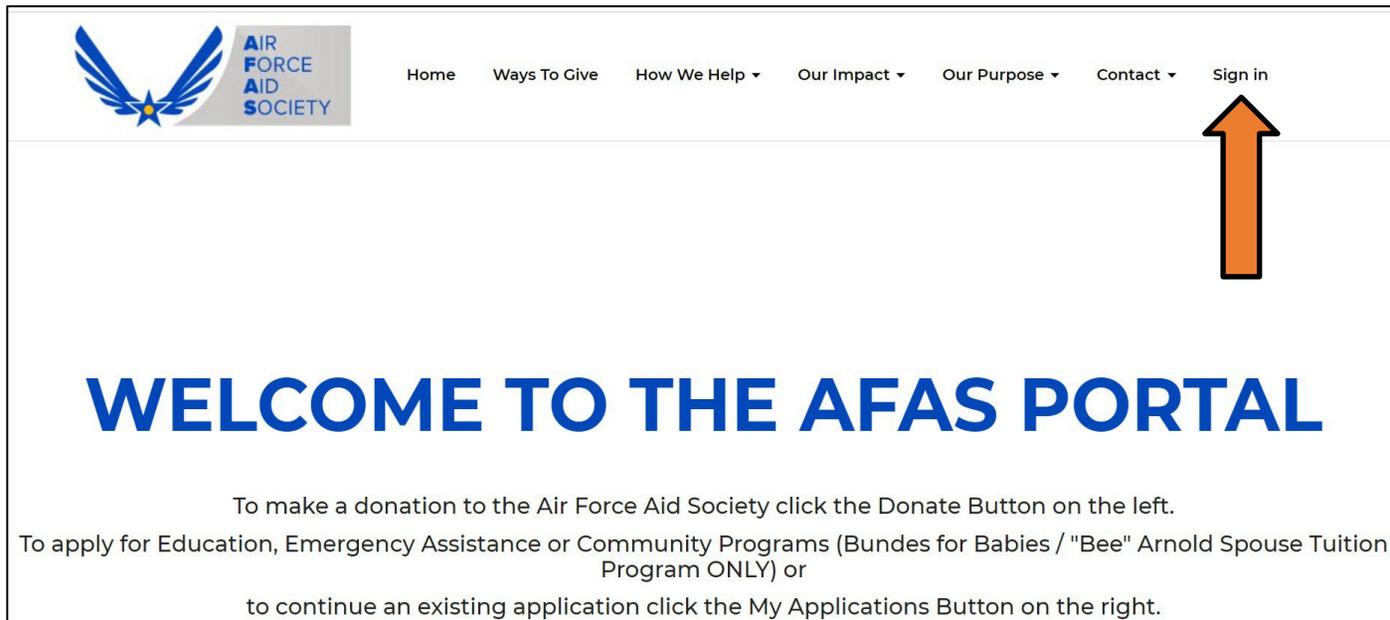


## **AFAS “Give Parents a Break” Application Instructions Using the AFAS Member Portal**



## 1. Access the Air Force Aid Society Member Portal

- Go to: <https://portal.afas.org>
- Click **Sign In**



## 2. Sign In Tab

- If you **previously** registered for an account, you may **Sign In** with your Email and Password
- If you **never** registered for an account, you can create an account by selecting the **Register** tab and following the instructions (See information on next page)

*Note:* You may need to reset your password or call 703-972-2604 for an AFAS Team Member to unlock your account if it does not allow you to proceed

[Sign in](#) [Register](#)

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Welcome to our new Air Force Aid Society portal!

**EMERGENCY TRAVEL – ALL EMERGENCY TRAVEL FINANCIAL ASSISTANCE REQUIRED DUE TO SERIOUS ILLNESS/DEATH OF AN IMMEDIATE FAMILY MEMBER, GRANDPARENT OR OTHER FAMILY RELATIONSHIP WILL BE PROCESSED THROUGH THE AMERICAN RED CROSS (ARC). PLEASE CONTACT THE ARC AT 1-877-272-7337 FOR IMMEDIATE ASSISTANCE.**

This is your one-stop shop to manage your relationship with the Air Force Aid Society, the official charity supporting US Airmen and Space Guardians. Once you create your account and log in, you will be able to view your donation history, set-up and manage your recurring gift, apply for an education grant, apply for emergency assistance, or manage your education or emergency assistance loans.

If this is your first time accessing the portal, please navigate to the "Register" tab above to set up your account.

If you have any issues please contact the following for support:

For issues with Donations, please contact the Donation Team: [donations@afas-hq.org](mailto:donations@afas-hq.org)  
For issues applying for Education Assistance, please contact the Education Team: [education@afas-hq.org](mailto:education@afas-hq.org)  
For issues applying for Emergency Assistance, please contact the Emergency Assistance Team: [ea@afas-hq.org](mailto:ea@afas-hq.org) or [Click Here](#)

### Sign In

Email

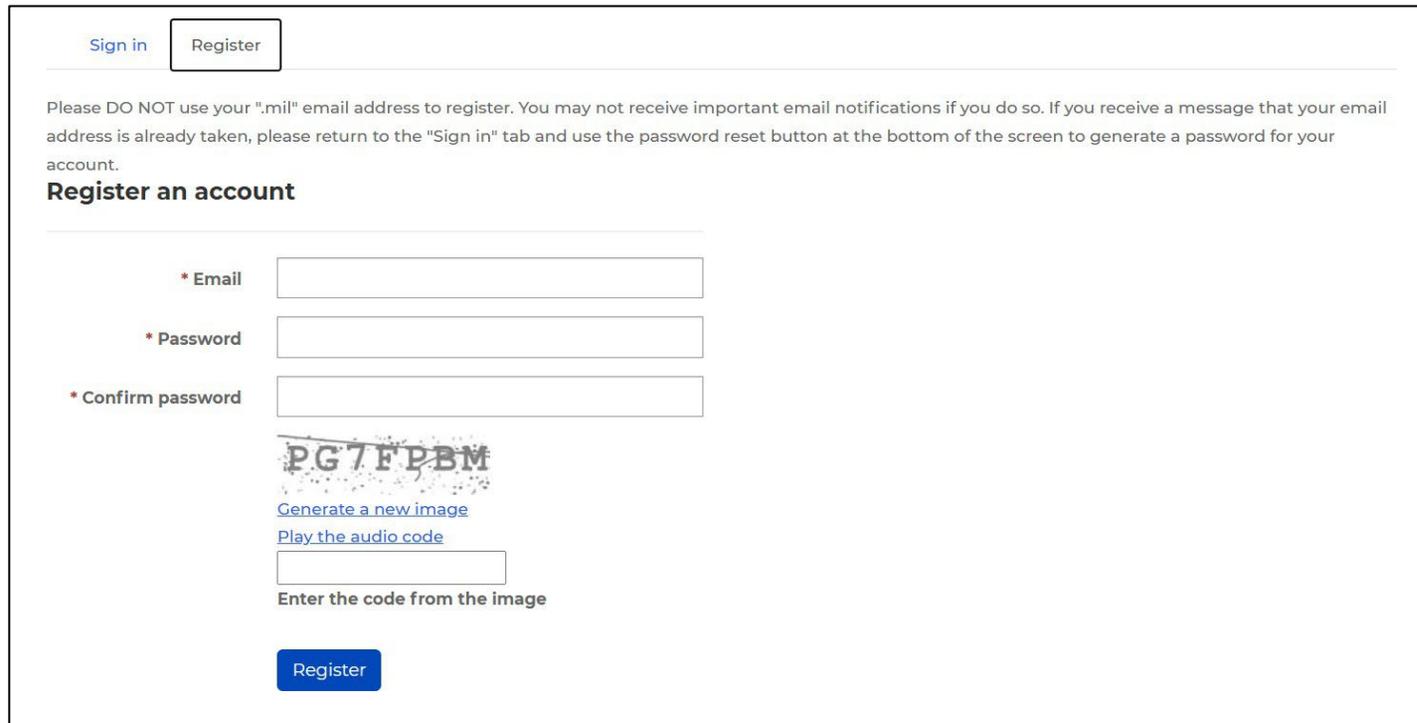
\* Password

Remember me?

### 3. Register Tab – Creating a new account

- Enter your personal Email, create a Password & Confirm password, enter the code from the image on your screen, and then click **Register**

*Note:* **Do not** use your “.mil” or “.edu” email as you may not receive important emails regarding your application



The screenshot shows a registration interface with two tabs: "Sign in" and "Register". The "Register" tab is active. Below the tabs, there is a warning message: "Please DO NOT use your ".mil" email address to register. You may not receive important email notifications if you do so. If you receive a message that your email address is already taken, please return to the "Sign in" tab and use the password reset button at the bottom of the screen to generate a password for your account." Below this is the heading "Register an account". The form contains three input fields: "\* Email", "\* Password", and "\* Confirm password". Below these is a CAPTCHA image showing the code "PG7FPBM". There are two links: "Generate a new image" and "Play the audio code". Below the links is an input field for the CAPTCHA code with the label "Enter the code from the image". At the bottom of the form is a blue "Register" button.

- If you receive a message indicating “the username/Email is already taken”, you may have already registered. Click on the **Sign In** tab and enter your Email and Password to continue to the application. If you do not remember your password, click on the Forgot your password? button and follow the instructions to request a password reset

- **Profile screen** - enter the required information on this page and then click **Update**

The screenshot shows a user profile page for 'John Snuffy'. On the left is a navigation menu with options: Profile, Donation History, Recurring Donations, My Applications, Security (highlighted), and Change password. The main content area has a header with a warning: 'Please provide some information about yourself. Please DO NOT use your \*.mil\* email address as your username/primary email. You may not receive important email notifications if you do so.' Below this is the 'Your information' section with fields for Title (\*), E-mail/Username, First Name (\*), Business Phone, Middle Name, and Last Name (\*). The 'Address' section includes fields for Street 1, Street 2, City, Address 1: State/Province, ZIP/Postal Code, and Address 1: Country/Region. The form is partially filled with the following data: Title: Amn, E-mail/Username: johnsnuffy80@gmail.com, First Name: John, Business Phone: 703-972-2604, Last Name: Snuffy, Street 1: 1550 Crystal Drive, ZIP/Postal Code: 22202, City: Arlington, Address 1: Country/Region: United States.

Please provide some information about yourself. Please DO NOT use your \*.mil\* email address as your username/primary email. You may not receive important email notifications if you do so.

**Your information**

**Title \***  
Amn

**E-mail/Username**  
johnsnuffy80@gmail.com

**First Name \***  
John

**Business Phone**  
703-972-2604

**Middle Name**

**Last Name \***  
Snuffy

**Address**

**Street 1**  
1550 Crystal Drive

**Address 1: State/Province**

**Street 2**

**ZIP/Postal Code**  
22202

**City**  
Arlington

**Address 1: Country/Region**  
United States

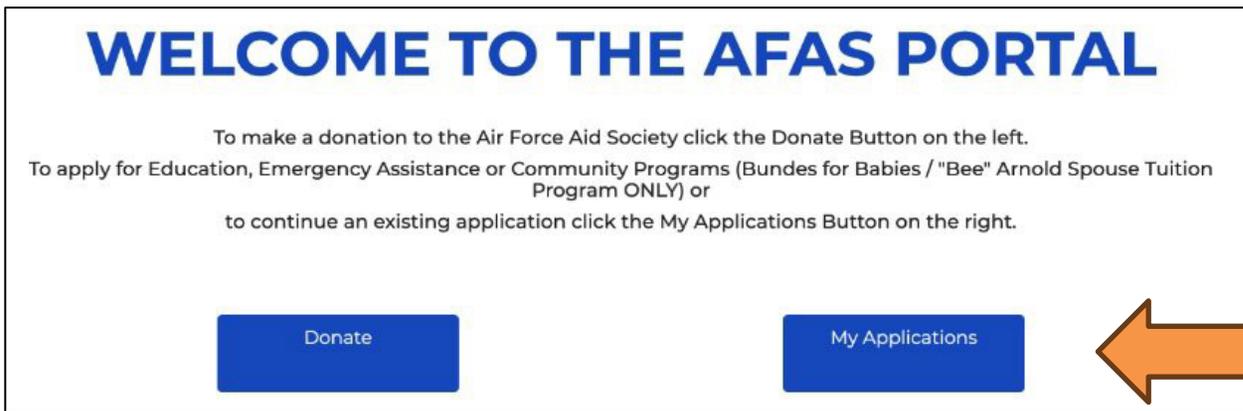
- Once complete, you should be taken back to the **Sign in / Register** screen and be able to **Sign In**

#### 4. Create An Application

- **Sign In** to your account to start an application. (Select the **Sign In** tab, enter your **Email** and **Password**)



- Click on **My Applications**



➤ Click on **Apply for Community Program**

Home > My Applications

## My Applications

This page is the central location to monitor your applications with the Air Force Aid Society.

To begin a new application, click on one of the blue buttons below. To apply for Emergency Assistance click the "Apply for Emergency Assistance" button on the left. To apply for a Community Program (Bundles for Babies / "Bee" Arnold Spouse Tuition Program ONLY) click the "Apply for Community Program" button in the middle. To apply for the Gen. Henry H. Arnold Education Grant click the "Apply for Educaiton Grant" on the right.

Once an application has been started but not completed, it will be displayed here with a status reason of "Unsubmitted". To edit or resume the application, click on the blue Application ID in the table below. This will take you back to the application, where you will be able to edit the information and finish the application.

Once the application has been submitted, it will be displayed here with a status reason of "Submitted". To view the details of the submission, click on the blue Application ID in the table below. This will take you to the application's detail page where you will be able to review the details of the submitted application.

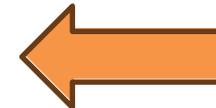


[Apply for Emergency Assistance](#) [Apply for Community Program](#) [Apply for Education Grant](#)

➤ Select **Give Parents a Break** for the program you are applying for in the drop-down menu

\_\_Child Care for PCS - The Child Care for PCS Program is intended to help relieve stress felt by Air Force and Space Force families in the process of a Permanent Change of Station (PCS), Retirement, Palace Chase, or Separation from service move. AFAS will provide \$200 per dependent child up to age 12 (not to exceed \$1,000 per family) to eligible members utilizing child care at the Child Development/Youth Center, a Family Child Care (FCC) provider home, Day Care center or Day Care Provider of your choosing (on or off the Installation). Eligible members, including active-duty Air Force and Space Force, Title 10, USC must provide a PCS order to utilize care within 60 days of arrival or departure. Eligible members with a Retirement, Separation or Palace Chase order must apply within 60 days of departure.

\_\_Give Parents a Break - The Air Force Aid Society recognizes that Air Force and Space Force families are subject to unique stresses due to the nature of military life - deployments, remote tours of duty, frequent moves, etc. Families are often separated from spouses as well as from extended family members who might otherwise offer support. To assist these families, AFAS provides assistance with the child care costs for active-duty Air Force and Space Force families under the GPAB program. The purpose of this program is to offer eligible parents a few hours break from the stresses of parenting. Families may use this time to suit their personal needs. Eligible members must be referred to this program and provide a copy of the Certificate of Eligibility received from one of the following agencies: Military and Family Readiness Center personnel, Family Advocacy, Chaplain, Doctor or other medical professional, Squadron Commander, First Sergeant.



What community program are you applying for? \*

Select

- **Step 1: Complete required fields and then click submit**
- *Note: All fields with an asterisk (\*) are mandatory and must be completed to continue to the next screen*

What community program are you applying for? \*

Give Parents a Break

Location of Childcare \*

Select

Number of Dependent Children Requiring Childcare \*

Day Care Name \*

Day Care Address \*

Day Care Phone Number \*

Provide a telephone number

Submit



- **Step 1: Applicant Information Page** - Fill in the required information and then click **Save and Continue**.  
*Note: All fields with an asterisk (\*) are mandatory and must be completed to continue to the next screen*

# GIVE PARENTS A BREAK APPLICATION

1 Applicant Information

2 Military Member Information

3 Requirements

4 Disbursement Method

## Applicant Information

SSN \*

DODID

First Name \*

Middle Initial

Last Name \*

Suffix



## Contact Information

Personal Email Address \*

Work Email Address

Phone Number Type \*

Select



Work Phone (no dashes)

Provide a telephone number

## Home Address

Address Line 1 \*

- **Step 2: Military Member Information page** – Fill in the required information and then click **Save and Continue**

*Note: First Sergeant name and contact information is mandatory. AFAS reserves the right to contact the First Sergeant if/when necessary*

# GIVE PARENTS A BREAK APPLICATION

1 Applicant Information ✓

2 Military Member Information

3 Requirements

4 Disbursement Method

## Military Member Information

SSN \*

DODID

First Name \*

Middle Initial

Last Name \*

Suffix



## Contact Information

Personal Email Address \*

Please enter a personal email address, .mil email addresses will not be accepted

Work Email Address \*

Phone Number Type \*

Select



Work Phone (no dashes)

Provide a telephone number

## Home Address

Use Applicant Address

➤ **Step 3: Requirements page**

- Click on each **blue box** on the right and upload a copy of the Required Documents

*Note: These documents are required by the system and **must** be attached before submitting your application*

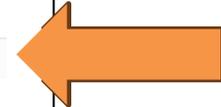
1 Applicant Information ✓ 2 Military Member Information ✓ **3 Requirements** 4 Disbursement Method

Please attach each file individually by clicking the blue text on the left side of the table and in the new window click the choose file button to select your file that corresponds with the Document Name that you selected and click submit.

Document Type ↓	Description	Status	Received Date
<a href="#">Military ID/ Front and Back (Authority: DoDI 1000.13)</a>		Pending	
<a href="#">Give Parents a Break Confirmation Form</a>		Pending	
<a href="#">Certificate of Eligibility</a>		Pending	

Enter Requested Assistance, Not to Exceed \$2,500 (format: 0.00)

[Previous](#) [Save and Continue](#)



➤ **Give Parents a Break Confirmation Form - Click on word Give Parents a Break Confirmation Form under Document Type**

1 Applicant Information ✓ 2 Military Member Information ✓ 3 Requirements 4 Disbursement Method

Please attach each file individually by clicking the blue text on the left side of the table and in the new window click the choose file button to select your file that corresponds with the Document Name that you selected and click submit.

Document Type ↓	Description	Status	Received Date
Military ID/ Front and Back (Authority: DoDI 1000.13)		Pending	
<b>Give Parents a Break Confirmation Form</b>		Pending	
Certificate of Eligibility		Pending	

Enter Requested Assistance, Not to Exceed \$2,500 (format: 0.00)

[Previous](#) [Save and Continue](#)

Click **Give Parents a Break Confirmation Form** in the blue text and fill-in the PDF form. When finished, upload the file from your computer (select **Choose Files**) and then click **Submit**.

**View details** x

Document Type \*  
Give Parents a Break Confirmation Form

Notes

There are no notes to display.

Download the Give Parents a Break Confirmation template and upload the completed doc file below.  
[Give Parents a Break Confirmation DOC](#)

Accepted file types: jpeg, png, doc, docx, pdf, xlsx \*

[Choose Files](#) | No file chosen

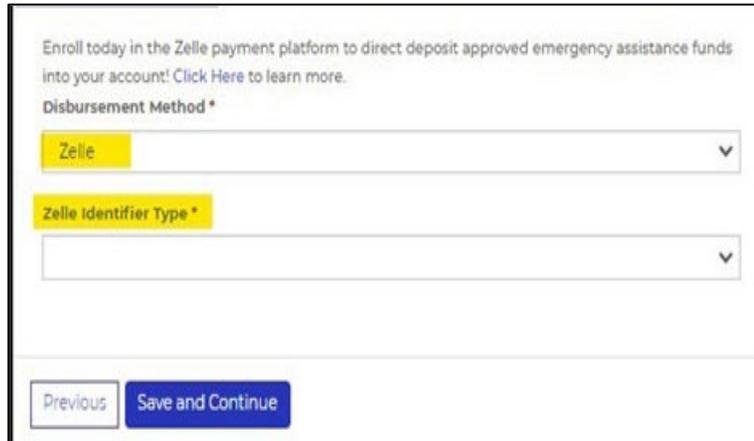
[Submit](#)

➤ **Step 4: Disbursement Method page**

- Select how you would like to receive your disbursement, either through **Zelle** or **Bank ACH**

**Zelle**

To use Zelle, you must register through your bank and select the **Zelle Identifier Type**. It is either a stateside phone number (entered without dashes) or a personal email synced to your stateside bank account.



Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! [Click Here](#) to learn more.

Disbursement Method \*

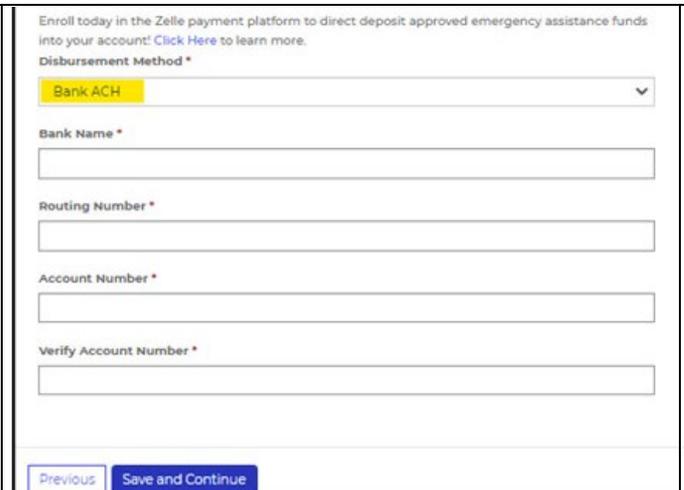
Zelle

Zelle Identifier Type \*

Previous Save and Continue

**Bank ACH**

If Bank ACH is elected, fill out the Bank Name, Routing Number and Account Number. Funds will be deposited directly into this account.



Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! [Click Here](#) to learn more.

Disbursement Method \*

Bank ACH

Bank Name \*

Routing Number \*

Account Number \*

Verify Account Number \*

Previous Save and Continue

- Once you have entered and verified your Disbursement Method, click **Save and Continue**

## Final Steps to Submit Your Application to AFAS

1. Please read the **Terms of Agreement** and then **check the box** indicating you understand and accept these terms
2. Select your **Marketing Preferences** for how you would like to be contacted
3. Once you have completed the 2 steps above, click **Submit** to send your application to AFAS for processing

Home > My Applications > Terms of Agreement

### Terms of Agreement

I hereby authorize the Department of the Air Force to supply the Air Force Aid Society with any requested information in connection with this assistance. I further authorize the Department of the Air Force, or any agency, to supply my latest home address, or duty assignment to the Air Force Aid Society whenever requested.

I understand that:

- the solicitation of this information is authorized by 10 USC 8012;
- the disclosure of this information on my application is voluntary;
- all information requested will be used only for determining eligibility for and administration of a loan;
- the failure to provide all requested information may result in disapproval on this application;
- these funds will not be used to fund an abortion or for any expenses related to an abortion to include travel;
- these funds will not replace funds lost by fines or garnishments;
- these funds will be used for the purpose requested.

I authorize the AFAS to investigate my credit record and, in the administration and collection of this loan, furnish information concerning this loan to National Credit Bureaus and others who may properly receive this information. I certify that the information provided on this application is complete, true, and correct.

By checking this box I understand and accept the terms described above. \*

### Marketing Preferences

<b>Allow Mail *</b> <input checked="" type="radio"/> Allow <input type="radio"/> Do Not Allow	<b>Allow Bulk Mail *</b> <input type="radio"/> Allow <input checked="" type="radio"/> Do Not Allow
<b>Allow Bulk Email *</b> <input type="radio"/> Allow <input checked="" type="radio"/> Do Not Allow	<b>Allow Soliciting *</b> <input type="radio"/> Allow <input checked="" type="radio"/> Do Not Allow

## ADDITIONAL INFORMATION

- You will receive the following verification email:

Your Emergency Assistance Application has been Submitted  
Dear [REDACTED]

Your application has been submitted to HQ Air Force Aid Society (AFAS) located in Arlington, VA, on 09/02/2022 and is being processed. You will receive an e-mail notification if additional information or an appointment with a representative is required. Should AFAS need to call you to discuss your case further, phone calls will have an area code of (703) or (571).

Air Force Aid Society  
Emergency Assistance Department  
ea@afas-hq.org  
(703) 972-2604  
FAX: (866) 896-5637

- **If your application is approved**, you will receive an email with an attachment which requires your signature. This signed document must be returned before AFAS can distribute any approved funds

➤ **Having difficulty with your application or have questions?**

Contact AFAS at 703-972-2604 or email [ea@afas-hq.org](mailto:ea@afas-hq.org) for assistance

➤ **What Happens Next?**

- Your application will be assigned to an AFAS Caseworker through our corporate office in Arlington, VA. It will be reviewed as quickly as possible to assess your financial need
- Ensure you answer any calls you receive from area codes 703 or 571 as your Caseworker may be trying to contact you for additional information regarding your case
- Also, be sure to check your email as the Caseworker may send you messages regarding your case. You may also want to check your Junk/Spam folders for updates as well
- If financial assistance is approved, you will receive an email with an attachment which requires your signature acknowledging concurrence of funds as shown above. **You must return the document** before AFAS can proceed with distribution of approved funds. This email is sent using Adobe Sign. Please be sure to monitor your Inbox, Junk/Spam folders